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Bellevue Community School District

Associate Handbook

Updated August 2016

Bellevue Community School District Associate Handbook

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ASSOCIATE HANDBOOK 2016-2017

Introduction

As you are well aware, every member of the Bellevue Community School District staff plays an important role in providing the services that are made available to students in the district. As employees of the Bellevue Community School District, each of you has duties and responsibilities, which, when properly performed, make for an efficient and smooth running program.

In this document you will find job descriptions and responsibilities that will clarify the roles each of you have assumed as part of your job. You will also find information in regard to benefits you are entitled to as an employee of the district as well as policies and procedures that employees of the district should follow. If you have any questions in regard to any of the information contained in this document, please discuss it with your supervisor.

Employee Evaluation and Job Responsibilities

Knowledge of Job - grasps assignments; has ability to learn; understands duties and responsibilities.

Cooperation with Supervisors, Staff, and Students - gets along with others; good relationship with students, staff and public; good team player; sensitive to the needs of others; demonstrates a multi-cultural, gender fair attitude

Work Attitude - enthusiasm for work; willing to meet job requirements; accepts suggestions; shows initiative; is loyal

Professionalism - demonstrates integrity and emotional stability; participates in opportunities to upgrade skills

Confidentiality - realizes the importance of keeping school issues and student information confidential

Attendance/Punctuality/Use of Time - comes to work on time; works until quitting time; few absences

Dependability - Reliable; trustworthy; accountable for tasks assigned

Performance of Duties - accurate, neat and thorough; follows through on details; does not waste time

Work habits - organizes work; takes care of equipment; neat

Skills - is good with technology, art, music, or other areas that help the school and students.

Associates will be evaluated a minimum of once, every three years, by the building principal.

Time Clocks/Time Cards

You will be using the time clock system to record your time worked. The system records the actual hours and minutes worked. There is no rounding. There are exception forms available to report any explanations for missed time or other instances when you may have worked extra. The information you provide on these forms will assist your manager in authorizing your time card and aides in accurate recordkeeping for the administration office. You will also need to complete an exception form for any changes that are required to your time card, such as adding a missed punch, or recording time worked that was not recorded on the system. These forms are due no later than the Monday morning following the two-week period recorded on your time card. Paydays are every two weeks. It is important for all associates to accurately punch in and out on the computerized time clock.

The building principal will determine your schedule at the beginning of each school year. These hours are your scheduled hours per day. **If you should ever need to work more than your scheduled hours for any reason, get your supervisor's approval *before* you do it.**

Breaks

Employees who are assigned to work a full day (More than 5 hours) are entitled to a 15-minute break in the morning and a 30-minute lunch period. Breaks that are taken at school can occur while the employee is punched in with the intention that the employee is available to return to work if the need arises. If an employee leaves during his/her break, they should punch out as they are not available to perform any duties if you are not here at school. If you don't take a break in the morning, you cannot add it at lunch time.

Absences

Please let the Building Principal know as soon as possible in regard to upcoming, planned absences so appropriate arrangements can be made. In the event of sudden illness or emergency, please call the Principal by 6:30 a.m. so a substitute Associate can be contacted.

Sick Leave

You receive 15 sick days each year. These are days off with pay for personal illness. You may accumulate your unused sick days from year-to-year, up to a maximum total of 145 days. These

days include employee's actual sickness, time off to go to doctor's appointments that require a return visit, etc. These do not include appointments that *you* initiate for physicals, dental check-ups, or routine appointments.

Remember to mark these days on the exception form when they occur. Include the date and amount of time missed from work.

Bereavement

The following rules apply to Bereavement:

Up to Five (5) Days Per Occurrence	Paid time off for the death of spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, and grandchildren.
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NOTE: Days used will be deducted from accumulated sick days.

One (1) Day Per Occurrence	Paid time off for other close relatives outside the employee's immediate family. This would include nieces/nephews/aunts/and uncles.
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NOTE: Days used will be deducted from accumulated sick days.

Remember to mark these days on the exception form when they occur. Include the date and amount of time missed from work.

Serious Illness Leave

The following rules apply to Serious Illness in the Family:

Up to Eight (8) Days Total Per Year	Paid time off for staying with your ill spouse, parent or child when they need to be supervised due to serious illness/accident. In the case of a young child, the illness could be less than serious such as a cold or the flu.
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NOTE: Days used will be deducted from accumulated sick days.

*Additional days needed may be granted *without* pay by the Building Principal.

Remember to mark these days on the exception form when they occur. Include the date and amount of time missed from work.

Personal Leave

You receive one (1) personal day per year that cannot be carried over. Remember to mark this day on the exception form when they occur. Include the date and amount of time missed from work. You must use your personal day before any additional days without pay will be granted.

Personal days cannot be used on a day before a holiday or the last two weeks of school. Please let the Building Principal know as soon as possible when you intend to use your personal day so appropriate arrangements can be made.

Jury Duty

In the event that an employee is called for Jury Duty, please notify the Building Principal as soon as possible so appropriate arrangements may be made.

When you return to work, please provide the payroll clerk with a copy of all documents received. You will receive full pay for all time missed less any pay received from the court for your time. (The mileage amount is excluded.)

Physical Examinations

The Board shall require each employee to file a written medical report of physical examination by the licensed physician who has performed said examination at the beginning of his/her service. The cost of the initial physical will be paid by the school district. The form indicating the employee is able to perform the duties for which the employee was hired must be returned prior to payment of salary.

The cost of the physicals will be paid by the school district up to a maximum of the rate established by Medical Associates Clinic, Bellevue, Iowa. The school district will provide the standard examination form to be completed by the personal physician of the employee.

Dress Code & Professionalism

Employees shall report to work each day in appropriate attire as indicated by the Building Principal. Cell Phones: As a professional in a professional environment it is important to act professionally at all times, especially when we serve as role models for students on a daily basis. Cell phone use should be limited to times when you do not have students in your room or under your supervision. There may be special situations (family emergencies, etc.) that deem it

necessary to have a cell phone available to communicate with someone, but this is not to be normal practice. At the same time, if a teacher needs to take a picture with their device (cell phone), or post information about class on social media using the phone during a class, this is acceptable and appropriate.

Grievance Procedure

Should questions or concerns arise throughout the year, you are asked to follow the proper channels of communication outlined below in seeking information and answers to problems:

Step 1.	Building Principal
Step 2.	Building Principal
Step 3.	Superintendent
Step 4.	School Board

Workmen's Compensation

Employees who are absent from work and eligible for benefits under Workmen's Compensation shall have sick days deducted from their accumulated sick days according to one of the following:

- Employee choosing to accept only Workmen's Compensation shall have 4/10 of a day deducted for each day taken.
- Employees who elect to take sick pay shall have one (1) full day deducted for each day taken and the employee shall be entitled to full pay, however the Workmen's Compensation check amount will be deducted from your paycheck.

Right-To-Know

The Iowa Hazardous Chemical Risks "Right-To-Know Law" requires that all employees of the District be informed as follows:

- The chemicals and their hazards that might be found in the work area.
- How to lessen or prevent exposure to these hazardous chemicals.
- Procedures to follow in they are exposed to these chemicals.

- Training will be given to all employees where hazardous chemicals are in the employee work area. All employees must view a tape that provides information on the Right-To-Know Law, and sign the training verification form.
- Employees are responsible for MSDS (Material Safety Data Sheets) for all hazardous materials in their work areas.
- Complete lists of all hazardous materials, their locations, and the MSDS are kept on file in the Building Principal's Office, the Custodian's Office and other appropriate locations.

Child Abuse

1. Senate File 1225, (1984 Amended) Iowa has mandated that teachers (certified) must report all instances of child abuse. The instances are to be reported the D.H.S., via phone, immediately and within twenty-four (24) hours in writing. You shall immediately inform Social Services and the following information is necessary:

- Name
- Address
- Age
- Nature of injury
- Name and condition of other children in the family
- Any other helpful information

Anyone participating in making a report in good faith shall have immunity from any liability, criminal and civil. Failure to act, however, will result in the filing of criminal charges against said person.

2. Abuse of students by school employees:

Current law defines "abuse of students" by school employees and mandates that each incident be investigated and if evidence exists that abuse was present a procedure is outlined for final disposition. YOU cannot determine what might be abusive, the simple act of grabbing a student by the arm when said student is being disruptive would be considered as potentially abusive. You are best advised to refrain from physical contact in all instances involving student discipline.

Equal Employment Opportunity & Affirmative Action

The Bellevue Community School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Opportunity and Affirmative Action laws, directives and regulations of federal, state and local governing bodies and agencies. This obligation to affirmatively implement equal employment opportunity to all employees and applicants for employment includes hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and State Department of Education for the class or position for which they apply. In employing school district personnel, the board shall consider the qualification, credentials, and records of the applicants without regard to race, color, religion, creed, sex, marital status, sexual orientation, national origin, gender identity, age or disability. In keeping with the law, the board shall consider the veteran status of applicants.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, including but not limited to complaints of discrimination, may be directed to the Affirmative Action Coordinator by writing to

Tom Meyer, Affirmative Action Coordinator
Bellevue Community School District
1601 State Street
Bellevue, IA 52031
Phone: (563) 872-4913

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, including but not limited to complaints of discrimination, may also be directed, in writing to:

Director of Region VII Office of Civil Rights
Department of Education
Kansas City, MO

Further information and copies of the procedures for filing a grievance are available in the district's administrative office.

Harassment and Bullying

Harassment, bullying, and abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical or written harassment or abuse
- repeated remarks of a demeaning nature
- implied or explicit threats concerning one's grades, job, etc.
- demeaning jokes, stories, or activities.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints alleging harassment. Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited.

Substance Free Workplace

The Bellevue Community School Board expects the school district and its employees to remain substance free. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcoholic beverage as defined by federal or state law.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five days of the conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination.

Bellevue Schools

Associates

Administrative Guidelines

Building principals are the supervisors of the Associates in their building. The principals will determine the Associate's schedule and work assignment. All assignments will directly supply students with needed services. Associates work only on school days when students are present. Any additional time will be specifically determined by the building principal.

Associates will be evaluated every year by the building principal. The evaluation will attempt to identify the Associate's strengths. But any areas of weakness identified in the process will be shared with the Associate. He/She will be given guidance on how to improve, and given appropriate time to make adjustments. If the Associate is given time to improve and the problem area(s) persist, the Associate may be terminated. The guiding principle will be the welfare of the students – all employees need the skills and attitudes that foster positive growth in the students.

If a specific Associate position is eliminated or reduced during the school year, every attempt will be made to re-assign that Associate to an appropriate vacant Associate position in the same building. Full-time Associates will be assigned to full-time positions, which might necessitate the reduction of a part-time position(s). If an appropriate vacant Associate position is not available, any Associate in the building with evaluated deficiencies will be the first reduced. If all Associates have demonstrated adequate evaluated performance, the Associate most recently employed as an Associate in that building will be reduced. Length of employment will be determined beginning with the first day of paid employment as an Associate.

Step 1: Reduced employee will be assigned to a vacant position in the building.

Step 2: If Step 1 is not available, an Associate in the building with evaluated deficiencies will be reduced, and the employee will be transferred to that position.

Step 3: If Step 2 is not available, the Associate most recently employed as an Associate in that building will be reduced, and the employee will be transferred to that position.

Every school year, Administration will evaluate the need for the Associate positions based upon students' needs and academic program needs. If a position(s) must be reduced, those Associates in the building with evaluated deficiencies will be reduced first. If an additional position(s) needs to be reduced, those Associate(s) most recently employed as Associates in that building will be reduced next.

Step A: Associates in the building with evaluated deficiencies are reduced first.

Step B: If Step A does not supply the needed number of reductions, those Associates most recently employed as Associates in the building are reduced as needed.

Associates will be assigned to positions based upon relative qualifications, skills, ability and demonstrated performance. A variety of skills sets are needed in the school; the skills appropriate for a successful preschool Associate are much different than the skills needed for a successful high school Associate. Substantially different skills set can be needed for specific programs, making transfer between buildings and programs an important decision. An Associate

may request assignment to a vacant position and will be given consideration in the pool of applicants.

BELLEVUE COMMUNITY SCHOOL DISTRICT

ASSOCIATE EVALUATION

Name:

Position:

Date:

1. KNOWLEDGE OF JOB

Satisfactory

Improvement Needed Unsatisfactory

Grasps assignments; has ability to learn; understands duties and responsibilities

2. COOPERATION WITH SUPERVISORS, STAFF, & STUDENTS

Gets along with others; good relationship with students, staff, and public; good team player; sensitive to the needs of others; demonstrates a multi-cultural, gender fair attitude

3. WORK ATTITUDE

Enthusiasm for work; willing to meet job requirements; accepts suggestions; shows initiative; is loyal

4. PROFESSIONALISM

Demonstrates integrity and emotional stability; participates in opportunities to upgrade skills

5. CONFIDENTIALITY

Realizes the importance of keeping school issues and student information confidential

6. ATTENDANCE, PUNCTUALITY, AND USE OF TIME

Comes to work on time; works until quitting time;
few absences.

7. DEPENDABILITY

Reliable; trustworthy; accountable for tasks assigned

8. PERFORMANCE OF DUTIES

Accurate, neat and thorough; follows through on details;
does not waste time

9. WORK HABITS

Organizes work; takes care of equipment;
neat

10. SKILLS

Is good with technology, art, music, or other areas
that help the school and students.

COMMENTS:

Evaluator: _____ Date: _____
(Signature)

Employee: _____ Date: _____
(Signature)

The Employee signature indicates awareness of this evaluation.