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Bellevue Community School District

Secretary Handbook

Updated August 2016

Bellevue Community School District Secretary Handbook

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Secretary Handbook

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 members of the Office Staff, 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 - employee grasps assignment; has ability to learn; understands duties and responsibilities.

Cooperation with Supervisors, Staff, and Students - has the ability to get along with others; good relationships with students, staff and public; good team player; sensitive to the needs of others; demonstrates a multi-cultural, non-sexist 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 - places school's interest ahead of personal convenience; does not waste time; does not discuss confidential school matters with others.

Performance of Duties - accurate, neat and thorough; follows through on details; good telephone manner; maintains high output; shows initiative; is self directed.

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.

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.**

All unpaid leave must have administrative approval. You must use your personal day before unpaid leave is allowed.

Over-Time Pay/Comp Time

Any time that an hourly employee accumulates more than 40 actual worked hours during a work week, (Sunday through Saturday) they are entitled to over-time pay at 1 ½ times the employee's regular hourly rate. (This does not include time paid to them employee during the week for sick, vacation, personal or holiday pay.) Supervisors should be made aware when an employee is approaching overtime.

The employee may elect to have these hours accumulate as comp time and receive paid time off at a future date. You will receive payment for any remaining hours at the end of the fiscal year in June each year. (This amount cannot accumulate to more than 240 hours during any fiscal year.)

Breaks

Employees who are assigned to work a full day are entitled to a 15-minute break in the morning and a 30-minute lunch period which you will punch in and out for. 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.

Absences

Please let the Building Principal know as soon as possible in regard to upcoming, planned absences so appropriate arrangements can be made. You will need to complete a “Staff Leave Request Form” each time. In the event of sudden illness or emergency, please call the Principal by 6:30 a.m. so a substitute Associate can be contacted, and complete the form upon return.

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 in regard to Bereavement:

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

One (1) Day Per Occurrence	Off with pay 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.

Family Illness Leave

The following rules apply in regard to Serious Illness in the Family:

Up to Eight (8) Days child when they need to be supervised due to serious the case of a young child, the illness the flu.	Off with pay for staying with your ill spouse, parent or child when they need to be supervised due to serious the case of a young child, the illness the flu.	Total Per Year illness/accident. In could be less than serious such as a cold or
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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

Employees shall report to work each day in appropriate attire as indicated by the Building Principal.

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 with out regard to race, color, creed, sex, marital status, national origin, 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.