

**LOGAN-MAGNOLIA**

**EMPLOYEE**

**HANDBOOK**

**2022-2023**

# LOGAN-MAGNOLIA EMPLOYEE HANDBOOK

## Staff:

**Welcome to the 2022-23 school year. This handbook is intended to inform the employee of the employment policies and rules of the Logan-Magnolia Community School District. Please review this information and sign the Acknowledgement Form in the back of this handbook. Return the form to the Business Office by September 1. If you have any questions about this handbook, please contact the Business Office. This handbook is a general source of information and may not include every possible situation that could arise. It is not intended] and does not constitute a contract between the District and employees.**

**It is the employee's responsibility to refer to the District Policies for further information. If a conflict exists between the information in this handbook and the Board Policies, the Board Policies and procedures shall govern.**

## DEFINITIONS

The term "Board" or "employer" shall mean the Board of Education of the Logan-Magnolia Community School District or its duly authorized representative or agent.

The term "employee" shall mean all licensed and certified employees of the Logan-Magnolia Community School District.

The term "day" shall mean a workday when school district employees are required to perform services.

## INTRODUCTION

This manual contains only general information and is provided as a guide. It is not intended to be a contract or any part of a contractual agreement between Logan-Magnolia CSD and the employee. Logan-Magnolia CSD reserves the right to modify, delete, or add to any processes, procedures, or statements made in this manual. Edits will be made annually and periodically, if needed. Some of the subjects described here are covered in detail in other official district documents or Board Policy. Please refer to other documents and/or Board Policy for more specific information.

Many of the forms, policies and manuals are available on the district's website.

The manual is effective immediately upon issuance and receipt, and supersedes all previous instructions or directives concerning business procedures within the district.

## **EMPLOYEE COMPLAINTS**

Complaints of employees against fellow school employees shall be brought directly to the supervisor, principal or superintendent and shall be made in a constructive and professional manner. Complaints shall never be made in the presence of other employees, students or outside persons. A formal grievance procedure is contained in this handbook. **See Appendix A.**

## **LICENSED EMPLOYEE WORKDAY**

The workday for licensed employees shall begin each day of the school year except holidays at 7:50 a.m. and end each day at 3:50 p.m. Licensed employees who are employed only during the academic year shall have the same workday as other licensed employees. "Day" is defined as one workday regardless of full-time or part-time status of an employee. Licensed employees are to be in their assigned school building during the workday. Advance approval to be absent from the building must be obtained from the principal whenever the licensed employees must leave the school building during the workday. The building principal is authorized to make changes in the workday in order to facilitate the educational program. These changes shall be reported to the superintendent. The workday outlined in this policy is a minimum workday. Nothing in this policy prohibits licensed employees from working additional hours outside the workday.

## **Employee Searches**

Employees should have no expectation of privacy in their classrooms, desks, computers or other school district-provided space or equipment. The school district may look into these items when needed. Anything on the school district's computers, server, website, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

### **Copyright Regulations**

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use.”

### **Employee Use of Cellphones**

School district and personal phones and message devices are to be used appropriately at times that do not conflict with the employees’ duties. **All personal calls should be made during sanctioned breaks.** District telephones are only for official school business. Failure to follow this guideline will result in disciplinary action, up to and including termination.

### **Use of School Facilities and Equipment**

The district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property only to be used for conducting school district business.

Abuse or misuse of school district or non-district owned property is to be reported immediately to the Superintendent. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected that all employees will use care and caution when using district and non-district property.

### **Dress and Grooming**

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Tank tops, tube tops, sleeveless shirts, short shorts and halter tops are not considered professional attire. Questions about appropriate attire should be addressed to the building principal. Also, as role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

### **Employee Outside Employment**

The board believes that the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board expects that district employees will give the responsibilities of their positions in the school district priority over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the school district job. Should a supervisor believe the external position is impacting the internal one, the supervisor will address it with the employee.

### **Insubordination**

Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments will not be tolerated. Insubordination will result in discipline up to and including termination.

### **Relationships with Co-Workers**

School district employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a respectful attitude toward their job and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt or demean their work.

### **Teacher Prep Time**

Each teacher will have an average of 45 minutes a day for prep time. This does not include time allocated for lunch.

### **KidCare, PantherRoom, and Preschool**

Employees will receive free KidCare services while they are employed by Logan-Magnolia. This free service is only available when the employee is physically working in the building. In addition, employees will receive a 50% discount on PantherRoom and Preschool.

### **Summer Professional Development**

Two (2) days of the teacher's contract will be allocated for summer professional development. The teacher will be allowed to choose the professional development content, with administrative approval.

### **Staff Technology Use/Social Networking**

Usage of the school district's computer resources is a privilege, not a right, and use entails

responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific content confidential is determined on a case by case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for email or use of the school district's computer network including websites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. Employees shall not use the school district logos, images, iconography, etc. on external websites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job. Employees, students and volunteers need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who do not want school administrators to know their personal information should refrain from exposing it on the internet. Employees who would like to start a social media site for school district sanctioned activities should contact the superintendent for approval. Once approved by the superintendent, the employee must work with the technology coordinator in establishing and maintaining the site.

### **Searches of Students and Property**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected without a search warrant.

Employees must adhere to district policy and administrative regulations regarding the search, pat down or inspection of a student and his or her belongings.

### **Student Funds and Fundraising**

Student fundraising for school activities may occur upon approval of the school board prior to the fundraising event or the start of a fundraising campaign and with an employee overseeing the fundraising. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must identify a specific purpose for fundraising and

secure the approval of the principal prior to spending the money raised.

### **Transporting of Students by Employees**

Generally, transportation of students is in a motor vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. Private vehicles will be used only when:

#### **The vehicle is in good condition and meets all applicable safety requirements**

- The driver possesses a valid driver's license. **(This is required for drivers of school vehicles also).**
- Proof of insurance has been supplied to the superintendent and insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa.
- The parents of the students to be transported have given written permission to the superintendent.

### **Bloodborne Pathogens**

Annually, all employees will be given the opportunity to take the bloodborne pathogens training and *all teachers* will be required to take the training.

### **Employee Injury on the Job**

Employee and student safety is a major district concern. An employee should therefore remove him or herself from and report any situations where employee safety is compromised. If an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical professionals as quickly as possible.

It is the responsibility of the employee injured on the job to inform his/her immediate supervisor within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

## **Weapons**

The district believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy.

## **PUBLIC COMPLAINTS ABOUT EMPLOYEES**

The board recognizes that situations may arise in the operation of the school district which are of concern to the parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- (a) Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for licensed employees and the superintendent for classified employees.
- (c) Unsettled matters regarding licensed employees from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board



president in writing, who may bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy 214.1.

The board will address complaints from the members of the school district community if they are in writing, signed, and the complainant has complied with this policy.

**CERTIFIED STAFF WORKDAY**

The normal workday for a full-time employee shall be eight (8) consecutive hours. All employees shall have a twenty-minute lunch period.

The District will administer hours of work with regard to early dismissals, late starts and closing before holidays.

**LEAVES OF ABSENCE**

**Sick Leave**

Sick leave for personal illness or disability of a full-time or part-time employee shall be credited annually to employees who report for duty on the following basis:

First Year	10 days
Second Year	11 days
Third Year	12 days
Fourth Year	13 days
Fifth Year	14 days
Sixth and Subsequent Years	15 days

Unused sick leave may accumulate from year to year up to a maximum of one hundred twenty (120) days. The District may require a doctor's written statement confirming the necessity for such leave.

Up to four (4) days of the twelve (12) days per year may be used for leave in the case of serious illness or injury to the employee's siblings, the employee's children's spouses, and the employee's grandparents and grandchildren.

**MATERNITY, PATERNITY and ADOPTION LEAVE**

The purpose of maternity leave is to allow the birth mother a chance to recover from a significant health occurrence and/or time to bond with a new child. The District will allow up to 12 weeks to be used from the employee's accumulated sick leave balance. If the employee's

sick leave balance is not enough to cover the requested time off, a per diem deduction will occur based on the employee contract. For contracted/certified positions, the actual deduction will occur over the remainder of the contract period following the birth or adoption, once the date the employee is returning to work is established.

The leave period is calculated from the date of birth or adoption, regardless of when it occurs. Breaks and vacations are included in the calculation of the leave period. For example, if the leave period falls over a holiday or vacation day, the holiday will not be deducted from sick leave.

Paternity leave will be granted up to five days to be used from accumulated sick leave for the purpose of caring for the newborn or mother. Any paternity leave needed beyond five days will be allowed up to 12 weeks total as unpaid leave and a per diem deduction will occur based on the employee's contract. For contracted/certified positions, the actual deduction will occur over the remainder of the contract period following the birth or adoption, once the date the employee is returning to work is established.

Logan-Magnolia Community School District supports the federal Family Medical Leave Act (FMLA), which allows up to 12 weeks per year of unpaid, job-protected leave to assist eligible employees in balancing family and work life for qualified family medical reasons. Requests for FMLA leave should be made to the Business Office.

### **Personal Leave**

An employee may be granted up to two (2) days of personal leave for a year. Up to two (2) days may be brought forward giving a total of four (4) days for the following year, not to use more than four (4) days total in one year. Personal leave may be used in one half-day increments and may be carried forward in half-day increments.

Requests for approval of such leaves must be presented in writing to the appropriate principal five (5) days in advance of the requested absence day based upon availability of a substitute. Such leave shall not be granted at the beginning of the school year or after April 30th without the approval of the superintendent. In addition, personal days will not be granted on professional development days without the permission of the superintendent.

Part-time employees shall receive a prorated portion of the days in this section using a forty (40) hour week as full time.

### **Jury Duty**

An employee called for jury duty shall continue to receive salary compensation for the period of such absence. Any compensation received for such services shall be signed over to the school district.

### **Professional Leave**

An employee may be granted professional leave with pay at the sole discretion of the District. Requests for such leave shall be submitted to the Superintendent at least ten (10) days in

advance of the requested absence date.

**Funeral Leave**

An employee may be granted up to five (5) days of leave with pay in case of the death of a spouse, child, parent or parent-in-law.

An employee may be granted up to three (3) days of leave with pay in the event of the death of grandparents, brothers and sisters.

An employee may be granted two (2) days per year to attend a funeral not defined above. Once an employee has exhausted these two funeral days, the employee may convert sick leave into extra funeral leave with a maximum of two (2) extra days allowed in one school year as per Superintendent approval. These days will convert at a one (1) day to one (1) day conversion.

**Other Leaves**

The Superintendent shall have the sole discretion to grant additional leaves of absence in extenuating circumstances. The employee will have the cost of the substitute deducted from his/her regular pay for such a leave.

Further, the Superintendent has the sole discretion in extenuating circumstances to approve any of the aforementioned leaves even though the employee does not meet the requirements for such a leave. Such time will be charged back to the appropriate leave. The decision of the Superintendent is not grievable.

**Unpaid Leave**

The District, in its sole discretion, may grant an employee an unpaid leave of absence.

**HOLIDAYS**

The following days will be holidays and included into the employee’s Contract working days:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year's Day
5. Memorial Day

**SENIORITY**

Seniority shall mean the number of consecutive years of employment in the District from the last date of the signing of a continuing contract for any school district incorporated into the Logan-Magnolia Community School District. An employee who works more than half time shall receive full seniority for each year of service. An employee who works less than half time shall receive a prorated seniority accumulation. If two or more employees have the same seniority date, drawing lots shall do any ranking.

\* The District shall provide the Association with a list showing the seniority of each employee by October 1st. of each year.

\*An employee granted a leave of absence that returns at the end of such leave should not have his/her seniority broken. However, time on such leave of absence that exceeds sixty (60) continuous working days shall not count toward seniority.

## **EVALUATION PROCEDURE**

Each employee shall be evaluated on a regular basis.

### **Formal Evaluation**

A probationary employee shall be evaluated on his/her assigned duties at least two (2) times per year. Other employees will undergo a performance review every three (3) years.

Each formal evaluation will be preceded by an observation of at least thirty (30) minutes. The evaluator shall arrange a meeting with the employee within a reasonable time of such observation to discuss the observation. The evaluator and the employee shall both sign the evaluation form. The employee's signature shall signify his/her awareness of the contents of the form. A copy of the form shall be given to the employee and one copy will be placed in the employee's personnel file. Should the employee desire, he/she shall submit a written statement as to the contents of the evaluation assessment within three (3) days of the conference and have it attached to the evaluation form.

### **Other Evaluation Material**

Any evaluation material, positive and/or negative, will be reduced to writing for placement in an employee's personnel file. The employee will receive a copy of any such material. The employee may request a conference with the principal to discuss such material.

## **LICENSED EMPLOYEE EVALUATION**

Evaluation of licensed employees on their skills, abilities, competence and relationship with students shall be an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of licensed employees, other than administrators, but including extracurricular employees, shall be to improve the educational program, to maintain licensed employees who meet or exceed the board's standards of performance, to clarify the licensed employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees. The formal evaluation criteria

shall be in writing and approved by the board. The formal evaluation shall provide an opportunity for the evaluator and the licensed employee to discuss the past year's performance and future areas of growth. The formal evaluation shall be completed by the evaluator, signed by the licensed employee and filed in the licensed employee's personnel file. This policy supports and does not preclude the ongoing informal evaluation of the licensed employee's skills, abilities and competence. It shall be the responsibility of the superintendent to ensure licensed employees are evaluated. New and probationary licensed employees shall be evaluated two times a year.

## **STAFF REDUCTION PROCEDURES**

### **Licensed Staff**

Should the District determine that a reduction in staff is necessary, it will reduce the staff in the affected area-- elementary and/or secondary by subject matter.

In determining the employee to be reduced, the District shall consider the following factors:

1. Employees whose past performances have been less than satisfactory in the classroom.
2. Competency and effectiveness as evidenced by the evaluation article.
3. Qualifications: Academic training and teaching experience.
4. Certification and endorsements.
5. Overall performance of an employee in the District.
6. Extra duty assignments where necessary to maintain extracurricular activities.

Should the District determine that the above factors are equal, then seniority shall be considered in making the final determination.

Notice to an employee subject to reduction will be made in writing by April 30th of each year.

## **TRANSFER**

A position that becomes vacant and is to be filled will be posted in all buildings for five (5) working days.

An employee who desires to be considered for such a vacancy shall file a written request with the Superintendent's office within ten (10) working days of the date of posting the vacancy notice.

The decision as to the filing of any vacancy shall be at the discretion of the Superintendent.

## **IN-SERVICE**

The employer may provide in-service training which it deems valuable to the District.

## **SAFETY**

The District shall endeavor to provide and maintain a safe place of employment. All employees shall perform their duties in a safe manner.

## **HEALTH**

A new employee shall furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease at the time of signing his/her contract.

The Board may require a physical examination when in its judgment an examination is relevant to an employee's performance of assigned duties. The Board will pay the cost of such examination.

All employees shall be subject to the group insurance program regarding required physicals in conjunction with a wellness program. Cost of such physicals shall be borne by the employer.

## **SUPPLEMENTAL PAY**

An employee who is assigned an extracurricular duty shall be paid according to Appendix B, which is attached.

An employee who is approved to use his/her personal automobile in the performance of his/her duties will be paid .10 less than the federal rate. No mileage will be paid for commuting to and from work.

## **INSURANCE**

The Board shall provide each full-time employee as defined under the Affordable Care Act with up to seven hundred forty-five (\$745) dollars per month to be applied as follows:

1. The employee may purchase the following benefits made available by the Board:
  - a. An employee comprehensive group health insurance program with a \$1,500 deductible or the \$2,800 High Deductible Health Plan.
  - b. \$25,000 term life insurance policy.
  - c. A long-term disability program with a ninety (90) day waiting period.
2. With any remaining money after the purchase of the coverage's in Item #1, the employee may choose among the following benefits:
  - a. Dependent health insurance.

- b. Additional life insurance as made available by the insurance company.
- c. Add vision and dental plans to the insurance package at employee cost as to terms and conditions of the insurance company.
- d. Contribution to a Health Savings Account.

An employee who has insurance costs in excess of six hundred sixty (\$660) dollars or additional contribution to a Health Savings Account shall have the additional costs deducted through payroll deductions. An employee may choose to have those costs deducted from his/her gross pay prior to the calculation of tax liabilities and social security costs as provided by federal law. Said form must be timely filed with the Secretary to the Board of Education. Once filed it shall remain in effect until that contract year has ended.

In addition, an employee who participates in the district's health and major medical insurance plan will be charged \$1.00 in January 2023 payroll.

The insurance programs are subject to the terms and conditions of the company.

The premium increase for the group insurance program will be effective July 1 of each year.

Regular part-time employee, an employee who is employed at least half time or more, who was hired after July 1, 1988, shall receive a prorated portion of seven hundred forty-five (\$745) dollars per month to apply to the purchase of benefits outlined in Items #1 and #2.

### **LICENSED EMPLOYEE GROUP INSURANCE BENEFITS**

Licensed employees shall be eligible for group insurance and health benefits. The board shall select the group insurance program and the insurance company which will provide the program. This policy statement does not guarantee a certain level of benefits. The board shall have the authority and right to change or eliminate group insurance programs for its licensed employees.

### **SALARY Licensed Staff**

A first-year teacher in the District shall work one hundred and ninety-two (193) days.

Initial salary for a new teacher shall be determined at the discretion of the Superintendent.

An employee with a bachelor's degree shall receive three hundred sixty dollars (\$360) for every three (3) credit hours he/she earns after employment in the District up to a maximum of fifteen (15) credit hours and three hundred ninety dollars (\$390) for every three (3) credit hours he/she earns after employment between sixteen (16) and thirty (30) credit hours. An employee with a Master's degree shall receive four hundred twenty dollars (\$420) for every three (3) credit hours he/she earns after employment in the District up to a maximum of thirty (30) credit hours.

An employee who earns a master's degree after employment in the District shall receive a stipend of one thousand seven hundred fifty (\$1,750) dollars added to his/her base salary. Eight thousand eight hundred twenty (\$8,820) dollars for the 2022-2023 school year will go toward educational stipends.

Payment of the educational stipends shall be in the following order:

- a. Master's degree earned. (To include any degree in Master's Education.)
- b. Movement to MA + 15 credit hours.
- c. Movement to BA + 15 credit hours.
- d. Payment of three credit hours to those who have earned such hours which have

not been paid for in the past according to the records on file with the District. Starting at the top of the seniority list and paying three credit hours shall make payment. Should money remain after going through the seniority list, the District will return to the top of the seniority list and continue paying three credit hours until the allocated monies are spent. Any money remaining because three credit hours cannot be reimbursed will roll over to the next year for distribution.

Payment for educational advancement stipends in future years shall be in the following order:

- a. Master's Degree earned
- b. Movement to MA +30 credit hours accumulation.
- c. Movement to MA + 15 credit hours accumulation.
- d. Movement to BA + 30 credit hours accumulation.
- e. Buy out of three (3) credit hours by seniority in the District.

The starting point for such payment shall begin where the prior year ceased payment on the seniority list.

Any employee must notify the District by February 1st of each year that he/she will attain one of the aforementioned levels.

Money allocated by the parties, but not spent under the above distribution, will be divided equally among the bargaining unit employees.

An employee, to be eligible for the stipend explained above, must complete the coursework following this procedure:

- a. Must be applicable to the employee's classroom teaching assignment.
- b. Must be from an accredited university.
- c. Must be graduate course work for which the employee receives a grade of B or better.
- d. Must be approved in advance by their principal.
- e. Proof of completion of the course work from the university to the Superintendent by no later than February 1 of each year.

An employee who performs his/her assigned duties beyond the normal work year shall receive compensation as determined between the employee and the Superintendent.



An employee shall receive his/her salary in twelve (12) installments.

Employee as used in this Article shall be a full-time employee. A part-time employee shall receive a prorated portion of the wages and educational stipends of this Article.

A part-time employee who attains full-time status will receive the remainder of any educational stipend earned while a part-time employee for which he/she was not compensated.

All teacher supplemental salary (TSS) funds received by the District shall be included in regular salary and stated in the teachers' Chapter 279 continuing contracts and in the unified salary schedule. If, for any reason, the District does not receive all or any part of the TSS funds, the unified salary schedule and the teacher Chapter 279 contracts will be adjusted to delete those funds from the schedule and the Chapter 279 contracts.

Beginning with the 2008-2009 contract year, any and all additional legislated salary funds shall be paid in equal installments.

An employee who completes National Board Certification after employment in the District shall receive a one-time stipend of one thousand (\$1,000) dollars.

#### **LICENSED EMPLOYEE SUSPENSION**

Licensed employees shall perform their assigned job, respect and follow board policy and obey the law. The superintendent is authorized to suspend a licensed employee pending board action on a discharge or for investigation of charges against the employee, and for disciplinary purposes. It shall be within the discretion of the superintendent to suspend a licensed employee with or without pay. In the event of a suspension, appropriate due process shall be followed.

**APPENDIX A**  
**GRIEVANCE FORM**

**Name of Aggrieved Person(s)** \_\_\_\_\_

**Step 1**

**Date Violation Occured** \_\_\_\_\_

**Specific Provision of Contract** \_\_\_\_\_

**Statement of Grievance** \_\_\_\_\_

**Remedy Sought** \_\_\_\_\_

**Signature of Grievant**

**Date**

**Date Received by** \_\_\_\_\_

**Principal** \_\_\_\_\_

**Disposition by Principal**

\_\_\_\_\_  
\_\_\_\_\_

**Step 2**

A. \_\_\_\_\_  
**Signature of Aggrieved Person** **Date Received by**

**Superintendent**

**B. Disposition by Superintendent** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Signature of Superintendent** \_\_\_\_\_ **Date** \_\_\_\_\_

**Step 3**

A. \_\_\_\_\_  
**Signature of Aggrieved Person** **Signature of Assoc.**

**President**

B. \_\_\_\_\_  
**Date Submitted**

C. \_\_\_\_\_  
**Date Received by Superintendent**

**APPENDIX B**

**Acknowledgement of Receipt**

I acknowledge that I have received or can access a copy of the **Logan-Magnolia CSD's** Employee Handbook available at *lomaschool.org*. I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult **Tom Ridder, Superintendent**, with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended, and does not constitute a contract between the Logan-Magnolia CSD and any one or all of its employees.

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Employee's Signature

Date

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Employee's Name (Printed)

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE – COPY PROVIDED TO EMPLOYEE**

