

TEACHER HANDBOOK

Harlan Community Schools

For School Year

2017-2018

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Article I: SUPPLEMENTAL

A. Employees shall serve a probationary period as specified in Iowa Code Section 279.19.

B. All contracted teachers have the option to apply to perform extra duties, such as, but not limited to: supervising pep buses, supervising crowd control. Compensation shall be \$525.00 per school year or \$50.00 per event.

SUPPLEMENTAL PAY

1. **Approved Activities.** The Board and the Association agree that the extracurricular activities listed in the Schedule for Professional Services are official school-sponsored activities covered by school insurance.

2. **Rates of Pay.** Employee participation in extracurricular activities which extend beyond the regularly scheduled in-school day shall be compensated according to the rate of pay or other stipulations in the Schedule for Professional Services.

3. **Extra Assignments.** Any teacher who is assigned an extra pupil teacher contact during their planning period shall be paid at a rate proportionately equal to the current rate of sub pay. A teacher may only be paid for one period a day. At any time a substitute is not hired for an absent teacher, the students may be assigned to a study hall, provided that the combined number of students does not exceed sixty (60), or the principal may assign a regular teacher to supervise the classroom.

4. **Travel Between Buildings:** Teachers whose academic duties require them to travel from school building to school building between classes during the school day shall be paid at a rate established by the school system for each current year. Said teachers shall turn in a request for mileage reimbursement and will be reimbursed at the established rate. Release time of 15 minutes shall be provided for travel between buildings, in addition to the duty-free lunch period or other normal non-student contact time.

5. **Use of Non-Option Workers:** It is understood by both management and the Education Association that non-option teachers shall be exempt from the assignment of duties of selling and taking tickets at athletic events, plays, concerts, and supervising pep buses, provided there are enough option people to take these duties. In the event there are not enough option people to cover the necessary duties, non-option teachers shall be assigned no more than one (1) duty per school year, and shall be compensated at \$50.00 per event.

6. **Weight Room Compensation:** Weight room supervision will be paid at the rate of \$12.50 per hour.

7. **Teacher Supplemental Salary:**

a) Teachers will receive teacher supplemental salary monies as stated by law. If the legislation regarding Teacher Salary Supplement (“TSS”) Funds is amended or if the funding formula or monies appropriated for Teacher Salary Supplements are changed, then any integrated TSS monies shall be adjusted or removed from the salary schedule.

- b) TSS monies will be distributed on a per capita basis and will be separately identified as part of the single salary schedule for teachers.
- c) The amount of the per capita TSS payment to teachers will be preliminarily determined at the time that negotiations are completed. When the number of teachers who are entitled to receive TSS payments is finally determined changes following the completion of bargaining, the TSS payment will be adjusted.

Article II: DENTAL AND MEDICAL INSURANCE

- A. Dental and Medical Insurance will be provided for full time employees. The District will fund increased cost of health insurance and related insurance surcharges.

- B. Medical Insurance for part time teachers: Providing all part time teachers wish to purchase the LTD Life and Health and Accident Insurance package provided to full time employees, this option shall be made available.

- C. An additional family insurance contribution of \$175 per month will be made by the district or employees may elect to receive a cash payment of \$175 per month, inclusive of payroll taxes, if any, which the district is required to pay.

- D. The District will pay the premiums for either the single \$1,000 standard deductible or the single high deductible premium. If choosing the high deductible plan the District will fund the HSA in the amount of \$2,500. Any employee choosing the \$1,000 deductible will receive a non-IPERable wage equal to the difference between the two insurance benefit packages.

Article III: LIFE INSURANCE

Term Life Insurance will be provided for full time employees (\$40,000.00 Double Indemnity.)

Article IV: DISABILITY INSURANCE

Long Term Disability Insurance coverage shall be 60% of covered monthly compensation, but in no event shall the total scheduled income exceed \$3,333.00 per month.

Article V: PERSONAL LEAVE

At the end of each contract year, the unused personal days shall be banked or reimbursed at the rate of \$200.00 per day. The teacher must request this reimbursement in writing by June 1 of each year.

Article VI: REDUCTION OF STAFF

1. NOTIFICATION

When, in the judgment of the board, reduction of staff becomes necessary, the Superintendent, shall issue preliminary informal notice to each employee who may be effected by a potential lay off no later than March 31. The Superintendent shall issue a

written statutory notice to all staff that staff reduction is being recommended no later than April 30.

2. REDUCTION PROCEDURE

A. When, in sole, exclusive and final judgment of the Board of Education, decline in enrollment, reduction of program or any other reason requires reduction or realignment of staff among teachers, the Administration shall attempt to accomplish same by attrition. In the event necessary reduction in staff cannot be adequately accomplished by attrition given the necessity to hire and/or maintain the most competent and qualified staff available in the interests of perpetuating the highest quality education program possible, the Administration shall base its decisions as to resulting contract renewals on:

- 1) performance based on the most recent evaluation
- 2). certifications and endorsements held

Employees shall be classified in the following manner for purposes of staff reduction and shall be laid off in accordance with said classifications: PK-5, 6-12 grade levels. Reduction in the 6-12 grade level classification shall be within curriculum departments. Reduction in art, music, library and physical education shall be within a PK-12 classification. An employee in grades 6-12 with a split assignment shall be classified in each department in which he/she is currently working.

Special Education, Talented and Gifted, ESL, Guidance Counselors, and Title 1 employees shall be classified according to the grade level they serve the majority of the time.

- 3). if a tie exists based on the above two criteria, administration has final determination of decisions referencing employment.

3. RECALL RIGHTS

A. Any tenure teacher laid off under this policy shall have an opportunity to interview with other candidates for a position.

Article VII: TRANSFER

A. When a teaching vacancy occurs, the administration shall see that a notice is posted and emailed to all teachers in the district.

B. Any qualified employee who requests a transfer will be given an opportunity to interview for the position along with other candidates.

Article VIII: REALIGNMENT

A. When staff realignment is necessary, a teacher shall not be assigned to a curriculum area they are not currently teaching in without the consent of the teacher involved.

B. When a realignment is necessary the following should be taken under consideration: 1). performance based on the most recent evaluation 2). certifications and endorsements held 3). administration has final determination of decisions referencing the criteria above.

Article IX: EVALUATION REQUIREMENTS

A. New faculty members should be informed at or before school orientation of evaluation procedures and criteria upon which they will be evaluated.

B. The classroom teaching performance of first, second and third year teachers in the Harlan Community Schools shall be formally observed a minimum of twice each school year and formally evaluated a minimum of once each year. Beyond their third year of service, all teachers will be formally evaluated as deemed necessary by the administration, with a minimum of one formal evaluation in each three-year period. Any other evaluations done in the four-year period shall be either formal or informal at the discretion of the employee. The formal evaluation follows all criteria listed in the evaluation form and will be numerically rated. The informal evaluation follows just those criteria listed under Instructional Skills of the evaluation form and will not be rated.

C. All evaluations should be written and orally reviewed upon completion. Each evaluation should be signed by the principal and teacher, but the teacher's signature should not necessarily mean agreement with the evaluation, but an awareness of the material. All observations shall be written and orally reviewed within two (2) weeks of date of observation. Observation shall not take place the last week of either semester.

D. If an evaluator finds a teacher lacking, the reasons shall be set forth in specific terms.

E. All evaluations and observations as described in Section B shall be conducted openly and professionally with the full knowledge of the classroom teacher.

F. Any complaint made against a teacher or person for whom the teacher is administratively responsible, by any parent, student, or other person, shall promptly be called to the attention of the teacher if said complaint is to be placed in the teacher's personnel file.

G. A teacher shall have the right to review the contents of his/her personnel file originating after date of employment, providing an appointment is made with the Superintendent's Office. Closed personal credentials will remain confidential.

H. A copy will be given to any teacher who presents a request, in writing, for a duplicate copy.

I. All criteria listed on the teacher evaluation form shall be applied in a fair and accurate manner in the evaluating of an employee. Teacher evaluation is the responsibility of the school administration.

J. If there is to be a reduction in force, an employee may meet with their evaluator to understand how it may affect them.

Article X: TEACHER EVALUATION INSTRUMENT

The teacher evaluation instrument to be used is that developed by the evaluation committee and adopted April 25, 2005. (Under separate cover).