

**CEDAR RAPIDS
COMMUNITY SCHOOL
DISTRICT**

EMPLOYEE HANDBOOK

**2018-2023 School Years
(2020-2021)**

Carpenters

TABLE OF CONTENTS

Section 1: Introduction	3
Section 2: Vacations	4
Section 3: Holidays	5
Section 4: Leaves of Absence	5
Section 5: Seniority Rights	7
Section 6: Employee Evaluations	7
Employee Acknowledgement Form	9

SECTION 1 INTRODUCTION

A. APPLICABILITY

This Employee Handbook shall apply to all carpenters employed by the Cedar Rapids Community School District. It does not apply to any other employees of the Cedar Rapids Community School District.

B. EFFECT OF EMPLOYEE HANDBOOK

This Employee Handbook is not intended to imply any contract of employment or any contractual rights. This Employee Handbook manual does not represent a contractual obligation on the part of the Cedar Rapids Community School District or its duly authorized representatives. It is each employee's responsibility to become familiar with the policies and procedures of this organization.

This Employee Handbook shall be maintained solely by the District. The Board of Directors of the Cedar Rapids Community School District and/or the District's administration has the ability to interpret and imply provisions of the Employee Handbook.

Changes to the handbook are at the discretion of the District. However, before changes are made to the handbook, the union must be notified and have an opportunity to discuss and provide input regarding the proposed changes.

C. EFFECTIVE DATES

This Employee Handbook shall be effective upon being approved or accepted by the Board of Directors of the Cedar Rapids Community School District or its duly authorized representatives. It shall be in effect for the duration of the school year in which it was approved, unless it is modified using appropriate procedures, including providing notice to all employees covered by this Employee Handbook.

D. SAVINGS CLAUSE

Should any section or language of this Employee Handbook be declared illegal by a court of competent jurisdiction, then that section or language shall be deleted from this Employee Handbook to the extent that it violates the law. The remaining sections and language shall remain in full force and effect.

E. DEFINITIONS

1. The term "Board," as used in this Employee Handbook, will mean the Board of Directors of the Cedar Rapids Community School District or its duly authorized representatives.

2. The term “District,” as used in this handbook, will mean the Cedar Rapids Community School District.
3. The term “employee,” as used in this handbook, will mean all carpenters employed by the Cedar Rapids Community School District, except it shall not mean any other employees of the Cedar Rapids Community School District.

SECTION 2 VACATIONS

- A. Earned vacation periods shall be determined as of July 1 of each year, and shall be used during the ensuing year. Employees shall receive vacation based upon their normal workweek. Employees who normally work less than twelve (12) months shall receive a vacation period reduced pro rata (e.g. a nine-month employee shall receive three-fourths of the designated vacation period.) The following schedule shall be used to determine vacation earned:

Years of Completed Service as of July 1	Vacation Period
28 years or over	6 weeks
21 years or over	5 weeks
14 years or over	4 weeks
7 years or over	3 weeks
1 year or over	2 weeks
Less than one year	Pro rated

- B. An employee eligible for vacation may request a particular period of vacation. Upon receipt of a vacation request, the responsible administrator, in consultation with the employee, shall establish the vacation period. If three or more consecutive days of vacation are requested, a two-week notification must be given. For a period of less than 3 consecutive days, a 24-hour notification must be provided. All vacation days must be approved by responsible administrator.
- C. Vacation shall be earned from the first day of employment. Upon leaving the employment of the District, the employee shall be paid her/his earned, but unused vacation, provided vacation time offered to an employee, but unused, shall not be compensated.
- D. The vacation and personal leave in this contract shall be combined and be entitled “Paid Time Off Bank.” Employees can carry over five days of vacation but the carryover will not count as a payoff upon retirement.

SECTION 3 HOLIDAYS

A. Employees shall be granted the following holidays with pay:

Labor Day	New Year's Day
Veterans Day*	Presidents Day*
Thanksgiving Day	Good Friday*
Friday following Thanksgiving Day	Memorial Day
Christmas Day	Fourth of July (12-month employees only)

*These holidays in the work calendar may fall on days other than the actual date of the holiday. This shall be determined by the district's school calendar.

- B. If the holiday falls on Saturday, time off with pay shall be granted on the preceding Friday. If the holiday falls on Sunday, time off with pay shall be granted on the following Monday. Notwithstanding any other provision of this Article, if any holiday shall fall on a day when students are present, the school district may designate an alternate date on which such holiday shall be observed by giving thirty (30) calendar days' notice thereof.
- C. An employee may take the workday prior to or subsequent to the holiday with loss of pay on the work day, but with pay on the holiday provided s/he has received approval of the responsible administrator. This approval must be requested at least 14 calendar days prior to the holiday. Unexcused absences before or after a holiday shall cause a forfeiture of pay for both the day of the unexcused absence and the holiday.

SECTION 4 LEAVES OF ABSENCE

A. PERSONAL ILLNESS OR DISABILITY

Employees shall be granted leave without loss of salary as follows:

At the beginning of employment	10 days (pro-rated)
The second year of employment	11 days
The third year of employment	12 days
The fourth year of employment	13 days
The fifth year of employment	14 days
The sixth year of employment	15 days
and each subsequent year	

Personal illness or disability leave shall be pro-rated, depending on the number of hours per day the employee works. Personal illness or disability leave may be accumulated to a maximum of one hundred ninety (190) days for 10 month employees, two hundred ten (210) days for 10 month employees and two hundred thirty (230) days for 12 month employees. Personal illness or disability leave pay shall be approved by the responsible

administrator after submission of an Absence from Duty form. A request may be made for a certificate from a medical doctor from those individuals who are frequently absent from their duties because of illness or from those who are absent for an extended period of time.

The school district may grant a leave of absence without pay if an employee has exhausted all accumulated personal illness or disability leave and continues to be ill.

B. ILLNESS IN THE FAMILY

In the event of illness in the immediate family, an employee may be granted up to three (3) days of absence without loss of salary or deduction from personal illness or disability leave. The immediate family shall be construed to mean father, mother, son, daughter, wife, husband, brother, sister, mother-in-law, or father-in-law. Unused family illness leave may accumulate up to 10 (ten) days.

The granting of this leave is subject to the approval of the responsible administrator. The school district may require a doctor's certificate as proof of illness or another person's statement acceptable to the responsible administrator. The granting or withholding of such leave shall not be precedential.

C. BEREAVEMENT

In the event of death in the immediate family, an employee shall be granted a leave of absence not to exceed five (5) days, at the time of such death. The leave granted shall be without loss of salary or deduction from personal illness or disability leave, but it shall not be cumulative.

The immediate family shall mean father, mother, son, daughter, husband, wife, brother, sister, mother-in-law, father-in-law or grandchild. In case of death of other relatives, one (1) day of absence with full pay shall be granted. Other relatives shall be construed to mean son-in-law, daughter-in-law, grandmother, grandfather, sister-in-law, brother-in-law, aunt or uncle.

The death of some other person may warrant the same treatment as listed for one of the above categories. Such cases will be considered on an individual basis.

The amount of leave allowed under this provision is subject to the discretion of the responsible administrator and the granting or withholding of such leave shall not be precedential.

D. EMERGENCY

Leave for situations that arise that are emergency in nature may be requested using personal leave.

E. PERSONAL LEAVE

It is recognized that certain personal matters cannot be cared for after school hours, on weekends, or during vacation periods. Each employee shall be allowed two (2) days personal leave, the scheduling of which shall be subject to the approval of the responsible administrator with 24 hours' notice, except in cases of emergency. The employee may be required to confirm in writing the emergency situation that caused the request. However, such requirement of scheduling approval shall not be construed as to preclude the employee from using the personal leave day during the contract year. Such leave shall not be deducted from regular sick leave, and if unused at the end of the fiscal year, shall accumulate as a days of sick leave.

F. JURY DUTY

If an employee is called for duty, the employee shall continue to receive full salary compensation less the amount of money paid the employee for such service. Application for leave for jury duty should be made to the Superintendent or designee. When a juror is not required to do full-time jury service, the employee is expected to report for regular work.

G. MILITARY

Military leave shall be granted in accordance with applicable law. Employees who are subject to state or federal military reserve duty shall make every reasonable effort to arrange for reserve military training when school is not in session.

H. GENERAL LEAVE

An employee may apply for a general leave of absence without pay or benefits. A leave of absence may be granted for reasons deemed appropriate by the Superintendent or designee.

I. PRORATA

When leaves are authorized with pay, employees who work less than forty (40) hours per week shall be compensated based upon their normal work day.

SECTION 5 SENIORITY RIGHTS

In the event of layoffs, the creation of new positions or promotions, seniority rights shall prevail where qualifications justify. If disagreements or grievances are filed regarding qualifications, an arbitration committee consisting of the following persons shall have the final decision Executive Director-Human Resources, Manager-Buildings and Grounds, two (2) organizational representatives who must be employees of the District and the trade foreman.

SECTION 6 EMPLOYEE EVALUATION

New employees shall be evaluated in writing by the appropriate administrator or designee at least one (1) time during the first six (6) months of employment. Thereafter, employees shall be evaluated in writing at least one (1) time every three (3) years. All written evaluations shall be based on an overall assessment of the employee's performance. The administrator or designee shall hold a conference with the employee, and the employee shall receive a copy of the written evaluation. The completed evaluation form shall be signed by both parties at that time. The employee shall have the right to respond, in writing, to the evaluation within seven (7) calendar days after the conference.

EMPLOYEE ACKNOWLEDGEMENT FORM

This employee handbook describes important information about employment with the Cedar Rapids Community School District. Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions may occur and that such changes will be communicated to me through official notices. Only the Board of Directors of the Cedar Rapids Community School District has the ability to adopt any revisions to this handbook.

I acknowledge this handbook is not a contract of employment. I have received the handbook and I understand it is my responsibility to read and comply with the provisions of this handbook and any revisions made to it.

Employee Name (Printed)

Employee Signature

Date