

**CEDAR RAPIDS
COMMUNITY SCHOOL
DISTRICT**

EMPLOYEE HANDBOOK

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

Painters

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SECTION 1 INTRODUCTION

A. APPLICABILITY

This Employee Handbook shall apply to all painters 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 painters 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 SALARY REDUCTION/GROUP INSURANCE

A. HEALTH INSURANCE

Employees shall be eligible to purchase, at the employee's expense, any health and dental insurance under the same provisions and premium rates as those of other District employees.

Those who work 30 hours or more per week and who enroll in a District health plan will receive a District Contribution of up to \$685.00* per month which can be applied to any of the health plans offered. (*If District health insurance is not elected, the employee shall not receive the District contribution for health insurance and no credit is given if health insurance is waived.)

B. SALARY REDUCTION

Each employee will have the option of an annual election for salary reduction of the employee's regular salary for all health and dental options available to other District employees under the same provisions, terms, and conditions of those insurance policies and plans. The full yearly amount for the employee's share of the costs of the employee's insurance selections shall be deducted from the paychecks issued during the employee's work year.

C. MEDICAL REIMBURSEMENT ACCOUNT AND DEPENDENT CARE ACCOUNT

All employees may participate, at no employee administrative cost, in the employer's FSA medical expense account and the dependent care account, which under IRS regulations, allows employees to pay for health care and dependent care from pre-tax dollars.

D. LIFE INSURANCE

The District shall provide a basic group term insurance plan which includes \$50,000 life insurance coverage and an additional \$50,000 for accidental death and dismemberment benefit in accordance with the policy in force.

E. LONG-TERM DISABILITY INSURANCE

For each employee, the District shall pay the premium for the plan in force on the effective date of this handbook.

F. TRAVEL ACCIDENT INSURANCE

For each employee, the District shall pay the premium for the plan in force on the effective date of this handbook.

G. TORT LIABILITY INSURANCE

The District shall pay the premium for liability insurance covering performance of job-related duties as provided in Chapter 670 of the Iowa Code.

H. WORKERS COMPENSATION

If an employee qualifies for workers compensation benefits and the employee elects to have the District supplement the benefits, the following procedures shall apply:

1. The District shall pay the employee the employee's regular rate of pay for the number of days the employee has accumulated as sick leave.
2. The employee shall endorse and assign the workers compensation payments to the District for that period of time.
3. One (1) day of accumulated sick leave shall be deducted for each day of absence.
4. The employee shall retain the workers compensation payments for period of time following exhaustion of accumulated sick leave.

If an employee qualifies for workers compensation benefits, and the employee elects not to have the District supplement the benefits, the employee shall retain the workers compensation benefits and the District shall deduct from the employee's accumulated sick leave an amount of time proportionate to the amount of workers compensation payments made to the employee.

The employee shall notify the District of the employee's option within three (3) days of receipt of the District's notice to make such election. Failure to report within such time limit shall be treated as an election not to have the District supplement the benefits.

I. DURATION OF INSURANCE CONTRIBUTIONS

Except as otherwise provided in this handbook, an employee is eligible for monthly District contributions as provided in this section as long as the employee is employed by

the District. Upon termination of employment, all District contributions shall cease on the last day of the month in which the employee's employment terminates.

J. EFFECTIVE DATE FOR NEW EMPLOYEES

Employees new to the District shall be covered by the District insurance program on the first of the month following hire as the terms of the respective policies permit. If the employee is hired on the first calendar day of a month, benefits become effective on that date.

K. CLAIMS AGAINST THE DISTRICT

The District's only obligation under this section is to purchase insurance policies and pay such premium amounts as agreed to herein, and no claim shall be made against the District as a result of a denial of insurance benefits.

L. ELIGIBILITY

For purposes of this section, it is understood and agreed by the parties that group insurance shall be allowed only for those employees who are employed at least thirty (30) or more hours per week.

SECTION 3 LAY OFF

- A. The District, in its sole discretion, may determine that it is necessary to reduce the number of employees. In the event of layoffs, the employee with the least seniority shall be the first to be laid off, the next employee with the least seniority shall be the next employee laid off and so on in that progression. The District may override seniority if the remaining employees are not qualified to perform the necessary work.
- B. Employees shall retain the right to recall in reverse order in which they were laid off for a period of one year after the date of lay off.
- C. Temporary work assignments shall be offered to any employee on lay off before such work is offered to anyone not currently employed by the District. If the employee on lay off does not accept the temporary work assignment the District shall have the right to employ someone not currently employed by the District. Acceptance or rejection of a temporary work assignment shall not terminate an employee's recall rights as provided for in this section. Temporary assignments such as painting of playground markings, parking lot stripes, playground equipment, bleachers, fences, and similar grounds related work shall not be subject to the provisions of this paragraph.
- D. Failure of a laid off employee to respond affirmatively to a certified letter from the District within ten (10) calendar days shall result in termination of the employee's right of recall.

SECTION 4 EMPLOYEE EVALUATION

- A. 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.
- B. All written evaluations shall be based on an overall assessment of the employee's performance.
- C. 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