

Keystone Business Office
Handbook Addendum

2017-2018

Changes to Keystone Business Office Handbook Addendum

Page 1: Changed dates to reflect 2017-2018 school year.

Page 5: Benefits section updated to say: "Health Insurance – Keystone will contribute \$460 per month toward the purchase of the Board approved health plan.

Voluntary Benefits - Vision, dental, disability, cancer, life, critical illness, identity protection and accident can also be purchased at the employees expense."

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HUMAN RESOURCES

Rate of Pay

All employees' salaries/wages will be identified on contracts and approved by the Board of Directors.

Overtime Pay

Employees shall receive not less than one and one-half times their regular rates of pay for hours worked in excess of the applicable maximum hours.

Overtime will be paid upon approval of director/supervisor and must be approved prior to the overtime worked. Overtime is calculated for over 40 hours actual work time per week. Days taken as sick, personal, holiday, vacation, or without pay will not be used for calculation purposes. Overtime pay will be paid in the payroll month in which the overtime occurred.

If employee physically works a total of 40 hours or less, no extra pay is required.

Compensatory Time and Compensatory Time Off

Non-exempt employees shall receive not less than one and one-half times their regular rates of pay for hours worked in excess of the applicable maximum hours. Compensatory time shall be at the rate of not less than one and one-half hours of compensatory time for each hour overtime worked, just as the monetary rate of overtime is calculated at the rate of not less than one and one-half times the regular rate of pay.

No compensatory time will be awarded without prior approval of director/supervisor. Compensatory time is calculated for over 40 hours actual work time per week. Days taken as sick, personal, holiday, vacation, or with pay will not be used for calculation purposes. Compensatory time shall be used before other leave (sick, personal, vacation) and within four (4) weeks.

Workday

1. Workday is defined as 8.5 hours including a 30-minute unpaid lunch break if contract states 40 hours per week or contracted by days. If contract states less than 40 hours per week, the total weekly contracted hours divided by five days will be used to obtain daily average. This average is then used as the workday for calculating absences and holiday pay.

2. The Keystone office follows the Oskaloosa School District schedule when closed due to inclement weather. If an employee works on a day Keystone is closed due to inclement weather, the employee is paid regular pay for the hours worked. If an employee does not work, vacation, personal or unpaid leave may be used. Sick leave **cannot** be used for these days.
3. If an employee cannot be at work, he/she must notify the office or immediate supervisor.

Hours of Work

Keystone business hours are 8:00 A.M. – 4:30 P.M, Monday through Friday. June and July business hours are 7:00 A.M. – 5:30 P.M. Monday through Thursday except for the week the Independence holiday falls.

1. If an employee works with supervisors approval on a day Keystone is closed, the employee will be paid regular pay for the hours worked. If an employee does not work: vacation, personal or unpaid leave may be used.
2. Supervisors may schedule time over an eight -hour day when it is deemed necessary. Employees are not permitted to work time over 40 hours a week without the prior approval of Keystone supervisor.

Duty and Work Assignments

Employees are assigned duty and work assignments (both temporary and regular) as dictated by the needs of Keystone. It is the employer's responsibility (and privilege) to control the work of its employees.

PAYROLL AND BUSINESS OFFICE

Benefits

Health Insurance – Keystone will contribute \$460 per month toward the purchase of the Board approved health plan.

Voluntary Benefits - Vision, dental, disability, cancer, life, critical illness, identity protection and accident can also be purchased at the employees expense.

There is an agency imposed one calendar month waiting period for benefits eligibility. New employees will be eligible for benefits on the first day of the month following a full month of employment.

If staff resigns/terminates prior to completing current contract, all benefits will cease at the end of the resignation/termination month.

Absence Reporting

All employees must follow these procedures if an absence occurs:

1. If previous knowledge that an absence is going to occur notify the office and or immediate supervisor.
2. Document absences on your time sheet / calendar.
3. Fill out appropriate form (professional leave, or personal leave) and submit to supervisor.
4. When an employee becomes ill without previous warning, notify the office and or immediate supervisor.
5. Employees cannot write unpaid day for absences if personal/sick/vacation days still exist on their contract.
6. When reporting absences, absences must be reported in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full day increments.

Ordering Supplies

Staff may order supplies by completing a purchase order form and turning it in to their direct supervisor for approval.

LEAVE

Personal Leave

1. Each employee is allowed two (2) personal days per year (1 accrued per semester), non-cumulative, unless contract specifies otherwise.
2. Personal leave is to be requested on "Personal Leave Request Form" (found on the website) which is signed by the employee and supervisor. This form should be received in the Business Office five (5) days in advance of the leave day.
3. Emergency use--when an employee is unable to request personal five days in advance due to an emergency, shorter notice may be given. The request process (above) should be completed as soon as possible within the month of the leave.
4. Personal Leave must be recorded on the monthly time card / calendar in quarter increments.
5. Personal leave can be used at any time. If an employee resigns or terminates before the end of said contract and has been paid for un-accrued days, the final paycheck will be adjusted to pay back un-accrued days.
6. Employees may use personal days (without prior approval) on snow days or

other emergency days that the office is closed.

7. Contracts shall not be completed with paid personal leave unless administration and or Board approves the request. If prior approval is not received, leave will be without pay.

Accrued personal leave will not be paid if separation occurs.

Sick Leave

Twelve-month employees receive 12 days of sick leave and ten-month employees receive 10 days of sick leave available for use at anytime (accrued one per month per contract length), unless contract specifies otherwise.

A Workday is defined as total weekly contracted hours divided by five days to obtain daily average. The average is then used as the workday for calculating absences and holiday pay. All employees will have their workday computed to determine their daily average hours of work.

At the end of the school year, any unused leave will be accumulated to seventy (70) sick days, unless contract specifies otherwise.

1. Sick days may accumulate to a total of seventy days, unless contract specifies otherwise.
2. Sick leave must be reported on the time card / calendar in quarter increments.
3. A monthly report of remaining sick leave will appear on paycheck stubs.
4. Employees who begin after the start of the contract year and part-time employees will receive a percentage of sick leave according to the percentage of the contract worked. The following formula will be used to determine the earned sick leave for new hired staff: 0-6 days left to work in the month the employee will earn 0 days of sick leave for that month; 7-16 days worked in the employees first month the new employee will earn ½ day of sick leave for that month; if the new employee works 17 or more days in a month, they will earn one day for their initial month of employment. Each month thereafter the employee will accrue one day of sick leave each month they work.
5. If an employee resigns or terminates before the end of said contract and has been paid for unearned days, the final paycheck will be adjusted to pay back unearned days.
6. Sick leave shall cover absences for the employee's own illness and illness or death within the immediate family. Immediate family shall include parents, siblings, spouse/partner, children, grandchildren, grandparents and parents in-laws of the employee.
7. Sick Leave will not be approved to complete contract unless administration

and or Board approves the request. If prior approval is not received, leave will be without pay.

Accrued sick leave will not be paid if separation occurs.

Employee on FMLA, extended leave (10 consecutive days or more), or disability is responsible to submit to Human Resource a physicians release to return to work.

Employees receiving disability pay will follow short-term disability guidelines.

Bereavement Leave

Each employee shall be allowed three (3) paid non-cumulative bereavement days, for each death in the immediate family. Immediate family shall be defined as: spouse/partner, children/dependents, parents, parents-in-law, siblings, grandparents, and grandchildren. – Please note on timecard/calendar relationship of loved one.

Office / Support Staff are considered to be Non-Exempt Employees with respect to Fair Labor Standard Act (FLSA)

The Fair Labor Standard Act (FLSA), 29 U.S.C. 201 et seq., contains federal statues establishing minimum wage, overtime pay, equal pay regardless of sex, record keeping requirements and child labor standards for nonexempt employees. FLSA is administered and enforced by the United States Department of Labor, Wage and Hour Division.

Time Cards

1. Keystone office / support staff employees must report each day's arrival and departures plus all absences, on monthly timesheets.
2. Time cards are no later than the 5th each month.
3. Time cards must be signed by both employee and supervisor.
4. Time cards must be left at work and in a place where they may be located by your supervisor if you are absent on the date time cards must be submitted for payroll.

Paid Holidays

Office / support staff employees receive seven paid holidays. Employee must be employed at the time of the holiday and resume work after a paid holiday to receive this benefit.

- a. July 4th
- b. Labor Day

- c. Thanksgiving
- a. Christmas
- b. New Year's Day
- c. Good Friday
- d. Memorial Day

Paid Vacation

July 1, office / support staff employees receive vacation days available for use at anytime agreeable with the Executive Director and employee. A workday is equal to the number of hours an employee is scheduled to work in a standard workday.

Vacation days are prorated for employees contracted after the start of said contract year. Employees who work less than full time have their leave days prorated in a ratio equivalent to the amount of their contract time. If an employee in any given year resigns or terminates before fulfilling their contract, days will be prorated and the final paycheck will be adjusted to pay back unearned days.

Twelve-month employees will receive the following paid vacation days for years of service, unless contract specifies otherwise.

- a. First year = 5 days
- b. Second through fourth year = 10 days
- c. Fifth through ninth year = 15 days
- d. Tenth through fourteenth year = 20 days
- e. Fifteenth year and on = 25 days

Vacation days must be used by July 31 of the previous contract year.

Employees who receive 20 or more days per year of vacation per year may add unused days at the end of their contract year to their sick leave. If their sick leave has accumulated to 70 days, employees may receive reimbursement for up to five unused vacation days at the rate of \$70 per day.

Evaluations

1. All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years.
2. Evaluations can be conducted anytime it is deemed necessary by the supervisor.
3. If a behavior warrants or an evaluation indicates an area of need, a Plan of Improvement can be written for the employee.

Office Paraeducators are considered to be Non-Exempt Employees with respect to Fair Labor Standard Act (FLSA)

The Fair Labor Standard Act (FLSA), 29 U.S.C. 201 et seq., contains federal statutes establishing minimum wage, overtime pay, equal pay regardless of sex, record keeping requirements and child labor standards for nonexempt employees. FLSA is administered and enforced by the United States Department of Labor, Wage and Hour Division.

Time Cards

1. Keystone office paras must report each day's arrival and departures plus all absences, on monthly timesheets.
2. Time cards are due no later than the 5th of each month.
3. Time cards must be signed by both employee and supervisor.
4. Time cards must be left at work and in a place where they may be located by your supervisor if you are absent on the date time cards must be submitted for payroll.

Paid Holidays

Twelve-month paraeducators working in the office receive seven paid holidays. Paraeducator must be employed at the time of the holiday and resume work after a paid holiday to receive this benefit.

- a. July 4th
- b. Labor Day
- c. Thanksgiving
- d. Christmas
- e. New Year's Day
- f. Good Friday
- g. Memorial Day

Ten-month paraeducators working in the office receive seven paid holidays. Paraeducator must be employed at the time of the holiday and resume work after a paid holiday to receive this benefit.

- a. Two days in November
- b. Three days in December
- c. Two days in March

Paid Vacation

Twelve-month paraeducators receive vacation days available for use at anytime

agreeable with the Executive Director and employee. A workday is equal to the number of hours an employee is scheduled to work in a standard workday.

Vacation days are prorated for office paras contracted after the start of said contract year. Employees who work less than full time have their leave days prorated in a ratio equivalent to the amount of their contract time. If an employee in any given year resigns or terminates before fulfilling their contract, days will be prorated and the final paycheck will be adjusted to pay back unearned days.

Twelve-month office paras will receive the following paid vacation days for years of service, unless contract specifies otherwise.

- a. First year = 5 days
- b. Second through fourth year = 10 days
- c. Fifth through ninth year = 15 days
- d. Tenth through fourteenth year = 20 days
- e. Fifteenth year and on = 25 days

Vacation days must be used by July 31 of the previous contract year.

Employees who receive 20 or more days per year of vacation per year may add unused days at the end of their contract year to their sick leave. If their sick leave has accumulated to 70 days, employees may receive reimbursement for up to five unused vacation days at the rate of \$70 per day.

Evaluations

1. All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years.
2. Evaluations can be conducted anytime it is deemed necessary by the supervisor.
3. If a behavior warrants or an evaluation indicates an area of need, a Plan of Improvement can be written for the employee.

Managers / Coordinators / Directors are considered to be Exempt Employees with respect to the Fair Labor Standard Act (FLSA)

Exempt employees are not covered by the Fair Labor Standard Act (FLSA). To qualify for exemption, initially the employee must be considered salaried. In order to be considered salaried the employee must regularly receive a predetermined amount of pay that is not dependent upon the quantity or quality of work performed. The employee must receive full salary for a workweek in which the employee performs any

work, regardless of the number of days or hours worked.

Attendance Calendar

All managers, coordinators, and directors are required to submit calendars every month for payroll and auditing purposes. Mark the calendar with the appropriate codes listed on the calendar.

Submit monthly calendars by the first day the media route runs each month, no later than the 5th of each month. Send calendars to "Payroll Clerk".

Paid Holidays

Managers, coordinators, and directors receive seven paid holidays, unless contract specifies otherwise. Employees must be employed at the time and resume work after a paid holiday to receive this benefit.

- a. July 4th
- b. Labor Day
- c. Thanksgiving
- d. Christmas
- e. New Year's Day
- f. Good Friday
- g. Memorial Day

Paid Vacation

July 1, employees receive vacation days available for use at anytime agreeable with the Executive Director and employee. A workday is equal to the number of hours an employee is scheduled to work in a standard workday.

Vacation days will be prorated for employees contracted after the start of said contract year. Employees who work less than full time will have their leave days prorated in a ratio equivalent to the amount of their contract time. If an employee in any given year resigns or terminates before fulfilling their contract, days will be prorated and the final paycheck will be adjusted to pay back unearned days.

Employees will receive the following vacation days for years of service, unless contract specifies otherwise.

- a. First year = 5 days
- b. Second through fourth year = 10 days
- c. Fifth through ninth year = 15 days

- d. Tenth through fourteenth year = 20 days
- e. Fifteenth year and on = 25 days

Vacation days must be used by July 31 of the previous contract year.

Employees who receive 20 or more days per year of vacation per year may add unused days at the end of their contract year to their sick leave. If their sick leave has accumulated to 70 days, employees may receive reimbursement for up to five unused vacation days at the rate of \$70 per day.

Evaluations

Managers, Coordinators and Directors shall be formally evaluated a minimum of two times each year during their first two years of service. The first evaluation conference will occur prior to the sixtieth (60th) day of the first semester and the second evaluation shall occur prior to the sixtieth (60th) day of the second semester. This semester starting time shall be determined by the Board's approved calendar. Managers, Coordinators and Directors in their third and fourth year of employment shall be evaluated at least one time each school year, no later than February fifteenth (15th). After the fourth year of employment, Managers, Coordinator and Directors will be evaluated at least once every year but not later than February fifteenth (15th) of the school year in which the Manager, Coordinator and Director are evaluated.

Special Education Administrators are considered to be Exempt Employees with the respect to the Fair Labor Standard Act (FLSA)

Exempt employees are not covered by the Fair Labor Standard Act (FLSA). To qualify for exemption, initially the employee must be considered salaried. In order to be considered salaried the employee must regularly receive a predetermined amount of pay that is not dependent upon the quantity or quality of work performed. The employee must receive full salary for a workweek in which the employee performs any work, regardless of the number of days or hours worked.

Attendance Calendar

All employees are required to submit calendars every month for payroll and auditing purposes. Mark your calendar with the appropriate codes listed on the calendar.

Submit monthly calendars by the first day the media route runs each month, no later than the 5th of each month. Send calendars to "Payroll Clerk".

Paid Holidays

Administrators do not receive paid holidays, unless contract specifies otherwise.

Paid Vacation

Administrators do not receive paid vacation, unless contract specifies otherwise.

Evaluations

Administrators shall be formally evaluated a minimum of two times each year during their first two years of service. The first evaluation conference will occur prior to the sixtieth (60th) day of the first semester and the second evaluation shall occur prior to the sixtieth (60th) day of the second semester. This semester starting time shall be determined by the Board's approved calendar. Administrators in their third and fourth year of employment shall be evaluated at least one time each school year, no later than February fifteenth (15th). After the fourth year of employment, administrators will be evaluated at least once every year but not later than February fifteenth (15th) of the school year in which the administrator is evaluated.