

2021 – 2022 Licensed Handbook



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USE OF FACILITIES

1. The Association shall be afforded the privilege of use of the facilities of the Agency during hours when this use would not conflict with the Agency's usual functions.
2. The Association may use any of the facilities or equipment of the Agency's upon prior approval from the Chief Administrator or his/her designee. All requests to use such facilities and/or equipment will be made by the Association President or his/her designee.
3. Upon administrative approval, Association members knowledgeable in the use of equipment shall be afforded the use of Agency equipment subject to the following restrictions:
 - a. All expendable supplies necessary will be purchased by the Association.
 - b. Equipment shall only be used at times when it shall not interfere with the usual operation of the equipment for the Board's business.
4. The Association shall have the right to post notices of activities and matters of Association concerns on bulletin boards provided within the central office and all service area centers or by use of E-mail provided by the Agency. Postings shall not be inflammatory in nature and shall be removed if judged to be so by the Chief Administrator.

HEALTH AND SAFETY

1. The Agency may at any time require evidence of an employee's physical or mental condition, if in its opinion, the employee's condition is impairing his/her performance. Payment for an employee's physical will be made on receipt of the medical examination report and explanation of benefits, (EOB). No payment shall be made by the Board for examination or tests covered by insurance.
2. The employer shall endeavor to provide and maintain a safe place of employment in those facilities to which the employee is assigned. All employees shall in the course of performing their professional duties commit themselves to act in a safe manner, be alert to unsafe acts or conditions and report, in writing, any unsafe acts or conditions to their immediate supervisor. Refer to Board Policy [402.05](#) Employee Safety in the Workplace.
3. An employee may, while in the scope of employment, use such amount of force as is reasonable to quell a disturbance threatening physical injury to persons, obtain possession of weapons or other dangerous objects in the possession of a person, in self-defense, or prevent injury to persons. PLAEA employees will know, understand, and utilize Chapter 103 guidance.
4. The Board shall provide, upon request, a copy of the policy of liability insurance covering performance on the job as provided in the Iowa Code.

TRANSFER PROCEDURES

A. Definition

Transfer means the movement of licensed staff from one office to another office or, for direct instruction staff, from one program to another, or from one job classification to another job classification.

B. Voluntary Transfers

Notification:

The Agency shall electronically notify all employees of any vacancies for a minimum of 5 working days prior to filling a position. All vacancies will remain open until filled.

Filing Request:

1. To be considered for transfer under this section, employees must file a written request for transfer with the Chief Administrator and their Regional Administrator.
2. Such a request shall include reason(s) for the request and the job classification and location that is preferred.
3. A request for transfer may occur at any time during the year, but to be considered for a specific vacancy the request must be submitted to the Chief Administrator and their Regional Administrator no later than the closing date for a specific job classification and location that is vacant.

Reply:

1. A denial of voluntary transfer application and reasons for such denial shall be in writing and submitted to the employee who made the application.
2. All present employees requesting transfer should be given preference over new employees if equally qualified as determined by the Chief Administrator and their Regional Administrator.

AEA licensed staff will have an opportunity to transfer from one bargaining unit job classification to another if they meet the job qualification requirements. If the licensed staff member chooses to transfer back to their original position at some point in time, they will be allowed to do so when there is a vacancy in that job classification or specific office/region that is desired by the staff member. The AEA staff member seeking the transfer back to their original position will be given the first opportunity to fill an open position in that job classification before the job opening is publicly advertised. If two or more staff members seek transfer back to the same position, the first choice will be given based on hire date.

C. Involuntary Transfers

Procedure:

1. Involuntary transfers shall not be made for arbitrary and capricious reasons.
2. Specific reasons for such transfers shall be in writing and submitted to the employee by the administration.
3. Involuntary transfers shall not be made from one job classification to another job classification.
4. If an involuntary transfer is necessary, an employee's duration of employment with the Agency shall be one consideration in determining which employee is to be transferred.
5. The employee shall assume the new duties within fifteen (15) calendar days of the notice of said transfer for mid-year transfers pending the outcome of the grievance procedure, if so sought by

the employee.

6. Transfer notices given for the beginning of the new school year shall be effective on the first day of the employee's individual contract.

Costs:

1. In the event an involuntary transfer of an employee necessitates the employee moving his/her residence to a different city, the Board shall pay the sum of \$1,500 or the actual expenses incurred as moving expenses, whichever is lower, upon presentation of properly verified bills for the services rendered.
2. When an involuntary transfer requires an employee to move his/her residence during the contract year and acceptable housing cannot be located, the Board shall pay mileage for additional travel expense for the balance of the contract year or until housing is found, from his/her residence to his/her new office, less the former distance of the employee's mileage to his/her original office (it is understood that mileage would be whatever the mileage is being reimbursed for the Agency during that particular year).
3. This is not construed in any way as portal-to-portal pay. This section shall not abrogate the language in Item 2.

*The Agency shall maintain a list of hire dates.

STAFF REDUCTION PROCEDURES

1. When, in the sole, exclusive and final judgment of the Board, reduction of program requires the reduction in staff among employees, the Administration shall attempt to accomplish same by attrition within the job classification. In the event necessary reduction in staff cannot be adequately accomplished by attrition within the job classification, the Administration shall reduce within job classifications in the following order:
 - a. Temporarily licensed employees (for example Class A, Class B, and initial) shall be removed from the affected job classification and laid off.
 - b. Probationary employees, defined as employees who are on probation per Chapter 279, Code of Iowa, shall be removed from the affected job classification and laid off.
 - c. If further reductions are necessary within an affected job classification, employees shall be reduced within the affected job classification based on work performance evaluation.
2. Job classifications for purposes of this section shall include: speech/language pathologists, audiologists, school psychologists, school social workers, occupational therapists, teachers of the deaf and hard of hearing, transition coordinators, special education consultants, assistive technology coordinator, school improvement facilitator, physical therapists, ECSE teachers/consultants, special education teachers, technology innovation consultants, behavior strategists, and academic strategists. A person endorsed as a School Psychologist, School Social Worker or a Special Education Consultant, shall be placed in the endorsed job category. If they do not hold the endorsement they shall be placed in the Behavior or Academic Strategist category until they earn that endorsement. The expectation is the endorsement will be completed within 2 years of the start date. At that time, they will be placed in the correct job category with the initial start date with the agency.
3. In the event an employee is terminated pursuant to and by reason of this section, the employee shall be granted the right to request an opportunity to reapply for a position in the event a vacancy occurs within two master contract years of the date of his/her termination. The employee shall

exercise this right by filing at the time of termination a request for notice of vacancy with the Chief Administrator and provide the Chief Administrator at all times with a current address where the employee may be reached. If a vacancy occurs within the contract year for which the employee has been granted the right of notice and the employee may be qualified to fill said vacancy, the Chief Administrator shall advise the employee by certified mail of the existence of the vacancy within ten (10) days of the time when the vacancy is known. Individuals will be notified regarding opportunity for reapplication in reverse order of his/her reduction. An employee will retain the right to grieve the terms of this paragraph for two master contract years subsequent to the date of his/her termination.

4. The employee shall within ten (10) days of the date of the mailing of the certified notice respond affirmatively to the Chief Financial Officer by reapplying for the vacancy and requesting the Chief Financial Officer to consider his/her reapplication.
5. Failure of the employee to reapply shall waive any further requirement of notice by the Chief Financial Officer for any subsequent or additional vacancies that may occur in the contract year.

FORMAL EVALUATION PROCEDURES

By May of each school year, employees shall be informed of the formal evaluation system, by a member of the Administration team for the upcoming contract year. A reminder will also be sent by the Regional Administrator in August.

There will be two phases of our formal Evaluation System:

1. Induction Phase
2. Continuous Growth Phase

*Note: If determined by the administration, that the employee needs further support during either phase, an **Intensive Assistance Plan** will be enacted.

1. Induction Phase:

- An employee on the Induction Phase will have all 8 Teaching Standards addressed through an ongoing 2-year comprehensive evaluation. A comprehensive evaluation includes job observations. These observations can be at the request of the employee or Regional Administrator/Supervisor. If deemed necessary, the comprehensive evaluation will be extended for a 3rd year.
- Each employee will meet with their Regional Administrator/Supervisor at a minimum of three times per year, i.e. Fall, Winter, Spring. Each employee will meet with their assigned mentor at a minimum of three times per year. It is encouraged that staff meet more often depending on the learning that is taking place. These meetings will be used to discuss accomplishments and concerns towards their goals.
- Additional meetings may be held at the discretion of the Regional Administrator/Supervisor.
- During the induction phase, an employee is considered probationary, regardless if they are new to the profession or Prairie Lakes AEA.

2. Continuous Growth Phase:

- All employees on the Continuous Growth Plan shall be evaluated on 1-3 Teaching Standards each year for 2 years. On the 3rd year, they will have a comprehensive evaluation involving all 8 Teaching Standards, which includes a job observation. The observation can be at the request

of the employee or Regional Administrator/Supervisor. Information gathered from years 1 and 2 can be applied to year 3 comprehensive evaluation.

- Each employee will meet with their Regional Administrator/Supervisor at a minimum of three times per year, i.e. Fall, Winter, Spring. Each employee will meet with their peer at a minimum of three times per year. It is encouraged that staff meet more often depending on the learning that is taking place. These meetings will be used to discuss accomplishments and concerns towards their goals.
- Additional meetings may be held at the discretion of the Regional Administrator/Supervisor.

Intensive Assistance Plan:

- The Administration retains the right to determine if or when an employee's skills or behavior require that the employee be placed on an Intensive Assistance Plan. The employee and the Regional Administrator/Supervisor will establish, at a joint meeting, action items to support the identified skills needing improvement. Documentation used in this phase will be provided to the employee by their Regional Administrator/Supervisor.
- Conferences with Regional Administrator/Supervisor will be held at the discretion of the administrator as determined by the needs of the plan, to discuss progress on the targeted Teaching Standard. A final conference must be held between the Regional Administrator/Supervisor and the employee to review the results of the employee's evaluation by the end of the contract year. At that conference, the results of the evaluation shall be summarized in writing by the evaluator and discussed with the employee. The employee shall be furnished a copy of the written evaluation. The evaluator and the employee shall sign the evaluation. The signature of the employee shall mean awareness of the evaluation and the contents thereof, but shall not be interpreted to mean agreement with the contents.
- Notice of Termination must be presented to the employee no later than April 30th.

Additional Information:

At any time, during any evaluation phase/plan, the employee shall have the right to submit a written response or other statement within fifteen (15) working days following the conference with the evaluator. Their statement as submitted shall be attached to the evaluation. The written evaluation and employee's statement, if any, shall be submitted to the appropriate director or administrator by the evaluator for inclusion in the employee's personnel file.

In any phase/plan of the evaluation system, Prairie Lakes AEA retains the right to take into consideration information received from a staff members' districts and/or clients that they serve. If this additional information is pertinent, the evaluator will discuss with the employee and they will be provided a copy.

Each employee shall have the right to review the non-confidential contents of his/her personnel file by submitting a request to the board secretary. The employee shall have the right to reproduce any of the non-confidential contents in his/her file. Refer to Board Policy [401.05](#).

Employees eligible to receive Teacher Quality funding will be evaluated using the state established Teaching Standards and Criteria for performance. Such evaluation shall contain, at a minimum, an induction and mentoring program for educators in their first two years of practice and on an initial license, a three-year individual career development cycle for those employees who have attained standard licensure, and an intensive assistance program for any employee whose performance is not demonstrated to meet the

standards of performance under the state Standards and Criteria. (IA Code, Chapter 284)

PROFESSIONAL WORK DAY

1. It is recognized that employees are contracted for a professional service which does not generally lend itself to a specifically defined day. Therefore, it may at times be necessary for professional staff members to accommodate the needs of students, parents or school districts outside working hours when such needs cannot logically or conveniently be met during office working hours which are from 8:00 a.m. to 4:30 p.m., except on Fridays when normal office hours shall be from 8:00 a.m. to 4:00 p.m., This provision of the contract is not intended to justify arbitrary work assignments beyond working hours.
2. It is further recognized that if an employee is, by virtue of demand for his/her services, required to meet beyond these hours, it will be necessary to adjust his/her 8:00 a.m. to 4:30 p.m., work schedule. District and agency demands may include, but not be limited to, home visits in the evening, parent-teacher conferences, evening advisory board meetings, evening or weekend trainings, facilitating community planning meetings, etc. Such adjustments will be worked out in advance with the administrator or designee whenever feasible, based on a 7.5-hour work day.
3. Finally, it is recognized that employees will sometimes have personal obligations, which might require or dictate slight delays in their arrival at work or early departure from work. It is understood that whenever feasible such deviations from working hours will be cleared in advance with the administrator or designee. If such clearance is not feasible the employee can assume, that for infrequent instances of late arrival or early departure, etc.,
4. Nothing in this section, however, abrogates the employer's right to determine whether a departure from working hours, 8:00 a.m. to 4:30 p.m., is required, nor does it abrogate the employee's duty to obtain advance approval, where feasible, of a departure from working hours.

HOLIDAYS

The following Agency holidays are unpaid. Independence Day, or day observed, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, or day observed, Christmas Day, or day observed, New Year's Eve Day, or day observed, New Year's Day, or day observed, Good Friday, and Memorial Day.

On the working day prior to the following holidays, employees shall be released at 3:00 p.m. Thanksgiving, Christmas, and Good Friday.

ASSOCIATION LEAVE

Up to four (4) days of paid leave shall be available to the Association for its representatives to attend conferences, conventions, or other activities of the local, state, or nationally affiliated organizations. This leave shall also be available to the Association for purposes of meeting with members of the Legislature or to engage in other mutually agreeable activities for the good of the Association, the Agency, and its employees.

At least five (5) days prior notice of such leave shall be given by the Association to the Chief Administrator or his/her Designee of the employees taking leave and the specific days for such leave.

The Agency shall grant an Association member an unpaid leave of absence of one (1) school year for the purpose of serving as a state and/or national officer. Notification shall be given to the Board no later than April 15 preceding the year of leave. While on this leave, the Association member's years of experience, accumulated sick leave and placement on the salary schedule shall be frozen. The Association member may elect to continue his/her insurance coverage in effect by prepaying to the Agency all premiums one (1) month in advance.

BEREAVEMENT LEAVE

Regular fulltime employees shall be granted up to five (5) working days of leave per occurrence for attendance at the funeral and for any other purposes directly arising out of a death. At the Chief Administrator's discretion, additional days may be approved.

EDUCATIONAL ADVANCEMENT LEAVE

Any employee may request an absence without pay for the purpose of obtaining additional education in a field related to the employee's current employment. Such leave may be granted for one (1) contract year. Employees requesting educational advancement leave must notify the Agency by March 15 of the contract year in effect to secure the leave for the ensuing contract year.

It is the employee's responsibility to keep the employer notified of his/her correct mailing address in order to receive in a timely fashion the contract for the following year. Failure to notify would result in termination of employment with the Agency.

While on this leave, the employee's seniority, accumulated sick leave and placement on the salary schedule shall be frozen. However, the employee shall advance in salary schedule lanes if the qualifications for advancement are met. The employee may elect to continue his/her insurance coverage in effect by prepaying to the Agency all premiums one month in advance.

The Agency reserves the right to restrict the number of employees on educational advancement leave in any one discipline area.

EMERGENCY LEAVE

An emergency is an unexpected occurrence or set of circumstances which demand the immediate attention and presence of the employee. Two (2) days of leave may be granted to employees during each school year and is not accumulative. At the Chief Administrator's discretion, this leave may be extended.

FLEX DAYS – CALENDAR

Five flex days have been included in the 193-day calendar. These days must be submitted via the AEA Manager to be approved by the Regional Administrator. They cannot be used during black out days: pre/post service meetings, trainings, department meetings, or collaborative meetings.

GROW YOUR OWN PROGRAM

For hard to fill certifications, the agency may provide incentives or supports for individuals interested in acquiring these certifications. The agency will determine the areas in which these programs are offered. It is expected those individuals will continue employment at PLA EA after the acquisition of the new certification for three years. Certification needs of the agency are expected to change based on market conditions. Opportunities will be communicated internally.

When an individual participates in these certification programs they will be expected to continue to fulfill the duties of the original position in which they are hired. In some cases, clinical hours need to be completed during work time. If so, a plan will be devised by the individuals, the Regional Administrator, chair, and the director of special education. Other employees may be asked to support the workload on a temporary basis during practicum. As much as possible, this will be done in a fair and equitable manner and in collaboration with the employees impacted.

JURY DUTY LEAVE

Employees of the Agency will be excused for jury duty. In order that no employee shall suffer financial loss because of absence for jury duty, the employee's regular salary shall continue to be paid. Full fringe benefits of the Agency shall be continued at the normal level. Staff are allowed to keep compensation received for jury duty.

MILITARY LEAVE

Leave for active military service, or Iowa reserve duty, shall be granted pursuant to the provisions of the Federal Military Service Act and Chapter 29A Code of Iowa.

PERSONAL LEAVE

1. Two (2) days per year shall be allowed for personal and/or private reasons with the following provisions:
 - a. A request for such leave shall be in the hands of the Chief Administrator or Designee two (2) days in advance of said leave.
 - b. Exceptions may be made to the two-day advance notice at the discretion of the Chief Administrator or Designee.
 - c. One (1) day of unused personal leave may be carried forward to the following year, not to exceed a total of three (3) personal leave days available per employee, per year.
 - d. No more than two (2) personal leave days may be used in consecutive workdays or in conjunction with other leaves unless approved in emergency situations by the Chief Administrator.
2. This leave will not require a reason.

PROFESSIONAL LEAVE

Short periods of professional leave per contract year may be granted upon written request for approval by the Chief Administrator or Designee for the purpose of visitation to view other instructional techniques and programs or attend conferences, workshops, or seminars outside of the geographical boundaries of the Agency. Employees desiring to use such leave shall submit a written request at least ten (10) working days prior to the date of said leave to the Chief Administrator or Designee. If attendance of an employee is directed by the Agency or the leave is approved discretionary professional development, the employee shall receive reimbursement for mileage/airfare, parking, lodging and meal allowance. This leave shall be with pay. In rare circumstances, the Chief Administrator has discretion to grant this leave without reimbursement of expenses.

Employees may be given approval by the Agency to provide consultative services outside the geographical boundaries of the Agency. This leave shall be with pay, but any remuneration or honorarium received by the employee for such service shall be deducted from the per diem pay of the employee, unless services are provided outside the contract day.

RELIGIOUS LEAVE

Available personal leave, leave without pay, or calendar change shall be granted to any employee whose affiliation requires the observance of a holiday other than those scheduled in the Agency calendar. Applications shall be made to the Chief Administrator/designee in writing not less than ten (10) working days prior to the requested leave.

SEVERE WEATHER CLOSINGS

Due to the new 2021-2022 calendar, when a PLAEA office or district is closed, if the day is a day of work on the employee's schedule, they will work remotely.

Lakes Partnership School staff will follow the schedule as dictated by the local school district, Spencer CSD, and work the days accordingly. The staff at LPS will be paid for the days they work at the school. To prevent loss of pay, LPS staff will work all of their contract days.

Emergency days may not be utilized for inclement weather.

NO STAFF SHOULD FINISH THEIR CONTRACT BEFORE THEIR ASSIGNED DISTRICT(S) IS(ARE) FINISHED FOR THE SCHOOL YEAR.

SICK LEAVE

1. Employees will be allowed sick leave as follows: twenty (20) days of sick leave for first and second year of employment, and thereafter fifteen (15) days of sick leave per year.
2. Sick leave shall be accumulated to the sum of one hundred twenty (120) days. Sick leave may be used for personal illness or injury or other medical disability at full pay. Nothing in the application of this benefit is intended to discourage voluntary participation in the sick leave bank as delineated in paragraph 8 below.

3. Employees shall be given a copy of a written accounting of accumulated sick leave on request.
4. An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available, shall be granted a leave of absence without pay but with all current benefits continuing until the end of the contract year.
5. The employer reserves the right to request the employee to submit medical evidence that sick leave was necessary.
6. With regard to leave requests under this section which can reasonably be anticipated in advance, the employee shall alert the administration as soon as it is anticipated that a leave will need to be taken and will keep the administration advised as to the employee's progress and as to the expected date of return to work. It is understood and agreed that any leave beyond that required for medical confinement must be granted under the unpaid leave section.
7. Employees may use up to ten (10) days of sick leave per year for illness of the immediate family. Immediate family includes: husband, wife, child, step-child, father, mother, step-father, step-mother, mother-in-law, father-in-law or a person living in the household. The number of days for this absence shall be deducted from sick leave. This leave of absence will be arranged with the direct supervisor. At the Chief Administrator's discretion, this leave could be extended by an additional five (5) days which will come from the individual's annual allotment of personal sick days.
8. Sick leave bank
 - A. Establishment:

A sick leave bank will be established for the use of employees who choose to participate.
 - B. Participation:

Participation in the sick leave bank will be on a voluntary basis and contribution will be made in the form of one day of sick leave from the employee's current year's allocation. The days contributed to the bank become property of the bank and are non-returnable to the employee. Eligible employees must provide medical evidence of an extremely unfortunate event(s) involving or causing financial hardship or suffering and have exhausted all available paid leave without being eligible for long term disability, worker's compensation, and/or social security disability.
 - C. Enrollment:

Enrollment will take place during the month of May for the upcoming contract year and will entitle that person to membership for that school year only. Employees new to the agency will be allowed to enroll upon hire date and will be entitled to membership for that school year only.
 - D. Unused Days in Bank:
 1. Assets of the bank will accumulate. The following year's bank will consist of the days carried over plus all contributed days for the year's participation.
 2. A retiring employee may voluntarily designate their unused sick leave days accumulated over 100 days be donated to the sick leave bank. These leave days become the property of the sick leave bank and may be used by eligible employees.
 - E. Use of Bank Leave Days:

Employees may apply in writing to the Chief Financial Officer of Prairie Lakes AEA for use of the sick leave bank. The application must be accompanied by a letter from a licensed service provider, corroborating the need for extended sick leave. The Chief Administrator, Chief Financial Officer, President of the Prairie Lakes Employee Association, President of the Prairie

Lakes Educational Services Association, and a member of the non-bargaining group as appointed by the Chief Administrator will review the application. Upon approval, use of the sick leave bank days will commence on the first day after the exhaustion of all available paid leave and continue for up to the date long term disability insurance begins or until an employee has received their physician's approval to return to work or the exhaustion of the bank.

UNPAID LEAVE

The employee may request in writing an absence without pay by completing a written request to the Chief Administrator or Designee at least ten (10) working days in advance, when possible. These leaves shall be at the discretion of the Chief Administrator or Designee.

INSURANCE

1. Eligible employees under this section shall be defined as employees working thirty (30) or more hours per week. Employees working twenty (20) or more hours per week but less than thirty (30) hours per week shall receive prorated insurance benefits. Employees working less than twenty (20) hours per week are not eligible.
2. A minimum of an 80/20 coinsurance, for group preferred provider organization (PPO) health insurance policy, will be provided to all eligible licensed employees. A committee composed of association representatives and administration will periodically review said insurance program. They will forward their recommendations and findings to the Chief Administrator who will share these findings with the Board of Directors. The full cost of single health insurance coverage at the \$1,000 deductible shall be paid by the employer for employees electing to participate in the health insurance plan. Eligible part-time employees shall receive prorated employer contributions consistent with past practice.
3. The Agency will provide each employee with a description of the group hospital and major medical insurance coverage provided herein.
4. Eligible licensed employees will be provided with a term life insurance policy in the amount of \$50,000. Premiums for said policy will be paid by the Board of Directors.
5. Eligible licensed employees will be provided with single dental insurance with premiums for said policy paid by the Board.
6. The Board of Directors will pay for a long-term disability policy for all eligible employees as an employer provided benefit under either of two options: 1). The Board will continue to pay the LTD premium payment directly to the insuring agency; or 2). The amount of the premium for LTD will be paid as salary and then taken out by the employer to pay the insurance premium for the employee.

REGULAR PART-TIME EMPLOYMENT

For the purposes of this section, a regular part-time employee will be defined as a person who is contracted to work for the Agency on a regularly scheduled, part-time basis throughout an academic school year.

Each regular part-time employee will be entitled to the percentage of benefits equivalent to the employee's percentage of full-time equivalency (FTE). Benefits under this section are interpreted to include Sick Leave, Personal Leave, Professional Leave, and other benefits in effect at the beginning of the contract year during which a regular part-time employment agreement is in force. Personal leave will not be carried forward to the following year. Insurance eligibility shall be governed by the Insurance section of this agreement. Regular part-time employees will receive prorated seniority.

For employees who have recently retired from Iowa public employment and are prohibited from entering into IPERS covered employment for a specific period of time, the 'academic school year' will be defined as commencing on the date that IPERS-covered employment is allowable. Benefits will be pro-rated as per Master Contract Article I and insurance eligibility governed by the Insurance section using the IPERS eligible timeframe as the "academic school year".

The regular part-time employee will be placed upon the current year's Salary Schedule according to the column and step to which they would be entitled by experience and training. A regular part-time employee shall be advanced one step for each year of part-time service and shall be paid a proportionate amount of the full-time increment consistent with his/her part-time service. The employee will be paid the percentage of salary, and a percentage of any additional compensation offered during the employment according to the employee's FTE status.

JOB SHARING

Job Sharing: Two (2) licensed staff members may be allowed to share one (1) full-time position.

Each staff member will be entitled to the percentage of benefits equivalent to the member's percentage of full-time equivalency. Benefits under this section are interpreted to include Insurance, Medical Disability Leave, Personal Leave, Professional Leave, and other benefits in effect at the beginning of the contract year during which a job-sharing agreement is in force.

Each employee will be placed upon the Salary Schedule according to the column and step to which each would be entitled by training and experience. The employee will be paid the percentage of salary equivalent to the employee's percentage of full-time equivalency.

Inservice days will be arranged so the licensed staff members work the number of days equivalent to their percentage of FTE.

If one (1) licensed staff member cannot continue the job-sharing arrangement the remaining staff member will be responsible for assuming the responsibilities of the other until the end of the school year or until such time as a suitable replacement can be located and will sign a full-time contract for the remainder of the school year.

RECORDING DEVICES

The Prairie Lake Area Education Agency Board of Directors has authorized the use of recording devices on agency owned property or property in which they are conducting business. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents

are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.