



Waterloo Community School District  
Employee Handbook

**APPENDIX A FOR CERTIFIED STAFF**

2024-2025

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The items and employment conditions contained in this handbook appendix are specific to the employee group stated on the cover page. This appendix will not contain items or employment conditions that are the same for all employees. For example, the amount of personal illness that this employee group receives is included in this appendix. The definitions of family illness, personal illness, and sick bank are located in the handbook document for all employees because it is the same for all employees.

## Evaluation

### Notification

Within three weeks after the beginning of each school term, the building principal or appropriate supervisor shall acquaint each employee under his/her supervision with evaluation procedures, criteria, and instruments and advise each employee as to the designated supervisors who will observe and evaluate his/her performance. The purpose of the orientation procedure is to provide information to the employee(s) relative to the evaluation system. No formal evaluation shall take place until such orientation has been completed.

Every employee new to the Waterloo District will be formally evaluated each year of the probationary period. All other employees will be formally evaluated every third year of employment. The district reserves the rate to formally evaluate an employee in any year.

Generally, notification will be given by September 15, though there may be circumstances in which the district is unable to give notification by September 15.

### Purpose

The purpose of the evaluation is for the improvement of professional performance in compliance with the Code of Iowa.

### Procedure

1. Employees who are to be formally evaluated will be given a copy of the evaluation instrument during the evaluation orientation.

### Observation

- a. There shall be a minimum of two (2) formal observations. One of the observations will be conducted within five (5) school days of notification thereof and will not include the day of notification.
  - (1) Formal observation shall be conducted with the knowledge of the employee.
  - (2) The formal observation above shall average a minimum of thirty (30) minutes.

- (3) Under normal circumstances, the employee shall receive a copy of the written, formal observation summary within five school days after the observation. Under unusual situations, this time limit may be extended by the District.
3. A summary conference shall be held prior to March 25th of the year in which the evaluation occurs at which time the principal or his/her designee will review the completed evaluation form with the employee. A copy of the evaluation form will be provided to the employee. The employee's signature indicates the completion of the conference, not necessarily agreement.
4. A copy of the evaluation shall be given to the employee, the principal, and the Associate Superintendent, Division of Human Resources Management.
5. The employee may submit a written response including a designation as to where the evaluation is unfair, unjust, or inaccurate.

#### **Extra Duty Evaluation**

Head coaches will provide information to the athletic director concerning the performance of assistant coaches. The athletic director will be responsible for completing the evaluation of all coaches.

#### **Evaluation File**

1. The employee shall have the right to respond to all materials contained in the evaluation file and to any materials to be placed in said file in the future. Employee responses shall become a part of the file.
2. All evaluative materials including all reports of evaluations conducted by an employee's supervisor shall be kept in the evaluation file.
3. Each employee shall have the right at any time to review and reproduce the contents of the evaluation file. A representative of the association, at the employee's request, may accompany the employee in this review.
4. The Board or its administrative representatives, including principals, shall make available to employees any files containing evaluative material.

#### **Plans of Assistance**

An administrator can recommend to the Department of Human Resources that a plan of assistance be put into place if an employee is not meeting one or more of the Iowa Teaching Standards. The plan of assistance will be developed by the administrator and the Department of Human Resources. The

employee will have the opportunity to provide input before any plan of assistance is finalized and implemented.

## Job Assignments

### Assignment and Certification

The district reserves the right of assignment in all circumstances.

Each employee will be assigned to a role in which they are certified and licensed to perform for the days and hours stated in their contract. During said contract, should an employee fail to maintain proper certification and licensure for the role they hold, the district reserves the right to place the employee on an unpaid leave of absence until proper certification and licensure is obtained.

### Job Notifications

New job notifications will be posted on the district's website via the district's applicant tracking software. It is the responsibility of the employee to check for new job postings should they seek a voluntary transfer. Job postings can be found here: <https://waterlooschools.tedk12.com/hire/index.aspx>

Potential applicants can sort through job postings by job title, posting date, type, and location by clicking on the category header. There is a search bar above the job postings that can be used to search more specific words such as a certain grade or content area.

### Transfers

There are two types of transfers – involuntary and voluntary. A transfer is defined as the reassignment of an employee, either involuntarily or voluntarily, to a different building or curricular subject area.

Employees should be aware that because the district reserves the right of assignment in all circumstances, the district is under no obligation to grant a voluntary transfer request, and may make an involuntary transfer at any time.

#### Involuntary

Employees should be aware that because the district reserves the right of assignment in all circumstances, an involuntary transfer may be made at any time.

Prior to declaring a vacancy open for voluntary transfer, the District may fill a position by means of involuntary transfer. The district will give notice of an involuntary transfer in writing to the affected employee as soon as possible.

#### Voluntary

Employees may apply for a voluntary transfer by using the link above. The hiring manager/principal will consider all qualified internal applicants.

Typically, jobs will remain posted for 10 days, though there may times, such as summer months, where a hiring manager/principal will need to complete the process in less than 10 days.

Generally, employees in their first three years of employment will not be given consideration for voluntary transfer, though in some circumstances this may be approved by the Chief Human Resources Officer.

## LEAVES OF ABSENCE

### Illness Leaves

#### Personal Illness

First year of employment	10 days
Second year of employment	11 days
Third year of employment	12 days
Fourth year of employment	13 days
Fifth year of employment	14 days
Sixth year and subsequent years to a maximum of 165 days	15 days

- A. Personal illness leave will be prorated for all regular part-time employees and for all regular part-time employees (full-time or part-time) who start after the first work day of the contract year.
- B. If the employee has been paid for more sick leave days during said year than the number of days earned under the computation, after application of available accumulated benefits, the overpayment shall be deducted from the employee's last check.
- C. Absences of one and one-half (1 1/2) to three and one-half (3 1/2) hours of contract time will be charged as a half day; and absences over three and one-half (3 1/2) hours of contract time will be charged as a full day.

## CONTRACT DAYS, HOURS, AND EXTRA DUTIES

### Contract Days

Except for first year employees, there will be no more than one-hundred ninety (190) paid contractual days in the school year, excluding employees having extended or supplemental contracts.

First year employees shall attend the equivalent of three (3) additional days orientation to be scheduled at the Superintendent's discretion.

The amount of instructional days, professional development days, holidays, conference days, non-student work days will be decided on an annual basis.

### Contract Hours

Employees shall work a minimum of eight (8) hours per day Monday through Thursday, and minimum of 7.5 hours per day on Friday. At times, employees may have to work more than the minimum to meet the needs of building, such as for regularly schedule staff meetings that occur outside contract hours.

### Extra Duties

Extra duties are a necessary part of our work in the Waterloo Schools in order to provide students with opportunities to participate in extracurricular activities, as well as build relationships between schools/employees and our students and community. All teachers are expected to complete three (3) extra duties per year as part of their employment contract.

### Elementary Music

Elementary music teachers are not provided with a stipend for their role, but are expected to provide at least one performance opportunity (concert) per grade level each year.

These performances would satisfy their 3 extra duties given that the performances happen outside of the school day. If the performances happen during the school day, the teachers would still be required to complete their 3 extra duties.

## Extra Duty Events

Elementary School	Middle School	High School
Family nights (wellness, LIM, dance, literacy, math, school carnival)	Music Concerts	Athletic Events
Music concerts	Athletic Events	Music Concerts/Festivals (choir, band, orchestra)
	Rec/Family Nights	Dances (homecoming, prom, etc...)
		Theater Performances
		WCC Community event requirements (STEM festivals, etc.)
		Family Nights Events/ IB TOK Art Exhibitions

## Rate of Pay

If WEA staff members complete beyond three extra duties, they will be compensated at a rate of \$20/hour.

## Tracking of Duties

Buildings will track extra duties through a method of their choosing. Examples currently in place include a google spreadsheet, sign-up genius, or calendar. Building administrators will assign an employee to create and monitor this system to track employee's duty completion.

- Sign-up should go out during the first PD days before school begins at a time that all employees would be able to sign-up with equal opportunity.
- If an event is under 3 hours, it counts as 1 duty. If the event is over 3 hours, it would count as 2 duties.
- Elementary principals may assign staff to duties (e.g. grade level specific music concerts)



- If, after completing 3 duties in your assigned building, you want to complete more, you would be eligible to complete duties at other buildings (e.g. sporting events) for additional compensation at the designated rate.
- Secondary schools will send out quarterly reminders about duties.
- Failure to complete the 3 required extra duties may result in disciplinary action being taken.