

Employee Handbook for Certified Staff and Support Staff 2020

Background:

When the Iowa Legislature passed House File 291 during the winter of 2017, the bill made several topics illegal to be included in contract bargaining. Among those now illegal topics are

- insurance,
- transfer procedures,
- evaluation procedures,
- staff reduction procedures, and
- others.

However, these topics could and should be included in an employee handbook. The Iowa Association of School Boards (IASB), under the direction of IASB HR Services Director Eric Howard, created a model employee handbook for districts to use.

The IASB Employee Handbook Toolkit was designed to provide accurate and authoritative information regarding the subject matter covered. It was an excellent resources; however, it was far from complete. Much of the handbook had to be adapted to our Belmond-Klemme contracts, board policies, and human resource practices.

A handbook committee consisting of certified staff and support staff was convened during the 2018-2019 school year and had a strong role in moving contract language from the two master agreements into the new handbook.

The handbook is available for review on the BoardBook website under the category of *EXTRAS*.

Recommended Action:

I recommend the board move to approve the Belmond-Klemme Employee Handbook for 2020-2021.