

## Employee Handbook for Certified Staff and Support Staff 2022

**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. Much of our employee handbook was adapted from our Belmond-Klemme contracts, board policies, and human resource practices.

**Changes:**

Changes in the coming year's employee handbook from last year's handbook are listed below.

- A. Updated language to make it current regarding our Group Health Insurance policy.
- B. Eliminated reference to Dependent Health Coverage as this was negotiated out of the teacher master agreement and moved into salary for the teachers.
- C. Updated Life Insurance and Long-term Disability Insurance references to include teachers.
- D. Included a passage describing our rules regarding Retiree Health Insurance.

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 2022-2023.