

## Employee Handbook for Certified Staff and Support Staff 2023

### **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. Dates were changed to reflect upcoming deadlines and events.
- B. Employee health insurance contributions are updated to include the \$33.00 increase approved by the board in May 2023.
- C. References to Teach Iowa were removed and replaced with references to IowaWORKS. This a State mandated update.
- D. Superintendent welcome letter and opening statements has been updated.
- E. Public Complaints about an Employee information was updated.
- F. Copy of the Ethics code has been added.

### **Recommended Action:**

I recommend the board move to approve the Belmond-Klemme Employee Handbook for 2023-2024.