GRANT WOOD
AREA EDUCATION AGENCY

Business Services & Human Resources Procedures Manual

Copies of this manual have been disseminated throughout the Agency to employee contact areas (secretary desks, management offices, media work areas). It is also available by accessing Grant Wood AEA's internet home page, under GWAEA Staff.

This manual contains only general information and is provided as a guide. It is not intended to be a contract or any part of a contractual agreement between Grant Wood Area Education Agency and the employee. Grant Wood AEA reserves the right to modify, delete, or add to any processes, procedures, or statements made in this manual. Edits will be made annually and periodically, if needed. Some of the subjects described here are covered in detail in other official Agency documents or may be referenced in this manual. Please refer to other documents for more specific information.

BUSINESS SERVICES & HUMAN RESOURCES STAFF

Title	Name & E-mail	Phone Ext.
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BUSINESS SERVICES & HUMAN RESOURCES PROCEDURES MANUAL

Accident/Damaged Vehicle

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S I T U A T I O N	A C T I O N
When reporting accident, weather, or vandalism damage	Notify the business manager of circumstances surrounding the accident. Complete an accident report form and return it to the business manager within 24 hours. Report forms are available from the Grant Wood web site or the business manager (x6704). Auto insurance identification cards are kept in each Agency vehicle. Vandalism will require police reporting through the business manager (x6704).

Account Number Use and Corrections

Posted: June 1, 2002 *Reviewed*: January 30, 2004 *Reviewed:* January 31, 2005 *Reviewed:* November 15, 2005	*Reviewed:* December 1, 2006 *Modified:* December 21, 2007 *Modified*: December 22, 2008 *Reviewed:* December 1, 2009	*Reviewed:* December 15, 2010 *Reviewed:* February 1, 2012	

S I T U A T I O N	A C T I O N
Account number updates	Support staff (i.e., secretaries, media work areas) have a list indicating the account number(s) to use for typical activities and projects. These account numbers will be used for internal and external charges. If new projects/grants are identified, please contact business manager, x6704, for identification of an account number.
When business services makes account number corrections	Secretaries will be notified via e-mail of account number changes made in business services that affect them. The need for notification will be determined based on the circumstances cited in the following situation boxes.
When business services needs to charge an expense to a totally different account than the originator intended	Business services will contact the originator to notify/discuss the account change.
When business services changes the object code digits of an account number on paperwork	The three-digit coding will be changed and business services will note the change on the copy of the purchase order that is returned to the originator.
When purchase orders for equipment purchases indicate a "700's" object code, but the actual invoice does not exceed $1,000.00.	The three-digit coding will be changed and business services will note the change on the copy of the purchase order that is returned to the originator. The 700-series object codes are reserved for <u>GWAEA</u> inventory items only. (See Inventory-Equipment section of this manual.)
When claims made on the online reimbursement claims system reflect inaccurate object code digits within the account number	The three-digit coding will be changed. Business services will <u>not</u> notify the originator.
When resource agreements will be paid through payroll (100's object code series), rather than from the 300's object code series (or vice versa)	The three-digit coding will be changed. Business services will <u>not</u> notify the originator.

Account Number Use and Corrections

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S I T U A T I O N	A C T I O N
When an employee discovers that an incorrect account number was used on a purchase order, internal charge, or revenue deposit	Contact accounts payable (ext. 6707) to determine if the purchase order has been paid or the revenue deposited. <u>If it has not already been paid or deposited,</u> the account number can be changed per the telephone contact. If it <u>has</u> already been paid, then forward to business services either **--** • a memo or e-mail requesting a journal entry correction **or** • a screen printout from the internet financial system documenting payment from the incorrect account. Then indicate the account where you really wanted the expense to be charged (or the revenue account where you wanted funds to be deposited). In either case, the information should include: - a brief description of the situation - the purchase order number (if applicable) - the vendor name - the dollar amount - the account number originally used - and the account number that you wish to be used instead Expense and revenue account number changes can be made only within the fiscal year of that activity. For example, if an expense or revenue is charged to an incorrect account, the correction must be made within that same fiscal year.

Added Days

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S I T U A T I O N	A C T I O N
When time is to be compensated in addition to days outlined in an employee's contractual agreement with Grant Wood AEA	Added days is a term referring to time worked by contracted employees, in addition to their contractual agreement, that is to be compensated. Because added days are considered temporary/substitute, seniority and experience credit on the salary schedule are not applicable. A request for added days is initiated by the regional administrator/supervisor and is then forwarded to the programs/services administrator or associate administrator, as applicable, for approval. Application forms and specific instructions are available from regional administrator's secretaries or the executive assistant, ext. 6801. Because additional days must be approved by the Board before the hours are worked, preplanning is necessary. Following are <u>general</u> instructions for requesting and processing added days. The employee and supervisor identify the need for added days. Examples of rationale for added days might be - significant additional time needed for unexpected projects that cannot be completed during regular work hours or calendar adjustments; - requirements to provide extended year services to students; - requests from local schools or other associated agencies to purchase an employee's time, therefore resulting in a need for the employee to work additional hours beyond their contractual agreement. After the added days have been approved by the Board, each person approved to work added days will be sent an Additional Days Calendar to complete. Persons working added days must complete special yellow time cards. They must have the appropriate funding source (budget number) and name of program/project on them, be signed by the appropriate regional administrator, and then forwarded to the programs/services administrator's office or associate administrator's office, as applicable. The executive assistant will verify approval, log the time worked, initial the time card and forward to payroll for payment. The compensation/benefits specialist will pay the employee the added days on the next payroll processing cycle.

Address Change of Employee

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S I T U A T I O N	A C T I O N
When employee's address changes	Please see Human Resources Information System (HRIS).

Agency-Directed Travel

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S I T U A T I O N	A C T I O N
General description	Agency-directed travel includes those activities outside AEA 10 that an Agency manager directs an employee to attend. The activities align with an Agency-supported initiative/priority and the employee attends in the specific role of an Agency representative. Common examples include state meetings/conferences. (Professional Leave, on the other hand, relates to those activities in or outside of AEA 10 that an employee requests to attend and submits application for attending. Professional Leave activities promote professional growth and support individuals in their roles as Agency employees. Common examples include conference events, GWAEA Professional Development events, job-related purchases identified in the Master Contract. Please see the Professional Leave section.)
Required forms to attend	Employee is to submit an Agency-Directed Travel Request form, which is available from the Region Secretary. The form is to be submitted 5 Agency days in advance, when possible. When estimating meal expenses, the GSA per diem rates are to be used (a link to these rates is available on the Reimbursement Claims system). These amounts are to be provided on the form even when a grant/contract may reimburse the Agency for the expense.
Guidelines for Travel:	When more than one employee will be traveling Agency-directed, employees are to coordinate the travel and carpool whenever possible. Mileage will be reimbursed for the employee who drives his/her personal vehicle. For out-of-state travel, airfare will be reimbursed at a reasonable and customary rate. Employees are expected to make a concerted effort to obtain the lowest available fare at the time of travel authorization. If a personal vehicle is used in lieu of air travel, the lower expense rate, based on the lowest available fare at the time of travel authorization, will be eligible for reimbursement (Admin Regulation 7381A). When making reservations for lodging, employees are to request the "state rate." Most hotels will ask to see a government ID upon arrival to confirm eligibility for the state rate and the GWAEA ID badge has generally been accepted for this purpose. If this is not accepted, the hotel may contact the Agency Business Office at 1-800-332-8488, x6704 or x6707, for authorization.
Des Moines or Ames Area Travel	For travel to the Des Moines area, the Agency has entered an agreement with Heart of America Restaurants and Inns for overnight stays in three area hotels. For travel to the Ames area, the Agency has an agreement with one hotel. Overnight stays may be approved for Agency travel when meetings extend beyond one work day or for evening travel when a one-day meeting begins before 8:30 AM (time on the agenda for registration or refreshments is not considered the start of the meeting). Employees are to stay at one of the designated hotels (except under extenuating circumstances that would require prior approval from an executive administrator). For a list of the designated hotels, please see Lodging section of this manual. Lodging at an unauthorized hotel is not eligible for reimbursement.
Required forms to be reimbursed	Employee is to submit eligible expense claims through the online Agency Reimbursement Claims System. Please see Reimbursement Claims section.

SITUATION	ACTION
When employees wish to pursue speaking opportunities at professional conferences or events	The employee is to discuss this opportunity with their supervisor and complete a form titled Agency Approval for Speaking Engagements. The purpose of this form is to proactively work with the employee to determine whether the speaking engagement can be supported by the Agency as Agency-directed travel. If the speaking engagement does not meet the criteria to be Agency-directed, other options of support for this opportunity may be considered (such as professional leave, calendar change, etc.)

Assignment Change Requests – Contracted Staff

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S I T U A T I O N	A C T I O N
When contracted staff wish to be considered for a change in assignment, to work in another region…	Employees are encouraged to check the Assignment Line (x6555 then x6302), which is updated each Monday morning, to obtain up-to-date information regarding assignment opportunities and also to ensure assignment change requests meet the required timelines. When an assignment opening is announced on the assignment line, interested employees in that job category are to provide a written request to the Programs/Services Administrator or Associate Administrator, as applicable, and identified Regional Administrator no later than the date identified in the announcement, which is within five (5) days of the assignment announcement. Complete procedures for Assignment Changes may be found on the GWAEA website under Staff Information, Business Services/Human Resources.

Bloodborne Exposure & Follow-up

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S I T U A T I O N	A C T I O N
When a bloodborne exposure occurs	When employees have direct contact with children, universal precautions must be followed at all times (this applies to blood & other body fluids containing visible blood). Universal precautions include hand washing before & after physical contact & use of protective barriers, such as gloves. For more information regarding universal precautions, please contact the HR office at x6703. In the event of a bloodborne exposure incident, immediately proceed as follows: 1. *Contact the Human Resources Office at 399-6703 to report the incident.* An Exposure Incident Report Form will be provided which is to be returned within 24 hours of the incident. 2. *Then contact either one of the following designated occupational medical centers for a confidential medical evaluation and follow-up*. • St. Luke's Corporate Health Services 369-8153 Cedar Rapids • Mercy Occupational Medical Center 339-3921 Iowa City

Calendars

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S I T U A T I O N	**A C T I O N**
Employee reporting of scheduled work days	Staff employment calendars are available online by clicking Staff Website, then Employee Info or go to https://www.gwaea.org/cfapps/StaffEmploy/SignOn.cfm. Sign on and choose calendar, which is a link located under Forms. Complete the calendar and submit. Calendars will be reviewed by the secretary and then forwarded to the supervisor for approval. Copies can be printed after the form has been approved. All staff working less than year round (260 days) are required to complete a calendar. Calendars for the upcoming school year are to be completed by staff and approved by supervisors before the end of the current school year. New staff will work with supervisor/secretary to determine scheduled work days and enter online calendar.
When a change is requested or required on the employment calendar	Calendar change forms are to be completed and submitted to the supervisor. Calendar changes may only occur within the same contract year, and the number of days changed is to be the same for work days and non-work days. Upon approval by the supervisor, the calendar change form is routed accordingly. Employees may submit change requests online by choosing the calendar link under the Forms section of Employee Information.
When employees need to know Agency calendar information	The Agency calendar is developed and distributed by HR with employment contracts and pay notices. Circled dates on the calendar identify pay dates and boxed dates identify the days on which the Agency is closed. Employees are not required to work on the weekdays the Agency is closed. The Agency calendar can be found on the GWAEA Staff Website under HR & Business Office.

Cash Payments Received

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S I T U A T I O N	A C T I O N
When collecting registration fees for an event or program	All fees are to be sent directly from the registrant to the GWAEA business services office. Therefore, when designing flyers, consider the following information. The return registration forms should be addressed directly to "accounts receivable (secretary name)" and should include: the cost of the event the appropriate account number at the bottom the name of the person responsible for the program Other flyer considerations: equity statement cancellations and refunds copy of the flyer for the switchboard contact person's name and phone number The administrative specialist-accounts receivable (ext. 6705) also needs to receive a copy of the flyer and registration form at the time of the mailing to assure correct account deposit. When revenue is received, the administrative specialist-accounts receivable will notify the appropriate secretary via e-mail of the revenue received. The e-mail will include the check number, the amount received, the registrant's name, the account number where the money will be deposited, and any other information that may be pertinent to the situation. The actual revenue and logged information is forwarded to the administrative specialist-accounts receivable for deposit.
When an employee accepts payment (i.e., on-site registrations, receipts of payments in the mail)	On-site registrations: When registrants pay at the door, please take the registration money to administrative specialist-accounts receivable in a **timely** manner for processing (by end of work day, if possible, or within 24 hours of receipt). Receipts of payments in the mail: Sometimes envelopes are incomplete or incorrectly addressed for mail containing cash payments. Recipients of this payment should forward the payment in a timely manner to administrative specialist-accounts receivable for processing.
When collecting other cash for the Agency	All incoming revenue should be sent directly from the outside source to business services.
When accepting Master Card / Visa payments	Master Card/Visa payments are accepted for Professional Development.

Cash Purchases

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S I T U A T I O N	**A C T I O N**
When vendors do not accept purchase order numbers	Several options: Either choose a different vendor, use the charge card checkout process described in this manual, or see instructions following on this page in situation "when employees make cash purchases under $50". All cash purchases require supervisor approval prior to the purchase.
When employees make cash purchases	Cash purchases are to be used sparingly and for extenuating circumstances only. This purchasing method is not intended as a common practice. If there is not adequate time to process a computerized purchase order or place an order through the online supply vendors and the expenditure is under $50, employees, with supervisor approval, may be reimbursed for purchases up to $50 (excluding food for employees). The employee is to submit request for reimbursement on the online claims reimbursement system and submit a receipt. Maximum allowable reimbursement using this method is $50 per cash purchase. (See policy regulation 7381C.) Any cash purchases made in a single day constitute one cash purchase and the limit of total purchases in that single day is $50. Cash purchase method should only be used for purchasing consumable supplies needed on an immediate basis. Support staff and managers have been provided with additional information regarding cash purchase guidelines. (For further information regarding reimbursements, please see "reimbursement claims system" in this manual.)

Charge Card Checkout

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S I T U A T I O N	A C T I O N
When making purchases with vendor charge cards (Best Buy, HyVee, Staples, Wal-Mart)	These cards shall generally not be used for expenditures that can be made through the normal purchasing process. • The secretary processes a computerized purchase order to the vendor with a notation that the white copy needs to be returned to the typist. • When the white hard copy is returned to the secretary/typist, the employee may bring the processed white copy to business services for charge card checkout. The charge card will be given to them with accompanying brief instructions. • After the purchase has been made, the employee returns the charge card to business services with a detailed receipt indicating the date, purpose and nature of each expense. • The receipt will be compared to the purchase order. • If the purchase was partial, business services will need to know immediately if the employee will be returning to the store (the purchase order will be held open) or if the purchases are final (the purchase order will be closed and paid).
When vendors do not accept purchase order numbers – Visa checkout	• Follow instructions for vendor charge card checkout above. • The vendor on the computerized purchase order should be Visa - Hills Bank and Trust Co., <u>also</u> noting in the description area the item purchased, the vendor and address where the merchandise will be purchased.
When hotels do not accept purchase order numbers	Please see “lodging” in this manual.

Checks, Reissuing

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S I T U A T I O N	A C T I O N
When a payroll check is lost or will not be accepted due to deface or destruction.	Return the remnants of the check to the administrative specialist-compensation/ benefits for re-processing. The check will be voided and reissued within a two-week period. If a payroll check is lost, notify the administrative specialist-compensation/ benefits (x6706). The bank will be contacted to determine if the check has cleared or is outstanding. If cleared, a copy of both sides of the check will be provided to the payee. If the check is outstanding, a stop payment will be placed on the missing check, and a replacement check will be issued in two weeks. If the lost check is found after being replaced, return it to the administrative specialist-compensation/ benefits immediately.
When an accounts payable check is lost or will not be accepted due to deface or destruction.	Return the remnants of the check to the accounts payable technician for re-processing. The check will be voided and reissued within a two-week period. If an accounts payable check is lost, notify the accounts payable technician (x6707). The bank will be contacted to determine if the check has cleared or is outstanding. If cleared, a copy of both sides of the check will be provided to the payee. If the check is outstanding, a stop payment will be placed on the missing check, and a replacement check will be issued in two weeks. If the lost check is found after being replaced, return it to the accounts payable technician immediately.

Compensatory Time

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S I T U A T I O N	A C T I O N
When employees may earn and use comp time	***Contracted Staff***: Employees are contracted for a professional service that often does not lend itself to a specifically-defined day. To meet work obligations and job responsibilities, professional staff may frequently work beyond 40 hours in a week. To recognize extended hours involved with professional services, comp time is provided in the Master Contract and is available for direct service client interactions that occur outside the regular business hours of 8am-4:30pm. Comp time is accrued on a straight-time basis and is to be earned and used in increments of 30 (thirty) minutes. Common examples for earning comp time include IEP meetings, parent/community meetings, CISM support, presentations/workshops beyond the workday, client visits that occur over the week-end, etc. Time not spent directly with clients, such as office activities, paperwork, reports, professional reading, etc. is not eligible for earning comp time. In order to earn and use comp time, the employee is to notify the supervisor of the intent to work off-hours or the need to have worked off-hours by recording the off-hour activity on the submitted weekly schedule or by informing the supervisor prior to the off-hour activity. Each employee is to provide weekly schedule information to the supervisor, and employee work schedules are subject to supervisor approval. If an employee is unable to notify the supervisor ahead of time of the need to provide services off-hours, the supervisor may consider the employee request when received and approval will depend on the circumstances. It's important employees give notice as soon as possible. Email notice is encouraged for documenting the comp time request and the supervisor approval. If an employee uses comp time, it is generally to be taken during the current contract year in which it was earned. Upon approval, the time may be taken at any time during the contract year, provided no more than 16 hours are taken consecutively. While not required, best practice would encourage employees to balance the professional time provided to their clients when using comp time (if comp time was earned with Client A then employee is to first consider using the comp time for Client A to the extent possible). Comp time provisions for contracted staff are outlined in Article 7 of the Master Agreement for Contracted Staff (p 10). Additional comp time guidance and scenario references jointly developed by an Agency-Association work group are available at http://www.aea10.k12.ia.us/intranet/docs/comp_time_scenarios_Jan%202012.pdf ***Hourly Staff***: Assigned or approved work in excess of 40 hours per week is considered overtime, which is computed at a rate of 1 ½ hours for each hour worked in excess of 40 hours. Employees may be granted comp time in lieu of overtime pay. Any situation that necessitates an employee working beyond a 40-hour work week requires prior approval by the supervisor. The scheduling of any comp time to be taken is to be determined by mutual consent of the employee and supervisor, and the time is generally to be used during the work year in which it was earned. Agency needs are a primary consideration for comp time. The 15-minute break time that is provided within every 4 hours of scheduled work is paid time regardless of whether employees choose to take their break or not, and unused breaks are not to be used for the accrual of comp time or for adjusting the daily work schedule. Early arrivals to work, late departures from work and lunch periods may only be used for accruing comp time when based upon Agency need as determined by the supervisor. In the absence of prior approval, employees are not assigned any work during hours that fall outside the regular work schedule.

Compensatory Time

SITUATION	ACTION
	For those infrequent occasions when employees wish to adjust their daily work schedule for personal reasons, rather than work-related reasons, such adjustments may be considered within a 40-hour work week and, therefore, do not involve comp time. Again, these cases require prior supervisor approval to ensure adequate service coverage and completion of required tasks. As a general rule of thumb, <u>any deviation from an employee's regular work schedule requires prior supervisor approval</u>. Comp time provisions for hourly staff are referenced in Article 8 of the Master Agreement for Classified Staff (p 10) and in Section 4700A.26 of the Terms & Conditions of Employment for Management Support Staff (p 4).

Discrete Trial Services

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S I T U A T I O N	A C T I O N
*When GWAEA has entered into an agreement with an LEA to provide discrete trial services to children **age 3 and above***	Business services invoices the school district for all expenses charged to their respective discrete trial account. The invoice does <u>not</u> provide additional support information (i.e., the number of hours each child was served during that time frame). Phone calls from schools desiring additional information will be forwarded to the appropriate regional administrator. See processing procedures on the following page.
*When GWAEA provides discrete trial services to children **birth through 2 years of age***	See processing procedures on the following page.

Processing Discrete Trial

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Financial responsibility of <u>LEAs</u> **OR**

Criteria:
- services for children **<u>age 3 and above</u>**
- expenses will be billed to LEA
- contract between LEA & GWAEA

Process:
- A separate account will be set up for each school district.
- All expenses charged to district discrete trial accounts will be billed to that appropriate LEA quarterly for expenses <u>paid</u> the previous quarter.

Discrete Trial – C.R. 10-2-1200-291-8505-000-xxx
Discrete Trial – Center Pt/Urbana 10-2-1200-291-8508-000-xxx
Discrete Trial – CC Amana 10-2-1200-291-8507-000-xxx
Discrete Trial – College Comm 10-2-1200-291-8506-000-xxx
Discrete Trial – Iowa City 10-2-1200-291-8504-000-xxx
Discrete Trial – Linn Mar 10-2-1200-291-8502-000-xxx
Discrete Trial – Marion 10-2-1200-291-8503-000-xxx

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Financial responsibility of <u>GWAEA</u>

Criteria:
- services for children **<u>birth through 2 years of age</u>**
- no billing required
- no contract required

Process:
- All expenses should be charged to Part C account # 10-2-1200-229-4523-000-xxx. This includes salaries and mileage. Therefore, claims made on the online reimbursement claims system need to indicate this account number for the appropriate line items.

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Instructions to Discrete Trial Associates for Completing Time Cards:

Each time card submitted should reflect the appropriate school district/account number which is determined by the students served during that time card duration. Appropriate account numbers are <u>important</u> to assure accurate invoices to school districts. Following are examples that may be helpful.

<u>Example</u>:
Hours worked during the week May 9th – 13th might include: 8 hours service to Linn Mar students <u>age 3 and above</u>
12 hours service to C.R. students <u>age 3 and above</u>
10 hours of service to students <u>birth through 2 years of age</u>

Therefore, the time card should indicate:

Linn Mar Discrete Trial	10-2-1200-291-8502-000-xxx = 8 hrs
C.R. Discrete Trial	10-2-1200-291-8505-000-xxx = 12 hrs
AEA Discrete Trial	10-2-1200-229-4523-000-xxx = 10 hrs

Discrete trial hours claimed include not only actual service time, but may also include preparation time, if the discrete trial service agreement between GWAEA and that district indicates such language. Most agreements also include language indicating that paid holidays and leaves provided by GWAEA are shared equally by the School District and GWAEA. Had the week included holidays in the example above, the time card should have split the paid holiday hours among the accounts. <u>Therefore, the service provider needs to be familiar with the agreement</u> prior to completing time cards.

<u>Example</u>: Online Reimbursement Claim for the month of May

- Estimate number of miles applicable for each of the accounts listed in the above example
- Document the estimated miles using the online reimbursement claim system, charging the miles to the appropriate discrete trial account number.

Please refer to procedures for the online reimbursement claim system in this manual, if needed. Online reimbursement claim questions can be directed to the accounts payable technician, ext. 6707, or computer services, ext. 6758.

Financial questions regarding discrete trial can be directed to the business manager, ext. 6704.

Emergency

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When emergency situations arise	The GWAEA Policy #6301 and Regulation #6301A address emergency and disaster procedures. To access the online policy manual from the GWAEA website, click on Board of Directors, then Board Policy Manual. The Emergency Procedures and Crisis Communication Manual outlines a plan for responding to emergencies. Copies of the manual are housed in offices of the following employees: Chief Administrator — Business Manager Associate Administrator — Communications Supervisor Board Secretary — Receptionist First Responders are GWAEA employees trained to be contacts in situations of medical emergencies or sudden severe illness of employees or visitors on Agency property. They are identified and reconfirmed each fall. Their names are printed in the Bulletin Board twice each year and on signs posted at each of the GWAEA facilities. Zone Leaders are GWAEA employees trained to address fire or tornado situations. They are identified each fall.
When the Agency Center is closed due to an emergency	The Chief Administrator and/or Associate Administrator will make the determination to close the Agency. The need for closing one or more Agency Centers is evaluated on a case-by-case basis. When the Agency is closed for emergency reasons, the following stations will be contacted: KHAK, WMT, KGAN-TV, and KCRG-TV. In the event of the closing of an Agency Center, a voice mail message notification will be sent to all employee voice mail boxes, and information will be posted on the agency web site. Staff will be informed regarding (a) which centers are affected, (b) when the center(s) will close, (c) when the agency anticipates reopening the center(s), and (d) when the next employee update will be available. An employee scheduled to work is to make up the work time missed while the Agency was closed or while they remained at home during work hours. Options for making up the work time include: 1. calendar change 2. emergency leave 3. personal leave 4. leave without pay 5. or as otherwise specified in the Master Contract (Article 7 for Classified Staff, Article 8 for Contracted Staff) or terms of employment. Other leave (such as personal, illness/disability, vacation, etc) that was used or scheduled to be used during the time the Agency was closed is not affected by the Agency closing and is to be reported as usual. In the event an employee performs assigned or approved work during a closing, the amount of time spent performing such services is recognized and considered as work time. When a school or Agency Center closes, staff members may see a need to work from home for all or part of the work day when their scheduled building closes, in which case the staff member is to provide advance notice of this schedule change to their supervisor and receive prior approval of the intent to work from home. As a general rule, hourly staff are not authorized to work from home.

S I T U A T I O N	A C T I O N
When employees determine the need to alter their work schedule or do not report to their assigned work due to inclement weather	Whether or not the Agency is closed, employees are to use their discretion in deciding whether to travel for work and/or leave work early in a severe winter weather situation. Employees are urged to consider the following factors in this decision: Are the school(s) I serve closed? Is there work I could be doing at my Agency center? Is it endangering my safety for me to travel? Once an employee has decided to remain at home or leave work early, options for accounting for all or part of the workday include: 1) calendar change 3) personal leave 2) emergency leave 4) leave without pay

Emergency Contact Information

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When employee emergency contact information changes	Please see Human Resources Information System (HRIS).

Employee Assistance Program (EAP)

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S I T U A T I O N	A C T I O N
When employees encounter personal/family problems	The Agency provides an Employee Assistance Program (EAP) to support staff and family members. The EAP is provided through Mercy Medical Center and includes professional and confidential counseling and referral service for a variety of personal problems. Use of the EAP is on a voluntary basis. When participating in the EAP, employees retain the responsibility for meeting acceptable work performance and attendance standards. At least annually, typically through payroll inserts each November, the HR office distributes information regarding the EAP and how to access the program. EAP counselors are available between 8:00am and 4:30pm, by calling 319-398-6694 or 1-800-383-6694. For more information, please refer to Policy and Regulation #4141 or contact the HR office, x6703.

Exiting Employees – Resignations

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S I T U A T I O N	A C T I O N
Resignations – *Employee responsibilities when resigning*	• Provide timely notice to supervisor and human resources of intent to resign and request further instructions. • Notify business services of intent to resign and official last work date. • Ensure employment calendar and/or time cards and employee leave forms are accurate and submitted in timely manner so final pay can be administered correctly. • Contact IPERS for further information regarding payouts, rollovers, etc.
Resignations – *Supervisor responsibilities when an employee resigns*	• Inform programs/services administrator and associate administrator, as applicable, of employee's intent to resign. • Ensure employee has submitted employment calendar and/or time cards and employee leave forms to be reconciled. • Ensure any property/materials provided by the Agency have been returned (computers, access keys, credit cards, etc.)

Exiting Employees – Resignations

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S I T U A T I O N	A C T I O N
Resignations – *Business services process when an employee resigns*	<u>Payroll</u> • *Contracted, Management, and Salaried Employees* - final pay will be reconciled by the number of working days up until their resignation date multiplied by their per diem. • *Classified and Management Support Employees* – paid on a two week lag – will be paid from time cards submitted up to final working day. Final paycheck will be in accordance to when final work date lands in the pay cycle. • *Contracted, Management, and Salaried Employees* – no payouts for unused leave time. • *Classified and Management Support Employees* - will be paid out for any unused vacation time earned as of resignation date. Pay out will be included with final paycheck. <u>Benefits</u> • Agency-provided life insurance and voluntary and/or dependent life insurance ends on the resignation date. The resigning employee may port the group coverage or convert the coverage to an individual whole life policy. Employees have 31 days from the coverage termination to send the application and premium payment to the life insurance carrier. Application forms can be obtained from the compensation/benefits specialist (x6706). • Agency-provided long-term disability benefit ends on resignation date. <u>Health, Dental, and Vision Insurance</u> • *Contracted, Management, and Salaried Employees* – Upon timely notice (generally 30 days), insurance coverage through the Agency ends the last day of the month in which the employee's employment ends. The employee will then be offered COBRA[Ω]. (The compensation/benefits specialist notifies MIIP* of the resignation and initiates the COBRA[Ω] paperwork through LeaveX. LeaveX sends the application to the employee offering continuation of coverage at employee's expense, plus a 2% administrative fee. Can stay on COBRA[Ω] for up to 18 months.) • *Classified and Management Support Employees* – Upon timely notice (generally 2 weeks), if employee's last regular work day is the 1st through the 15th day of the month coverage through the Agency ends the last day of that month. If employee's last regular work day is the 16th through the last of the month, coverage with the Agency will end the last day of the next month. The employee will be offered COBRA[Ω] as stated above. <u>IPERS</u> • Contact IPERS for further information regarding payouts, rollovers, etc.

* MIIP: *Metro Interagency Insurance Program*
Ω COBRA: *Consolidated Omnibus Budget Reconciliation Act of 1985*
LeaveX (our third-party COBRA administrator)

Resignations - Summer (Health, Dental and Vision Insurance)

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	When summer resignations/retirements/leaves occur for employees who work a traditional school-year schedule, it is important for employees to be aware that Agency-provided insurance ends retroactively when a resignation is effective retroactively. **Contracted, Management and Salaried Employees**
Employee responsibilities	• If an employee is considering resignation, retirement or a leave of absence after June 30, the employee is to contact the compensation/benefits specialist (x6706) immediately to ensure timely coordination of benefits.
Business services process when an employee resigns	• For resignations/retirements/leave requests received after June 30, the last work day of regular employment determines the termination date of Agency-provided benefits. Examples: 1. If an employee has worked no days during the new contract year (July 1- June 30), benefits terminate retroactive to the end of the month in which the last day of regular employment was worked (or to June 30 for contracted/management staff if contract days have been fulfilled). 2. If an employee has worked some days in the new contract year as part of their regular employment (this includes approved added days but not sub/temp assignments), benefits are effective through the end of the month in which the employee last worked. • Upon termination of Agency-provided benefits, the employee will be offered continuing coverage through COBRA, at the employee's expense. **Classified and Management Support Employees**
Employee responsibilities	• If an employee is considering resignation, retirement or a leave of absence after June 30, the employee is to contact the compensation/ benefits specialist (x6706) immediately to ensure timely coordination of benefits.
Business services process when an employee resigns	• For resignations/retirements/leave requests received after June 30, the last work day of regular employment determines the termination date of Agency-provided benefits. Examples: 1. If an employee has worked no days in the new school work year, benefits terminate retroactive based on the last day of regular employment worked. (If the employee's last regular work day falls between the 1st and 15th day of the month, coverage ends the last day of that month. If the last regular work day falls between the 16th and last day of the month, coverage ends the last day of the next month).

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	2. If an employee has <u>worked some days</u> in the new school work year as part of their regular employment (this does not include sub/temp assignments), benefits terminate based on their last day of regular employment worked (detailed in Example 1). In these situations, employees are expected to provide a minimum of two weeks' notice and provide a minimum of two weeks' service in the new school work year (this does not include sub/temp assignments). At its discretion, Agency administration may waive all or a portion of the service requirement in consideration of timely notice, service needs and other related factors. • Upon termination of Agency-provided benefits, the employee will be offered continuing coverage through COBRA, at the employee's expense.

Exiting Employees – Retirements

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S I T U A T I O N	A C T I O N
Retirement – *Employee responsibilities when retiring*	• Provide timely notice to supervisor and human resources of intent to retire and to receive further instructions. • Notify business services of intent to retire and official last work date. • Ensure employment calendar and/or time cards and employee leave forms are accurate and submitted in timely manner so final pay can be administered correctly. • Notify business services of intention to stay on Agency group insurance at employee's own expense. • Contact IPERS for further information regarding retirement benefits.
Retirement – *Supervisor responsibilities when an employee retires*	• Inform programs/services administrator and associate administrator, as applicable, of employee's intent to retire. • Ensure employee has submitted employment calendar and/or time cards and employee leave forms to be reconciled. • Coordinate acknowledgement of the retiree's departure with the appropriate programs/services administrator and associate administrator, as applicable, in preparation for the Staff Recognition Banquet. • Ensure any property/materials provided by the Agency have been returned (computers, access keys, credit cards, etc.)

Exiting Employees – Retirements

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Retirement – *Business services procedure when an employee retires*	Payroll • *Contracted, Management, and Salaried Employees* **-** final pay will be reconciled by the number of working days up until their retirement date multiplied by their per diem. • *Classified and Management Support Employees* – paid on a two week lag – will be paid from time cards submitted up to final working day. Final paycheck will be in accordance to when final work date lands in the pay cycle. • *Contracted, Management, and Salaried Employees* – no payouts for unused leave time. • *Classified and Management Support Employees* **-** will be paid out for any unused vacation time earned as of retirement date. Payout will be included with final paycheck. Benefits • Agency-provided life insurance and voluntary and/or dependent life insurance ends on the retirement date. The retiring employee may port the group coverage or convert the coverage to an individual whole life policy. Employees have 31 days from the coverage termination to send the application and premium payment to the life insurance carrier. Application forms can be obtained from the compensation/benefits specialist (x6706). • Agency-provided long-term disability benefit ends on retirement date. Health, Dental, and Vision Insurance • *Contracted, Management, and Salaried Employees* – Upon timely notice (generally 30 days), insurance coverage through the Agency ends the last day of the month of retirement. However, employees who retire from the Agency while participating in the Agency's group health, dental and/or vision insurance plans may continue to participate in any of these plans at their own experience until the retiree becomes eligible for Medicare. Participation is subject to carrier contract requirements and payment of all premiums. If elect not to stay on Grant Wood AEA group plan, retiree will be offered COBRA[Ω]. (The compensation/benefits specialist notifies MIIP* of the retirement and initiates the COBRA[Ω] paperwork through LeaveX. LeaveX sends the application to the retiree offering continuation of coverage at retiree's expense, plus a 2% administrative fee. Can stay on COBRA[Ω] for up to 18 months.) • *Classified and Management Support Employees* **–** Upon timely notice (generally 2 weeks), if retirement is the 1st through the 15th day of the month, coverage through the Agency ends the last day of the month of retirement. If retirement is the 16th through the last of the month, coverage with the Agency will end the last day of the next month. However, employees who retire from the Agency while participating in the Agency's group health, dental and/or vision insurance plans may continue to participate in any of these plans at their own experience until the retiree becomes eligible for Medicare. Participation is subject to carrier contract requirements and payment of all premiums. If elect not to stay on the group plan, retiree will then be offered COBRA[Ω] as stated above. IPERS • Contact IPERS for further information regarding retirement benefits.

* MIIP: *Metro Interagency Insurance Program*
Ω COBRA: *Consolidated Omnibus Budget Reconciliation Act of 1985*
LeaveX (our third-party COBRA administrator)

Exiting Employees – HR Procedures

Posted: January 30, 2004 *Reviewed:* January 31, 2005 *Reviewed:* November 15, 2005 *Reviewed:* December 1, 2006	*Reviewed:* December 21, 2007 *Reviewed:* December 22, 2008 *Reviewed:* December 1, 2009 *Reviewed:* December 15, 2010	*Reviewed:* February 1, 2012	*Page* 1 of 1

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HR procedures when an employee resigns, retires or requests release from contract	1. Information is included on personnel agenda for next regular Board meeting. 2. Exit packet is provided to employee, which includes exit questionnaire, invitation to participate in an exit interview, summary of insurance coverage, and an authorization to release information to outside agencies (i.e. prospective employers, financial institutions, etc.). 3. Once GWAEA Board has been informed of a resignation, retirement or a request for release from contract, HR mails confirmation to employees.

Funding – Grants, Contracts and Agreements – referred to as “projects”

S I T U A T I O N	A C T I O N
When applying for project funding	Prior to submitting an application for project funding, the project manager+ applying for the funds will meet with the appropriate programs/services administrator to review projected application activities and request associate administrator approval for the application. Following associate administrator approval, the project manager+ will contact the business manager (ext. 6704) to develop a financial budget.
When an employee assumes the <u>role of project manager</u> for funds received by GWAEA	Several responsibilities are assumed by the project manager. The project manager: • acts on behalf of GWAEA, as the Agency is acquiring the funding (not the individual). • becomes the contact person for the project. • reviews, processes and provides recommendations regarding approval of project expenditures • receives access to and training on the GWAEA Internet Financial System for monitoring project expenditures and revenues by contacting computer services (x6758) or business services (x6708). • coordinates all financial reporting with the financial accounting assistant. • attends project manager orientation session(s) to become acquainted with GWAEA processes and the project manager’s responsibilities in fulfilling activities during the funding term.
When the project is purchasing GWAEA employee time or when the project requires employee added days	The project will be charged for that time, plus the FICA and IPERS associated with that time. If the project is purchasing a portion of the employee’s FTE for the project duration, then the project will be charged for that portion of the employee’s contractual annual salary and an identical portion of their entire annual benefit expenses. Added days refers to time worked by contracted employees which is in addition to their contractual agreement. Pre-approval is initiated by the regional administrator/supervisor through the programs/services administrator’s office or associate administrator’s office, as applicable. Please see the “added days” section of this manual.
When determining appropriateness for GWAEA to be fiscal agent for the project’s finances	Determination will be made on a case-by-case basis by the executive team based on decision criteria identified and their recommendation to the GWAEA Board.

\+ *The project manager is the employee who acts on behalf of GWAEA as the contact person for the project. Sometimes that person is also the person who initiated the funding application through GWAEA.*

S I T U A T I O N	A C T I O N
When determining appropriate administrative / indirect charges	Determination is made by the executive team and their recommendation to the GWAEA Board. The State sets indirect cost rates annually for each LEA/AEA and this rate is used for most federally-funded programs.
When determining the appropriateness of GWAEA support for activities requiring business services assistance (i.e. statewide conferences, statewide ICNs, Task Forces)	Determination is made by the employee's manager/supervisor and associate administrator.
After the project has been approved for funding, what steps occur	After the business services office has received a copy of the funding award approval notification from the project manager+, a specific account number will be assigned to the project and forwarded to the project manager. The project manager will be expected to monitor financial activity for the project through their secretary's on-line access to GWAEA's Financial Accounting system. If the project manager and/or the secretary need clarification or have concerns about expenditure or revenue activity within the project account, they can receive assistance from business services. Expense and revenue changes can be made only within the school year of that activity. For example, if an expense or revenue is charged to an incorrect account, the correction must be made within that same school year. Narrative status reports required by the funding resource are typically the responsibility of the project manager. Financial reporting should be coordinated with the financial accounting assistant.

+ *The project manager is the employee who acts on behalf of GWAEA as the contact person for the project. Sometimes that person is also the person who initiated the funding application through GWAEA.*

Human Resources Information System (HRIS)

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	Employees have the ability to 1) view their leave balances, job history and license information online and 2) update address and emergency contact information online. To access your information, go to https://www.gwaea.org/cfapps/staffemploy/signon.html. (From the Grant Wood AEA home page, click on Staff Website and then Employee Info) At the Sign On screen, enter first name, last name, and last 4 digits of your Social Security number.
To view leave balances	**Leave Balances**. Once signed on, select "Leave Balances" from the list of navigational links. Employees can see the leave information provided in two different ways. The top box provides a Leave Balance Summary organized by leave type (emergency, personal, illness, etc). The leave balance summary reflects leave hours earned, leave hours taken, and current leave balances remaining for each leave type. The bottom box provides a Transaction History that reflects more detail of the leave taken. The history indicates the starting date of the leave, the type of leave taken, the number of hours taken, and the ending date of the leave for each leave occurrence. The Transaction History also specifies which leave was taken in the current fiscal year, noted by a "Y" in the far right column or non-current fiscal year, in which case an "N" will appear in the far right column (for vacation leave, the "Y" and "N" refer to an employee's anniversary year rather than the fiscal year). If you have questions about your leave balances, please call Human Resources at x6748.
To view job history	**Job History**. Once signed on, select "Job History." In this section, employees can view the history of their employment with the Agency, as recorded in Human Resources. The Agency began using the online HR Information System in 1998 and, from that point, the history is displayed on an annual basis. The job history is displayed in eight columns. Most of the columns are self-explanatory, but here's some further explanation for a few. Column 3 is titled "Cont FTE," which refers to the work FTE that's projected to continue from one year to another. The full-time equivalent for contracted staff is 190 days; the full-time equivalent for hourly employees is 2,080 hours. Column 4, "Act FTE," refers to an employee's actual FTE (work or leave) for the specified year. Please contact the HR Office at x6703 if you have questions about this screen.
To view license information	**License Information**. Once signed on, select "License." In this section, employees can view their license information, as recorded in Human Resources. The display includes license title, date license was issued, date license expires, the license (or folder) number, and the endorsements and/or approvals for a particular license. While Permanent Professional licenses have no expiration date, the license expiration date in the HR Information System is a required field. Therefore, all Permanent Professional licenses in the system reflect an expiration date of 2060. Please contact the HR Office at x6703 if you have questions about this screen.

S I T U A T I O N	A C T I O N
To view/change address	**Address Changes**. Once signed on, select "Address." Demographic information is submitted by employees at the time of initial employment and is entered into the HR Information System. This demographic screen is now accessible to employees to update as changes occur. To make changes, type any new or updated information in the "white box" fields. When an arrow appears at the end of a field, the field contains a pull-down menu that employees are to use for updating. Click on the arrow to scroll up or down the menu. If the pull-down menu is lengthy, employees may type in the field the first letter of the word and the menu will automatically scroll to that portion of the list. Click on the appropriate word in the pull-down menu and the word will appear in the field. After typing in all changes, and before leaving the screen, be sure to click the "Save Changes" button in order for the changes to be made. When employees update any of their demographic information, the HR Office is automatically notified by e-mail. Once notified, the HR Office will route the updated information to the region, Associate Administrator, Business Services, and others as appropriate. Please contact the HR Office at x6703 if you have questions about updating this screen.
To view/change emergency contacts	**Emergency Contact Information**. Once signed on, select "Contact List." Emergency contact information is submitted by employees on an emergency card at the time of initial employment and is entered into the HR Information System. This emergency contact screen is now accessible to employees to update as changes occur. In the event of an emergency, the Agency would always attempt to contact a spouse first, if a spouse is specifically listed. If a spouse is not listed or cannot be reached, the Agency would then proceed in contacting others on the list (Emergency Contact 1, Emergency Contact 2, Physician, Dentist). Employees are advised to review and verify this information at least one time each year to ensure appropriate individuals are contacted in the event of an emergency. To make changes on this screen, click on the field to be updated. Type any new or updated information in the "white box" fields. When an arrow appears at the end of a field, the field contains a pull-down menu that employees are to use for updating. Click on the arrow to scroll up or down the menu. If the pull-down menu is lengthy, employees may type in the field the first letter of the word and the menu will automatically scroll to that portion of the list. Click on the appropriate word in the pull-down menu and the word will appear in the field. After typing in changes, and before leaving the screen, be sure to click the "Save Changes" button in order for the changes to be made. Please contact the HR Office at x6703 if you have questions about updating this screen.

Internet Finance System

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S I T U A T I O N	A C T I O N
When employees are responsible for monitoring an account's expenditures and revenues	
Seeking access to the system:	All accounts activities are documented on the Agency's Internet Finance System. Access to and training for the finance system follows these procedures: For employees assigned to regions, the system is accessible through their regional secretary. Non-region employees should first seek approval of their supervisor prior to requesting training and passwords for the finance system through computer services (ext. 6758). Employees assuming the role of project managers for funding received by GWAEA receive access to and training on the GWAEA Internet Financial System for monitoring project expenditures and revenue by contacting computer services (ext. 6758). Management and supervisors should request Internet Finance System training and passwords through computer services (ext. 6758).
Needing assistance to interpret detail of the Internet Finance System:	Contact the business manager (ext. 6704) or financial accounting assistant (ext. 6708). Some assistance can be provided on the phone, or appointments can be made for lengthy review and analysis of account status.

Interoffice Charges

Posted: June 1, 2002 *Modified*: November 2, 2002 *Modified:* March 16, 2004 *Modified:* January 31, 2005	*Reviewed:* November 15, 2005 *Reviewed:* December 1, 2006 *Modified:* December 21, 2007 *Modified:* December 22, 2008	*Reviewed:* December 1, 2009 *Reviewed:* December 15, 2010 *Reviewed:* February 1, 2012	*Page* 1 of 1

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When making a purchase from another area within the Agency, or charging someone for use of services within the Agency	Billing GWAEA employees for material or services does not require a purchase order. It does, however, require an expense account number.
Media services:	See examples below:
When printing material in the print shop	Completion of the print shop request in the print shop/production area indicates approval of media to charge expenses to the account indicated. Appropriate charge tickets are sent to the business office for creation of a journal entry.
Internal registrations:	Each fall employees are given the opportunity to register for professional development sessions that will be held throughout the year. For instructions on registration, consult specific situations below.
Agency-Directed Registrations (Contracted and Non-Contracted Employees)	When the Agency expects the employee (both contracted and non-contracted) to attend the internal conference/session, the Agency will pay registration fees. This Agency-directed attendance will require the employee to complete a Professional Development registration form. The supervisor must approve the form and indicate an account number to be used for payment.
Registration Using Professional Leave	See the "Professional Leave" section of this manual.
Registration Using Personal Payment	When an employee receives supervisor approval to attend a Professional Development session on Agency time and does not wish to be reimbursed for registration fees, registration is completed on-line and personal payment is made with a credit card (consult the PD office if paying by check). No Professional Leave Request or Reimbursement forms are needed.
Registration for Courses – Not Job-Related	When employees register for courses that are not job-related, registration is completed online and payment is made by credit card (consult the PD office if paying by check). Attendance must occur during non-work time hours.

Inventory – Equipment

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S I T U A T I O N	A C T I O N
When purchasing GWAEA equipment ***valued at $1,000 and above***	Purchases of equipment over $1,000 that will be GWAEA property must be charged to an object code in the 700 series. 731 Equipment 732 Vehicles 739 Computer Equipment All equipment must be tagged during the month that it is paid. This is done by the mail clerk at the time of delivery.
When equipment and furniture are delivered	Equipment and furniture valued at $1,000 and above that does not need to be installed should be delivered to “receiving” at the Sixth Street facility. The receiving clerk tags this merchandise for inventory at the point of arrival. If furniture (such as cubicles and desktops valued at $1,000 and above) is delivered directly to a work station/office, receiving must be notified immediately for inventory tag purposes. All computers purchased by GWAEA and that will be considered GWAEA property should be delivered to the Sixth Street Facility.
When purchasing GWAEA equipment valued ***under*** *$1,000*	Sometimes there is a need to tag equipment that is not a part of GWAEA’s inventory system. This is particularly true of mobile equipment that is taken out of the building or on loan. There are “Property of GWAEA” tags available in business services for that purpose.
When equipment is donated to GWAEA	Recipients of donated equipment should contact business services (ext. 6704) to obtain “Property of GWAEA” tags so that the equipment can be properly identified. Currently, the Agency is not required to include donated equipment in the GWAEA inventory system, although its value may be over $1,000.
Media & Technology Equipment valued ***under*** *$1,000*	Typically media and technology equipment is valued over $1,000 and will be inventoried as a part of GWAEA’s inventory system. However, items specific to media and technology check out that are under $1,000 may be tagged by them using a tag identifying the equipment specifically as “Media and Technology.” These tags are housed in the media/technology area.
When needing to check out media equipment	Contact the Technology Center Technician at ext. 6720 to schedule equipment for check out. Setup and tear down of equipment within the building and at off-site locations is available. Fees may be applicable. Southern Facility – Call ext. 6212 to schedule equipment for check out.
When ordering computer equipment	Please see purchase order section of this manual regarding centralized purchasing of computers/equipment/software.
When needing technology support for GWAEA equipment	Support for GWAEA technology equipment or software issues is available during normal work hours by contacting ext. 6738.

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S I T U A T I O N	A C T I O N
When resigning or retiring - what to do with equipment	The HR office shall notify technology support staff when they receive notice that an employee is retiring or resigning. Technology equipment (i.e., computer, printer, software) is to be returned to the technology support center prior to the last day of employment with the Agency. <u>All</u> equipment/GWAEA property <u>must be</u> turned in prior to the last working day.
When equipment is obsolete	Consistent with the GWAEA Policies and Regulations: The business manager and the appropriate associate administrator authorize disposal of inventoried equipment, furnishings, supplies or vehicles. Please see GWAEA Policies and Regulations for specifics, Series 7540.
When conducting physical inventory of GWAEA equipment valued at $1,000 and above	In an effort to meet auditing needs, each summer GWAEA conducts a physical inventory of equipment valued at $1,000 and above. Physical inventory operations are conducted under the supervision of the business manager. Inventory of mobile equipment is coordinated between the business manager and the technology support assistant.

Invoices / Billing

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S I T U A T I O N	A C T I O N
When seeking reimbursement from outside organization for services provided by Grant Wood AEA	Contact the administrative specialist-accounts receivable in business services (ext. 6705) who will prepare and send the invoice. Information needed: • Name of individual requesting service • Name of organization/school to invoice • Type/description of service performed • Date of service • Amount to be billed • Account number for revenue There is a 60-day follow up process on outstanding invoices.

Jury Duty

Posted: February 4, 2009 *Reviewed:* December 1, 2009 *Reviewed:* December 15, 2010 *Reviewed:* February 1, 2012	*Page* 1 of 1

S I T U A T I O N	A C T I O N
When called to report for jury duty	Agency employees will be excused for jury duty with paid release time. Employees who are called for jury service are to notify the supervisor before jury duty is to be served. Proof of jury service is to be submitted to the Agency following completion of the service. Employees shall complete an Employee Leave form to report Jury Duty leave for work time missed. Any pay for jury duty will be turned over to the Agency. In the event the employee receives jury pay for days not scheduled to work with the Agency, the employee shall reimburse the Agency only that jury duty pay received for the number of work days missed for the jury service. For more information, please refer to Board Policy #7385.

Leave Balances

Posted: December 1, 2006 *Reviewed:* December 21, 2007 *Reviewed:* December 22, 2008 *Reviewed:* December 1, 2009	*Reviewed:* December 15, 2010 *Reviewed:* February 1, 2012	*Page* 1 of 1

S I T U A T I O N	A C T I O N
To view leave balances	Please see Human Resources Information System (HRIS).

Leave Forms

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SITUATION	ACTION
When taking time off from a normal work schedule	• All employees must complete an Employee Leave Form when taking time off from their normal work schedule as prescribed for their employee group, including unpaid leave. • Leave time must be recorded in increments according to the negotiated agreement or the Terms and Conditions of Employment for that employee's group. (i.e., Illness/Disability is to be taken in 30-minute increments; Vacation is to be taken in 30-minute increments.) Time is rounded up if not recorded in the correct increment. • Leave forms for classified and management support employees are to be consistent with data recorded on the time card system and are to be submitted when data is reported on the time card system. • Completed leave forms require appropriate supervisor approval. • The leave form must be submitted to the Human Resources office in a timely manner. Human Resources will verify appropriate use of leave, record the leave and ensure accurate recordkeeping of leave balances. • If uncertain of leave time available, the human resources secretary should be contacted prior to completing the leave form (ext. 6748). • Leave balances are also available via the Internet. Go to the GWAEA Home Page. 1. Click on Staff Website 2. Click on Employee Info 3. Enter first name, last name and last 4 digits of your SSN

Leave Forms – Extended Medical Leave

S I T U A T I O N	A C T I O N
When an employee anticipates extended medical leave	The employee is to provide written notice to the supervisor of any anticipated medical leave at the earliest possible date. In the case of pregnancy, notice is to be provided no later than the end of the 4th month of pregnancy. Specific details and procedures concerning this notice are identified in the illness/disability section of the Master Contract Agreement and Terms and Conditions of Employment. In cases of scheduled surgery, or where it's possible to project an anticipated leave greater than 21 calendar days, the employee is to notify the Human Resources Secretary (x6748.) The Human Resources Secretary will then prepare a leave packet for the employee. The packet will consist of a letter summarizing the procedure, FMLA information sheet, and projected and actual physician statement forms. The projected employee leave form is to be submitted as the initial request prior to the start of the leave, or as soon as is reasonably possible. (This may satisfy the formal written notice to the supervisor.) The projected leave form is to be supported by the projected physician's statement, which is personalized to the demands of the job. Illness/disability leave may be used only for the time period certified by the physician. The actual employee leave form is to be submitted within 3 weeks of the beginning of the leave period, or as soon as is reasonably possible. It is also to be supported by the actual physician form.
If the extended medical leave is anticipated to be greater than 90 consecutive calendar days…	If the projected medical leave is anticipated to be greater than 90 consecutive calendar days, the employee is to notify the compensation/benefits specialist (x6706). The compensation/benefits specialist will provide the employee with long-term disability application forms to complete. Long-term disability benefits are administered in accordance to plan design.

Leave Forms – Extended Without Pay

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S I T U A T I O N	**A C T I O N**
When an employee desires to continue on leave, but is no longer ill or disabled or all paid leave options have been exhausted…	The employee may apply for extended leave without pay. The master contract agreements list which types of extended leaves are approved automatically and which are a matter of administrative discretion. A leave form is to be completed to apply for leave without pay.

Leaves – Agency Closings

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S I T U A T I O N	A C T I O N
When the Agency closes for emergency purposes	Please see Emergency.
When the Agency announces an early release time	In the event the Chief Administrator and/or Associate Administrator(s) makes the decision to close the Agency early for an announced early release time (examples: day immediately preceding Thanksgiving Break, Winter Break, or Easter), the following procedures apply: • An employee scheduled to work will not be required to use paid leave during the time the Agency Center is closed. • Other leave (such as personal, illness/disability, vacation, etc) that was used or scheduled to be used during the time the Agency was closed is not affected by the Agency closing and is to be reported as usual.

Leaves – Canceling or Changing Approved Leaves

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S I T U A T I O N	A C T I O N
When an employee wishes to cancel a leave:	• A leave may only be cancelled before the start of the approved leave. Once a leave has started, the leave may not be cancelled. • Employees must notify their supervisor before the start of the approved leave. • Upon the employee's return to work, the employee is to immediately fill out a leave form with the same information as the original request and, in the Employee Reason for Absence section, show "CANCELLED." The employee submits to the supervisor. • If the supervisor had received advance notice from the employee of the need to cancel the leave, the supervisor approves the form. • **Example**: An employee has scheduled personal leave to spend time with a friend. The morning of the scheduled leave, the friend contacts the employee to cancel the day's plans. Before the start of the employee's regular work day, the employee phones the supervisor and leaves voice mail message of intent to work regular schedule that day.
When an employee wishes to change the type of leave being taken:	• A leave type may only be changed before the start of the approved leave. Once a leave has started, the leave type may not be changed. • Employees must notify their supervisor before the start of the approved leave. • Upon the employee's return to work, the employee is to immediately fill out a leave form to reflect the appropriate leave type and note "REVISED" in the reason for absence area. The employee submits the form to the supervisor. • If the supervisor had received advance notice from the employee of the need to change the leave type, the supervisor approves the form. • **Example**: An employee has scheduled vacation. The evening before the scheduled vacation, employee is notified of a death in the family. Before the start of the employee's regular work day, employee phones the supervisor of need to change the leave.
When an employee wishes to change the amount of leave time taken:	• If an employee wishes to change the amount of time taken for an approved leave, the employee is to notify the supervisor. • Upon the employee's return to work, the employee is to immediately fill out another leave form. In the Employee Reason for Absence section, note "REVISED" and explain the revision, i.e., returned from business appointment sooner (or later) than anticipated. The employee submits to the supervisor, and the supervisor approves the form. • **Example**: An employee has scheduled one-half day of personal leave. During the leave, the employee wishes to take a full day rather than a half day. The employee phones the supervisor regarding the desire to change the leave.

** **Please note**: A non-work day cannot be changed to a work day for the purpose of taking leave.

License Information

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S I T U A T I O N	A C T I O N
To view license information	Please see Human Resources Information System (HRIS).

Lodging

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S I T U A T I O N	A C T I O N
	Overnight stays may be approved for Agency travel when meetings extend beyond one work day or for evening travel when a one-day meeting begins before 8:30 AM (time on the agenda for registration or refreshments is not considered the start of the meeting).
When making hotel arrangements for employee Agency-directed travel or speaker lodging	Determine if the hotel will accept a purchase order. If so, make arrangements with your secretary to process a computerized purchase order. A purchase order number will be available upon completion of the approval process. (See "purchase orders" in this manual.) • Make sure to inquire about a state or government lodging rate. If the hotel will not accept a purchase order number, but will accept a charge card, the following process is used: • Process a computerized P.O. to Visa-Hills Bank and Trust Co., with a notation that the white copy needs to be returned to the typist. • When the white hard copy is returned to the secretary/typist, the employee may bring the processed white copy to business services for Visa checkout. The actual charge card is not given to the employee. A hotel confirmation form will be given to the employee. • The completed hotel confirmation form is to be faxed to the hotel. • Upon return from the trip, receipts will need to be submitted to accounts payable in business services.
Des Moines/Ames Area Travel	For travel to the Des Moines area, the Agency has entered an agreement with Heart of America Restaurants and Inns for overnight stays in three hotels. Employees are to stay at one of the following three designated hotels except under extenuating circumstances that would require prior approval from an executive administrator. Lodging at an unauthorized hotel is not eligible for reimbursement. **Wildwood Lodge** *(B, F, I, P)* 11431 Forest Avenue**,** Des Moines, IA 50325 Toll Free: (800) 728-1223 Local: (515) 222-9876 http://www.heartofamericahotels.com/WildwoodLodgeDesMoines/index.html **Sleep Inn at Living History Farms** *(B, I, P)* 11211 Hickman Road, Urbandale, IA 50322 Toll Free: (877) 233-0333 Local: (515) 270-2424 http://www.heartofamericahotels.com/SleepInnDesMoines/index.html **Comfort Suites Hotel** *(B, F, I, P)* 11167 Hickman Road, Urbandale, IA 50322 Toll Free: (800) 395-7675 Local: (515) 276-1126 http://www.heartofamericahotels.com/ComfortSuitesDesMoines/index.html ***Amenities/Features:*** *B=Complimentary Breakfast, F=Fitness Room, I=Free Internet Access, P = Indoor Pool*

Lodging

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S I T U A T I O N	A C T I O N
	Due to an increasing number of stays in the Ames area, an agreement is now in place for that area. Employees will not be eligible for lodging reimbursement at another unauthorized hotel in Ames except under extenuating circumstances that would require prior approval from an executive administrator. **AmericInn** (B, I, P) 2507 SE 16th Street, Ames, IA 50010 Local: (515) 233-1005 http://www.americinn.com/hotels/ia/ames ***Amenities/Features****: B=Complimentary Breakfast, F=Fitness Room, I=Free Internet Access, P = Indoor Pool* • The agreements provide a rate of $55.00 per night plus applicable taxes for the Des Moines area hotels and $50.00 per night plus applicable taxes for the Ames hotel. • A purchase order to the hotel must be processed. The employee will give the white copy of the purchase order to the hotel at check-in. • Upon return from the trip, receipts are to be submitted to the Business Office.

Mail Room

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S I T U A T I O N	A C T I O N
U.S. First-Class Mail, Interoffice Mail, and Van Mail	
6th Street Deliveries and Pick Up Schedule:	Mail clerk picks up mail in outgoing boxes in the morning (times vary). The last official mail route for pickup of US mail, interoffice mail, and van mail is 2:10 p.m. Any mail picked up after that time will likely not go out until the next day. Interoffice and van mail are also delivered at this time. The US mail is delivered to the agency on a varying schedule. Most often US mail is received by the mail clerk by 2:45 p.m. The mail clerk sorts and delivers the US mail by 4:00 p.m., however if the postal delivery arrives after 2:45 p.m., the mail clerk will deliver to mailboxes the next morning.
Southern Facility Deliveries and Pick Up Schedule:	Two boxes are available in the staff copy area for employees to drop off interoffice mail to be sent. There is a box in the secretary area for U.S. mail to be sent. Mail delivery times vary. Check delivery status with support staff.
33rd Avenue Deliveries and Pick Up Schedule:	2:30 p.m. – Interoffice and U.S. mail is picked up and delivered between the 6th Street Building and the 33rd Avenue Building.
When addressing U.S. mail:	<u>U.S. Mail</u> U.S. postage guidelines require a one-inch margin at the bottom and sides of envelopes. The bar code area must be clear of all printing. The attention line is the second line of the address. City, state and zip are all on one line of the address and it should be the last line. It is suggested that address be typed rather than handwritten. U.S. mail to other countries cannot be mailed in window envelopes and must be marked with post-it notes or paper clips so that they can be easily identified by the mail clerk for international postage. Please leave envelope flaps closed to allow processing through postage machine. For clasp envelopes, please tape over the clasp to prevent damage to meter.

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SITUATION	ACTION
Van Mail: *Interoffice Mail:*	Van Mail Addresses require the name of the person to receive the mail, the building name, district name, city and correct van number. Van route numbers can be found at http://www.aea10.k12.ia.us/media/VanDelivery.html Return addresses are needed for reply to incorrectly addressed envelopes. Incoming van mail is delivered to the mailroom and sorted for delivery to the various in-house mailboxes. Addresses for interoffice envelopes need to include the person's region number and building location.
Bulk Mail – when the number of mail pieces exceeds 200	A minimum of 200 pieces of mail is required for bulk mailings. The timeline of bulk mail delivery has improved significantly. Bulk mail delivery is only a day or two later than expensive first-class delivery. Please see the mail clerk when planning a large mailing for current procedures.
UPS or Federal Express	UPS and Federal Express deliveries arrive at GWAEA between 7:30 a.m. and 12:00 p.m. Federal Express packages must be in the mail room by 2:30 p.m. The mail clerk has to notify Fed Ex by that time in order for the packages to be picked up that same day. UPS packages must be in the mailroom by 3:00 p.m. to be picked up that same day. Deliveries can be made to street addresses only (not Post Office box numbers). Packages being sent out of the country require completion of a Customs Form and five copies of the Declaration Form. These forms are available in the mailroom. UPS envelopes, Federal Express packaging material and forms are also available in the mailroom. The person initiating the UPS or Federal Express mailing should complete label and prepare the package (rather than the mail clerk).
When anticipating delivery of urgent mail or packages	Please voice mail or e-mail the mail clerk so that she is aware of the situation. When the delivery is made, she will contact you.
When incoming and outgoing mail is personal	Please make arrangements to have personal mail and packages delivered to your home. Personal outgoing UPS and Federal Express packages are not mailed from our in-house mailroom. Small amounts of personal U.S. mail with appropriate postage may be sent from our mailroom (excluding Christmas cards). Please do not use interoffice mailboxes for personal mail. Postage stamps are not available in our mailroom.

New Staff Orientation

Posted: January 30, 2004 *Reviewed:* January 31, 2005 *Reviewed:* November 15, 2005 *Reviewed:* December 1, 2006	*Reviewed:* December 21, 2007 *Reviewed:* December 22, 2008 *Reviewed:* December 1, 2009 *Reviewed:* December 15, 2010	*Reviewed:* February 1, 2012	*Page* 1 of 1

S I T U A T I O N	A C T I O N
When employees are new to the Agency	A general orientation for new staff is conducted as a large group session over a 2-3 day time period before each school year begins. This structured orientation provides a broad overview of the Agency (mission, history, services and internal support and benefits available), with more job-specific orientation activities to be facilitated by supervisors throughout the year. Orientation for new staff hired after the school year begins is provided by HR as soon after the hire date as possible. During orientation, employment/payroll forms, insurance enrollment forms, and other required forms are completed. Arrangements are also made for fulfilling the mandated trainings within the first 10 days of employment. Contact the HR office for more information, x6703.

Payroll – Time Card Reporting

Posted: June 1, 2002 *Modified*: January 30, 2004 *Reviewed:* January 31, 2005 *Modified:* November 15, 2005	*Reviewed:* December 1, 2006 *Reviewed:* December 21, 2007 *Reviewed:* December 22, 2008 *Reviewed:* December 1, 2009	*Reviewed:* December 15, 2010 *Reviewed:* February 1, 2012	*Page* 1 of 3

S I T U A T I O N	A C T I O N
Payroll Time Card System Log-In Instructions	All full-time, regular part-time, and restricted part-time classified and management support employees report their hours worked by using the on-line time card system located on the Grant Wood AEA website. At the home page: aea10.k12.ia.us, select: Staff Website, select: Time Card At the Sign-In Screen: Grant Wood AEA Date of Birth (00/00/00 format) Password (last four digits of your SSN)
Employee Responsibilities	• Accuracy - Accurate time cards include reporting of lunch breaks, leave time, overtime and comp time hours. Reporting of leave time on time cards is to be consistent with data reported on employee leave forms. • Timeliness - Entering of time card data and certification of hours is to be completed by the end of the day Friday of the week ending or in accordance to supervisor request and payroll processing needs.
Supervisor Responsibilities	• Accuracy - When approving time cards, supervisors must ensure accuracy of employee time card reporting. • Timeliness - Supervisors must approve weekly time card data timely and in accordance to payroll processing needs. To ensure smooth payroll processing the standard deadline for time card approval is by 4:00 pm Tuesday for the hours worked the previous week. Time card deadlines are subject to change due to holidays and other such Agency closings. When these situations occur, there will be advance notification of altered deadline. If supervisors are unable to authorize time cards within the payroll deadlines, it is their responsibility to notify their pre-designated alternate approver to approve time cards on their behalf.
Added Days Time Cards	Please refer to Added Days section.
Substitute / Temporary Employees through GWAEA	Complete pink paper time cards to report hours worked each week for the duration of the time approved by the Board.
Substitute Employees through the Substitute Employee Management System (SEMS)	If registered through SEMS and called to work at a Grant Wood AEA off-site program, complete a Substitute Teacher / Paraeducator Report Form. If it is the first time working for a Grant Wood AEA program, employment forms will need to be completed also. (I-9 Form and supporting documentation, Federal W-4 Form and State W-4 Form)
All Grant Wood AEA Staff	Incomplete or inaccurate time cards, or time cards not meeting the payroll deadline are at risk of not being processed that pay cycle.

Payroll – Overtime

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SITUATION	ACTION
Overtime definition for <u>hourly</u> employees	Per the Master Contract Agreement for Classified Staff and Management Support Terms and Conditions, overtime is defined as assigned work in excess of a normal forty-hour week. • Overtime pay will be at the rate of one and one-half times the employee's normal hourly rate. • Compensatory time may be computed at a rate of one and one-half hours of compensatory time off for each hour worked in excess of a forty-hour week. • Only with the mutual consent of the employee and his/her immediate supervisor will compensatory time be granted in lieu of overtime pay. • No more than 240 hours of compensatory time may be accrued. Any overtime hours worked beyond the maximum accrual must be paid at the overtime rate. • Scheduling of compensatory time shall be by mutual consent of the employee and his/her immediate supervisor. • The Agency shall attempt to give at least 24 hours notice before the overtime is to commence. • When determining overtime eligibility during weeks in which paid leaves are utilized, refer to either the Master Contract Agreement for Classified Staff or the Management Support Terms and Conditions.
Claiming overtime hours for hourly employees	Overtime hours for classified and management support employees should be reported on weekly time cards.

Payroll – Tax Sheltered Annuities, 403b Program

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S I T U A T I O N	**A C T I O N**
403b Program *When enrolling or making changes to a 403b*	The Grant Wood AEA 403b plan is administered by the Iowa Department of Administrative Services – Retirement Investors' Club (RIC) 403b Program. A 403b is a voluntary savings plan designed to supplement employees' pension and Social Security benefits at retirement. Contributions are made via pre-tax payroll deductions. Post-tax Roth 403b accounts are also available through the RIC program. A Salary Reduction Form must be completed and submitted to the compensation/benefits specialist to initiate or change a 403b plan. Employee contributions to 403b's are on the first two payrolls of the month. For further information, employees may reference the RIC website at: http://www.das.hre.iowa.gov/ric/403b/index.html or contact the compensation/benefits specialist (ext. 6706).

Professional Leave

Posted: November 1, 2002 *Modified*: January 30, 2004 *Modified:* March 16, 2004 *Modified:* January 31, 2005 *Reviewed:* November 15, 2005	*Modified:* December 1, 2006 *Reviewed:* December 21, 2007 *Modified:* December 22, 2008 *Modified:* July 1, 2009 *Modified:* December 1, 2009	*Modified:* July 1, 2010 *Reviewed:* December 15, 2010 *Modified*: July 1, 2011 *Reviewed*: February 1, 2012	*Page* 1 of 2

S I T U A T I O N	A C T I O N
Applying for Professional Leave (Dollars and Hours) for Professional Growth Activities	To apply for professional leave (dollars and hours) available through the Master Contract, the employee is to submit a Professional Leave Request form (available from the employee's secretary) to their supervisor at least 15 Agency days prior to the event. The supervisor's approval indicates understanding that the activity is job-related and that the employee has sufficient professional leave dollars and hours to cover the request. (For non-contracted employees whose position requires state licensure as outlined in the Classified Master Contract approval also indicates that the activity fulfills CEU requirements). The form is then routed to the Programs/Services Administrator or Associate Administrator, as applicable, for review. Upon filing written application on the appropriate leave form, an administrative decision shall be provided to the employee within 10 Agency days. Professional leave shall not be limited to in-state activities.
Registration and Reimbursement for Professional Growth Activities	
Internal Professional Development (Contracted)	Upon approval of the Professional Leave Request, the employee is to register on-line and make personal payment with a credit card (consult the PD office if paying by check). Following completion of the activity, the employee completes a Professional Leave Reimbursement form (available from the employee's secretary) and submits the form along with receipt (or a copy of payment) and certificate of attendance to request reimbursement. It is not necessary to use professional leave hours if the employee receives supervisor approval to attend the internal professional development activity on Agency time. However, if the employee wishes to use course credit for advancement on the salary schedule the course is not to be taken on Agency time and professional leave hours may be requested (see Salary Lane Change – Leave Guidelines).
Internal Professional Development (Non-Contracted Employees fulfilling CEU requirements)	Upon approval of the Professional Leave Request, the employee is to register on-line and make personal payment with a credit card (consult the PD office if paying by check). Following completion of the activity, the employee completes a Professional Leave Reimbursement form (available from the employee's secretary) and submits the form along with receipt (or a copy of payment) and certificate of attendance to request reimbursement. It is necessary to use professional leave hours if the employee attends on Agency time.
External Professional Growth Activities (Contracted Employees and Non-Contracted Employees Fulfilling CEU Requirements)	Upon approval of the Professional Leave Request, the employee registers and makes personal payment for the activity and associated expenses. Following completion of the activity, the employee completes a Professional Leave Reimbursement form (available from the employee's secretary). Other materials required to process reimbursement include a copy of the registration form and receipts related to air fare, ground transportation, parking, lodging and registration.
External Professional Growth Activities (Non-Contracted Employees)	Payment for external professional growth activities approved by the Programs/Services Administrator or Associate Administrator, as applicable, is made by a purchase order.

Please also refer to the Master Contract Agreements (Article 12, Paragraph J) for this leave provision.

* NOTE: For activities outside the State of Iowa, the employee may file airfare and registration reimbursement request prior to the event and after he/she has paid with a personal check or credit card. If circumstances prevent the employee from attending the professional leave activity, typically the employee is obligated to reimburse Grant Wood AEA.

S I T U A T I O N	A C T I O N
Reimbursement for professional purchases:	**Contracted staff**: To request professional leave monies for eligible purchases, the employee is to submit a Professional Leave Request form to the supervisor. Employees are encouraged to submit this form prior to the purchase to have reasonable assurance the expense will be reimbursed. Upon approval of the request and following the purchase, the employee is to submit a Professional Leave Reimbursement form to the supervisor. In addition to conference and workshop expenses; professional leave dollars may also be used to reimburse professional organization dues (except NEA, ISEA, ECUU and GWEA); license fees and or licensure/certification renewal. Professional leave monies may be used to reimburse course tuition (courses for which tuition is reimbursed using professional leave monies, however, cannot be used for salary schedule advancement). Please see Salary Lane Change–Leave Guidelines section for information related to reimbursement and coursework eligibility. Also, professional leave monies may be used to purchase: professional journals, books, DVD's, CD's and software; professional leave monies available for these purchases shall not exceed $400 per work year. Professional leave monies may also be used to purchase approved technology equipment/materials that are not included in core materials or are not provided/assigned by the Agency for individual employee use; professional leave monies available for these purchases shall not exceed $150 per work year. Note: it shall be the employee's responsibility to contact the Technology Center regarding compatibility of approved purchases with Agency equipment. Reimbursement of approved eligible purchases listed in this paragraph will be treated as taxable income.
Timeline for submitting professional leave reimbursement requests	The purpose of professional leave is to promote professional growth and support individuals in their roles as Agency employees. Since reimbursement of professional leave expenses is to be limited to job-related activities only, timely application is an important consideration for determining the job-related nature of an expense. To promote consistency in granting professional leave for job-related purposes as intended, employees are advised to submit professional leave reimbursement forms within the following timelines: • Equipment and materials **-** no later than **March 1**, or at least three months prior to leaving the Agency, whichever is first. • Other expenses (including conferences, license fees and professional dues) will be evaluated on a case-by-case basis – again the **March 1** timeline is an indicator for determining an expense is job related and as much notice as is reasonably possible is recommended for submitting application These timelines, which apply to all contracted staff, help establish the job-related connection of the expense and improve the likelihood an eligible reimbursement request will be granted. Payment for professional leave activities or professional purchases made more than six months prior to claim will not be eligible for reimbursement.
For professional leave balance info	The total amount of the professional leave request, in hours and/or dollars, is not to exceed the balance available at the time of the professional leave occurrence/expense. Contact accounts payable technician, x6707, for professional leave balance information.

Purchase Orders

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SITUATION	ACTION
When purchase orders are needed and when they aren't	
Needed:	• For all purchases over $10. This includes purchases of all supplies (software, books, videos, etc.) and equipment (computers, furniture); repairs (maintenance agreements).
Not Needed:	• If there is not adequate time to process a computerized purchase order and the expenditure is under $50, employees may seek <u>prior</u> approval from their supervisor to make a cash purchase up to $50 (excluding food). The employee may then seek reimbursement on the online claims reimbursement system and submit a receipt. (See "cash purchases" and "reimbursement claims system" in this manual.) • Payment of utilities (telephone, gas, electric) • Payment of Board-approved contracts • Payment of resource agreements. The completed resource agreement must include the account number and signature of the appropriate supervisor/management designee to indicate approval.
When processing purchase orders for payment of meals & nonalcoholic beverages of <u>in-area</u> meetings/activities where registration fees <u>do not</u> cover all food/beverage items	Per guidelines from our auditors, the Agency can provide meal and/or nonalcoholic beverage service for <u>in-area</u> meetings/activities even when registration fees <u>do</u> <u>not</u> cover those expenses. However, this <u>can only occur when</u> more than 50% of the meeting attendants are non-GWAEA employees. When the secretary processes computerized purchase orders for food/beverages that fit this criteria, the description portion of the purchase order should read "meeting expenses" (not food) and must include— • the name, date, and purpose of the meeting • the number of anticipated GWAEA participants • the number of anticipated non-GWAEA participants Use object code "618" for meal/beverage expenses.

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When processing purchase orders for payment of meals & nonalcoholic beverages of in-area meetings/activities where registration fees do cover all food/beverage items	Per guidelines from our auditors, the Agency can provide meal and/or nonalcoholic beverage service for in-area meetings/activities when registration fees cover those expenses or when 50% of the meeting attendants are non-GWAEA employees. The secretary processing the computerized purchase order will include a statement of confirmation that registration fees were paid which cover all meal/beverage expenses (if that is the situation). The description portion of the purchase order should read "meeting expenses" (not food) and must include— • the name, date, and purpose of the meeting • the number of anticipated GWAEA participants • the number of anticipated non-GWAEA participants Use object code "618" for meal/beverage expenses.
When regional employees need to order instructional materials and equipment *When any employee requests technology equipment*	Centralized purchasing: For employees assigned to regions, all instructional materials and equipment are ordered centrally through the appropriate discipline chairperson. Supplies and equipment are ordered three times a year. Any exceptions to this procedure must be approved by the associate administrator. After the supervisor has approved the technology equipment/software purchase, actual purchasing occurs by making a request to the technology support center, ext. 6738.
When wanting to encumber funds	The computerized purchase order process is what actually encumbers funds. This commits the estimated or anticipated expenditure on the purchase order to that account, even though the invoice has not been paid. When reviewing an account's expenditures on the internet finance system, the viewer has the option of viewing the account expenditures with or without encumbrances, depending on the criteria selected for that screen.
When purchase orders are encumbered during one fiscal year (July thru June), but paid for in the next/new fiscal year	Once the working budgets are set for each account for the new fiscal year, additional dollars are added to the working budgets of specific line items that will be expending dollars for the previous year's encumbrances. This assures that accounts are not "in the red" before their new year's expenditures begin.
When proposing purchase of an individual good or service costing more than $10,000 and less than $25,000	Consistent with GWAEA Policies and Regulations, Series 7320: Administration shall obtain at least three price quotations, if available, and submit these quotations to the Board with the proposed purchase. Rationale must be provided if three quotations are not submitted. After the review, the Board may require competitive bidding to obtain the best value for the least cost.

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When proposing purchase of an individual good or service costing more than $25,000	Consistent with GWAEA Policies and Regulations, Series 7320: Competitive sealed bids (through the public, open bidding procedures) are required for purchases, other than emergency purchases, for individual goods and services that cost $25,000 or more, including construction contracts and buses. The purchase will be made from the lowest responsible bidder based upon total cost considerations, availability of service and/or repair, delivery date, targeted small business procurement goal, and other factors deemed relevant by the Board. The Board will enter into contracts as the Board deems in the best interest of the Agency.

S I T U A T I O N	A C T I O N
When processing a purchase order – who does what?	
Employee	Completes requisition form (form available through secretary)
Supervisor	Signs/initials approval of request for purchase
Secretary	Enters approved requisition into the electronic purchase order system. Training on the computerized purchase order system is provided by the accounts payable technician (6707). Narrative content should include: • Vendor and vendor number • Ship to • The typist's initials • Estimated dollar amount (also cost of shipping, if available) • Description of order • Notation "confirming order" if the order has already been placed If there are attachments to be sent with purchase order; ie: registration forms, order forms - forward to accounts payable at this time.
Appropriate Supervisor	Reviews and approves purchase order then electronically forwards to business services
Accounts Payable Technician	Prints out purchase orders and emails to preparer/originator Gives purchase orders to business manager
Business Manager	Approves all purchase orders $1,000 - $10,000. Those over $10,000 are initialed and forwarded to Chief Administrator for approval. Purchase orders are then returned to accounts payable for distribution.
Accounts Payable Technician	Sends purchase orders electronically to the finance system. Next day releases purchase order encumbrance batch into finance. Separates purchase orders – - white copy and any attachments: mailed to vendor, unless special requests determine white copy to be returned to originator of purchase order - pink copy: put in numeric order and filed - blue copy: filed alphabetically in open purchase order file - yellow copy: sent to receiving department - gold copy : sent back to secretary who originated purchase order
Business Services	Purchase order numbers cannot be pre-assigned. Computerized purchase orders will be printed daily, and when submitted through the computerized approval process, a number will be available the following day.

Reimbursement Claims System

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When GWAEA employees seek reimbursements	For definitions of acceptable mileage, travel, and cell phone reimbursements, please refer to the GWAEA Board Policies and Regulations - Series #7381A, B, and C. Mileage claims are made online by accessing the AEA home page. The mileage description should include location of departure and arrival. Employees are trained on the online reimbursement claims system process by support staff or the accounts payable technician (ext. 6707). Meals and nonalcoholic beverages can be reimbursed for GWAEA employees during out-of-area travel. Claims for reimbursement cannot include those expenses incurred within the GWAEA area while traveling to and from the out-of-area destination. The claim description should identify meal and location. Meal reimbursements do not require receipts. Instead meals are reimbursed on a per diem basis based on federal GSA rates. A GSA quick reference can be found in the reimbursement claims system. The Des Moines GSA rate includes all of Polk County. Generally, one day travel outside of GWAEA area is eligible for lunch and snack reimbursement. Full day meal reimbursement is most appropriate on days when the staff person is not traveling within the GWAEA area.
Deadlines:	Employees should make their claims online and submit receipts to managers by the last working day of each month. It is important that claims submitted for June fiscal year end be entered as soon as possible in July. Claims submitted for expenses that were incurred more than six months prior to month in which the claim is received by the business office will not be eligible for reimbursement.
Payments:	Managers should approve claims and forward each employee’s receipts in separate envelopes (with that employee’s name on it) to business services by the third working day of the month. Payment for approved reimbursement claims is made the second Wednesday of each month.
When employees make cash purchases	Please see “Cash Purchases” in this manual.

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When non-GWAEA individuals seek reimbursements	Mileage claims for non-GWAEA individuals or companies can be included on their invoices or listed on their resource agreements. Claims are not made online, and a separate NCR hard copy mileage claim form is not necessary. (See below.)
When claiming mileage or miscellaneous reimbursements for non-GWAEA situations	GWAEA's receipt of an invoice (or a hard-copy NCR mileage claim form) from the non-GWAEA person will initiate payment to them. This needs to be approved by the appropriate manager and forwarded to business services.
When claiming mileage, as designated in the resource agreement	The mileage claim can be included on the individual's or company's invoice. No purchase order is needed. Payment will be made from the information indicated on the resource agreement and the invoice. These forms need to be approved by the appropriate manager and programs/services administrator or associate administrator, as applicable.
When seeking reimbursement data for income tax purposes	Employees should keep a record of their monthly claims and reimbursements for income tax purposes. Each individual's historical data for the current year can be obtained on the online reimbursement claims system. Business services procedures do not include maintenance of income tax records for each employee.

Resource Agreements / Purchased Service Agreements

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When paying an individual/ company/organization for services provided in a discrete period of time	**Resource Agreements -** A completed Resource Agreement serves as a letter of understanding between the individual and GWAEA and is used to initiate payment. The signed Resource Agreement is to be submitted only after services have been provided. The Agency makes the determination whether the status of the Resource Agreement is Employee (paid through payroll) or Independent Contractor (vendor payment). • If employee status, then the Federal and State W-4 forms and I-9 Employment Eligibility forms must be completed and submitted with the Resource Agreement. Our payroll system will withhold FICA and applicable federal and state taxes, and the income will be included in W-2 tax reporting. • If independent contractor status, then the Independent Contractor and Centralized Employee Registry forms must be completed and submitted with the Resource Agreement. The individual is responsible for reporting taxes and will be paid through accounts payable. If they are paid over $600 in a calendar year, a 1099 tax form will be provided by the Agency to the contractor. Agreements valued at $10,000 or less can be approved by an Associate Administrator. Agreements greater than $10,000 must be approved by the Board of Directors. Resource Agreements must include the appropriate GWAEA account number. No purchase order is required for Resource Agreement. Note: Secretaries and executive assistants are provided with corresponding paperwork that provides details about Resource Agreement procedures. Current Agency employees who are instructors for Professional Development classes will be paid through payroll. Independent contractor status is not appropriate.
When paying a company/ organization or an individual who is an independent contractor for services covering a longer period that will require multiple payments	**Purchased Service Agreements -** The Business Manager is to be contacted prior to initiation of services. A Purchased Service Agreement is to be prepared and signed by both parties, as well as the independent contractor forms (these forms are available from secretaries and executive assistants). Agreements valued at $10,000 or less can be approved by an Associate Administrator. Agreements greater than $10,000 must be approved by the Board of Directors. Purchase Order and Invoice – A computerized purchase order is processed as the services are performed. An invoice from the company/independent contractor should be forwarded to accounts payable in business services to initiate payment.

Salary Lane Change – Contracted

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When contacted staff want to advance their placement on the Salary Schedule	The Master Contract for Contracted Staff, (Article 14, Salary Schedule Placement, paragraphs E and F) addresses advancement on the salary schedule. Additional course credits (semester hours) are to be secured by September 1 of the contract year, and evidence of the additional course credits are to be submitted by October 1. Application forms for Salary Lane Changes are available from the Human Resources Office, (x6748). Employees are advised to complete and submit application to their Regional Administrator before taking any coursework. In this way employees are informed whether the coursework has been approved for lane advancement purpose. Upon completion of coursework, evidence of successful completion is to be submitted to the Human Resources Office. When employees secure enough course credits to advance on the Salary Schedule, salary changes are presented to the Board at the regular meeting in October. Once approved by the Board, modified contracts are issued to reflect the salary change and the change is retroactive to the beginning of the work year. Note: if sufficient credits and evidence are submitted well in advance of the contract year's first pay period (evidence would need to be received in HR before the 2nd Wed. of August), it is possible the lane change may be considered at the August Board meeting rather than October, in which case an approved lane adjustment could be included in the first paycheck.

Salary Lane Change – Leave Guidelines

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Professional leave days used for coursework towards salary lane change.	When professional leave days are used for a course, coursework is eligible for salary schedule advancement (full-time staff receive up to 3 professional leave days each year; unused days may carry over to a maximum total of 5 days in one year).
Professional leave monies used for coursework toward salary lane change.	In addition to utilizing professional leave days, professional leave monies may be used to reimburse course tuition. Coursework paid with professional leave monies, however, is not eligible for salary schedule advancement. Some conferences provide an option to receive course credit. The conference registration fee may be paid with professional leave monies if the registration fee is separate from the course tuition.
Coursework taken on Agency time outside of professional leave days.	Coursework taken on Agency time (outside of professional leave days) is not eligible for salary schedule advancement. If professional leave days are not available or the staff member does not wish to utilize professional leave days, staff members may submit a calendar change request to their supervisor in order to attend courses on non-work days so the course may be eligible for salary schedule advancement purposes.
Agency Directed Activities (when employee wants to earn credit for salary purposes.)	Coursework taken during Agency-directed activities may be eligible for salary schedule advancement if the staff member a) uses professional leave days, b) elects not to be paid for the time and instead uses non-work days, or c) uses some combination of professional leave and non-work days. Eligible expenses related to the activity (such as lodging, mileage, meals, etc) would be paid by the Agency, since the Agency is directing the staff member to attend. In these situations, a professional leave request form is submitted to request professional leave days to be used (no expenses to be paid with professional leave monies) and an Agency-Directed Travel Request form is completed for the Agency expenses to be paid (lodging, mileage, etc.). For non-work days, the supervisor is to note on the Agency-Directed form that per diem payment (salary) is not approved.
Coursework taken during TQ activity.	Coursework taken during an approved TQ activity may be eligible for salary schedule advancement if no TQ monies are used for course tuition and the staff member is not paid a TQ stipend for the activity. TQ conference registration fees may be paid with TQ dollars if the fee is separate from course tuition.

Supplies

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S I T U A T I O N	A C T I O N
When ordering instructional supplies for employees assigned to regions	The purchase of instructional supplies for region employees has been centralized. Please refer to purchase order section of this manual.
When ordering office supplies	In-house office supplies consisting of envelopes, forms, paper, pads, and cups are ordered through the employee's secretary or other designated person. Indicate on supply order requisitions the quantity, description and supply code. Each Wednesday between 10:30 and 11:00 the secretary or designated person can take their supply order to the in-house supply room in the back of the north facility to have orders filled. Emergency needs on days other than Wednesday can be met by calling administrative specialist-accounts receivable, x6705. South-based employees also order supplies through their secretary or designated person. The order requisition is forwarded to business services to be filled on the following Wednesday and supplies are sent to the southern facility via van mail. Employees located at the 33rd Avenue Building – If employees wish to have the requested supplies sent via mail to a facility other than back to 33rd Avenue, the supply request should include that direction, along with supply van mail details (name, building, district, van route). Office supply needs that are not available through the in-house supply room can be met in these ways: • Office supplies not stocked in the Grant Wood store room are to be purchased through the state-wide co-op vendor. Secretaries enter their orders via the internet under the designated vendor's system. When supplies are delivered, the mail/receiving clerk notifies the secretary that the supplies have been received and are in the mailroom for pickup. The secretary compares the packing slip from the box with the copy of the order that was placed to verify if all items were received. If all items received, the copy of the packing slip and the copy of the order should be sent to the accounts payable technician for payment. If it is a partial order, the secretary keeps all packing slips until all items have been received. The packing slips and a copy of the order are then sent together to the accounts payable technician in the business services office. • Employees may purchase office supplies by following the purchase order process found in this manual. • If there is not adequate time to process a computerized purchase order and the expenditure is under $50, employees may seek <u>prior</u> approval from their supervisor to make a cash purchase up to $50 (excluding food). The employee may then seek reimbursement on the online claims reimbursement system and submit a receipt. (See "reimbursement claims system" in this manual.)

Temporary/Substitute Employees

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S I T U A T I O N	A C T I O N
When a supervisor wishes to hire a temporary/substitute employee	• A Request to Hire a Temporary/Substitute form is available from the Agency's web site (under Staff Website, HR & Business Services). The form is to be completed by the supervisor and submitted to the Programs/Services Administrator or Associate Administrator, as applicable. • Upon Programs/Services Administrator or Associate Administrator approval, the supervisor may proceed in hiring a temporary/substitute employee. The supervisor may either post/advertise the position or may consider an existing pool of potential candidates without posting/advertising. • Temporary/substitute employees must meet the minimum qualifications of the position, including a valid license as applicable. • Temporary/substitute employment is subject to a satisfactory background report for all positions that provide direct service to children/students. Before the temp/sub provides service, the supervisor is to submit to the HR office a request for a background report to be completed. • Temporary/substitute employees projected to work 10 days or more are to be presented to the Board for approval. The HR Office obtains pertinent information for Board presentation from the Request to Hire a Temporary/Substitute form. • Temporary/substitute pay for classified and contracted positions is calculated at Step 1 of the appropriate Lane or Classification. • Temporary/substitute pay for former employees is set at either the per diem/hourly rate held at the time of separation of employment or at Step 1 of the current Lane or Classification, whichever is higher. If the temporary/substitute is projected to work more than 19 days, an additional amount will be paid based on the salary/wage increase of the relevant employee group, up to a maximum total increase of 3%. • Once a temporary/substitute employee is hired, the supervisor or supervisor's secretary is to provide the employee with the required employment/payroll forms (State W-4, Federal W-4, I-9 and Emergency Card). These employment/payroll forms are to be submitted to the HR Office within the first three days of employment. • The supervisor or supervisor's secretary is to provide the employee with GWAEA paper timesheets. Hours worked by the employee are to be recorded on the timesheets and submitted to the supervisor for approval on a weekly basis. (See payroll section for further information regarding timesheets.) • Temporary/substitute employees are not to work more than 90 days total for contracted positions and 500 hours total for hourly positions.

Training, Mandated

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When employees are required to complete mandated training	Employees are informed upon hire of the trainings that are required for their positions. All new hires are required to complete the Bloodborne Pathogens and the Right to Know training within their first 10 days of employment. Those positions providing direct student service also require the Mandatory Reporting of Abuse training and the Seclusion & Restraint overview within the first 6 months of employment. These trainings are available online through the Iowa AEA Professional Development Online Learning System. Instructions for accessing the trainings are provided at orientation or are available from the Professional Development office, x6771. After completion of the Bloodborne Pathogens training, Right to Know training and the Seclusion & Restraint overview, employees are to print copies of the certificates of completion. Employees are to submit one copy of each of the certificates of completion to HR for the personnel file. The Mandatory Reporter training through Iowa AEA Online requires a $25 fee to complete the training. Employees are to make personal payment at the time of the training. Contracted staff may request reimbursement through professional leave dollars, in which case a Professional Leave Request is to be submitted 15 Agency days prior to completing the training. The Professional Leave Reimbursement Request is to be submitted along with a copy of payment and certificate of completion once the training is completed. Classified staff should submit a request for reimbursement through the online reimbursement system and submit a copy of payment and certificate of completion to their support staff person. Other hourly and professional staff may submit an online reimbursement request and provide a copy of payment and certificate of completion. After completion of the training, Iowa AEA Online sends 3 certificates of completion to the employee’s home address. Employees are to submit one copy of the certificate of completion to HR for the personnel file. Dates of completion are entered into the HR Information System. The Professional Development office then issues reminders for updating training when required.

Vending Machines

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When money is lost in a vending machine, or a vending machine is not working properly	6th Street Facility - See receptionist. If not available, see administrative specialist-business services. The receptionist is able to give reimbursement of money lost in vending machines upon completion of short refund form. If a vending machine is not working properly contact receptionist/secretary. The vendor will respond in a timely manner. Southern Facility and 33rd Ave sites– See a secretary in the office.
When needing change	There is a change machine located in the back break room and vending machines are capable of giving change in various amounts. Agency offices do not keep extra cash on hand for making change.

Worker Compensation

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When an employee is injured while working	Notify supervisor and business services (compensation/benefits specialist) within 24 hours of the injury. Explain circumstances surrounding the injury. Seek medical attention, if necessary. Employees may go to health care practitioner/facility of their choice. Currently Grant Wood does not have a company doctor or facility that employees are required to see. Notify health care provider that the condition is work related. All medical claim forms, physician notes, etc. should be sent to business services, which will be forwarded to the worker compensation carrier. Complete an "Injury & Illness Incident Report" form and return it to the compensation/benefits specialist within 24 hours of the injury. Forms are available from the Grant Wood web site or from the compensation/benefits specialist (x6706). To access the form from the web site, click on Staff Website, then HR & Business Office. Then under Business Services Forms, click on Injury & Illness Incident Report. Complete the form and send to compensation/benefits specialist. Worker compensation claims are subject to approval/denial after the carrier conducts an investigation. Denied worker compensation claims may be submitted to employee health insurance carrier for payment.