GRANT WOOD
AREA EDUCATION AGENCY

Business Services & Human Resources Procedures Manual

A copy of this manual is also available by accessing Grant Wood AEA's website home page, select Staff, then select Business Services/Human Resources.

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.

Grant Wood Area Education Agency extends equal opportunities in its employment practices, educational programs and services, and does not discriminate on the basis of color, gender, race, national origin, religion, creed, age, sexual orientation, gender identity, marital status, disability, veteran status or as otherwise prohibited by law. If you believe you or your child has been discriminated against or treated unjustly, please contact the Agency's Equity Coordinator at 319 -399-6847 or 1-800-332- 8488, Grant Wood AEA, 4401 Sixth St SW, Cedar Rapids, IA 52404.

BUSINESS SERVICES & HUMAN RESOURCES STAFF

Title	Name & E-mail	Phone Ext.
Accounts Payable Technician	***Michelle Bendickson*** **mbendickson@gwaea.org**	6707
Accounts Receivable Technician	**Mary Wise** **mwise@gwaea.org**	6705
Administrative Specialist – Payroll / Benefits	***Cathy Kearns*** **ckearns@gwaea.org**	6706
Administrative Specialist – Human Resources	***Molli Cunningham*** **mcunningham@gwaea.org**	6703
Director of Business Services	***Barb Harms*** **bharms@gwaea.org**	6704
Director of Human Resources	***Jackie Schreder*** **jschreder@gwaea.org**	6731
Financial Accounting Assistant	***Amy Cameron*** **acameron@gwaea.org**	6708
Human Resources Administrative Assistant	***Kathy Resewehr*** **kresewehr@gwaea.org**	6748
MIIP Administrative Assistant	***Helen Joens*** **hjoens@gwaea.org**	6763

BUSINESS SERVICES & HUMAN RESOURCES PROCEDURES MANUAL

A - B

- Accident / Damaged Vehicle
- Account Number Use and Corrections
- Added Days
- Address Change of Employee
- Agency-Directed Travel
- Assignment Change Requests – Contracted Staff
- Bloodborne Exposure & Follow-up
- Business Applications

C – D

- Calendars
- Cash Payments Received
- Cash Purchases
- Charge Card Checkout
- Checks, Reissuing
- Compensatory Time
- Discrete Trial Services

E-H

- Emergency
- Emergency Contact Information
- Employee Assistance Program (EAP)
- Employee Self Service (ESS) System
- Exiting Employees - Resignations
  - Summer Resignations
  - Retirements

  - HR Procedures
- Funding - Grants, Contracts & Agreements (referred to as "projects")

I - K

- Interoffice Charges
- Inventory - Equipment
- Invoices / Billing
- Jury Duty

L - O

- Leave Balances
- Leave Forms
  - Leave – Extended Medical
  - Leave – Extended Without Pay
- Leaves – Agency Closings
- Leaves – Canceling or Changing Approved Leaves
- License Information
- Lodging
- Lunch Periods & Break Times (Hourly Staff)
- Medicaid Claims
- New Staff Orientation

P - Q

- Payroll
  - Time Card Reporting
  - Overtime
  - Tax Sheltered Annuities (TSA's – 403b's)
- Professional Leave
- Purchase Orders

R

- Reimbursement Claims System
- Resource Agreements / Purchased Service Agreements

S – Z

- Salary Lane Changes
  - Contracted
  - Leave Guidelines
- Supplies
- Temporary / Substitute Employees
- Training, Mandated
- Vending Machines
- Worker Compensation

Accident / Damaged Vehicle

SITUATION	ACTION
When reporting accident, weather, or vandalism damage	Notify the Director of Business Services of circumstances surrounding the accident. Complete an accident report form and return it to the Director of Business Services within 24 hours. Report forms are available from the Agency website or the Director of Business Services (ext. 6704). Auto insurance identification cards are kept in each Agency vehicle. Vandalism will require police reporting through the Director of Business Services (ext. 6704).

Account Number Use and Corrections

SITUATION	ACTION
Account number updates	Support staff (i.e., administrative assistants, 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 the Director of Business Services, (ext. 6704), for identification of an account number.
When business services makes account number corrections	Administrative assistants 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 GWAEA inventory items only. (See Inventory-Equipment section of this manual.) If the PO has already been returned, an email will be sent.
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 not 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 not notify the originator.

Account Number Use and Corrections

SITUATION	ACTION
When an employee discovers that an incorrect account number was used on a purchase order, internal charge, or revenue deposit	Contact accounts payable technician (ext. 6707) to determine if the purchase order has been paid or the revenue deposited. If it has not already been paid or deposited, the account number can be changed per the telephone contact. If it has 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

SITUATION	ACTION
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 appropriate Director of Teaching & Learning. Final approval by Associate Chief Administrator to follow. Application forms and specific instructions are available from regional administrator's administrative assistants, on the GWAEA website, or the executive assistant, (ext. 6801). Because additional days must be approved by the Board before the hours areworked, preplanning is necessary. Following are general instructions for requesting and processing added days. The employee and supervisor identify the need for added days and submit request. Examples ofrationale 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 and submit to their manager. Persons working added days must complete Added Days 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 Associate Chief Administrator's office. The executive assistant will verify approval, log the time worked, initial the time card and forward to payroll for payment. The payroll/benefits specialist will pay the employee the added days on the next payroll processing cycle.

Address Change of Employee

SITUATION	ACTION
When employee personal contact information changes	Please see Employee Self Service (ESS) System to update your personal contact information

Agency-Directed Travel

SITUATION	ACTION
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 available online through the Employee Self Service (ESS) System. The request 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, (ext. 6707) or (ext. 6704), for authorization. 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 a.m. (time on the agenda for registration or refreshments is not considered the start of the meeting).
Des Moines or Ames Area Travel	For travel to the Des Moines area, the Agency has ten preferred hotels for overnight stays offering rates of $75-$84 per night. For travel to the Ames area, the Agency has an agreement with two hotels. Staff will be allowed flexibility to make reservations at other locations, as long as the rate does not exceed $84/night (except under extenuating circumstances that would require prior approval from an executive administrator). 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 in this manual.

Agency-Directed Travel

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

SITUATION	ACTION
When contracted staff wish to be considered for a change in assignment, to work in another region	Employees are encouraged to check the Staff Openings page located on the Agency website which is updated daily, 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 posted to staff openings, interested employees in that job category are to provide a written request to the identified contact no later than the date identified, which is within five (5) days of the assignment posting. Complete procedures for Assignment Changes may be found on the Agency website.

Bloodborne Exposure & Follow-up

SITUATION	ACTION
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 ext. 6703. In the event of a bloodborne exposure incident, immediately proceed as follows: 1. *Contact the Human Resources Office at 319-399-6703 to report the incident.* An Exposure Incident Report Form is to be returned within 24 hours of the incident. 2. *Then contact one of the following designated occupational medical centers for a confidential medical evaluation and follow-up*. • **Unity Point Work Well Clinic**, 319-369-8153, Cedar Rapids • **Mercy Occupational Medicine**, 319-339-3921, Coralville • **Mercy Care Occupational Health**, 319-558-0342, Cedar Rapids 3. If further medical follow-up is needed after this initial evaluation, refer to the Worker Compensation procedures.

Calendars

SITUATION	ACTION
Employee reporting of scheduled work days	Staff employment calendars are available online by signing onto the Employee Self Service (ESS) system. The link may be found on the Agency website, or go to Sign in and choose calendar which is a link located under forms. Complete the calendar and submit. Calendars will be reviewed by the administrative assistant 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/administrative assistant to determine scheduled work days and enter online calendar.
When a change is requested or required on the employment calendar	Employees may submit change requests online by choosing the Calendar link under the Forms section of the ESS. Make the necessary changes on the calendar; note the reason for the change and save changes. A message in blue will appear on the top right of the screen stating "record updated, change form generated." The change form will show as a PDF document in the Change Form History area. The online system will send an email to the employee once the calendar change request has been approved by 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.
When employees need to know Agency calendar information	The Agency calendar is developed and posted online for staff to view and can be viewed on the Agency website. 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.

Cash Payments Received

SITUATION	ACTION
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 (administrative assistant 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 accounts receivable technician (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 accounts receivable technician will notify the appropriate administrative assistant 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 accounts receivable technician 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 accounts receivable technician 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 accounts receivable technician 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 online GWAEA Professional Development activities and for online registrations for student programs (i.e. College for Kids, Open Minds Open Doors).

Cash Purchases

SITUATION	ACTION
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" (must be less than $50.00). 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 prior 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

SITUATION	ACTION
When making purchases with vendor charge cards (Best Buy, HyVee, Wal-Mart)	These cards shall generally not be used for expenditures that can be made through the normal purchasing process. • The administrative assistant processes a computerized purchase order to the vendor with a notation that the white copy needs to be returned to the administrative assistant. • When the white hard copy is returned to the administrative assistant, 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 or online confirmation indicating the date, purpose and nature of each expense. • The receipt will be compared to the purchase order. • Business services will need to know immediately if the purchase was partial and 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 and the Agency does not have a vendor charge card – Visa checkout	• Follow instructions for vendor charge card checkout above. • The vendor on the computerized purchase order should be Visa - Hills Bank & Trust Co. • The description area of the PO should be noted with the name and address of the vendor as well as the items purchased and their purpose. • Please note on the PO if vendor is located outside the US.
When hotels do not accept purchase order numbers	Please see Lodging in this manual.

Checks, Reissuing

SITUATION	ACTION
When a payroll check is lost or will not be accepted due to damage or destruction	Return the remnants of the check to the administrative specialist-payroll/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-payroll/benefits (ext. 6706). 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-payroll/benefits immediately.
When an accounts payable check is lost or will not be accepted due to damage 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 (ext. 6707). 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

SITUATION	ACTION
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 8:00 a.m.-4:30 p.m. 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. Its 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 5 of the Master Agreement for Contracted Staff (p 6). Additional comp time guidance and scenario references jointly developed by an Agency-Association work group are available at Comp Time Guidance and Scenarios. ***Hourly Staff***: Assigned or approved hours actually worked (not including leave or holidays) in excess of 40 hours per week is considered overtime, which is computed at a rate of 1½ 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

Compensatory Time

SITUATION	ACTION
	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. 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, any deviation from an employee's regular work schedule requires prior supervisor approval. Comp time provisions for hourly staff are referenced in Article 6 of the Master Agreement for Classified Staff (p 6) and in Section 4700A.25 of the Terms & Conditions of Employment for Management Support Staff (p 4).

Discrete Trial Services

SITUATION	ACTION
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 not 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

Financial responsibility of LEAs **OR**

Criteria:

- services for children **age 3 and above**
- 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 paid 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
Discrete Trial – Iowa Valley	10-2-1200-291-8509-000-xxx

Financial responsibility of GWAEA

Criteria:

- services for children **birth through 2 years of age**
- 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.

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 important to assure accurate invoices to school districts. Following are examples that may be helpful.

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

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 tri al 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. Therefore, the service provider needs to be familiar with the agreement prior to completing time cards.

Example: 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 Director of Business Services, (ext. 6704).

Emergency

SITUATION	ACTION
When emergency situations arise	The GWAEA Policy #7401 and Regulation #7401-R(1) address emergency and disaster procedures. To access the online policy manual from the Agency website, hover over About > Governance, then click the link below Access Board Book and Agency Procedures. The Emergency Operations Plan outlines a plan for responding to emergencies. Copies of the plan are available in each Agency facility. First Aid Team 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 emergency situations. They are identified each fall.
When the Agency Center is closed due to an emergency	The Chief Administrator and/or Associate Chief 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. • A voice mail message will be sent to all staff via the School Reach system. This system will call the numbers that you establish in the Employee Self-Service System and designate Public or Agency Staff Only. • We will record a message that will be available in all agency voice mailboxes. Through the all-call voice message, 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. • We will include information on the front page of the Agency website. • And finally, we will contact KCRG-TV to include it in their list of closings. 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 5 Paragraph E for Classified Staff and Article 6 Paragraph E 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.

Emergency

SITUATION	ACTION
When employees determine the need to alter their work schedule or do not report to their assigned work due to inclement weather	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. 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. Hourly staff are not authorized to work from home. 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 2) emergency leave 3) personal leave 4) leave without pay

Emergency Contact Information

SITUATION	ACTION
When employee emergency contact information changes	Please see Employee Self Service (ESS) System.

Employee Assistance Program (EAP)

SITUATION	ACTION
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 LifeWorks 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 in November, the HR office distributes information regarding the EAP and how to access the program. EAP counselors are available 24 hours a day, 7 days a week, by calling 1-888-267-8126. For more information, please refer to Policy and Regulation #4141or contact the HR office, (ext. 6703).

Employee Self Service (ESS) System

SITUATION	ACTION
Access the following information through the ESS System:	Employees have access to online services through the Employee Self Service (ESS) System which includes the ability to 1) view payroll information, leave balances, job history and license information, 2) request leaves and calendar changes, schedule meeting rooms and 3) update address and emergency contact information, 4) access Claims & Professional Leave systems. Click here to access ESS System **My Information (Vista)** Personal Information – personal contact information changes Payroll Information – Access W4 & direct deposit/EFT information Payroll History – Access payroll history EFT History – Access payment history for EFT W2 History – Access W2 history & consent to electronic delivery 1095 History – Access 1095 history & consent to electronic delivery Emergency Contacts – Make changes to emergency contacts Job History – View history of employment as recorded in the HR office Training History – Access mandated training records & expiration dates Licensing History – Access license records as recorded in the HR office Claims – New Mileage Claims New Expense Claims Review All Claims Review Mileage Claims Review Expense Claims My Destinations Links & Documents Time Card System **Grant Wood Employee System (GWAEA)** Forms Building Export Leave – Leave Form & Balances/History Calendar/Change Form – Calendar & Change Form History Agency Directed Travel – Travel History & Travel Requests Building Assignments/Export Other – Staff Photo, Policy Verification, HR Employee List

Employee Self Service (ESS) System

SITUATION	ACTION
	Conference Rooms Room Scheduled New Reservation Large Room Availability Vehicle Reservation Make a Reservation Reservation List Calendar Admin. Asst. Review Leave Calendar Change Travel Request Professional Leave Print Room Schedule Master Calendar Employee List

Exiting Employees – Resignations

SITUATION	ACTION
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 the appropriate Director of Teaching & Learning and AssociateChief 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

SITUATION	ACTION
Resignations – *Business services process when an employee resigns*	Payroll • *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. Payout will be included with final paycheck. Benefits • 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 payroll/benefits specialist (ext. 6706). • Agency-provided long-term disability benefit ends on resignation 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 in which the employee's employment ends. The employee will then be offered COBRA$^{\Omega}$. (The payroll/benefits specialist notifies MIIP* of the resignation and initiates the COBRA$^{\Omega}$ paperwork through ASI Cobra. ASI Cobra sends the application to the employee offering continuation of coverage at employee's expense, plus a 2% administrative fee. Can stay on COBRA$^{\Omega}$ 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$^{\Omega}$ as stated above. IPERS • Contact IPERS for further information regarding payouts, rollovers, etc.

* MIIP: *Metro Interagency Insurance Program*

$^{\Omega}$ COBRA: *Consolidated Omnibus Budget Reconciliation Act of 1985*
ASI Cobra (our third-party COBRA administrator)

Exiting Employees - Resignations - Summer (Health, Dental and Vision Insurance)

SITUATION	ACTION
	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 payroll/benefits specialist (ext. 6706) 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 generally 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 payroll/ benefits specialist (ext. 6706) 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).

Exiting Employees - Resignations - Summer (Health, Dental and Vision Insurance)

SITUATION	ACTION
	2. If an employee has <u>worked some days</u> in the new school work year as part of their regular employment (this generally 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

SITUATION	ACTION
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 the appropriate Director of Teaching & Learning and AssociateChief 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 Director of Teaching & Learning and Associate Chief 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

SITUATION	ACTION
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 payroll/benefits specialist (ext. 6706). • 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 expense until the retiree becomes eligible for Medicare. Participation is subject to carrier contract requirements and payment of all premiums. If the retiree elects not to stay on Grant Wood AEA group plan, retiree will be offered COBRA$^{\Omega}$. (The payroll/benefits specialist notifies MIIP* of the retirement and initiates the COBRA$^{\Omega}$ paperwork through ASI Cobra. ASI Cobra sends the application to the retiree offering continuation of coverage at retiree's expense, plus a 2% administrative fee. Can stay on COBRA$^{\Omega}$ 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 expense 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$^{\Omega}$ as stated above. IPERS • Contact IPERS for further information regarding retirement benefits.

* MIIP: *Metro Interagency Insurance Program*

$^{\Omega}$ COBRA: *Consolidated Omnibus Budget Reconciliation Act of 1985*
ASI Cobra (our third-party COBRA administrator)

Exiting Employees – HR Procedures

SITUATION	ACTION
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 email is provided to employee, which includes exit questionnaire, invitation to participate in an exit interview, check sheet of items to take care of prior to last day of Agency employment, 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 summary of insurance coverage to employee.

Funding – Grants, Contracts and Agreements – referred to as "projects"

SITUATION	ACTION
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 Director of Teaching &Learning to review projected application activities and request Associate Chief Administrator approval for the application. Following Associate Chief Administrator approval, the project manager[+] will contact the Director of Business Services (ext. 6704) to develop a financial budget.
When an employee assumes the role of project manager 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 business services (ext. 6708). • coordinates all financial reporting with the Financial Accounting Assistant (ext. 6708). • 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 appropriate Director of Teaching & Learning's office or Associate Chief 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.*

Funding – Grants, Contracts and Agreements – referred to as "projects"

SITUATION	ACTION
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 the Director of Business Services.
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 administrative assistant's on-line access to GWAEA's Financial Accounting system. If the project manager and/or the administrative assistant 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 (ext. 6708).

[+] *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.*

Business Applications

SITUATION	ACTION
When employees are responsible for monitoring an account's expenditures and revenues	
Seeking access to the system:	All accounts activities are documented on the Vista Iowa Business Applications System. Access to and training for the finance system follows these procedures: For employees assigned to regions, the system is accessible through their regional administrative assistant. Non-region employees should first seek approval of their supervisor prior to requesting training and passwords for the finance system through business services (ext. 6708). Employees assuming the role of project managers for funding received by GWAEA receive access to and training on the Vista Business Applications System for monitoring project expenditures and revenue by contacting business services (ext. 6708). Management and supervisors should request finance system training and passwords through business services (ext. 6708).
Needing assistance to interpret detail of the Business Applications System:	Contact the Director of Business Services (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

SITUATION	ACTION
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, indicate an account number to be used for payment, and return the form to employee. Employee should register on-line. When asked for PO number, employee should enter account numbers supervisor provided on form.
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. 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. Attendance must occur during non-work time hours.

Inventory – Equipment

SITUATION	ACTION
*When purchasing GWAEA equipment **valued at $1,000 and above***	Purchases of equipment valued at $1,000 and above 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 purchasing computers and portable devices **valued at $300 and above***	Purchases of laptops and other portable devices, such as iPads, will also be tagged and tracked in our inventory system for control purposes if they are valued at $300 and above.
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 $1,000 or more.
*Media & Technology Equipment valued **under** $1,000*	Typically media and technology equipment that is valued at $1,000 and above 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. Also refer to the section on computers and portable devices above.
When needing to check out media equipment	Contact the Technology Center Technician (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.
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.

Inventory – Equipment

SITUATION	ACTION
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. All equipment/GWAEA property must be turned in prior to the last working day.
When equipment is obsolete	Consistent with the GWAEA Policies and Regulations: The Director of Business Services authorizes disposal of 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, and for computers and portable devices valued at $300 and above	In an effort to meet auditing needs, GWAEA conducts a physical inventory of equipment recorded in the fixed asset system. Physical inventory operations are conducted under the supervision of the Director of Business Services. Inventory of mobile equipment is coordinated between the Director of Business Services and technology support.

Invoices / Billing

SITUATION	ACTION
When seeking reimbursement from outside organization for services provided by Grant Wood AEA	Contact the accounts receivable technician 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

SITUATION	ACTION
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

SITUATION	ACTION
To view leave balances	Please see Employee Self Service (ESS) System.

Leave Forms

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 administrative assistant should be contacted prior to completing the leave form (ext. 6748). • Leave balances are available on the Employee Self Service (ESS) System

Leave Forms – Extended Medical Leave

SITUATION	ACTION
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 Administrative Assistant (ext. 6748.) The Human Resources Administrative Assistant will then prepare a leave packet for the employee. The packet will consist of a letter summarizing the procedure, FMLAinformation 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 projected leave form will be adjusted to show the actual leave once the actual physician's statement has been received. The actual physician's statement is to be submitted within 3 weeks of the beginning of the leave period.
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 administrative specialist - payroll/benefits (ext. 6706). The administrative specialist - payroll/benefits 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

SITUATION	ACTION
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

SITUATION	ACTION
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 Chief 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 Memorial Day), 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

SITUATION	ACTION
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. • If the supervisor had received advance notice from the employee of the need to cancel the leave, the supervisor will delete the form if they have not approved it yet, or if the leave has been approved, email the Human Resources Administrative Assistant the leave information that is to be cancelled. • **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 a voice mail message of intent to work their 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. • If the supervisor had received advance notice from the employee of the need to change the leave type, the supervisor will make the change if the form has not yet been approved; if the leave has been approved, email the Human Resources Administrative Assistant of the change. • **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 the 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. • The supervisor may adjust the form if they have not approved it yet, or if the leave has been approved, email the Human Resources Administrative Assistant with the leaveinformation to be adjusted. • **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

SITUATION	ACTION
To view license information	Please see Employee Self Service (ESS) System.

Lodging

SITUATION	ACTION
	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 a.m. (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 administrative assistant 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 & Trust Co., with a notation that the white copy needs to be returned to the administrative assistant. • The description area of the PO should be noted with the name and address of the hotel, as well as the name(s) of staff staying, the purpose and all applicable dates. • When the white hard copy is returned to the administrative assistant, the employee may bring the processed white copy to business services for Visa checkout. • Request a credit card authorization form from the hotel. The authorization form is to be completed and faxed by the Business Office to the hotel. • Please forward or send all confirmations and receipts to accounts payable in business services as soon as they are received. • Please be aware that charges may be billed prior to the event. • Upon return from the trip, any additional 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 ten preferred hotels with direct bill arrangements. Employees are encouraged to stay at one of the following hotels. Staff will be allowed the flexibility to use other hotels, as long as the rate does not exceed $84/night (except under extenuating circumstances that would require prior approval from an executive administrator). Lodging at an unauthorized hotel is not eligible for reimbursement. • The preferred hotels provide a rate of $75-$84 per night plus applicable taxes. • A purchase order to the hotel must be processed. The employee may need to give the white copy of the purchase order to the hotel at check-in. • Request a copy of the receipt upon checkout. • Upon return from the trip, receipts are to be submitted to the Business Office immediately.

Lunch Periods and Break Times (Hourly Staff)

SITUATION	ACTION
Lunch periods – General description	Lunch periods are meal breaks to be taken at midday, which is generally between 11:00 a.m. and 2:00 p.m. "All lunch periods shall be at least thirty (30) minutes and unpaid except for employees who are routinely assigned responsibilities during that period." *Article 5, Paragraph D(1), Master Contract Agreement for Classified Staff* With the exception of paraeducators assigned to off-site classrooms, all hourly employees are relieved from job duties during the lunch period. Off-site paraeducators are routinely assigned to supervise students during the daily lunch period and therefore no duty-free lunch is available.
Procedures and Guidelines	The work schedule for all hourly staff who work more than 6 hours in one day shall include a lunch period of at least 30 minutes. Upon supervisor approval, the employee may elect for their normal work schedule a lunch period that is either 30 minutes (8:00 a.m.-4:30 p.m. or 7:30 a.m.-4:00 p.m.) or one hour (7:30 a.m.-4:30 p.m.) in length. With prior supervisor approval, an employee may request a longer or shorter lunch period for a particular day that is different from their regular schedule (as long as the lunch period is at least 30 minutes in length). The scheduling of lunch periods is subject to supervisor approval and is not to be used for adjusting the daily work schedule outside of the midday meal break (for example, lunch periods are not to be used at the end of the day for an earlier release time). Under the Fair Labor Standards Act (FLSA), hourly employees must be compensated for all work performed (any activity which is beneficial to employer), which includes lunch at desk and any work for which they volunteer within their regular duties. To help ensure employees receive a meal break and are not called upon to perform any work during this time, the location for lunch periods is to be different from the employee's regular workspace (no lunch at desk). No option is available to eliminate the lunch period. For uncommon and extenuating circumstances where the supervisor has determined an Agency need and directed a lunch period to be worked due to an all-day event, the assigned/ approved work is to be reported as work time. Both the work schedule and work performed is to be directed/approved in advance by the supervisor. With the exception of paraeducators assigned to off-site classrooms, lunch periods are duty free and employees may leave the work site for lunch periods.
Break times – General description	There is no state or federal law requiring break times. Break time is, however, offered for Classified Staff under Article 5, Paragraph C, of the Master Contract Agreement for Classified Staff – "Within every four (4) hours of scheduled work employees shall receive a fifteen (15) minute break."
Procedures and Guidelines	When break time is offered, federal law requires the 15-minute break periods to be paid time. The 15-minute break time is to be used mid-way through each 4-hour time period.

Lunch Periods and Break Times (Hourly Staff)

SITUATION	ACTION
	The 15-minute break time provided within each 4 hours of scheduled work time is paid time whether employees choose to take their break or not. Unused breaks are not to be used for adjusting the daily work schedule, overtime or accruing comp time. Unused break time does not accumulate as time worked and does not result in additional pay. Break time is paid time, and employees are not to leave the work site during break times.

Medicaid Claims

SITUATION	ACTION
When seeking reimbursement from Medicaid for services to IEP students	Grant Wood AEA follows the procedures and guidelines in the AEA IEP Documentation Guide on page 99. This manual is available here. For questions regarding the Medicaid claiming process, please contact the Facilitator for the IMS System (ext. 6806).

New Staff Orientation

SITUATION	ACTION
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 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, (ext. 6703).

Payroll – Time Card Reporting

SITUATION	ACTION
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 Employee Self Service (ESS) site. At the ESS Login Screen: Username: First Initial and Last Name Password: gwaea10 (default) School District: Grant Wood AEA Once signed in, under My Information, click Grant Wood Time Card System
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 p.m. 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 SubCentral	If subbing for a Grant Wood AEA off-site classroom via SubCentral, the sub must be fully registered through SubCentral. Hours are paid from SubCentral work reports generated.
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

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

SITUATION	ACTION
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 payroll/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 or contact the payroll/benefits specialist (ext. 6706).

Professional Leave

SITUATION	ACTION
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 (available online on the ESS System) 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 request is then routed to the appropriate Director of Teaching & Learning or Associate Chief Administrator, as applicable, for review. Upon submitting the request, an administrative decision shall be made 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. Following completion of the activity, the employee completes a Professional Leave Reimbursement request (available online) 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. Following completion of the activity, the employee completes a Professional Leave Reimbursement request (available online) 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 request (available online). Other materials required to process reimbursement include a copy of the registration form and receipts related to air fare, ground transportation, parking, lodging, registration and certificate or proof of attendance.
External Professional Growth Activities (Non-Contracted Employees)	Payment for external professional growth activities approved by the appropriate Director of Teaching & Learning or Associate Chief Administrator, as applicable, is made by a purchase order.

Please also refer to the Master Contract Agreements (Article 7, Paragraph K) 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.

Professional Leave

SITUATION	ACTION
Reimbursement for professional purchases:	**Contracted staff**: To request professional leave monies for eligible purchases, the employee is to submit a Professional Leave Request online. 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 request online. Other materials required to process reimbursement include any receipts or proof of payment, and transcript or proof of completion. 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 and payment shall be made through Payroll.
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 Reimbursements, other than those processed through Payroll, will be processed monthly, on the 2nd Wednesday of the month. 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 information	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. Professional leave balance information is available in the Employee Self Service (ESS) System.

Purchase Orders

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 resource agreements. The completed resource agreement must include the account number and signature of the appropriate supervisor/management designee to indicate approval. • Purchases at the following vendors: Quill, BP gas stations, Casey's General Stores, Storey Kenworthy. An account number may still need to be provided.
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 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 administrative assistant 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.

Purchase Orders

SITUATION	ACTION
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 administrative assistant 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 administrative assistant. Any exceptions to this procedure must be approved by the AssociateChief 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 online 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 $15,000 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.

Purchase Orders

SITUATION	ACTION
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. 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.
When proposing purchase of construction contracts	Consistent with GWAEA Policy #7321. The competitive quote limit is $77,000, so all building or construction projects over that amount require obtaining quotations from at least two contractors. The competitive bid limit is $139,000, so projects over that amount require a competitive sealed bid process and a public hearing on the plans and estimated cost of the construction project.

Purchase Orders

SITUATION	ACTION
When processing a purchase order – who does what?	
Employee	Completes requisition form (form available through administrative assistant)
Supervisor	Signs/initials approval of request for purchase
Administrative assistant	Enters approved requisition into the electronic purchase order system. Training on the computerized purchase order system is provided by the accounts payable technician (ext. 6707). Narrative content should include: • Vendor and vendor number • Ship to • The administrative assistant's name – Attn field • Estimated dollar amount (also cost of shipping, if available) • Description of order – with quantity, individual pricing, names, account numbers divided out as needed. • Notation "confirming order" if the order has already been placed • Notation to "return white copy" if placing the order yourself. All POs to credit cards and hotels will not be mailed – white copy will be returned to originator. If there are attachments to be sent with purchase order; i.e.: 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 over $1,000 to Director of Business Services.
Director of Business Services	Approves all purchase orders $1,000 - $15,000. Those over $15,000 are forwarded to Chief Administrator for pre-approval. They are then reviewed and initialed. Purchase orders are then returned to accounts payable for distribution.
Accounts Payable Technician	Sends purchase orders electronically to the finance system. 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 by vendor in open purchase order file - yellow copy: sent to receiving department - gold copy : sent back to administrative assistant 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 after it has been printed.

Reimbursement Claims System

SITUATION	ACTION
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 ESS. The mileage description should include both starting point and destination. 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. Only meal expenses during out-of-area travel are eligible for reimbursement. 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 and an overnight stay is involved. **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 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.

Reimbursement Claims System

SITUATION	ACTION
When <u>non</u>-<u>GWAEA individuals</u> seek reimbursements	Mileage claims for non-GWAEA individuals or companies can be included on their invoices or listed on their resource agreements. Claims are <u>not</u> made online, and a separate hard copy mileage claim form is <u>not</u> necessary. (See below.)
When claiming mileage or miscellaneous reimbursements for non-GWAEA situations	GWAEA's receipt of an invoice (or a hard-copy 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 the appropriate Director of Teaching & Learning or Associate Chief 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

SITUATION	ACTION
When paying an individual, company, or 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 to the Business Office 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 $15,000 or less can be approved by an administrator. Agreements greater than $15,000 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: Administrative assistants 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 Director of Business Services 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 administrative assistants and executive assistants). Agreements valued at $15,000 or less can be approved by an administrator. Agreements greater than $15,000 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

SITUATION	ACTION
When contracted staff want to advance their placement on the Salary Schedule	The Master Contract for Contracted Staff, (Article 8, 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 form for Salary Lane Changes is available on the Agency website. Employees are advised to complete and submit application along with course description 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 Wednesday 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. **Guidelines for Eligible Coursework** Criteria for approved coursework to be eligible for lane advancement include: 1. Course content is considered job related/relevant as approved in advance by the supervisor. 2. Course credit is graduate level. 3. Course credit is awarded by an accredited college or university as verified by HR

Salary Lane Change - Contracted

SITUATION	ACTION
When contracted staff want to advance their placement on the Salary Schedule	4. Online coursework meets the requirement for regular and substantive instructor-student interaction. As an exception, correspondence/ self-paced courses through third-party private providers (such as VESI, Siedow Teacher Education, etc.) may be accepted up to a maximum of 6 credit hours. 5. Online graduate credit taken through in-state providers (AEA PD Online, Drake, Morningside, etc.), where instruction requires some form of regular interaction, may be eligible on an unlimited basis when taken directly through the credit-granting institution (and not through third-party providers). 6. The lane change request meets provisions of the Master Contract as approved by HR. Employees may advance up to one lane per year.

Salary Lane Change – Leave Guidelines

SITUATION	ACTION
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

SITUATION	ACTION
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 paper supplies consisting of envelopes, forms, paper, and pads are ordered through Creative Services online ordering system. Office supply needs that are not available through Creative Services can be met in these ways: • Office supplies are to be purchasedthrough the state-wide co-op vendor (Quill). Administrative assistants enter orders via the vendor's system. When supplies are delivered, the mail/receiving clerk notifies the administrative assistant that the supplies have been received and are in the mailroom for pickup. The administrative assistant 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 administrative assistant makes note of which items were received or backordered on the packing slip. The packing slips and a copy of the order are sent 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 prior 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

SITUATION	ACTION
When a supervisor wishes to hire a temporary/substitute employee	• A Request to Hire a Temporary/Substitute form is available from the Agency's website. The form is to be completed by the supervisor and submitted to the appropriate Director of Teaching & Learning or AssociateChief Administrator, as applicable. • Upon appropriate Director of Teaching & Learning or Associate Chief 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 if approved by Board, otherwise paid at the current substitute system rate. • 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%. • The required employment/payroll forms (State W-4, Federal W-4, I-9, Emergency Card, and temp/sub calendar) are generally sent by the HR Office to the temp sub employee following Board approval. • The supervisor or supervisor's administrative assistant 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 in the same position for contracted positions and 600 hours total for hourly positions.

Training, Mandated

SITUATION	ACTION
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 services also require the Mandatory Reporter – Child Abuse, Mandatory Reporter – Dependent Adult Abuse, Seclusion & Restraint overview, ACES, and Suicide Prevention/Postvention within the first 10 days of employment. These trainings are available online through the AEA PD Online Training System. Instructions for accessing the trainings are provided at orientation or are available from the Professional Development office, (ext. 6771). The Professional Development office issues reminders for updating trainings when required.

Vending Machines

SITUATION	ACTION
When money is lost in a vending machine, or a vending machine is not working properly	6th Street Facility - See receptionist. The receptionist is not able to give reimbursement of money lost in vending machines. Information for a refund is available on the machine or at the front desk. The vendor will respond in a timely manner. Southern Facility and 33rd Avenue sites– See an administrative assistant in the office.
When needing change	There is a change machine located in the Southeast break room at the 6th Street facility and vending machinesare capable of giving change in various amounts. Agency offices do not keep extra cash on hand for making change. Some of the machines also have a credit card option.

Worker Compensation

SITUATION	ACTION
When an employee is injured while working	Notify supervisor and business services (administrative specialist - payroll/benefits) within 24 hours of the injury. Explain circumstances surrounding the injury. Complete an Injury & Illness Incident Report form and submit it to the payroll/benefits specialist within 24 hours of the injury. Seek medical attention, if necessary. While the Agency does not have a company doctor or facility that employees are required to see, the carrier advises employees go to an occupational health clinic for evaluation to facilitate timely communication and processing of claims. 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. Area clinics include: • **St. Luke's Work Well Clinic** 830 1st Avenue NE Cedar Rapids IA 52402 319-369-8153 • **Mercy Occupational Health** 269 No. First Avenue Iowa City IA 52245 319-339-3921 • **Mercy Care Occupational Health at Prairie Creek** 777 – 76th Ave. Drive SW Cedar Rapids IA 52404 319-558-0342 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.