

East Marshall Community School

EMPLOYEE HANDBOOK

2019-2020



**The East Marshall Community School District
instills a passion for learning to INSPIRE and
to PREPARE students to ACHIEVE.**

TABLE OF CONTENTS

NON-DISCRIMINATION POLICY STATEMENT.....	3
PAYROLL.....	3
IPERS.....	3
FICA.....	3
OTHER TAXES.....	3
TSA.....	3
EMPLOYEE HOURS.....	3
EMPLOYEE WORK WEEK.....	4
OVERTIME.....	4
EARLY RETIREMENT POLICY.....	5
PERSONAL ILLNESS/DISABILITY LEAVE.....	5
CATASTROPHE LEAVE.....	6
EMPLOYEE EVALUATION.....	6
EMPLOYMENT AND ASSIGNMENTS.....	8
EMPLOYMENTS AND ASSIGNMENTS.....	8
PHYSICAL EXAMINATION.....	8
REDUCTION OR REALIGNMENT OF STAFF & TRANSFERS.....	8
GROUP INSURANCE BENEFITS.....	9
BEREAVEMENT LEAVE.....	10
JURY & LEGAL DUTY LEAVE.....	10
POLITICAL LEAVE.....	10
PERSONAL LEAVE.....	11
PROFESSIONAL LEAVE.....	12
MILITARY SERVICE LEAVE.....	12
FAMILY LEAVE.....	12
FAMILY & MEDICAL LEAVE ACT.....	13
UNPAID LEAVE.....	13
EMPLOYEE RESIGNATION.....	13
REDUCTION IN FORCE.....	13
DISMISSAL.....	14
ABUSE OF BREAK OR MEAL PERIODS.....	14
ABUSE OF DISTRICT OR CO-WORKER PROPERTY.....	14
BOARD POLICIES.....	14
COMPUTER USE.....	14
SOCIAL NETWORKING.....	14
CONFIDENTIAL RECORDS.....	14
DISHONESTY.....	15
PHOTOGRAPHING AND RECORDING IN WORKPLACE.....	15
DRESS CODE/GROOMING & HYGIENE.....	15
SUBSTANCE FREE WORKPLACE.....	15
ANTI-BULLYING/HARASSMENT.....	16
EFFICIENT USE OF TIME.....	17
FAILURE TO COMPLETE REPORTS OR MAKE REQUIRED REPORTS.....	18
INSUBORDINATION.....	18
MANDATORY COOPERATION IN WORKPLACE INVESTIGATION.....	18
MANDATORY REPORTING OF POST-EMPLOYMENT ARRESTS & CONVICTIONS.....	18
NEGLECT OF DUTIES.....	18
FIGHTING/OFFENSIVE OR ABUSIVE LANGUAGE.....	18
PERSONAL PROFIT.....	18
RELATIONSHIP WITH STUDENTS.....	18
TELEPHONE USE.....	18
USE OF DISTRICT VEHICLES.....	19
TRAVEL COMPENSATION.....	19
SAFETY PROVISION.....	19
WEAPONS.....	19

WORKPLACE PRIVACY	20
RELATIONSHIP BETWEEN PATRONS & EMPLOYEES OF THE DISTRICT	20
COMPLAINT PROCEDURES	20
VACATIONS	21
EQUAL EMPLOYMENT OPPORTUNITY	21
SUBSTITUTES	21
HOLIDAYS	21
BUILDING CHECKS	21
APPENDIX	22

EAST MARSHALL COMMUNITY SCHOOL DISTRICT

EMPLOYEE HANDBOOK

NON-DISCRIMINATION POLICY STATEMENT

The East Marshall Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. Inquiries or grievances may be directed to Equity Coordinator, 204 W. Center St., Gilman, Iowa 50106, (641) 498-7481, the U.S. Equal Employment Opportunities Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Avenue, Suite 500, Milwaukee, Wisconsin 53203-2292 or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa 50319.

PAYROLL

Full-time employees' contract year is from July 1 of one year until June 30th of the next year. Non-certified part-time employees' work year will normally be from the 1st day of school through the last day of school. Employees are paid once a month on the 20th of each month. Time sheets are to be completed daily and turned in to the business office monthly. Checks will be direct deposited to your bank account by signing up to do so with the business office at the beginning of the work year and is a condition of employment, as allowed by Iowa Code.

IPERS

All regularly employed full-time and part-time employees are subject to membership in the Iowa Public Employees Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to you upon retirement in accordance with a formula based on your age, years of service, and the average of your highest five years of wages. For additional information, please contact IPERS at 1-800-622-3849 or visit the IPERS website located at <https://www.ipers.org/index.html>.

FICA

All full-time and part-time employees are subject to social security tax (FICA) at the rate of 6.2% and Medicare at the rate of 1.45% of the gross wages. The Board of Education contributes at the same rate as the employee.

OTHER TAXES

All full-time and part-time employees are subject to the federal and state withholding taxes as required by law. These withholding taxes are based on the number of exemptions claimed by the employee on their W-4 statement.

TSA

The Board authorizes the administration to make a payroll deduction for full and part-time employees' tax-sheltered annuity premiums purchased from a company or program chosen by the board.

Employees wishing to have payroll deductions for tax sheltered annuities will make a written request to the Superintendent.

EMPLOYEE HOURS

(Board Policy 405.5)

The workday for employees will begin each day of the school year at a time established by the superintendent. Employees who are employed only during the academic year will have the same workday as other employees. "Day" is defined as one workday regardless of full-time or part-time status of an employee.

Employees are to be in their assigned school building during the workday. Advance approval to be absent from the school building must be obtained from the principal whenever an employee must leave the school building during the workday.

The building principal is authorized to make changes in the workday hours in order to facilitate the education program, after consulting with the superintendent.

The workday outlined is a minimum workday. Nothing in this handbook or policy restricts employees from being required to work additional hours outside the regular workday hours.

In addition, the following Work Hour provisions shall apply to the District's certified employees:

- Teachers shall be available in their respective buildings not later than eight o'clock a.m. and shall be available until four o'clock p.m. on Monday through Thursday. Teachers may leave their building ten minutes after the close of classes and release of students on Fridays and the day prior to a holiday. The policy regarding the length of the school days shall be implemented by the administration. Each building administrator shall also have the authority and the discretion to schedule meetings, supervisory duties or extra-curricular assignments that may commence prior to eight o'clock a.m. or continue after four o'clock p.m. If teacher is required to attend a professional meeting or fulfill a supervisory duty assigned by the Administration and the teacher is required to remain after four o'clock p.m. or arrive before eight o'clock a.m., such teacher shall be allowed to leave the building early for up to an equivalent amount of time that same day or on another day within the following 30 days with advance approval by the administration. In no event shall such leave occur before the close of classes.
- If teachers are required to perform supervisory or extra-curricular duties outside of school hours, assignments shall be made so all such employees will serve, as nearly as possible, an equal number of such duties during the school year.
- Half-time or more employees who are certified teachers will be required to attend full days on parent-teacher conference days, on in-service days before the start of school, on in-service days after the end of school and on full-day in-service days during the school year. Attendance on early dismissal in-service days during the school year will be attended half of the time as arranged with administration.

EMPLOYEE WORK WEEK (Certified Personnel)

Contracts for certified personnel shall be in writing and shall state the length of time the contract is in force and total compensation for the contract period. Such contract shall be approved by the Board, signed by the employee and President of the Board and filed with the Secretary. Teacher's contract will extend over one hundred ninety (190) in-school days. The holidays Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day shall be included in the one hundred ninety (190) in-school days. An additional non-paid day may be added to the calendar for new teachers who, at the discretion of the superintendent or superintendent's designee, will be required to attend up to one additional day at the start of the school year for orientation by administration. An additional day may be scheduled at the end of the school year for staff development. This day is for unusual circumstances only such as required meetings that have not already been held. This will be a non-paid day, but attendance will be required.

In-school days shall include such days on which all students are required to attend, orientation days, and any other days on which the entire teaching staff is required to attend by the Administration.

Employee attendance shall not be required whenever student attendance is not required due to inclement weather that impacts road conditions, provided, however, that such days shall not be considered in-school days. Such days will be made up during vacation time or at the end of the school year.

OVERTIME

For employees who are not exempt from the Fair Labor Standards Act's overtime provisions, compensation for work over forty (40) hours per week will be paid at the rate of one and one-half (1 1/2) times the regular hourly

rate of pay. Non-exempt employees are only permitted to work overtime with prior approval by the Superintendent or designee.

EARLY RETIREMENT POLICY- (Non-certified staff)

(Board Policy 413.6)

A regular full-time support staff employee may be eligible for voluntary early retirement once the employee has reached at least the age of fifty-five (55) by September 1st and has continuously worked a minimum of the most previous fifteen years of service at the District and is actively employed on a full-time basis during the last school year prior to early retirement.

Under ordinary circumstances, application must be received by the Superintendent not later than March 1 of the year in which retirement is to take effect. However, the advance notice requirement may be waived at the discretion of the Board. Any decision by the Board to waive the advance notice requirement shall not establish any precedent with regard to future applications.

Employees retiring under the early retirement program are eligible to continue participation in the school district's group health insurance plan until the employee is eligible for Medicare. The District will contribute up to Two Hundred Dollars (\$200) per month towards the health insurance premium for single coverage and any remaining balance must be paid at the employee's own expense. Employees must meet the requirements of the insurer and must pay the monthly premium amount in full to the board secretary prior to the due date for the school district's premium payment to the insurer.

PERSONAL ILLNESS/DISABILITY LEAVE

Full-time and part-time employees will be granted leave for personal illness, elective disability, childbirth, and illness or disability associated with pregnancy as follows:

<i>The first year of employment</i>	<i>10 days- prorated for partial fiscal year</i>
<i>The second year of employment</i>	<i>11 days</i>
<i>The third year of employment</i>	<i>12 days</i>
<i>The fourth year of employment</i>	<i>13 days</i>
<i>The fifth year of employment</i>	<i>14 days</i>
<i>The sixth year of employment and each subsequent year of employment</i>	<i>15 days</i>

The above amounts shall apply only to consecutive years of employment in the East Marshall Community School District and unused portions shall be cumulative to a maximum of one hundred twenty (120) days. The School Board or designee may, in each instance, require such reasonable evidence as it may desire confirming the necessity of such leave of absence. Sick leave for teachers shall include absences of one-half day or more necessitated by employee illness, injury, doctor or dentist appointments.

Unused leave shall be accumulated equal to the authority of the individual contract and not to exceed fifteen (15) days per year with a total accumulation not to exceed one hundred twenty (120) days.

Sick leave for non-teaching staff shall include absences of one-quarter day necessitated by employee illness, doctor or dentist appointments. Every effort should be made to schedule routine doctor and dental appointments during non-working hours.

East Marshall School District values professional development opportunities and time for teachers to collaborate with each other. Employees are to make every attempt to avoid scheduling appointments on professional development days and during parent-teacher conferences.

Employees who are employed prior to termination of the first semester will be credited with a full ten (10) days sick leave. Personnel employed after these dates will receive only five (5) days of sick leave for their first appointment period. Unused portions will be accumulative in the same manner as for other employees.

Female employees are entitled to use accrued sick leave during the period they are unable to perform regular duties due to a pregnancy and subsequent recovery. Per school board policy and within federal law, FMLA applications shall be submitted to the district office prior (30-day notice) to taking leave time off (Family and

Medical Leave Act of 1993). Supporting written medical determination will be required to establish the period the employee is unable to work due to her pregnant condition and recovery and the date of the employee's return to work.

In the event of absence due to an injury arising out of or in the course of the employee's employment, the district will provide the worker's compensation coverage required by state law. Employees eligible for benefits may, at their discretion, supplement the same in the manner allowed by state law which will result in a reduction in sick leave accumulation for each day supplemented. Such sick leave reduction/supplementation will be made in an amount so as to cause the total of the workers compensation and the sick leave payment supplement to equal one hundred percent (100%) of the employee's salary.

SICK LEAVE BANK (All employee classifications)

Employees may contribute one (1) sick leave day per year to other employees who are eligible as provided in paragraph 3. On or before September 10, the Employee shall notify the Superintendent or designee of their intention to contribute sick leave. New Hires and employees returning from an approved leave of absence may sign up for participation in the Bank within thirty (30) days of their initial hire/return from leave.

There will be no carryover of donated sick leave days from year to year. Donated sick leave days will not be returned to the donor.

Donated sick leave days will be available only to those employees who: (1) have donated at least one (1) day of sick leave to the sick leave bank, (2) have used all of their paid leave days (sick leave days, vacation days, and personal leave days), (3) have not yet met the elimination period for long term disability insurance and (4) have a serious illness, or an injury that requires hospitalization or long-term care and a medical doctor verified the employees inability to perform his/her normal duties for the district. Donated sick leave days will not be available to an employee on a day to day basis, that is, donated sick leave days will not be available for brief absences such as one or two days.

Requests for the use of donated sick leave days will be submitted to the district office for consideration. The decision of whether to provide donated sick leave benefits to an employee and the number of donated sick leave days to allocate to the employee shall be made by the district. Up to twenty-five (25) donated sick leave days per year will be allocated to each eligible participant. If an employee's absence which is eligible for sick leave bank usage exceeds the twenty-five (25) days and if there are days remaining in the sick leave bank at the end of the school year, then any days remaining in the sick leave bank at the end of the school year will be allocated to employees on a pro-rata basis. If in any given year the sick bank is depleted and there are qualified employees in need of days, the school board may reopen the sick leave bank to additional sick leave donations from employees who have previously donated to the bank in that same year.

CATASTROPHE LEAVE (Defined in subsection #1)

An employee regularly under contract and on an annual salary who is absent due to a catastrophe (defined as a fortuitous occurrence resulting damage to or loss of the employee's home) is allowed a maximum of five (5) days paid leave every five (5) years. For the first three (3) days of catastrophe leave, the district shall pay the cost of a substitute. For days four (4) and five (5), the employee shall pay the costs of a substitute.

The granting catastrophe leave is in the sole discretion of the *superintendent or superintendent's designee*, who will take into account both the sufficiency of the reason for the request and whether the efficient administration of the school and the continuity of the educational process are such that the employee can be spared for the period requested. The denial of a request for such days of catastrophe leave by the employee's building administrator shall be final and will not be subject to nor processed through the grievance and arbitration procedures provided for in Article II of this Agreement.

EMPLOYEE EVALUATION

Employee evaluations shall be in accordance with Board Policies 405.8 & 405.10 & 405.10E1.

Evaluation of employees on their skills, abilities, and competence is an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of employees, other than administrators, but including extracurricular employees, is to improve the education program, to maintain employees who meet or exceed the board's standards of performance, to clarify the employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

The formal evaluation criteria is in writing and approved by the board. The formal evaluation will provide an opportunity for the evaluator and the employee to discuss performance and the future areas of growth. The formal evaluation is completed by the evaluator, signed by the employee and filed in the employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the employee's skills, abilities and competence.

These additional procedures shall apply to teacher evaluations:

1. The building administrators shall, during the first four (4) weeks of the school year, acquaint employees under their supervision with the common procedures and instruments used in the evaluation process district wide.
2. The classroom teaching performance of any probationary teacher and new to the school district teacher shall be formally evaluated a minimum of twice during the school year. There shall be at least a six-week interval between each formal evaluation. All Tier II teachers (non-probationary teachers) will have a formal evaluation once every three years, at a minimum. Tier II teachers will have an annual review of the Iowa Teaching Standards and criteria.
3. All formal evaluation of classroom teaching performance of a teacher shall be conducted openly and with full knowledge of the teacher.
4. Formal written evaluation reports shall be preceded by in-classroom observance of the teacher's performance. The administration shall give the teacher one day advance notice of such in-classroom observation, however, *this expectation will not restrict evaluators from formally visiting classrooms with ongoing professional needs*. The results of the formal evaluation shall be recorded in writing, with a signed copy to be given to the teacher.
5. The evaluator shall meet with the employee within one (1) week following classroom observations to review the written report. If an employee feels the written report is incomplete or inaccurate, the employee shall have one (1) week to file a written response with the evaluator. The employee's written response shall be signed by the evaluator and a copy attached to the written report prior to submission to the superintendent.
6. The first three years of a new employee's contract is a probationary period unless the employee has already successfully completed the probationary period in an Iowa school district. New to the school district employees who have successfully completed a probationary period in a previous Iowa school district will serve a two-year probationary period.
7. Per Board Policy 405.9, all probationary employees (experienced probationary teachers and new teachers) are evaluated at least twice each year. The board may extend the probationary period for one additional year with the consent of the employee.
8. These employee evaluation procedures are not the exclusive means of evaluating performance, and it is recognized that other criteria may properly be employed by the Board in evaluating the overall performance of any employee. Employees shall be given notice of written additions to their evaluation files.

Coach Evaluation Procedures:

The high school athletic director and/or a certified evaluator shall evaluate the *head* coaches under their supervision for each sport in which they are involved at the end of the season. *Assistant coaches will be evaluated by the head coach or superintendent's designee. The middle school principal will evaluate the middle school coaches.* During the first four (4) weeks of the school year, the A.D.'s shall acquaint the coaches under their supervision with the procedures and instruments to be used in the evaluation process.

The evaluator shall meet with each coach to review the written report. If the coach feels the written report is incomplete or inaccurate, the coach shall have one week to file a written response with the evaluator. The coach's written response shall be signed by the evaluator and a copy attached to the written report prior to submission to the superintendent.

Tier III Intensive Assistance Plans will follow Board Policy 405.10E1.

EMPLOYMENT AND ASSIGNMENTS

(Board Policy 405.6)

Determining the assignment of each employee is the responsibility of and within the sole discretion of the board. In making such assignments the board will consider the qualifications of each employee and the needs of the school district.

It is the responsibility of the superintendent to make recommendations to the board regarding the assignment of employees.

Typically, each employee shall be given written notice of the employee's work assignment for the coming year at the time contracts are issued for that school year. The superintendent shall have the right to make changes in work assignments. Employees shall be given written notice of any change in work assignment as soon as possible after the superintendent's decision to make a transfer.

PHYSICAL EXAMINATION

Physical examinations shall be required of all in accordance with the requirements of the State of Iowa, Department of Education. Each employee may select his/her own physician for purposes of such examination, and the results of the examination will be submitted to the Board on a form prescribed by the Superintendent. The Board shall pay up to One Hundred Dollars (\$100) towards the cost of a bus driver's physical examination upon submission by the employee of the explanation of benefits form from their insurance company which shows the insurance benefit amount.

In addition, the following provisions shall apply to certified employees:

1. A physical examination by a physician shall be required of all employees upon their initial appointment.
2. Forms for the examination will be provided by the School District and all must be completed and on file with the superintendent not later than August 15th.

REDUCTION OR REALIGNMENT OF STAFF & TRANSFERS

(Board Policy 405.7, 407.5, & 411.6)

Determining the location where a classified employee's assignment will be performed is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent will consider the qualifications of each classified employee and the needs of the school district.

All open positions will be posted in-house for a minimum of five (5) days and will be posted sooner, or on the same day, than the date of posting on Teach Iowa. All open positions will be advertised on Teach Iowa for a minimum of two weeks.

A transfer is when an employee's assignment is assigned to a different job classification, grade, level, subject area, or building.

A voluntary transfer is a transfer requested by the employee. An involuntary transfer is a transfer not initiated by the request of the employee.

A transfer may be initiated by the employee, the principal, or the superintendent.

It is the responsibility of the superintendent to make recommendations to the board regarding the transfer of employees.

When making decisions on employee transfers, administration will use the following points of emphasis when making decisions.

- Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing;
- Relative skills, ability and demonstrated performance;
- Qualifications for co-curricular programs; and
- Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal between employees.

Reduction in Force:

The board has the exclusive authority to determine the appropriate number of employees. A reduction of employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations, and other reasons deemed relevant by the board.

The reduction in employees, other than administrators, will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the board may terminate employees.

It is the responsibility of the superintendent to make a recommendation for termination to the board. The process for reduction in force shall be as follows:

- Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing;
- Relative skills, ability and demonstrated performance;
- Qualifications for co-curricular programs; and
- Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal between employees.

Due process for terminations due to a reduction in force will be followed.

GROUP INSURANCE BENEFITS

District employees who work thirty (30) hours per week are eligible for the following group insurance and health benefits:

- Health Insurance
- Flexible Benefits
- Long-Term Disability; and
- Life Insurance

For additional information, please contact the business manager at the District office.

Health Insurance:

Group health insurance programs shall be determined by the Board. The Board shall have the right at any time to procure insurance benefits from any reputable insurance company. Specific details about group health insurance benefits and coverage can be obtained from the business manager at the District office.

Flexible Benefits Plan:

The District sponsors an employee benefit program known as a "Cafeteria Benefits Plan" (the "Plan"). The Plan is called a cafeteria benefits plan because it lets you choose from several different insurance and fringe benefit programs according to your individual needs. If the cost of the benefit you select exceeds the available Employer contributions, you can pay for the excess cost by entering into a salary reduction arrangement by which you elect to pay for the benefits on a pre-tax basis.

The Plan includes a Premium Payment Component that permits Full-time, 12-month Employees to elect various insurance benefits through the District's Insurance Plan, a Health Flexible Spending Arrangement (FSA), and a Dependent Care Assistance Program (DCAP). Employees who are regularly scheduled to work 20 hours or more per week are eligible to participate in the FSA and/or DCAP.

Full-time, 12-month Employees receive Flex Credits that can be used to pay for benefits elected including Medical Insurance, Dental Insurance, Vision Insurance, FSA and/or DCAP. Elected benefits that exceed the Flex Credits will be deducted from the employee's salary according to the Election Form/Salary Reduction Agreement.

Long-Term Disability Insurance (Board Policy 412.3):

Subject to the provisions of the insurance policy, the Board will pay up to Ten Dollars (\$10.00) per month toward the cost of premiums for each employee electing long-term disability insurance. Each employee shall pay the balance of such premiums and shall furnish the Superintendent with such written authorization as may be necessary to authorize the deduction from their salary of the amount of the employee's contribution.

Life Insurance (Board Policy 412.3):

Subject to the provisions of the insurance policy, each employee shall be covered by a group term life, accidental death and dismemberment insurance program in the amount of Ten Thousand Dollars (\$10,000). Premium for said program will be paid by the Board. Benefits will be paid to the employee's designated beneficiary.

BEREAVEMENT LEAVE
(Board Policy 414.4)

An employee under contract who is absent due to a death in the immediate family is allowed a maximum of five (5) days per occurrence if the following facts are substantiated:

The death is in the immediate family to include father, mother, brother, sister, husband, wife, child, grandparent, grandchild, or in-law. (This includes stepfamily members of the categories listed in the previous sentence.)

A maximum of two (2) days per occurrence is allowed if the following facts are substantiated:

The death is in the immediate family to include aunt, uncle, niece or nephew. (This includes in-laws of the categories listed in the previous sentence.)

In the event of a death not covered by the above, a maximum of one (1) day of bereavement leave per contract year will be allowed.

JURY AND LEGAL DUTY LEAVE
(Board Policy 409.6 & 414.6)

The board will allow employees to be excused for jury duty and those who are subpoenaed to appear in any judicial proceedings for a school-related matter unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service will notify the direct supervisor within twenty-four (24) hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Employees will receive their regular pay. The employee will be able to keep any payment for jury duty.

POLITICAL LEAVE
(Board Policy 414.5)

The Board will provide a leave of absence to employees to run for elective public office.

The Board shall grant an employee a leave of absence to campaign as a candidate for any elective public office in the form of accrued vacation (full-time employee), accrued compensatory time, if the employees qualifies for

compensatory time, or leave without pay upon written request to the Superintendent at least thirty (30) days prior to the starting date of the requested leave. The employee will be entitled to one period of leave to run for the elective public office, and the leave may commence anytime within thirty (30) days of the contested primary, special or general election and continue until the date following election. The employee may choose to use accrued vacation (full-time employee), accrued compensatory time, if the employee qualifies for compensatory time, or leave without pay.

PERSONAL LEAVE
(Board Policy 409.1 & 414.1)

All requests for personal leave shall be submitted by the employee in writing to the employee's immediate supervisor at least three (5) calendar days in advance of the requested leave day. In the case of an emergency, permission for such leave may be sought in person or by phone with the written statement presented to the supervisor upon the employee's return. Employees shall be entitled to two (2) days (prorated for less than fiscal year for full-time employee and partial fiscal year for part-time employee) of personal leave during the contract year at the employee's discretion without loss of pay. Employees may carryover two (2) days of unused personal leave per year not to exceed four (4) days total.

Processes for Applying for Personal Leave:

1. All requests for personal leave shall be submitted by the employee in writing to the employee's building administrator at least five (5) working days in advance of the requested leave day. In the case of an emergency, or unusual circumstance, permission for such leave may be sought in person or by phone with the written statement presented to the building administrator upon the employee's return. The use of personal leave shall be subject to the following conditions:
 - a) Employees shall be entitled to two (2) days of personal leave during the contract year at the employee's discretion without loss of pay.
 - b) No more than three (3) employees per building shall be absent on personal leave at any one time.
 - c) One (1) additional day of personal leave without loss of pay may be granted by the *superintendent or superintendent's designee* during the contract year for transacting personal business which cannot be conducted during non-school time. The granting of such additional day of personal leave is within the sole discretion of the *superintendent or superintendent's designee*, who will take into account both the sufficiency of the reason for the request and whether the efficient administration of the school and the continuity of the educational process are such that the employee can be spared for the period requested. The denial of a request for such additional day of personal leave by the employee's building administrator shall be final and not subject to employee grievance or appeal.
 - d) *the function of normal operating conditions is not interrupted based on the organization's operating procedures, as determined by the superintendent or superintendent's designee.*
 - e) Personal leave days may be accumulated from year to year to a maximum of four (4) days total.
 - f) Upon written request, unused days will be compensated to the employee at half the substitute employee pay rate at the time the request is made.
2. Personal leave may be granted in accordance with sub-section (1) hereof for the day immediately following a holiday or vacation; provided, however, that the use of such leave shall be subject to the following:
 - a) that no more than three (3) employees per building are absent on that same day;
 - b) that the request for personal leave is submitted by the employee in writing to the employee's building administrator at least five (5) school days prior to the requested leave;
 - c) a qualified substitute can be obtained for the requested day; and

- d) *the function of normal operating conditions is not interrupted based on the organization's operating procedures, as determined by the superintendent or superintendent's designee.*

PROFESSIONAL LEAVE

(Certified Staff)

Attendance at local, state, or national educational meetings, or visiting other schools to observe specific programs is encouraged and is permitted without loss of pay (and substitutes shall be provided by the Board), if such absence is approved by the administration. If any employee desires a professional leave, a written request for approval of such absences must be submitted to the building administrator at least three (3) school days prior to the anticipated absence. Employees attending such meetings shall have all fees and transportation mileage paid by the Board to a maximum of Two Hundred Fifty Dollars (\$250) per employee per year unless attendance at such meeting is required by the Board whereupon the Board will cover all expenses. Not to be used for tuition reimbursement.

MILITARY SERVICE LEAVE

(Board Policy 414.7)

The board recognizes employees may be called to participate in the armed forces, including the national guard. If an employee is called to serve in the armed forces, the employee will have a leave of absence for military service until the military service is completed.

The leave is without loss of status or efficiency rating, and without loss of pay during the first thirty calendar days of the leave.

FAMILY LEAVE

(Board Policy 414.10)

Family leave may be granted where, because of serious illness or injury by accident of a close family member of an employee, the employee is needed to care for the family member; or, for the purpose of caring for a sick minor child or children of the employee. Close Family is defined as spouse, domestic partner, parent, brother, sister, son (includes adoption), daughter (includes adoption), grandparent, grandchild, a child residing permanently in the home, stepchild or in-law of the employee. Such family leave shall be without loss of pay for up to five (5) days and without pay for no more than the school year in which the family need arises. The administration shall have sole discretion as to the necessity and extent of the leave. Family leave shall not be cumulative. Requests for family leave shall be reported to the building administrator in writing prior to such leave. If such prior notice is not possible, it is understood that the affected employee shall be required to make formal application in writing for approval of said leave prior to receiving pay for the time missed.

In the case of an extended leave of absence, the Board agrees to continue all fringe benefits, with the exception of a single employee of medical insurance, in which the Board agrees to maintain single employee coverage for the first thirty (30) days following extended leave, after which time the employee shall assume the insurance payments.

Employees may carry over unused Family Leave as follows: (up to a maximum carry over of five (5) unused days for a maximum total of ten (10) days of Family Leave in any year):

First Year Employment		5 days
Second Year Employment	Carry over up to 2 days unused	7 days
Third Year Employment	Carry over up to 4 days unused	9 days
Fourth Year & beyond	Carry over up to 5 days unused	10 days

Family leave may be granted for a close family member not residing in the household, only for critical illness or severe injury defined as:

- Illness or injury involving hospitalization (Does not include normal pregnancy)
- Illness or injury involving the possibility of death
- Illness or injury that requires immediate emergency medical attention

Family Leave may also be used to accompany a member of the immediate family to a medical appointment when their presence is needed. (This does not include appointments for a normal pregnancy).

Family leave may be granted for a close family member where the employee must stay home with the close family member residing in the home that is ill or injured.

FAMILY AND MEDICAL LEAVE ACT

Unpaid family and medical leave will be granted up to twelve (12) weeks (or up to twenty-six (26) weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year to assist eligible employees in balancing family and work life. Requests for family and medical leave will be made to the superintendent. Employees eligible for family and medical leave must comply with the family and medical leave policy and administrative rules prior to starting family and medical leave.

The use of paid leave will run concurrent with any leave taken pursuant to the Family Medical Leave Act (i.e., employees must exhaust all paid leaves applicable to qualifying purposes under the Family Medical Leave Act before unpaid leave may be taken during the FMLA period).

For additional information regarding FMLA, please contact the business manager at the District office or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, located at <http://www.dol.gov/whd/fmla/>.

UNPAID LEAVE

(Board Policy 409.8 & 414.8)

Absence without pay may be authorized by the Superintendent and/or his representative. For such absences, deductions from the employee's salary will be made by their hourly rate.

The employee shall make application for authorization in advance of the occurrence or, if advance application is not possible, not later than ten (10) days after the occurrence. Length of service, previous record of absence other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization.

Involuntary absence not heretofore provided for may be excused. The employee shall make special application immediately for excuse for such absence, and deductions in salary shall be made unless such decision be specifically waived.

Other absences than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

EMPLOYEE RESIGNATION

(Board Policy 407.1 & 413.1)

Classified employees who wish to resign during the school year will give the board notice of their intent to resign and final date of employment and cancel their contract thirty (30) days prior to their last working day.

Employees shall follow procedures detailed in Board Policy 407.1.

Notice of the intent to resign will be in writing to the superintendent.

REDUCTION IN FORCE

(Board Policy 413.5)

The number of staff may be reduced if a change in district needs or budgetary considerations made such a reduction necessary. Reduction shall be accomplished through normal staff attrition, unless the best interests of the school district dictate otherwise. When reductions beyond normal staff attrition are made, employees will receive thirty (30) days' notice of termination.

DISMISSAL

(Board Policy 413.3 & 413.4)

The Superintendent or his delegate subordinate has the authority to suspend the services of any support personnel/bus driver. At the next meeting of the Board, the Board may act on the reinstatement or dismissal of the employee. The employee shall have the right to a hearing before the Board if he/she so desires.

ABUSE OF BREAK OR MEAL PERIODS

Leaving the place of duty during a work shift without permission is cause for discipline, except during unpaid break periods. If an employee leaves the building, they need to clock out when they leave and clock back in when they return. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break. Times for breaks to be worked out with immediate supervisor and/or building supervisor.

ABUSE OF DISTRICT OR CO-WORKER PROPERTY

Abuse or misuse of district or non-district owned property is to be reported immediately. Failure to do so will limit district responsibility or increase employee responsibility. It is expected all employees will use care and caution using district and non-district property. Abuse or misuse or unauthorized use of district property, private property, materials and equipment is subject to disciplinary action.

BOARD POLICIES

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available in each attendance center, administrative office, and district website.

COMPUTER USE

(Board Policy 401.15)

Computers and associated technology are the property of the district and are for the use of district-related activities only. District equipment is not for employee personal or business use. Misuse of district technology may impact an employee's ability to perform his or her essential job functions. Misuse of district technology may incur disciplinary action. Any unlawful use of district technology will be dealt with to the full extent of the law.

District issued technology is subject to inspection at any time.

SOCIAL NETWORKING

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy, confidentiality, anti-harassment, and anti-bullying policies adopted by the school district when on external web sites and/or when making social media postings. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct relation to the employee's job. Employees need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees who do not want school administrators to know their personal information should refrain from exposing it on the Internet. Accordingly, District employees are urged to use great care and discretion when using social networking venues such as Facebook, Twitter, etc.

CONFIDENTIAL RECORDS

School employees are entrusted with confidential information – whether it be about students or fellow employees. Employees must not disclose confidential student information. Give careful thought to what you discuss concerning school matters with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring critical community members to the school principal or other staff members. Much care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action and expose the employee to personal liability for violation of privacy laws.

DISHONESTY

District employees are expected to perform their jobs in an ethical and honest manner. Employees are expected to be fully transparent and truthful when submitting district documents, including work leave applications (sick leave, family leave, professional leave, etc.). Any actions deemed unethical or dishonest will incur appropriate discipline up to and including termination from employment.

PHOTOGRAPHING AND RECORDING IN THE WORKPLACE

Any person, having no right or authority to do so, who taps into or connects a listening or recording device to any telephone or other communication wire, or who by any electronic or mechanical means listens to, records, or otherwise intercepts a conversation or communication of any kind, commits a serious misdemeanor; provided, that the sender or recipient of a message or one who is openly present and participating in or listening to a communication shall not be prohibited hereby from recording such message or communication; and further provided, that nothing herein shall restrict the use of any radio or television receiver to receive any communication transmitted by radio or wireless signal.

Work Rule:

Common courtesy requires that persons not photograph or make audio or video recordings of others without their permission or consent. No employee should make any audio or video recording of another person or persons at work or a work-related event unless it is with the permission or consent of those persons depicted in the recording. Such permission or consent must be obtained directly before making any recordings or must be implied by the circumstances, such as when the recordings relate to students or others while they are participating in or attending public events.

DRESS CODE/GROOMING AND HYGIENE

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Tank tops, tube tops and halter tops are not considered professional attire. As role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

SUBSTANCE FREE WORKPLACE

(Board Policy 403.5)

The board expects the school district and its employees to remain substance free. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicle, also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee will notify the employee's supervisor of the conviction within five days of the conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The superintendent is responsible for publication and dissemination of this policy to each employee. In addition, the superintendent will oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy.

ANTI-BULLYING/HARASSMENT POLICY
(Board Policy 104)

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or,

- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or,
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent/building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent/building principal or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site, and a copy shall be made to any person at the central administrative office at 204 W. Center Street, Gilman, Iowa.

EFFICIENT USE OF TIME

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate back tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

Loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty is strictly prohibited and will result in discipline up to and including termination.

An employee is expected to be at the job site and ready to begin work at the appointed starting time. Arriving late for work or leaving the job early is not acceptable. In extreme emergencies, notify your immediate supervisor if you need to be late for work. Absence or tardiness because of obligations to another job or outside activity is not acceptable as an excuse. No other income-producing activity takes precedence over your job with the district.

All district employees who are required to use a time clock will do so accurately. Failure to do so will result in discipline, up to and including termination. Falsifying a time sheet or time clock data is grounds for termination of employment. Each employee is accountable for his/her time clock data and is required to report any misrepresented data on the time clock data.

FAILURE TO COMPLETE REPORTS OR MAKE REQUIRED REPORTS

In order to have the district function in a timely manner, all employees are expected to meet deadlines as designated. Failure to meet the deadline may result in disciplinary action up to and including termination.

All on-the job injuries shall be reported to the immediate supervisor and the principal or principal's secretary in a timely manner within twenty-four (24) hours of the incident. This shall be done regardless of whether medical attention is required.

Failure to meet the deadline may result in disciplinary action up to and including termination.

INSUBORDINATION

Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority, or to carry out work assignments will not be tolerated. Insubordination will result in discipline up to and including termination.

MANDATORY COOPERATION IN WORKPLACE INVESTIGATION

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees. An employee's failure to cooperate in a workplace investigation may result in discipline up to and including termination.

MANDATORY REPORTING OF POST-EMPLOYMENT ARRESTS AND CONVICTIONS

Any employee who is arrested or convicted shall report such to the district administration within twenty-four (24) hours. Failure to do so shall incur discipline, up to and including termination.

NEGLECT OF DUTIES

All employees are mindful that students are not to be left unattended and employees should not place themselves in any position where student safety is at risk or neglect of duty could be claimed.

FIGHTING - OFFENSIVE OR ABUSIVE LANGUAGE

Any verbal, physical, or electronic altercations between or among employees or others will not be tolerated. Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated by district employees. Violation will incur discipline, up to and including termination.

PERSONAL PROFIT

Employees are not to engage in soliciting or selling for personal benefit or profit.

RELATIONSHIP WITH STUDENTS

District employees are encouraged to create a healthy relationship with students so as to assist with their learning. Employees should be wary of creating a relationship that is unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.

TELEPHONE USE

(Board Policy 401.12)

District and personal cell phones & message devices are to be used appropriately at times that do not conflict with the employees' duties. There are appropriate times to use cell phones. Cell phones should not be a distraction from instructional duties, student supervision duties, or professional development sessions. All personal calls

should be made during sanctioned breaks. District telephones are only for official school business. In case of an emergency, a message may be received, or telephone call made, but the call should be limited to no more than five (5) minutes. Employees will not be called to the phone during the workday except in an emergency. Failure to follow this guideline will result in disciplinary action.

USE OF DISTRICT VEHICLES

Only employees who possess a valid driver's license and have appropriate insurance coverage may operate a district vehicle in their work performance. Drivers of vehicles will be responsible to pay fines received, including parking tickets. Unsafe use, breaking motor vehicle laws, or personal use of district vehicles will not be tolerated and may subject employee to discipline up to and including termination.

TRAVEL COMPENSATION

(Board Policy 401.7)

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at the state rate. It is the responsibility of the superintendent to approve travel within the school district by employees. It is the responsibility of the board to review the travel within the school district by the superintendent through the board's audit and approval process.

Travel outside of the school district must be pre-approved.

SAFETY PROVISION

1. An employee may, within the scope of his employment, and pursuant to Board policy, use and apply such amount of force as is lawful, reasonable and necessary for the following purposes: (a) to quell a disturbance threatening physical injuries to others; (b) to obtain possession of weapons or other dangerous objects on the person or within the control of a pupil; (c) for the purpose of self-defense; and (d) for the protection of persons or property.
2. The Board agrees to and shall defend employees against liability as may be required by law. The Board will continue to provide liability insurance until such time as it determines that it is no longer practical to carry such insurance. The Board shall give employees sixty (60) days advance notice of the effective date of discontinuance of such insurance.
3. Employees shall immediately report cases of assault suffered by them in connection with their employment to their building administrator and the superintendent.

WEAPONS

(Board Policy 502.6)

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

WORKPLACE PRIVACY

The school district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property and only to be used for conducting school district business. As a part of their employment, the school district may make a desk or workspace available to employees. The desk and the workspace are school district property. Because the desk and the workspace are District property, not the personal property of the employee, the desk and the workspace are subject to being inspected by the District at any time, with or without notice to the employee.

The District assumes no responsibility or liability for any items of personal property which are placed in the desk or workspace which is assigned to employees.

If the District conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.

RELATIONSHIP BETWEEN PATRONS AND EMPLOYEES OF THE DISTRICT

Employees should be courteous at all times to patrons of the District. Employees should report to district administration any mistreatment by district patrons. Employee safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised.

COMPLAINT PROCEDURES

(Board Policy 401.4)

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

The Board believes the district employee should discuss and resolve complaints they may have about the district or their job with their immediate supervisor in order to provide a speedy resolution of the complaint.

For all complaints regarding a violation of a board policy or an administrative rule and which are not included in the grievance procedure covering the employee in question, the support staff employee shall report the complaint to his/her immediate supervisor within five (5) days of the alleged violation. The alleged violation shall first be discussed with his/her immediate supervisor and resolved.

If the complaint cannot be resolved by the employee's immediate supervisor, the building principal shall discuss the complaint with the employee and resolve the matter.

If the principal cannot resolve the complaint, the employee shall, within five (5) days of the discussion regarding the complaint with the building principal, make the complaint in writing to the Superintendent, and arrange to discuss the matter with the Superintendent.

Should the matter not be resolved within ten (10) days of the discussion with the Superintendent, the employee may ask to have the complaint placed on the agenda of the next Board meeting. Action taken by the Board on the complaint shall be final.

VACATIONS - (12-MONTH EMPLOYEES ONLY)

(Board Policy 414.)

The Superintendent shall establish a vacation schedule for all 12-month support employees.

Paid vacations will be granted after each year of service to all school personnel who are contracted to work on a twelve (12) month basis. The contract year shall begin July 1st of each year and earned vacation days will be awarded on the following June 1st. Unused vacation after seventeen (17) months of award date will be lost.

Employees who are contracted to work on a 12-month basis but work less than 2080 hours in a contract year shall have their vacation time prorated according to hours worked.

<i>Less than One Year</i>	<i>10 days prorated</i>
<i>One Year but Less Than Eight Years</i>	<i>10 days</i>
<i>Eight Years but Less Than Fifteen Years</i>	<i>15 days</i>
<i>Fifteen Years or More</i>	<i>20 days</i>

EQUAL EMPLOYMENT OPPORTUNITY

(Board Policy 401.1)

The Board believes individuals who file an application should be given consideration for employment if they meet or exceed the qualifications set by the Board, administration, and State Department of Education for the class or position for which they apply. In employing school district personnel, the Board shall consider the qualifications, credentials, and records of all applications without regard to race, color, creed, sex, marital status, national origin, religion, age, or disability. In keeping with the law, the Board shall consider the veteran status of applicants.

SUBSTITUTES

Every effort shall be made to fill temporary positions with the substitutes who have preparations equal to those of the regular personnel. The Board shall determine the pay rate for substitute employees.

HOLIDAYS - Full-Time Employees Only

(Board Policy 414.1)

Twelve-month employees are entitled to the following legal holidays:

- LABOR DAY*
- THANKSGIVING DAY*
- DAY AFTER THANKSGIVING*
- CHRISTMAS DAY*
- DAY AFTER CHRISTMAS*
- NEW YEAR'S DAY*
- MEMORIAL DAY*
- INDEPENDENCE DAY*
- FLOATING DAY*

NOTE: The "Floating Day" must be taken when school is not in session.

BUILDING CHECKS

Hourly custodians who perform building checks will be paid as follows:

- Laurel - \$30.00
- Gilman and LeGrand - \$30.00