

East Marshall Community
School

EMPLOYEE HANDBOOK



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EAST MARSHALL COMMUNITY SCHOOL DISTRICT

EMPLOYEE HANDBOOK

NON-DISCRIMINATION POLICY STATEMENT

It is the policy of the East Marshall Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Dr. Alan Meyer, Superintendent, 225 South Elm Street, Gilman, IA 50106, 641-498-7481, ameyer@e-marshall.k12.ia.us.

FULL-TIME/PART-TIME

Employees who work a total of 260 days per year are classified as full-time twelve month employees. Nine-month employees are considered part-time employees. They work less than 12 months or in several cases less than 40 hours per week.

PAYROLL

Full-time employees' contract year is from July 1 of one year until June 30th of the next year. 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.

IPERS

All regularly employed full-time and part-time employees are subject to membership in the Iowa Public Employees Retirement System (IPERS) and contribute 4.50% (2010-2011 school year) of the gross wage. The Board of Education contributes at the rate of 6.95% (2010-2011 school year) of the gross wage on the same base as the employee. These rates will change for the 2011-2012 school year to 5.38% employee share and 8.07% Board of Education share.

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-BOARD POLICY #412.4

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 and collective bargaining units.

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

OVERTIME

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. All overtime shall be approved in advance by the Superintendent or designee.

Flexible Benefits Plan and Insurance

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.

LTD INSURANCE- FULL-TIME EMPLOYEES ONLY (BOARD POLICY #412.3)

Subject to the provisions of the insurance policy, the Board will pay up to \$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 - Full-Time Employees Only (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 (\$10,000) dollars. Premium for said program will be paid by the Board. Benefits will be paid to the employee's designated beneficiary.

EARLY RETIREMENT POLICY (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 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 fulltime 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 \$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 -(BOARD POLICY 414.2)

Full-time and part-time employees will be granted leave for personal illness, elective disability, maternity, 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>

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

Medical documentation may be requested for those instances when an individual is frequently absent or absent for an extended period of time due to personal illness or elective disability.

Sick leave shall include absences of one-half day for full-time employees and bus drivers and one-quarter day for part-time employees or more necessitated by employee illness, doctor or dentist appointments, exclusive of routine physical examinations. Every effort should be made to schedule routine doctor and dental appointments during non-working hours.

BEREAVEMENT LEAVE -BOARD POLICY 414.4

An employee under contract and on an annual salary 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.

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.

JURY AND LEGAL DUTY LEAVE -BOARD POLICY 414.6

The board will allow classified 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 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.

Classified employees will receive their regular salary. Any payment for jury duty is turned over to the school district.

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 employee 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 414.1

All requests for personal leave shall be submitted by the employee in writing to the employee's immediate supervisor at least three (3) 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 one (1) day of unused personal leave per year not to exceed three (3) days total.

MILITARY SERVICE LEAVE-BOARD POLICY 414.7

The board recognizes classified employees may be called to participate in the armed forces, including the national guard. If a classified 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 member shall mean spouse, parent, brother, sister, child, 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 building administrator 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.

FAMILY AND MEDICAL LEAVE ACT - FULL-TIME EMPLOYEES ONLY

Consistent with the Family Medical Leave Act, each employee who has been employed at least twelve (12) months and who has worked at least 1250 hours during the preceding twelve (12) months will be granted a maximum of twelve (12) weeks unpaid leave of absence each year. For purposes of calculating the 12-week period, the year will be defined as the contract year beginning on July 1st and ending June 30th.

UNPAID LEAVE -BOARD POLICY 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 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 30 days prior to their last working day.

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 and administrative office.

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 employees are urged to use great care and discretion when using social networking and blogging venues such as MySpace, Facebook, Twitter, etc. District issued technology is subject to inspection at any time.

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. Any actions deemed unethical or dishonest will incur appropriate discipline.

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 403.6

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, barbituate, 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 nonschool 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 225 South Elm Street, Gilman, IA.

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.

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 keep a time card will do so accurately. Failure to do so will result in discipline, up to and including termination.

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.

All on-the job injuries shall be reported to the immediate supervisor and the principal or principal's secretary in a timely manner within 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.

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 including termination.

MANDATORY COOPERATION IN WORKPLACE INVESTIGATION

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees.

MANDATORY REPORTING OF POST-EMPLOYMENT ARRESTS AND CONVICTIONS

Any employee who is arrested or convicted shall report such to the district administration. 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 they (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 or physical 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

District and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. 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 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.

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.

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 are only to be used for conducting school district business.

As a part of their employment, the school district may make a desk or work space available to employees. The desk and the work space are school district property. Because the desk and the work space are District property, not the personal property of the employee, the desk and the work space 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 work space 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 & 415.2

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 - FULL-TIME EMPOLYEEES ONLY-BOARD POLICY 414.1

The Superintendent shall establish a vacation schedule for all full-time 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 Statement 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 -BOARD POLICY 415.1

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.

PHYSICAL EXAMINATIONS

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 \$75.00 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.

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:

Preschool - \$7.00
Laurel - \$18.00
Gilman and LeGrand - \$25.00