



Colo-NESCO Community
School District
Employee Handbook

2023-24

Table of Contents

Definitions	2
District Vision Statement	2
District Mission Statement	2
Equal Opportunity Employment	2
School Calendar	3
Map of District	3
District Contacts	4
Organizational Chart	4
Board Policies	4
Handbook Subject to Change	4
COMPENSATION AND BENEFITS	4
Compensation and Salary Schedule	4
Continued Education Credit	5
Continuing Contracts	5
Group Insurance Benefits	6
IPERS	7
Teacher Leadership and Compensation	7
Tax Shelter Programs	7
Other Payroll Deductions	7
Travel Compensation – Within the District	7
Travel Compensation – Outside the District	8
EMPLOYEE RELATIONS	9
Background Checks	9
Complaint Procedures	9
Conflict of Interest	9
Employee Orientation	10
Employee Records	10
Employee Searches	11
Evaluation	11
Mandatory Cooperation in Workplace Investigations	13
Mandatory Reporting of Post-Employment Arrests and Convictions	13

Nepotism	13
Probationary Status	14
Public Complaints about an Employee	14
Qualifications, Recruitment, and Selection	15
Release of Credit Information	15
Transfers	15
Whistleblower Protections	16
Work Day	16
DISTRICT PROCEDURES AND GUIDELINES	17
Business Office Procedures	17
Child Labor	17
Copyright	18
Employee Recognition	18
Employee Publication or Creation of Materials	18
Food Safety Training	18
Limitations to Employment References	19
Payroll Accountability	19
Professional Development	19
Religious Holiday Celebrations in Public Schools	19
School Fees	20
School Nutrition Program	20
School Publicity and Community Relations	21
Staff Meetings	21
CONDUCT IN THE WORKPLACE	22
Employee Use of Cell Phones	22
Employee Use of District-Owned Vehicles	22
Fighting	22
Fraud/Unlawful Gain	22
Neglect of Duties	22
Offensive or Abusive Language	22
Performing Unauthorized Work While on Duty	22
Use of School Facilities and Equipment	23

Use of Time	23
EMPLOYEE STANDARDS OF CONDUCT	24
Academic Freedom	24
Break or Meal Periods	24
Dress and Grooming	24
Employee Outside Employment	24
Employee Political Activity	25
Ethics – Board of Educational Examiners (BOEE)	25
Failure to Complete Reports	25
Gifts	25
Insubordination	25
Relationships with Co-Workers	25
Staff Technology Use/Social Networking	26
Theft	26
Treatment of Patrons of the District	26
Volunteers	26
STUDENT AND CLASSROOM ISSUES	27
Abuse of Students by a District Employee	27
Child Abuse Reporting	27
Corporal Punishment, Restraint, and Detaining Students	28
Field Trips	28
Individuals with Disabilities Act (IDEA)	28
Parent/Teacher Conferences	28
Searches of Students and Property	29
Standardized Testing and Assessment	29
Student Funds and Fund Raising	29
Student Records	29
Transporting of Students by Employees	30
Tutoring	30
HEALTH AND WELL-BEING	31
Administering Medication	31
Anti-Bullying and Anti-Harassment	31

Bloodborne Pathogens	34
Communicable Diseases – Employees	34
Employee Injury on the Job	34
Employee Physical Examination	35
Hazardous Chemical Disclosure	35
Smoke and Tobacco Free Workplace	35
Substance Free Workplace	35
LEAVES AND ABSENCES	37
Absenteeism	37
Bereavement Leave	37
Employee Holidays and Personal Leave	37
Employee Vacation	38
Family Illness Leave	38
Family and Medical Leave	38
Jury Duty Leave	39
Military Service Leave	39
Personal Illness Leave	39
Political Leave	40
Unpaid Leave	40
SAFETY AND SECURITY	42
Building Security	42
Drills and Evacuations	42
Emergency Closings/Inclement Weather/Other Interruptions	42
Threats of Violence	42
Visitors/Guests	43
Weapons	43
Protection of Employees	44
TERMINATION OF EMPLOYMENT	45
Contract Release – Licensed Employees	45
Resignation – Licensed Employee at Year End	45
Resignation – Classified Employees	45
Reduction in Force	46

Early Retirement	47
Retirement	47
Equity	47



July 10, 2023

Dear Colo-NESCO Staff,

I would like to welcome you to the 2023-2024 school year. I hope you found some time to relax this summer and are ready for a new school year. We are still working on finishing some items related to construction, but we are certainly better off than we have been the past two years. We have a fantastic staff here at Colo-NESCO. I know you will keep working hard despite any hurdles that are put in front of you. In the very near future, we will celebrate the end of all the work related to construction.

This handbook was developed in February of 2021 and has been updated every summer since then. This is intended to be a resource for teachers, support staff, administrators, and the Board of Education. Please take some time to familiarize yourself with all aspects of this handbook.

Please keep in mind that this handbook is a general source of information and may not include every possible situation that could arise. It is not intended and does not constitute a contract between the Colo-NESCO Community School District and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

If you encounter a situation that is not covered in this handbook or if you need additional information on an item in the handbook, please first inquire with your building principal or supervisor. If they are unable to assist you, they will direct you to the appropriate individual to answer your question.

Lastly, on behalf of the entire Colo-NESCO Community, the Board of Education, and the Administrative Team, I would personally like to thank you upfront for all that you do. I wish you the best as we begin a new school year. I look forward to working with all of you. Please do not hesitate to reach out if I can assist you with anything.

Sincerely,

Marc Snavely, Superintendent/Elementary Principal

OPENING STATEMENT

Definitions

- "The District" means the Colo-NESCO Community School District.
- "Parent" also means "guardian" unless otherwise stated.
- An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.
- "School activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.
- "School facilities" includes District buildings and vehicles.
- "School grounds" includes the District facilities, District property, property within the jurisdiction of the District or District premises, school-owned or school-operated buses or vehicles and chartered buses.
- "Certified Employee" means a licensed teacher.
- "Classified Employee" means non-teaching staff.
- "Board" refers to the Colo-NESCO Community School Board.
- Items in ***bold italics*** are School Board policy references. These policies may be seen at www.ColoNESCO.org.

District Vision Statement

Working, Learning, Growing

District Mission Statement

"The Colo-NESCO Community School District is committed to guiding and nurturing the academic, emotional, physical and social development of all students, while promoting life-long learning and citizenship in today's rapidly changing world."

Equal Opportunity Employment

The COLO-NESCO Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy at least every two years.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board when necessary.

COLO-NESCO COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any teaching position the school district will perform background checks as required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district will require more thorough background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has received an initial license from the BOEE, then the requirement for a background check is waived.

Advertisements and notices for vacancies within the district will contain the following statement: "The Colo-NESCO Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, COLO-NESCO Community School District, PO Box 136, Colo, IA or by telephoning 641-377-2282.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the

- Equal Employment Opportunity Commission, 500 W. Madison St., Suite 2000, Chicago, Illinois, 60661, (800) 669 4000 or TTY (800) 669-6820 <http://www.ceeoc.gov/field/chicago/>
- OR
- the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.iowa.gov/government/crc/>

This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

School Calendar

The 2023-24 District School Calendar is located on page 47.

Map of District

The Colo-NESCO Community School District Map is located on page 48.

District Contacts

Superintendent: Marc Snavely	641 377-2282
Elementary Principal: Marc Snavely	641 487-7411
MS/High School Principal: Brandon Kelley	641 377-2282
Athletic Director: Travis Owens	641 377-2282
School Improvement & Innovation Director: Beth Heller	641 377-2282
Maintenance Director: Bill Lytle	641-377-2282
Transportation Director: Ken Leighty	515 382-4067
Food Service Director: Sheryl Gilmore	641-377-2282
Business Manager: Sherri Ruzek	641 377-2282

Organizational Chart

The Colo-NESCO Community School District Organizational Chart is located on page 49.

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 the Superintendent's Office and on-line at www.ColoNESCO.org. Employees are expected to know existing Board Policies and know to refer to the Policies when necessary.

Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, the Colo-NESCO Community School District reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

COMPENSATION AND BENEFITS

Compensation and Salary Schedule

An employee required to hold a license, authorization, or certification for his/her position is solely responsible for ensuring it is current. Failure to do so could, and likely will, result in termination because by law the District cannot pay an employee who does not have a current license, authorization, or certification. Specific information regarding an employee's license, authorization, or certification may be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE may be contacted by calling 515-281-3245 or by visiting their website, located at <http://www.boee.iowa.gov/>.

District employees are paid monthly on the 20th. With the exception of Spring Break, when a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous work day. The pay period for payday is from the first Sunday of the month preceding the payday to the first Saturday of the month of payday. Direct deposit of paychecks is required for all new employees. **(Board Policy 706.1)**

Licensed:

The requirements stated in the master contract between employees in the certified collective bargaining unit and the School Board regarding wages and salaries of such employees will be followed. **(Board Policy 406.1)**

Classified:

The Board will determine the compensation to be paid for the classified employees' positions, keeping in mind the education and experience of the classified employee, the educational philosophy of the District, the financial condition of the District and any other considerations deemed relevant by the Board. **(Board Policy 412.1)**

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate. This compensation is in the form of overtime pay or compensatory time. Overtime will not be permitted without prior authorization of the superintendent.

Each non-exempt employee paid on an hour-by-hour basis must complete, sign, and turn in either a written daily time record showing the actual number of hours worked or clock in and clock out on the automated timekeeping system on the days the employee works. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action. **(Board Policy 412.2)**

Classified employees must clock in and out on the computer terminal located in each facility. Transportation will continue to fill out paper timesheets, this is subject to change at any time during the year.

Continued Education Credit

Continued education on the part of licensed employees may advance the employee on the salary schedule. The Board will determine which licensed employees will advance on the salary schedule for continued education keeping in mind the financial condition of the District, the education and experience of the licensed employee, the educational philosophy of the District, and any other items deemed relevant by the Board.

Licensed employees who wish to obtain additional education for advancement on the salary schedule must fill out the appropriate forms prior to taking a class and submit them to the Superintendent for approval. The Superintendent has the discretion to approve credit outside the employee's area of endorsement or responsibility. Lane changes on the salary schedule must be submitted prior to September 10th of the upcoming school year. **(Board Policy 406.3)**

Continuing Contracts

Contracts entered into with licensed employees, other than an administrator, will continue from year to year unless the contract states otherwise, is modified by mutual agreement between the Board and the employee, or the contract is terminated by the Board. **(Board Policy 405.4)**

Classified employees will remain employed from school year to school year, unless specifically notified otherwise in writing. Classified employees are not eligible for unemployment benefits from the District during breaks in the school calendar or over the summer, unless they have been specifically notified that their employment will be terminated. **(Board Policy 411.3)**

Group Insurance Benefits

Employees who work 30 hours per week are eligible for group insurance and health benefits. Documents detailing the plan design and enrollment period will be provided to all eligible employees at least 30 days before the start of the enrollment period. All new employees shall receive group insurance and health benefits information upon acceptance of employment. For additional information, please contact the Business Office.

The CNEA & District Advisory Committee will review the health insurance plan annually.

Health insurance is available via WellMark. Each employee who works at least 30 hours per week is eligible for health insurance, provided by one of the plans below:

Certified and Non Certified Staff working at least 30 hours/week

Wellmark \$500 Deductible – District pays \$705.97

When the benefit plan cost is greater than the monthly contribution, the employee may authorize the District to reduce his/her salary by an amount equal to the benefit premium. In that event, the District shall pay such amounts for the benefit premium. When the benefit cost is less than the monthly contribution, the employee may use the excess amount as an addition to his/her salary.

Life Insurance and AD&D of \$25,000 is paid by the District

Long-term disability insurance is paid by the District. Coverage is sixty-six and two-thirds percent (66 2/3%) and will provide coverage beginning when sick leave is exhausted.

Flexible spending accounts are available for medical costs and dependent care.

Dental and Vision insurance are available via payroll deduction only. District shall provide access to dental insurance for eligible employees. The District will cover the first \$10 of an enrolled employee's monthly premium with the remainder the responsibility of the employee. Employee is responsible for the total cost of vision insurance.

Duration Coverage shall be for the duration of eligible employment. New employees shall be covered, if application is made timely, on the first of the month following or coinciding with employment. Coverage shall terminate at the end of the month in which employee receives last paycheck.

Liability Insurance All employees will be covered by any regular liability insurance procured by the District or under any pooled or self-insurance plan entered into by the District

Worker's Compensation the District will provide the worker's compensation coverage required by state law. Employees eligible for the benefits may, at their discretion, supplement the same in the manner allowed by state law, which will result in a deduction in sick leave for accumulation for each day supplemented.

IPERS

The Colo-NESCO Community School participates 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>.

Teacher Leadership and Compensation

The goals of the Teacher Leadership and Compensation System (TLC) are:

- Attract able and promising new teachers by offering competitive starting salaries and offering short-term and long-term professional development and leadership opportunities.
- Retain effective teachers by providing enhanced career opportunities.
- Promote collaboration by developing and supporting opportunities for teachers in schools and school districts statewide to learn from each other.
- Reward professional growth and effective teaching by providing pathways for career opportunities that come with increased leadership responsibilities and involve increased compensation.
- Improve student achievement by strengthening instruction.

Tax Shelter Programs

The Board authorizes the administration to make a payroll deduction for employees' tax sheltered annuity premiums purchased from companies allowed by the State of Iowa Retirement Investors Club (RIC) 403b Program the employee chooses. Employees wishing to have payroll deductions for tax-sheltered annuities will make a written request to the Board Secretary. (**Board Policies 406.6 and 412.4**)

Other Payroll Deductions

1. Authorization. Upon appropriate written authorization from the Employee, the District shall deduct from the salary of any Employee, and make appropriate remittance, for annuities and insurance or any other program jointly approved by the Association and the Board.
2. Hold-Harmless. The Association agrees to indemnify and hold harmless the Board and all administrators against any and all liability and costs whatsoever arising out of the application of the provisions of this Article, including reasonable attorney fees.

Travel Compensation – Within the District

Employees required to travel in their personal vehicle between District buildings to carry out the duties of their position may be reimbursed at the Federal rate per mile. It is the responsibility of the Board to review the travel within the District by the superintendent through the Board's audit and approval process. A voucher shall be completed by the employee before reimbursement will be paid.

Employees who are allowed an in-District travel allowance will have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code. (**Board Policy 401.7**)

Travel Compensation – Outside the District

Employees traveling on behalf of the District and performing approved District business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

Travel outside of the District must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved District business. Travel outside the District by employees is approved by the building principal or supervisor.

Reimbursement for actual and necessary expenses will be allowed for travel outside the District if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the District with a detailed receipt, other than a credit card receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the District's record of the claim.

Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the District no later than 30 working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the District will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration. **(Board Policy 401.7)**

EMPLOYEE RELATIONS

Background Checks

Employees are subject to criminal, dependent adult abuse and child abuse background checks every five years. The background check will either be conducted by the District or another agency. Patrons who volunteer in the District, whether it is for academic or co-curricular activities must have a background check prior to beginning to volunteer.

Complaint Procedures

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.

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the Board. (Article XI Grievance Procedures) This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

Conflict of Interest

Employees' use of their position with the District for financial gain is considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days' notice, require the employee to cease approved solicitations as a condition of continued employment.

Employees will not act as an agent or dealer for the sale of textbooks or other school supply companies doing business with the District. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client, or employer originates from information obtained because of the employee's position in the District.

It will also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist will include, but not be limited to, any of the following:

(1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.

(2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.

(3) The outside employment or activity is subject to the official control, inspection, review, and audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment or activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity; or,
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It is the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise. **(Board Policy 401.2)**

Employee Orientation

Employees must know their roles and duties. New employees will be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the HR/Payroll Specialist. **(Board Policy 401.11)**

Employee Records

The District will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing Board policy, for budget and financial planning, and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the District, salary records, evaluations, application for employment, references, and other items needed to carry out Board policy. Employee personnel files are District records and are generally considered confidential records and therefore are not open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The District may charge a reasonable fee for each copy made. However, employees will not be allowed access to the employment references written on behalf of the employee. **(Board Policy 401.5)**

Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other District provided space or equipment. The District may look into these items when needed. Anything on the District's computers, server, web site, etc. and in District files, etc. are considered a public record and open to public inspection. 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. Should the District get a request to see this information, at that time a determination will be made whether the information can be withheld as confidential information. 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.

Evaluation

Licensed:

Evaluation of licensed employees on their skills, abilities, and competences is an ongoing process supervised by the building principals and conducted by approved evaluators. The goals of the formal evaluation process is to improve the District's education program, to assess performance of licensed employees, to clarify each licensed employee's authority and responsibilities, to identify areas in need of improvement, to clarify the immediate priorities of the District, and to enhance the working relationship between the administrators and other employees.

A. Staff Evaluation. Employees who are to be evaluated shall be presented with the evaluation procedures and instruments including the Iowa Teaching Standards and Criteria. Employees will also be presented with any additional District and Association determined standards and criteria the evaluator will use.

B. Tier 1. Teachers in their first or second year of the profession, or career teachers, who are in their first year of teaching for the District, shall be considered Tier 1 teachers. The cycle for Tier 1 shall consist of both formal and informal observations, initiated by the evaluator. The evaluator shall conduct a minimum of three formal observations and a minimum of three walkthroughs. At least one of the formal observations shall also include a pre-observation conference and post observation conference between the evaluator and teacher. Teachers in Tier I will be involved in a minimum of one summative conference in year one. The summative conference shall be conducted by April 15 and documented as required by the State of Iowa. In year two (year one for career teachers new to the District), teachers in Tier 1 will be involved in a written comprehensive review on or before April 30. If by the end of January of the second year (year one for career teachers new to the District) the evaluator determines that the teacher does not meet the Iowa Teaching Standards, the evaluator will inform the teacher which standard(s) have not been met and shall indicate where improvement is needed to determine that the teacher meets all eight standards. If another observation is needed, it shall be held before the April 30 summative conference. If only a conference is needed, then it will be held before April 30.

C. Tier 2 (Career Teachers). Tier 2 is for licensed teachers who have earned regular teaching licenses and are not in Tier 3. A teacher in their third year of probation pursuant to the Iowa Code shall be evaluated using the same methods as in Tier 1. For all others, a three-year evaluation cycle will be established by the evaluator except when movement to Tier 3 occurs.

D. During year one of the cycle, each staff member shall create an individual career development plan linked to the District's career development plan. Plans must be submitted to the evaluator by October 1 of year one.

E. During year one and year two of the cycle, the evaluator and teacher shall meet by April 30. During this meeting, the teacher and evaluator shall discuss the progress of the teacher on the Individual Career Development Plan and on the Iowa Teaching Standards and Criteria.

F. Each year of the three-year cycle, the evaluator shall conduct a minimum of two walk-throughs and may conduct informal observations. The evaluator may also formally observe the teacher, at any time the evaluator determines; however, the evaluator shall formally observe the teacher a minimum of at least one time in year three of the cycle. At least one formal observation shall include a pre-observation conference and a post-observation conference between the evaluator and teacher. If the evaluator determines that the teacher is not meeting any of the eight standards, then the evaluator shall inform the teacher which standard(s) are not being met and shall indicate where improvement is needed to determine that the teacher meets all eight standards.

G. In year three, the completion of the Individual Career Development Plan will occur. A written review will be completed by the evaluator after both the teacher and evaluator have met regarding the teacher's progress and outcome on the Individual Career Development Plan. In addition, a three-year summative performance review will be conducted by the evaluator. The teacher shall provide the evaluator a portfolio linking artifacts to the Iowa Teaching Standards and Criteria. By April 30 of the third year of the cycle, the evaluator shall make one of the following recommendations to the Superintendent:

1. The teacher has demonstrated growth in the goal areas and no change is recommended to the teacher's continuing contract.
2. The teacher has not demonstrated growth in the goal areas and, as determined by the principal, to be in need of intensive assistance. Intensive assistance shall be provided for a period not to exceed twelve (12) calendar months. A summative review will be scheduled near the completion of intensive assistance.

H. Tier 3 (Intensive Assistance). A teacher will be placed on intensive assistance when the evaluator determines, at any time, that as a result of the teacher's performance, the teacher is not meeting one or more of the following:

1. District expectations under the Iowa Teaching Standards 1 - 7 and Criteria (Standard 8 is excluded) and any other standards and criteria that are permissible per the terms of this agreement.
2. The Individual Career Development Plan.

I. Intensive Assistance may begin at any time but is not to exceed twelve (12) months in duration. When a teacher is placed on Intensive Assistance, the following will occur:

1. A letter will be sent by the evaluator to the teacher notifying him/her that the teacher is being placed on Intensive Assistance.
2. A copy of the notification will be sent to the Superintendent's Office and will be placed in the teacher's personnel file.
3. A conference will be held between the teacher and evaluator to develop an Assistance Plan that will include the following:
 - a. A specific statement of concerns related to one or more of the Iowa Teaching Standards 1 - 7 and Criteria and any other standards and criteria that are permissible per the terms of this agreement.

b. The plan shall include strategies to be applied in achieving the goals, intended timelines for the strategic actions, and specific criteria for evaluating the successful completion of the plan.

The review of the teacher in Intensive Assistance shall be made by the evaluator. At the conclusion of the designated time frame, one of three recommendations shall be made:

1. The problem is resolved and the staff member is removed from Intensive Assistance.
2. Progress is noted, the timeline is extended, but may not exceed twelve months and work continues in the assistance phase.
3. The problem is not resolved and/or inadequate progress is noted. Action may then be taken by the District to terminate the teacher's contract.

Any employee has the right to respond in writing to specific items on their evaluation within five calendar days of the post-evaluation conference.

Classified:

Evaluation of classified employees on their skills, abilities, competence, and demonstrated performance is an ongoing process supervised by the superintendent. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed the Board's standards of performance, to clarify each classified 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.

Mandatory Cooperation in Workplace Investigations

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees. Employees may be disciplined, up to and including termination, for making any untrue statement or providing information that is dishonest, misleading, inaccurate or incomplete during the investigation and related procedures. Employees may also be disciplined, up to and including termination, for impeding, obstructing or failing to cooperate with the investigation and related procedures.

Mandatory Reporting of Post-Employment Arrests and Convictions

Any employee who is arrested or convicted of any criminal charges shall report such information to the Superintendent within 24 hours. Failure to do so shall incur discipline, up to and including termination.

Nepotism

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district. The employment of more than one individual in a family is on the basis of their qualifications, credentials and records. ***(Board Policy 401.3)***

Probationary Status

The first three consecutive years of employment of a teacher in the same school district are a probationary period. However, if the teacher has successfully completed a probationary period of employment for another school district located in Iowa, the probationary period in the current district of employment will not exceed one year. The Board may waive the probationary period for any teacher who previously has served a probationary period in another school district and the Board may extend the probationary period for an additional year with the consent of the teacher.

A probationary employee shall have no seniority until the employee has completed the probationary period and at that time the employee will acquire seniority from the date the employee commenced work.

Licensed employees may also serve a probationary period based upon their performance. Such probationary period is determined on a case-by-case basis in light of the circumstances surrounding the employee's performance as documented in the employee's evaluations and personnel file. **(Board Policy 405.9)**

Classified employees first 90 days of employment is a probationary period. "Day" is defined as one work day regardless of full-time or part-time status of the employee. New employees, regardless of experience, are subject to this probationary period. **(Board Policy 411.8)**

Public Complaints about an Employee

The Board recognizes situations may arise in the operation of the District which are of concern to parents and other members of the District community. While constructive criticism is welcomed, the Board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The Board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the Board it will be referred to the administration to be resolved. Prior to Board action however, the following should be completed:

- (a) Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the supervisor of that employee.
- (c) Unsettled matters regarding all employees from (b) above or problems and questions concerning the District should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the Board. To bring a concern regarding an employee, the individual may notify the Board President in writing, who may bring it to the attention of the entire Board, or the item may be placed on the Board agenda of a regularly scheduled Board meeting in accordance with Board policy 210.8.

It is within the discretion of the Board to address complaints from the members of the District community, and the Board will only do so if they are in writing, signed, and the complainant has complied with this policy. **(Board Policy 402.5)**

Qualifications, Recruitment, and Selection

Job applicants for all positions will be considered on the basis of the following: training, experience, and skill; nature of the occupation; demonstrated competence; and possession of, or ability to obtain, state license, if required, for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on IowaWORKS www.iowaworks.gov, the online state job posting system. Additional announcements of the position will be through means the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from the District website.

The superintendent will recommend employment of employees to the Board for approval. The superintendent, however, will have the authority to hire an employee on a temporary basis until a recommendation can be made and action can be taken by the Board on the position. (*Board Policies 405.2 & 411.2*)

Release of Credit Information

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee. (*Board Policy 402.1*)

Transfers

Posting of Opportunities to Transfer Notice of openings will be posted. Employees who desire to apply for the transfer shall submit their applications in writing to the superintendent, or his designee, within five (5) calendar days from the posting. The granting of a transfer will be at the sole discretion of the superintendent and shall be based upon the needs of the District. When a transfer is filled, all applicants shall be personally notified within a reasonable time thereafter.

A. Vacancies: The Employer shall determine when a vacancy exists. A vacancy will be filled based upon the needs of the school district as determined by the Employer. A vacancy that occurs during the school year will be posted by the Superintendent in each building. A vacancy that occurs during the summer months will be posted at the central office and delivered to the president of the Association.

B. Voluntary Transfers: Any employee who desires to transfer from one building or position to another shall file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject and building to which the employee wishes to transfer. Such statement shall expire when the vacancy is filled.

Voluntary requests will be considered by the employer when deciding who will be selected from among current employees and new applicants to fill the vacancy. If more than one current employee applies, the following factors will be considered: seniority, relative skill, ability, experience in the position, competence and qualification.

After the current employee has been notified that the position has been filled, if the employee involved desires, written reasons for the denial will be provided and a meeting between the employee and employer will be held.

C. Involuntary Transfers: An involuntary transfer will be made only when the employer determines it necessary. A meeting between the employee and the employer will be held before the involuntary transfer is made. A written notice of involuntary transfer will be given to the employee as soon as practical. Voluntary requests will be considered before an involuntary transfer is made to fill a vacancy.

Nothing in the transfer procedures shall be construed as restricting the employer from exercising the right to temporarily fill any vacancy.

Whistleblower Protections

Office of the Ombudsman 515 281-3592

Work Day

The work day for employees will begin at a time established by the superintendent or master contract. For licensed staff, please see Article IV of the Collective Bargaining Agreement for specific information. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the principal or supervisor whenever the employees must leave the school building during the work day. **(Board Policy 405.5)**

DISTRICT PROCEDURES AND GUIDELINES

Business Office Procedures

The Board, via District Business Office, is the final authority to oversee the receipt and expenditure of District funds, including taxpayer and activity funds. To purchase or pay for an item, the following procedures must be followed:

All purchases over \$300 must have a purchase order prior to purchase. This can be entered in the Grant Wood System and be approved by your supervisor and business office, you will then receive an email purchase order. Invoices will then be approved at the appropriate meeting.

Scheduled 2023-24 Board Meeting Dates

July 17
August 21
September 18
October 16
November 20
December 18
January 15
February 19
March 18
April 15
May 20
June 17
July 15

Dates Claims Must Be Submitted

July 12
August 16
September 13
October 11
November 15
December 15
January 10
February 14
March 13
April 10
May 15
June 12
July 10

For purchases via the District credit card:

1. Prior to being issued a credit card, an employee must read the credit card procedures and sign off that he/she has completed this.
2. For purchases with a credit card a purchase order is required prior to receiving a credit card.
3. To request a credit card, please fill out an "Approval to Issue a District pCard to an Employee" form and have an administrator/manager sign the form. Without this form and a purchase order, a credit card will not be issued.
4. When returning the credit card, receipts and a "Procurement Card Expense" form listing your expenses must be turned in within 24 hours of the last use of the credit card.
5. Failure to follow any of the above steps may result in suspension of credit card privileges.

Child Labor

The District complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 18 are prohibited from working in certain occupations, performing certain duties, and from using certain equipment. For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625 or visit <http://www.iowaworkforce.org/labor/childlabor.htm>.

Copyright

In order for students to experience a diverse curriculum, the Board encourages employees to supplement their regular curricular materials with other resources. In so doing, the Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met. **(Board Policy 605.7)**

For additional information about copyright and fair use, please visit the "Frequently Asked Questions about Copyright" section of the United States Copyright Office located at <http://copyright.gov/help/faq/index.html>.

Discipline

Employee violations of Board policy and work rules may result in discipline, up to and including termination. All employees who do not have a 279.13 teaching contract or 279.24 administrator contract are considered "at-will" employees and serve at the will of the Board. Employees whose employment is terminated will be given the appropriate level of due process as required by law.

Employee Recognition

The board recognizes and appreciates the service of its employees. Employees who retire or resign may be honored by the board, administration and staff in an appropriate manner. If the form of honor thought appropriate by the administration and employees involves unusual expense to the school district, the superintendent will seek prior approval from the board. **(Board Policy 401.8)**

Employee Publication or Creation of Materials

Materials created by employees and the financial gain therefrom are the property of the District if school materials and time were used in their creation and/or such materials were created in the scope of the employee's employment. The employee must seek prior written approval of the superintendent concerning activities concerning creation of materials. **(Board Policy 408.2)**

Food Safety Training

Any employee who handles food as part of their employment is required to be complete Food Safety Training. Training will be offered for food service employees at the beginning of the school year and is mandatory for new staff members. Food Service employees may also attend a Serv-Safe class at the expense of the District to be certified in Food Safety. Food Service employees are expected to maintain their Serv-Safe certification for the duration of their employment or attend yearly Food Safety classes.

Limitations to Employment References

School employees shall not assist another co-worker, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative personnel files, if the employee knows, or has probable cause to believe, that such co-worker, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

This limitation does not apply if the matter has been properly reported to law enforcement and any other regulatory authorities required by law, and either:

- the matter has been officially closed by the law enforcement agency;
- the individual is acquitted or otherwise exonerated of the alleged misconduct; or
- more than four years has passed since the case was opened, and no charges or indictment have been filed.

Payroll Accountability

The District believes in taking appropriate measures to ensure the accurate expenditure of District funds through payroll. All District employees shall be responsible for accurately and timely reporting their time worked. The Business Manager shall be responsible for the timely and accurate disbursement of payroll for the District. No individuals beyond the employees shall have authority to alter timekeeping for employees without prior approval from the superintendent. The superintendent shall develop procedures to ensure the accurate recording of time worked and compensation disbursed for all district employees.

Professional Development

The Board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The Board will maintain and support an in-service program for licensed employees. Requests for attendance or participation in a professional development program, other than those development programs sponsored by the District, are made to the superintendent. Approval of the superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the District pays the expenses for the program.

The superintendent will have sole discretion to allow or disallow employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the District, the effect of the licensed employee's absence, on the education program and District operations and the District's financial situation as well as other factors deemed relevant in the judgment of the superintendent. **(Board Policy 408.1)**

Individuals wishing to use Professional Development for lane change, see Master Agreement Article 18B.

Religious Holiday Celebrations in Public Schools

Public school officials need to be respectful of the religious beliefs of employees and students. The Iowa Department of Education has provided the following non-exhaustive checklist for prohibited and permissive activities related to religious holiday celebrations in public schools. This information may be located at <https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools>.

Prohibited Activities:

- Displays of religious symbols such as a crèche, an angel, a menorah, or a banner with a religious message (e.g., “Gloria in Excelsis Deo,”)
- Display of a Christmas tree with religious symbols such as stars, angels, the baby Jesus.
- School-wide prayer or Scripture readings.
- A musical concert with exclusively religious music.
- Banning students from offering candy canes or other items with a religious message during noninstructional time (before or after school or during a recess) and not done in the classroom. Schools may still prohibit distribution within classrooms.
- Holding a “Christmas Party” in the classroom. (A “holiday” or “end of semester” or “end of year” party is OK).

Permissible Activities:

- Including religious music selections during public holiday concerts if non-religious music is included.
- Holding holiday concerts at religious sites if the concerts are also held at non-religious sites.
- Displaying a “giving tree,” (e.g., a tree on which students hang donated items such as mittens, gloves, etc.).
- Displays of religious symbols when combined with other symbols of cultural and ethnic heritage such as Kwanzaa symbols, Frosty the Snowman, other festive figures, a “Happy Holidays” banner, etc.
- Displays of symbols representing many religious beliefs, even without non-religious symbols. But, just displaying symbols from Christianity and Judaism is an impermissible endorsement of dual beliefs. The display must present a message of pluralism and freedom to choose one’s own beliefs.

School Fees

Iowa law identifies the types of fees schools can charge. School districts only have the authority to charge fees for textbooks, school supplies, eye and ear protective devices, summer school, driver’s education and transportation for students not eligible for free transportation. For those that are charged, the fees must be waived or reduced for those students who meet the eligibility requirements for free or reduce priced lunch. Employees cannot charge a student fee for anything without prior consent of the Superintendent.

School Nutrition Program

The District operates a lunch and breakfast program. Employees may purchase meals and other items, including milk. Breakfast costs \$2.00 each, while lunch costs \$4.85 each. Please use the on-line program JMC to pay for your lunches.

Adults will not be allowed to charge any meals or ala carte items. Adults must have cash or money in their account to make a purchase. **(Board Policy 710.4)**

School Publicity and Community Relations

District staff are the connection between the schools and the community. Employees are expected to work in a professional manner with parents and the community, when appropriate, for their positions. Teachers especially are expected to work closely with parents throughout the school year to ensure the success of all students, as parents are vital partners in the education of their children.

The Board President is the spokesperson for the Board, and the superintendent is the spokesperson for the District. It is the responsibility of the Board President and superintendent to respond to inquiries from the news media about the District.

Staff Meetings

Staff meetings provide an opportunity for the communication of important District information to be shared between administration and employees. Employees are expected to attend staff meetings unless they are on leave or excused by an administrator.

Certified employees may be required to attend without additional compensation faculty or professional meetings (not to exceed one (1) per month) either before or after the regular workday. Additional meetings may be scheduled at the superintendent's discretion. In addition, certified employees may be required without additional compensation to attend evening meetings outside the regular school day not to exceed six (1) per semester. Part-time certified employees who are required to attend staff development activities which are held during the normal work day, but scheduled outside the part-time certified employee's normal contract work hours, shall be compensated at their per diem rate. **(Page 3 Master Contract)**

CONDUCT IN THE WORKPLACE

Employee Use of Cell Phones

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. Failure to follow this guideline will result in disciplinary action. **(Board Policy 401.2)**

Employee Use of District-Owned Vehicles

Certain District employment positions may require regular and extensive travel. Due to the required duties of these positions, the District may provide certain positions with use of District-owned vehicles. Employees who utilize District-owned vehicles during the course of their job duties are fulfilling the public purpose of meeting the needs of the educational community in an efficient, and time-sensitive manner. District-owned vehicles are purchased and maintained with public money and must be used strictly in accordance with fulfilling a public purpose. These vehicles represent the District in carrying out its educational mission. Therefore, District-owned vehicles will be clearly marked at all times to identify the District.

Fighting

Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action.

Fraud/Unlawful Gain

Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. The District will also file a complaint with the Iowa Board of Educational Examiners' as a violation of their Code of Ethics and the district will also petition for license revocation.

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. Employees, in a supervisory role, needing to leave an area where students are present must ensure another adult is present before leaving.

Offensive or Abusive Language

Threatening, intimidating, or using abusive and profane language by District employees towards others, including derogatory slurs, will not be tolerated. Violation will incur discipline, up to and including termination.

Performing Unauthorized Work While on Duty

All District employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination.

Use of School Facilities and Equipment

The 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 District property only to be used for conducting District business.

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.

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.

Actions such as the following are strictly prohibited by employees and will result in discipline: loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty.

EMPLOYEE STANDARDS OF CONDUCT

Academic Freedom

The District's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide a learning environment and assignments for their students.

Break or Meal Periods

Leaving the place of duty during a work shift without permission of the principal is cause for discipline, except during unpaid break periods. Please call or sign out at the building office prior to leaving the building during breaks. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break.

Dress and Grooming

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, sleeveless shirts, short shorts 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. Employees are also expected to utilize safety equipment assigned them during the performance of their duty.

Employees furnished work uniforms are expected to keep them clean and in good repair. The uniforms must be returned to the District when they become unwearable or upon termination of employment.

Food Service staff members must comply with uniform requirements in the Food Service Employee Handbook.

Employee Outside Employment

The Board believes that the primary responsibility of employees is to the duties of their position within the District as outlined in their job description. The Board considers an employee's duties as part of a regular, full-time position as full-time employment. The Board expects such employees to give the responsibilities of their positions in the District precedence over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the District job. Should a supervisor believe the external position is impacting the internal one; the supervisor will address it with the employee.

The Board may request the employee to cease the outside employment as a condition of continued employment with the District.

Employee Political Activity

Employees will not engage in political activity on property under the jurisdiction of the Board. Activities including, but not limited to, posting or distribution of political circulars or petitions, the collection or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited. Violation of this policy may be grounds for disciplinary action. **(Board Policy 401.9)**

Ethics – Board of Educational Examiners (BOEE)

District employees are expected to perform their jobs in an ethical and honest manner consistent with Board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well. For a copy of the ethics code, please visit <http://www.boee.iowa.gov/doc/ethHndot.pdf>.

Failure to Complete Reports

In order to have the District function in a timely manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including but not limited to: time sheets, grade reports, student records, IEP documentation and testing results. Failure to meet the deadline may result in disciplinary action.

Gifts

Employees will not, either directly or indirectly, solicit, accept or receive any gift, series of gifts, or honorarium unless the donor does not meet the definition of "restricted donor" or the gift or honorarium does not meet the definition of gift or honorarium. **(Board Policy 402.4)**

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.

Relationships with Co-Workers

District employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the District and fulfillment of individual job responsibilities. All employees must have a respectful attitude toward their job and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt or demean their work.

Staff Technology Use/Social Networking

Usage of the District's computer resources is a privilege, not a right, and use entails responsibility. All information on the District's computer system is considered a public record. Whether there is an exception to keep some narrow, specific content within the information confidential is determined on a case-by-case basis. Therefore, users of the District's computer network must not expect, nor does the District guarantee, privacy for e-mail or use of the District's computer network including web sites visited. The District reserves the right to access and view any material stored on District equipment or any material used in conjunction with the District's computer network.

Employees shall not post confidential or proprietary information, including photographic images, about the 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 and confidentiality policies adopted by the District when on external web sites. Employees shall not use the District logos, images, iconography, etc. on external web sites. Employees shall not use District time or property on external sites that are not in direct relation to the employee's job. Employees, students and volunteers 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, students, and volunteers who do not want school administrators to know their personal information, should refrain from exposing it on the Internet. Employees, who would like to start a social media site for District sanctioned activities, should contact the superintendent and must work with the Technology Director in establishing and maintaining the site.

Communication to students via electronic means, including but not limited to email, text, and social media should be directed toward a particular group (i.e. team, class, club). Such communication beyond District email (text, social media, etc.) directed toward a single/individual student must include the parent, guardian, and/or Administrator.

Please also refer to **Board Policy 605.6 "Appropriate Use of Technology & Internet" and 401.13 Staff Technology Use/Social Networking**

Theft

All thefts should be reported immediately to a principal or supervisor. Any finding of theft will result in appropriate discipline, up to and including termination.

Treatment of Patrons of the District

Patrons of the District are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to District administration any mistreatment by District patrons.

Volunteers

The Board recognizes the valuable resources it has in the members of the District community. When possible and in concert with the education program, members of the District community may be asked to make presentations to the students or to assist employees in duties other than teaching. The District may officially recognize the contributions made by volunteers. **Volunteers are required to check in with the school building office for approval and background checks.**

STUDENT AND CLASSROOM ISSUES

Abuse of Students by a District Employee

District employees are encouraged to create professional relationships with students so as to assist with their learning. Employees should not create relationships with students that are 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.

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the District under the direction and control of the District. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The District will respond promptly to allegations of abuse of students by District employees by investigating or arranging for the investigation of an allegation. Employees are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigation process. **(Board Policy 402.3)**

Child Abuse Reporting

The District believes in protecting our students and we strive for them to be productive without outside factors weighing on their ability to learn. In compliance with state law and to provide protection to victims of child abuse, the Board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, coaches and paraeducators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous three years. After July 1, 2019, employees who have taken mandatory reporter training will be required to take the two-hour training course before the expiration of their current training certificate. Once the training course has been taken, the certificate will remain valid for three years. Employees who have the post-July 1, 2019 two-hour training course will take the one-hour follow up training course every three years and prior to the expiration of their certificate. **(Board Policy 402.2)**

Corporal Punishment, Restraint, and Detaining Students

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. School employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a student. If a student is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. For additional information regarding Iowa law on this issue, please visit the “Timeout, Seclusion, and Restraint” section of the Iowa Department of Education’s website, located at <https://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint>.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the District. If a field trip is required for a course, students are expected to attend the field trip, unless an appropriate reason prohibits attendance. The field trip must be approved by the building principal in advance. (**Board Policy 606.5**)

Individuals with Disabilities Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at <http://sites.ed.gov/idea>. Additionally, employees are expected to follow District procedures for identifying students who need additional assistance and meet the needs of identified students.

Parent/Teacher Conferences

Parent-teacher conferences will be held twice a year to keep the parents informed. Parents, teachers, or principals may request a conference for students in grades preschool through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student’s progress or other matters with the student’s teacher. (**Board Policy 505.1**)

Searches of Students and Property

In order to protect the health and safety of students, employees, and visitors to the District and for the protection of the District facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or District policy, rules, or regulations affecting school order. Employees must never search, pat down or otherwise inspect a student and his or her belongings without the notification of the principal. The principal will determine whether there is a reasonable belief that a law, school rule or Board policy has been violated to justify the search or whether law enforcement should be contacted. Employees should never search or inspect a student's person or belongings without another adult present and only adults of the same sex of the student should be present during the search or inspection. For additional information regarding searches of students and property, please consult IOWA CODE 808A.1.

Standardized Testing and Assessment

Assessment is an important part of the education process and the District is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in disciplinary action up to and including termination. For additional information regarding the applicable standard in the Iowa Board of Educational Examiners Code of Professional Conduct and Ethics, please visit The Board of Educational Examiners website located at <http://www.boee.iowa.gov/doc/ethHndot.pdf>.

Student Funds and Fund Raising

Students may raise funds for school-sponsored events with the permission of the principal. Fund raising by students for events other than school-sponsored events is not allowed. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy. **(Board Policy 504.5)**

Student Records

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is to someone who has a legitimate educational interest in knowing the information. Please contact a building principal if you have a request for student records.

Give careful thought to what you discuss concerning school matters whether 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 community members to the school principal or appropriate staff member. Much care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action, up to and including termination, and expose the employee to personal liability for violation of Iowa's privacy law.

Transporting of Students by Employees

Generally, transportation of students is in a motor vehicle owned by the District and driven by an employee. Only in rare cases, such as an emergency or a sick child, should an employee transport a student in the employee's personal vehicle. In some cases, it may be more economical or efficient for the District to allow an employee of the District to transport the students in the employee's motor vehicle and will be done so after approval of the administration. **(Board Policy 401.6)**

Tutoring

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent. Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent. Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent. **(Board Policy 408.3)**

HEALTH AND WELL-BEING

Administering Medication

The supervision of any medication distribution to students shall be in strict compliance with the rules and regulations of the Board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in Board policy.

Anti-Bullying and Anti-Harassment

Nondiscrimination

No student in the District will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The policy of the District will be to provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities and potential.

Harassment and Bullying Prohibited

The District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District will educate students about our cultural diversity and will promote tolerance of individual differences.

Harassment and bullying of students is against the policy of the State of Iowa as well as of the District. The District will promote procedures and practices to reduce and eliminate harassment and bullying. The District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. This includes harassment or bullying based on the student's actual or perceived trait or characteristic, including the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee's contract, and/or exclusion of a volunteer from District activities or premises.

Definition

Any electronic (such as emails or instant messages), written, verbal or physical act or conduct toward a student that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

- places the student in reasonable fear of harm to the student's person or property; or
- has a substantially detrimental effect on the student's physical or mental health; or
- 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 District services, activities, or privileges.

Examples of prohibited behavior may include, but are not limited to the following:

- unwelcome touching;
- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs or posters;
- implied or explicit threats concerning grades, awards, property or opportunities;
- requiring, explicitly or implicitly, that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

Sexual Harassment

General. It is the policy of the Colo-NESCO Community School District to maintain a learning environment that is free from sexual harassment. All employees, visitors and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It will be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature as defined in this policy.

Definition. Sexual harassment will consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student's educational opportunities or benefits; or
- Submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or
- Such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to the following:

- requests or pressure for sexual activity;
- unwelcome touching;
- other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature;
- repeated remarks to or about a person with sexual or demeaning implications.

(Note: any sexual overtures made by a staff member to a student, whether welcomed or unwelcomed, will be grounds for discipline, including discharge of the staff member.)

Complaint Procedures

Any person alleging a violation of this policy may file a complaint using the Anti-Bullying/Harassment Complaint Form (see Code 104.E1). Individuals who are aware of harassment or bullying will file a written complaint or will report the conduct to the compliance officer. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant will file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent or designee. Board Policy 402.3 "Abuse of Students by District Employees" will govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by staff members.

The complainant may be required to complete a written complaint form and to turn over copies of evidence of discrimination, harassment or bullying including, but not limited to, letters, emails, tapes, signs, and pictures. The investigator will promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. District employees, students and volunteers will fully and fairly cooperate in the investigation.

A written investigative report will be completed, and a summary of the report, including a finding that

the complaint was founded or unfounded will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination or harassment.

Grievance Procedure — Disability

The District has also established a grievance procedure to handle complaints of discrimination based on disability and to handle concerns regarding accommodations of disabled students. A parent, guardian, or student may utilize such grievance procedures.

Compliance Officer

The School Improvement Director will be designated as the District's compliance officers to insure that students are treated in accordance with District policy prohibiting discrimination, harassment and bullying. In the event the School Improvement Director is the alleged perpetrator, the superintendent or designee will be the alternate compliance officer.

Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

No Retaliation

No person will retaliate against a student or other person because the student or other person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation will be subject to discipline up to and including suspension, expulsion, exclusion or termination of employment.

Corrective Actions

The District will take action to halt any improper discrimination, harassment or bullying and will take other appropriate corrective actions, including disciplinary measures which may include discharge, suspension, expulsion, or exclusion of a perpetrator, to remedy all violations of this policy.

Notification

Notice of this policy will be communicated to staff, students, and parents of the District and to the District community. It will be included in handbooks and will be published in such other manner as the compliance officer will determine.

Training

The District will educate staff, parents and students about harassment and bullying, effective methods of prevention, and what to do in the event of such actions. The District will participate in assessments of the effectiveness of this policy and education programs and will make reports as required.

Other Agencies

Students and their parents may also contact the Iowa Civil Rights Commission and the Office of Civil Rights of the United States Department of Education for assistance. ***(Board Policy 102.1)***

Bloodborne Pathogens

Annually, all employees will be given the opportunity to take the bloodborne pathogens training and all staff under contract will be required to take the training.

Communicable Diseases – Employees

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness of transmission to students or other employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases will be included in the District’s bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan will be reviewed annually by the superintendent and school nurse. **(Board Policy 403.3)**

Employee Injury on the Job

Employee, as well as student safety, is a major District concern, and employees should remove themselves from and report any situations where their safety may be compromised. When an employee becomes seriously injured on the job, the employee’s supervisor will attempt to notify an emergency contact as soon as the employee’s supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee’s family or qualified medical employees as quickly as possible. The District is not responsible for medical treatment of an injured employee.

Please note: injured employees must report to the designated preferred provider Story Medical Clinic Occupational Health Services, at 640 S 19th Street in Nevada for work-related injuries. If you choose to be treated by any other medical facility and/or physician, you may not qualify for any workers’ compensation insurance benefits and you may be responsible for all medical costs related to this incident. This is in accordance with Iowa’s Workers’ Compensation statute.

It is the responsibility of the employee injured on the job to inform the Board Secretary/Business Manager within twenty-four hours of the occurrence via an “Employee’s Work Injury Report”. It is the responsibility of the employee’s immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury via a “Supervisor’s Investigation Report”.

While recovering from a work-related injury, an employee may be required to participate in the District’s return to work program. Please see the Business Office for information on this program.

Employee Physical Examination

The District believes good health is important to job performance. School bus drivers will present evidence of good health upon initial hire and every other year in the form of a physical examination report, unless otherwise required by law or medical opinion. The cost of bus driver renewal physicals will be paid by the District up to a maximum of \$200. The District will provide the standard examination form to be completed by the personal physician of the employee or a certified medical examiner for bus drivers. **(Board Policy 403.1)**

Hazardous Chemical Disclosure

Each employee will review information about hazardous substances in the workplace annually. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. The superintendent will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place. **(Board Policy 403.4)**

Smoke and Tobacco Free Workplace

The District is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. As required by Iowa Code 142D, the Iowa Smokefree Air Act, and also motivated by a desire to provide a healthy work environment, the District prohibits smoking, and the use of tobacco and nicotine products as cited in Board policy 905.2, on all school grounds and in school vehicles.

Substance Free Workplace

Alcoholic beverages, illegal substances, and legal substances used illegally shall not be consumed at any time during the employee's work shift. It is in violation of District work rules for an employee to report to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on District time or property, or while engaging in District business will result in discipline, including immediate dismissal.

It is a violation of the federal Substance-Free Workplace law for an employee to 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 alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and IOWA CODE Chapter 124.

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes District facilities, other school premises or District vehicles. Workplace also includes off 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 District or where the employee is engaged in school business.

Employees who operate school vehicles are subject to mandatory random and scheduled federal drug and alcohol testing if a commercial driver's license is required to operate the vehicle and the vehicle

COLO-NESCO COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK

transports sixteen or more persons including the driver. For regulations and forms please visit the Federal Motor Carrier Safety Administration website located at <http://www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm>

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the District and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

LEAVES AND ABSENCES

Absenteeism

In order to accomplish the goals and mission of the District, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify their building principal or supervisor of all times when they will be absent. Absences arranged in advance (personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be disciplined up to and including termination. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action. Leaves of absences without pay are not encouraged. Requests for leave of absence without pay will generally be denied. Every employee should know to whom they report absences and submit leave requests (see below). Documentation may be required for use of sick leave.

If you must be absent, please login or call Absence Management (aka Aesop) to report your absence. You will be given a login ID and password when you start work with the District.

Bereavement Leave

Up to five (5) days total leave per family member per year shall be granted for the death or critical illness of the employee's spouse, children, parents, sister, brother, foster child or dependent child living in the home, grandchildren, grandparents, brother-in-law, sister-in-law, son-in-law, daughter-in-law, father-in-law, or mother-in-law. Each employee shall be granted one (1) day of leave, per death or funeral of relatives consisting of grandparents, uncles, aunts, or cousins of the employee or his/her spouse. Each employee shall be granted one (1) day of leave per year to be used in full or half day units, to attend the funeral of a "non" relative. Additional days may be granted for family death at the discretion of Superintendent. **(Board Policy 409.4)**

Employee Holidays and Personal Leave

Licensed:

A. Holidays will correspond with holidays on the school calendar. Such holidays shall include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day. No employee will be required to perform duties on days of the above holidays unless the duties are brought about by scheduling of events by the employees themselves. Employees on extended contracts will not be required to work on legal holidays during the summer. Vacation on extended contracts shall be approved by the Superintendent.

B. Vacations. Vacation days shall include the dates in the adopted calendar and may be used as make-up days if so designated on the adopted school calendar and at least fourteen (14) calendar days' notice is given prior to the designated date. No more than one (1) day will be designated as make-up during the same vacation period. Additional dates may be used by mutual consent of the parties.

(Board Policy 409.1)

Classified:

The Board will determine the amount of vacation, holidays and personal leave that will be allowed on an annual basis for classified employees. **New employees will be granted their two personal days after 30 days of employment.**

All classified employees will be allowed four paid holidays if the holidays fall on a regular working day. The four holidays are New Year's Day, Labor Day, Thanksgiving Day, and Christmas Day. Certified employees working 12 months will be paid six holidays, if the holiday falls on a regular working day. The four holidays are New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day.

It is the responsibility of the superintendent to make a recommendation to the board on vacation and personal leave for classified employees. **(Board Policy 414.1)**

Employee Vacation

Vacation is determined by position and will be stated in the employee's contract.

Family Illness Leave

Each employee shall be entitled to have seven (7) days of leave for illness in the immediate family. The immediate family will be limited to the employee's spouse, children, parents, sister, brother, foster child or dependent child living in the home, grandchildren, grandparents, brother-in-law, sister-in-law, son-in-law, daughter-in-law, father-in-law, or mother-in-law. The first five (5) days of family illness leave shall not count against sick leave. The sixth (6th) and (7) days of family illness leave shall count against sick leave. Additional days may be granted for family illness at the discretion of the Superintendent. These additional days shall count against sick leave. The Superintendent may request a doctor's statement of illness.

Family and Medical Leave

Unpaid family and medical leave will be granted up to 12 weeks (or up to 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. **(Board Policies 409.3 and 414.3)**

Employees on paid leaves of absence or on leave under the Family Medical Leave Act (FMLA) will continue to be covered by District-provided insurances. Employees on unpaid leaves may continue to be covered by paying all premiums to the District at least one (1) month in advance, provided approval is given by the carriers.

For additional information regarding FMLA, please 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/>. Please also see page 46 for a summary of the major provisions of the Family and Medical Leave Act (FMLA) provided by the United States Department of Labor.

Jury Duty Leave

The Board will allow licensed employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service will notify their 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.

Licensed employees will receive their regular salary; however, any payment for jury duty will be paid to the District. **(Board Policies 409.6)**

The board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service will notify their 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, other than mileage, for jury duty will be paid to the District. **(Board Policies 414.6)**

Military Service Leave

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. **(Board Policies 409.7 and 414.7)**

Personal Illness Leave

Certified Employees:

Certified employees are granted ten days of sick leave in their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the certified employee up to a maximum of fifteen days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new certified employee will report for work at least one full work day prior to receiving sick leave benefits. A returning certified employee will be granted the appropriate number of days at the beginning of each fiscal year. Sick leave may be accumulated up to a maximum of 90 days for employees.

Should the personal illness occur after or extend beyond the accumulated sick leave, the employee may apply for disability benefits under the group insurance plan. If an employee does not qualify for disability benefits, the employee may request a leave of absence without pay.

Evidence may be required regarding the mental or physical health of the employee including, but not limited to, confirmation of the following: the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the

employee's position. It is within the discretion of the director and superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with Board policy regarding family and medical leave.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding the personal illness leave of such employees will be followed. **(Board Policy 409.2)**

Classified Employees:

Classified employees **may accrue one day of sick leave per month during the first year of employment. During the second year classified employees are granted eleven days of sick leave.** Each year thereafter, one additional day of sick leave will be granted to the classified employees up to a maximum of fifteen days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new classified employee will report for work at least one full work day prior to receiving sick leave benefits. A returning classified employee will be granted the appropriate number of days at the beginning of each fiscal year. Sick leave may be accumulated up to a maximum of 90 days for employees

Evidence may be required regarding the mental or physical health of the employee including, but not limited to, confirmation of the following: the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It is within the discretion of the director and superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with Board policy regarding family and medical leave. **(Board Policy 414.2)**

Political Leave

The Board will provide a leave of absence to employees to run for elective public office. The superintendent will grant an employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave. The employee will be entitled to one period of leave to run for the elective public office, and the leave may commence within thirty days of a contested primary, special, or general election and continue until the day following the election.

The request for leave must be in writing to the superintendent of schools at least thirty days prior to the starting date of the requested leave. **(Board Policies 409.5 and 414.5)**

Unpaid Leave

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies of the Board. Unpaid leave for employees must be authorized by the superintendent.

The superintendent will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program and District operations, length of service, previous record of absence, the financial condition of the District, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period will be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and District operations.

COLO-NESCO COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK

Whenever possible, employees will make a written request for unpaid leave ten days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the superintendent.

The requirements stated in the master contract between employees in the collective bargaining unit and the Board regarding the unpaid leave of such employees will be followed. (***Board Policies 409.8 and 414.8***)

SAFETY AND SECURITY

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The District facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the District facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the business manager's office.

Building Security

The District is committed to maintaining a safe and secure learning environment for students and staff. In order to accomplish this, it is the responsibility of all employees to do their part in creating this safe and secure environment. Employees should contact the superintendent's office to report any security/safety hazard(s) or condition(s) they identify.

Drills and Evacuations

Periodically the school holds emergency fire, tornado, and security drills. At the beginning of each semester, teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms.

Emergency Closings/Inclement Weather/Other Interruptions

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the TV stations KCCI Channel 8 and WHO Channel 13 to broadcast a school closing announcement.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Employees engaging in threatening behavior will face disciplinary consequences up to and including termination.

Visitors/Guests

The District welcomes the interest of parents and other members of the District and invites them to visit the school buildings and sites.

Persons who wish to visit a school while school is in session must sign in at the school building office and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized. Visitors will be required to submit to a background check. An electronic background check is required

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. ***(Board Policy 903.3 and 804.4)***

Weapons

The District is committed to maintaining a safe and secure learning environment for students and staff. The Board believes weapons, other dangerous objects and look-a-likes in 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 District premises or property within the jurisdiction of the District.

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 District property or onto property within the jurisdiction of the District or from students who are within the control of the District. Employees who witness or have knowledge about the presence of potential weapons on school property should notify the proper authorities immediately.

The prohibition on weapons does not pertain to those under the control of law enforcement officials. ***(Board Policy 502.6)***

Protection of Employees

1. Use of Reasonable Force: An Employee, within the scope of his/her employment, may use and apply such amount of lawful force as is reasonably and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, and for the protection of persons or property. However, no certified staff will be requested or required to disarm a student or other person, to search a student or other person for a weapon, or to confront a student or other person suspected or known to be armed.

2. Legal Action Against an Employee: Any legal action brought against an Employee must fall within the limitations of the school legal liability insurance or the school errors and omissions insurance to be covered.

3. Assault of an Employee.

a. Legal Assistance: If an employee is acting within the scope of employment, the employee is an agent of the District, and, as such, will be provided legal counsel by the District.

b. Leave: A school employee, who, in the course of employment, suffers a personal injury causing temporary total disability, or a permanent partial or total disability, resulting from an episode of violence toward an employee, for which workers' compensation under Chapter 85 of state statute is payable, shall be entitled to receive workers' compensation, which the district shall supplement in order for the employee to receive full salary and benefits for the shortest of the following periods: one year from the disability or the period during which the employee is disabled and incapable of employment. During the period described above, the school employee shall not be required to use accumulated sick leave or vacation.

The school district may require the employee, as a condition of receiving benefits under this section, to provide a signed statement that justifies the use of this leave and, if medical attention is required, a certificate from a licensed physician that states the nature and duration of the leave.

c. Reporting Assaults: Employees shall immediately report cases of assault suffered by them in connection with their employment to the principal or other immediate supervisor and the police. If the employee is physically unable to do so, the police shall be notified by the building principal.

TERMINATION OF EMPLOYMENT

Contract Release – Licensed Employees

Licensed employees who wish to be released from an executed contract must give at least twenty-one days' notice to the superintendent. Licensed employees may be released at the discretion of the Board. Only in unusual and extreme circumstances will the Board release a licensed employee from a contract. The Board will have sole discretion to determine what constitutes unusual and extreme circumstances.

Release from a contract will be contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the Board the cost of advertising incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. Payment of these costs is a condition for release from the contract at the discretion of the Board.

The superintendent is authorized to file a complaint with the Board of Educational Examiners against a licensed employee who leaves without proper release from the board. (**Board Policy 407.2**)

Resignation – Licensed Employee at Year End

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the Board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the Board.

The Board may require an individual who has resigned from an extracurricular contract to accept the resigned position for only the subsequent school year when the Board has made a good faith effort to find a replacement and the licensed employee is continuing to be employed by the District. (**Board Policy 407.1**)

Resignation – Classified Employees

Classified employees who wish to resign during the school year will give the Board at least 14 days' notice prior to their last working day.

Reduction in Force

A. Coverage. All certified employees.

B. Notification. If the Board is contemplating the layoff of any employee(s) it shall provide written notice to the employees who may be affected by the reduction no later than April 30th.

C. Layoffs. The Board shall have the right to determine in which of the following categories the reduction in the staff will take place: Grade Preschool-6; Grade 7-12 within each subject category. The administration shall attempt to accomplish the reduction by attrition. If the reduction cannot be accomplished by attrition, the least senior employee in each category shall be reduced.

D. Seniority. Seniority will be determined by most recent date of hire as determined by Board Secretary's time and date stamp on the contract when it is received at the district office.

E. Recall.

1. If there is a vacancy in a negotiating unit position, laid-off employees who are certified to perform the work in question will be recalled in the order of the person with the most seniority being recalled first.

2. Notice of recall will be given by registered mail to the last address given to the Board by the employee. A copy of the notice of recall will be given to my Association. If an employee fails to respond by telegram or registered mail, return receipt requested, within ten (10) days after receipt of the above notice of recall, the employee will be deemed to have refused the position offered.

3. An employee who is laid off will remain on the recall list for two (2) years after the effective date of layoff unless the employee waives recall rights in writing.

4. In the case of a tie in seniority the tie will be broken in the following manner in descending order:

a) The employee in a more advanced lane will be considered more senior.

b) The employee with more total years of teaching experience will be considered more senior.

c) The employee with more endorsements or approvals will be considered more senior.

d) If still tied, the Board may determine which employee shall be laid off or recalled by a random drawing or the Board may determine the matter by applying its own criteria in the best interests of the District.

5. Replacement personnel shall not have recall under this contract. Replacement personnel are defined as teachers who are hired to fill a vacancy during the school year or to fill a vacancy created by the granting of a leave.

6. If an employee will be recalled to a grade level more than two (2) grades higher or lower than the employee's last active assignment or to a different subject area the employee may be required to successfully complete up to six (6) semester hours of college credit courses approved by the Superintendent to qualify for the recall position. Effective for the 1991-92 school year and each year thereafter new employees hired for the Federal Projects, such as Chapter 1, shall have recall rights only to the position in which they were laid off.

F. The District retains the right to realign staff following staff reduction or transfer.

Due process for termination due to a reduction in force will be followed. **(Board Policies 407.5 and 413.5)**

Early Retirement

The District may offer an early retirement plan for licensed full-time employees. Full-time District employees are employees who work at least 30 hours per week and who are currently performing their assigned duties within the District. A licensed employee is eligible under the early retirement plan when the licensed employee:

- Is 55 on or before the start of the school year following the school year in which the employee wishes to retire;
- Completes a total of 10 years of service as a full-time employee to the District;
- Submits an application to the Board Secretary for participation in the plan by the date set by the Board of the year in which the licensed employee wishes to retire. Applications submitted after date set by the Board may be considered at the discretion of the Board depending on the circumstances for the late application;
- Submits a written resignation. The resignation may be contingent upon approval by the Board of participation in the voluntary early retirement plan and must state the last date of work which is the retirement date; and
- Receives Board approval of the employee's application for participation in the plan, of the employee's resignation and of the disbursement of early retirement incentive to the employee.

Approval by the Board of the employee's early retirement application shall constitute a voluntary resignation. Approval by the Board of the employee's early retirement application will also make the licensed employee eligible for disbursement of the early retirement incentive. Failure of the Board to approve the employee's early retirement application shall constitute automatic withdrawal of the employee's resignation. **(Board Policy 407.6)**

Retirement

Employees who will complete their current contract with the Board may apply for retirement. No employee will be required to retire at a specific age.

Application for retirement will be considered made when the employee states in writing to the superintendent, no later than the date set by the Board for the return of the employee's contract to the Board, the intent of the employee to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent. Applications made after the date set by the Board for the return of the employee's contract to the Board may be considered by the Board if special circumstances exist. It is within the discretion of the Board to determine whether special circumstances exist.

Board action to approve an employee's application for retirement is final and such action constitutes nonrenewal of the employee's contract for the next school year.

Equity

It is the policy of the Colo-NESCO Community School District not to discriminate on the basis of race, color, national origin, sex, 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

COLO-NESCO COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK

Equity Coordinator Beth Heller, 919 West Street, Colo, IA 50056, 641-377-2282, bheller@colo-nesco.k12.ia.us.

Family and Medical Leave Summary

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 - Revised February 2013

