Employee Handbook

Gilbert Community School District
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Gilbert Community School District
Employee Handbook
Board Approved 11/9/2009

GENERAL RULES – ALL STAFF

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

EMPLOYEE WORKDAY

Attendance and Absenteeism
In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are expected to report for their respective job responsibilities on time and fulfill their contract day. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify their supervisors or principals of all times when they will be absent. Absences arranged in advance *(personal leave, professional leave, student activities leave, unpaid leave and vacation days)* do not require a call when absent or when returning to work, unless outside the scheduled time off. Please complete leave forms and submit them to the building principal or supervisor prior to any planned absence and immediately upon return to work in the case of an unplanned absence. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Repeated failure to report promptly at the starting time or leaving before the scheduled quitting time is reason for disciplinary action. Every employee should know to whom they report absences and submit leave requests.

Leaving the Building
Employees are to notify the building office staff or supervisor (as appropriate) if they are leaving the school grounds for any reason during their workday. Employees are expected to return to work promptly and notify office staff of their return.

Equal Opportunity/Affirmative Action Employer (401.1)
In conformity with the requirements of federal legislation, prospective employees will receive consideration without discrimination based on race, creed, gender, national origin, age, marital status or disability.

Efficient Use of Time
An employee is responsible for the time on the job to which he/she is assigned. Each employee must develop work habits and systems to eliminate backtracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do. Loafing, loitering, sleeping, engaging in unauthorized personal business (electronic or otherwise) or prolonged visiting while on duty is strictly prohibited and will result in discipline.

Employees are expected to be at their designated work area ready to begin work at their scheduled start time, and the start and stop time should be accurately reflected on timesheets. To be paid overtime, that time must be pre-approved by the employee's supervisor.

Overtime
All overtime must be approved by the employee's supervisor and the superintendent in advance. Overtime for hourly employees will be paid at a rate of time and a half for work beyond the normal work week.

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

HEALTH AND SAFETY

Drug & Alcohol Policies for Employees (403.6)
Alcoholic beverages, illegal substances and legal substances used illegally shall not be consumed at any time during the employee's work shift, on school grounds, or in school vehicles. Reporting 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, is a violation of school district work rules. 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 may result in discipline, including immediate dismissal.

Transportation personnel are required to participate in a testing program. The tests are random, and the employee will be given a couple hours notice to report to the testing site. The test takes place at a time when the employee would be expected not to have alcohol in their system.

Employee Physical Exams (403.1)
Good health is important to job performance. Employees will present evidence of good health, in the form of a physical examination report, prior to their employment with the school district. Employees are encouraged to get regular physical exams for their own personal knowledge and well-being. Employees are also encouraged to participate in wellness and health screening opportunities that may be provided by the district.

School bus drivers will present evidence of good health every other year in the form of a physical examination report unless otherwise required by law or medical opinion. Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations, when requested to do so, at the expense of the school district. Upon presentation of a bill from the physician, the employee will be reimbursed up to $50.00 for such examination.

Family and Medical Leave (Board Policy 414.3)
Family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as July 1 - June 30. Requests for family and medical leave will be made to the superintendent. Existing paid leave (personal, sick and/or family leave and vacation time) must be utilized first and the remaining leave time will be unpaid leave. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave.

Injury on the Job (403.2)
Employees who encouraged to take special care and precautions to avoid injuries while working. When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury. If possible, an employee may administer emergency or minor first aid. Employees injured on the job are to report to Occupational Medicine at McFarland Clinic (239-4496) whenever possible and prudent for care and treatment.

It is the responsibility of the employee injured on the job to inform their immediate supervisor or district office personnel within twenty-four hours of the occurrence. This shall be done regardless of whether medical attention is required. 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.

Prohibited Harassment, Including but Not Limited to, Sexual Harassment (401.1)
Harassment and bullying of students, employees, volunteers and visitors are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students and others by other students, by school employees, by volunteers and visitors who have direct contact with students will not be tolerated in the school or school district.

Violence in the Workplace
Violence in the workplace will not be tolerated in any form, and violent acts will be punished to the full extent of the law. Acts deemed violent, even if not covered specifically in board policies, may incur discipline.

Weapons in the Workplace (502.6)
The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. Violations will lead to discipline including discharge.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and

others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

BENEFITS

Classified staff may receive medical and dental benefits if the employee works at least 30 hours per week. All contracted employees participate in IPERS. The district provides long-term disability and group life insurance benefits for employees. Other supplemental insurance programs are available at employee cost. All employees are paid the 20th of each month.

LEAVES

Sick Leave

Employees earn sick leave as follows:

First year of Employment	10 days
Second year of employment	11 days
Third year of employment	12 days
Fourth year of employment	13 days
Fifth year of employment	14 days
Sixth year of employment	15 days
Each subsequent year of employment	15 days

Sick leave may accumulate up to 135 days.

Sick leave is to be used for medical, dental and other health related appointments. A leave request form should be completed in advance for appointments known in advance. On days when an employee is home ill, employees are to call their building principal and/or immediate supervisor and notify them of the impending absence. A leave request form should then be completed upon return to work.

Personal Leave

Up to two (2) days of personal leave shall be allowed per year or discretionary leave. An employee will notify his/her principal or supervisor five (5) days in advance, if possible. No more than three (3) members of the staff at each building may use the same day. Personal leave shall not be granted on the first or last day of the school year, during scheduled professional development time, nor the day immediately preceding or following a recess period or holiday, except in the event of graduation exercises for the employee, the employee's spouse or child; the wedding ceremony of an employee or child; an honor convocation honoring the employee, the employee's spouse or child; the military departure of a child; or a state sanctioned extra-curricular event involving the employee's spouse as a coach/sponsor or child as a participant. Employees may carry over one (1) personal leave day, not to exceed three (3) days in any one school year.

Family Leave

Up to five (5) days paid leave per year may be taken for illness of spouse, child, child in-law, sibling, parent, parent-in-law, or grandchild. Leaves for family illness shall be deducted from any accumulated sick leave.

Bereavement Leave
Up to five (5) days bereavement leave shall be granted paid leave time for family members as follows:

- Parent, parent-in-law, spouse, child, child-in-law, sibling, or grandchild. (One of the five bereavement leave days off may be used for estate business at a time determined by the employee, but within one calendar year from first day of bereavement taken.

- Up to three (3) days bereavement leave shall be granted paid leave time for family members as follows: Grandparent or sibling-in-law.

- One (1) day bereavement leave shall be granted paid leave time for death of person other than those mentioned above.

Professional Leave
Up to two (2) days shall be granted to employees to visit other schools or for attendance at meetings in the Employee's subject matter areas. Only one (1) of the two (2) days may be used to attend athletic clinics, which must be in a sport the employee is currently coaching in the district. Professional leave may be taken upon either teacher or administrative request. See Maser Contract fort additional information.

Jury Duty Leave
An employee who is called to jury duty shall be permitted to be absent from his/her duties. An employee who receives notification to appear for jury duty shall notify the Superintendent within one (1) day of such notice. If an employee reports for jury duty, he/she shall furnish the Superintendent a written statement from an appropriate public official listing the dates served and the amount of payment received for jury duty. The employee will be paid the difference between his/her normal salary and the amount received for jury service, provided he/she makes himself available for work within his/her regular work schedule when not occupied with jury service.

Military Leave
A military leave will be granted to en Employee in accordance with applicable federal and state laws governing military leave. Such leaves shall be without pay except as provided by Chapter 29A of the Code of Iowa. An Employee on military leave shall be credited with experience on the salary schedule if the Employee performs services at least ninety-four (94) contract days. Sick leave will accumulate during the period of military leave.

Association Leave
Up to two (2) days leave shall be granted paid leave time for certified delegates to attend the ISEA Delegate Assembly.

Student Activities Leave
Coaches and sponsors attending a scheduled conference, non-conference or state-sponsored activity in which they are coaching or sponsoring Gilbert students will be granted Student Activities Leave as paid time.

Unpaid Leave
Occasionally, there are unusual or unique circumstances when an employee must be absent from their job responsibilities and other leave time is not available or appropriate for the circumstances. In those circumstances, an employee may request unpaid leave not to exceed five days in a given school year. A leave request form should be completed in advance of these types of absences. Unpaid leaves are not encouraged as it is difficult to find substitutes who are able to sustain the quantity and quality of work of the regular employee.

Vacation Leave
Vacation leave is available to fulltime employees who work twelve months a year. Vacation schedules are to be coordinated through the employee's supervisor.

PROFESSIONALISM AND ETHICS

Acceptable Use Policy (605.6)
Computers and associated technology are the property of the district and are for the use of district-related activities only. All employees are required to review and abide by the Acceptable Use Practices of the district. All employees are to use great care and common sense in their use of district technology. Misuse of district technology may impact an employee's ability to perform his or her essential job functions and may incur disciplinary action. Any unlawful use of district technology will be dealt with to the full extent of the law.

District employees are urged to use great care and discretion when using social networking and blogging venues such as MySpace, Facebook, Twitter, etc. Extreme caution should be taken in regards to any communications with students. District issued technology is subject to inspection at any time. Your own professional image and reputation should always be at the forefront in your decision-making with these communication tools.

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

Failure to Complete Reports or Make Required Reports
In order to have the district function in a timely manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including time sheets, grade reports, student records, and testing results. Failure to meet the deadline may result in disciplinary action.

Conflict of Interest (401.2)
Employees' use of their position with the school 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 such solicitations as a condition of continued employment. The complete board policy regarding conflict of interest is 401.2.

Personal Profit
District employees and students are to be free of coercion to purchase or contribute to any product or cause that benefits any employee personally. Employees are not to engage in soliciting or selling (to students) for personal benefit or profit. For any licensed employee, such behavior violates the Iowa Board of Educational Examiners' Code of Ethics, and the district shall report such.

Dress Code/Grooming and Hygiene (Board Policy 404)
Employees are role models for students during and after school hours. As role models, staff members are expected to dress in a professional manner appropriate for their assigned responsibilities and practice exemplary hygiene. Clothing deemed inappropriate will be discussed with the employee. Inappropriate clothing may include but is not limited to the following: exposed undergarments; short skirts and shorts; clothing that reveals cleavage or one's backside; clothing that does not cover the midriff; clothing that calls undue attention to an individual and may disrupt the educational climate; clothing that that promotes or depicts tobacco, alcohol, drugs, inappropriate language, or other offensive messages, and jeans (except on designated days). Shoes must also be worn in the building during the school day.

Casual Fridays and other special days may be held. Appropriate dress would be jeans and nice shirts/tops. Sweatshirts, sweatpants, and t-shirts (inappropriate for the occasion) are not to be worn.

Gifts to Employees (402.4)
State law prohibits public employees from accepting gifts of any sort with a value exceeding $2.99. The district's policy (402.4) regarding gifts is lengthy and should be reviewed by employees.

Relationship 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. It is important that collaboration for student achievement is accomplished through open communication.

Relationship with Students
Adults are in a position of trust when working with students. District employees are encouraged to create caring, supportive, professional relationships with students so as to assist with their learning. Employees should be wary of creating a relationship that is unhealthy or illegal. The district will not tolerate any inappropriate relationships.

Treatment of Patrons of 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. Employee safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised.

Treatment of Students
District students 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 students. Employee as well as student safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised. Employees must report any incident of mistreatment of students by a school employee.

Student Discipline
District employees are expected to enforce policies based on the respective building handbook. Employees need to address inappropriate behavior with the utmost discretion. If the student is non-responsive, it is appropriate to involve the building principal. If this occurs after hours, contact the administrator in charge or the building principal or superintendent at the earliest convenience.

A preventative measure is to ensure appropriate supervision. After hours, unsupervised students should be asked to leave the premises.

Student Injury
Anytime a student is injured, it is necessary to contact a school nurse. The nurse or other trained personnel may need to provide first aid. An accident report is required for all student injuries.

PROFESSIONAL DEVELOPMENT

Each building has a yearly plan in place for teacher professional development that is developed by district administration with the cooperation of the teacher quality and professional development committee. Teachers may consult the master contract for professional development leave. Teacher associates may participate in building-level professional development if directed by their building principal. Support staff employees are expected to participate in job –related professional development provided by the district when these opportunities are provided or when directed by their respective supervisor.

Staff members seeking professional development opportunities should discuss it with their supervisor. All district staff will participate in required meetings and training as required by district policy. Required training will be paid for by the district.

Mandatory Trainings (Source: AEA 11 Website):
Mandatory Reporter: Child and Dependent Adult Abuse
All mandatory reporters are required to take this training. Mandatory reporters include Pre-K-12 school nurses, school social workers, certified psychologists, certified paraeducators, holders of coaching authorization, counselors or mental health professionals, and licensed school employees from accredited public and non-public schools/districts and AEA's. Although non-licensed and non-certified employees of school districts and AEA's are not mandatory reporters, they can potentially come into contact with victims of abuse. Therefore it is best practice to have these employees also take the Mandatory Reporter training.

When is this training required? All licensed employees of a district must complete the training every five years.

Occupational Exposure to Bloodborne Pathogens
All employees determined to have occupational exposure are required by OSHA regulation CFR29 to receive training at the time of initial assignment or as changes in the work place require. These include Pre-K-12 school nurses, secretaries, school social workers, bus drivers, custodial/maintenance workers, coaching, teachers, building administrators, counselors, and mechanics.

When is this training required? Employees are required to be given "refresher training" annually that includes a review of the training materials and current information on changes or conditions in the workplace.

Your Right to Know about Hazardous Chemicals in the Workplace
OSHA Regulation CFR29 - 1910.1200 requires employers to provide employees exposed to chemicals in the workplace with training.

When is this training required? Training is required at the time of assignment or reassignment, annually, or as conditions in the workplace change. Typically, all designated staff are to receive the training.

Asbestos Awareness Training for Custodial & Maintenance Worker
OSHA Regulations CFR 40 - 763 requires local education agencies to ensure, prior to the implementation of the O&M provisions of the management plan, that all members of its maintenance and custodial staff (custodians, electricians, heating/air conditioning engineers, plumbers, etc.) who may work in a building that contains asbestos to receive awareness training of at least 2 hours, whether or not they are required to work with asbestos.

When is this training required? New custodial and maintenance employees shall be trained within 60 days after commencement of employment.

Lock Out/Tag Out: The Control of Hazardous Energy in the Workplace
OSHA Regulation CFR29 - 1910.147 requires employers to provide employees who "service or maintain equipment or machines" training in the control of hazardous energy that could result in injury to the employee when unexpectedly released. Personnel that are typically required to be

provided this training are maintenance and custodial staff, mechanics, crafts or trades people, warehouse workers, foodservice employees, employees working on or around grounds keeping equipment, and others. In addition the regulations require that other employees who work in the area where the maintenance or service work is being performed be aware of the program in place and be instructed in their responsibility to the program.

When is this training required? Training is required at the time of assignment or reassignment, annually, or as conditions in the workplace change.

PROFESSIONAL CONDUCT

Discipline and Discharge (413.3)

All employees are expected to perform their assigned duties cooperatively and competently and in accordance with District policies, rules, regulations and directives. All employees are also expected to obey the laws, to adhere to professional ethics, and to abstain from behavior which adversely affects their job performance.

The Superintendent of Schools, or the Superintendent's designee, may impose the following disciplinary sanctions for breach of expected behavior: verbal or written warnings or reprimands, disciplinary probation, and disciplinary suspensions not to exceed ten (10) workdays (with or without pay). The nature and duration of the disciplinary sanction shall depend upon the seriousness of the offense, extenuating or exacerbating circumstances, and the employee's prior work record. The sanctions listed in this policy are not intended to provide a rank ordering of sanctions, and probation or suspension may be imposed without first imposing a warning or an employee may be discharged without first applying any of these sanctions. The complete district policy addressing discipline and discharge can be found in board policy 413.3.

Dishonesty

District employees are expected to perform their jobs in an ethical and honest manner. Any actions deemed unethical or dishonest are subject to appropriate discipline. Licensed staff members are expected to know and understand the Code of Ethics of the Iowa Board of Educational Examiners. It is available at http://www.iowa.gov/boee/doc/ethHndot.pdf.

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. Any licensed employee will also be charged with fraud as a violation of the Iowa Board of Educational Examiners' Code of Ethics and the district will petition for license revocation.

Insubordination

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

Mandatory Cooperation in Workplace Investigation
Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees.

Mandatory Reporting of Post-Employment Arrests and Convictions
Any employee who is arrested or convicted shall report such to the district administration. Failure to do so shall incur discipline, up to and including termination.

Neglect of Duties
Failure to complete assigned tasks or to willfully avoid attempting or completing assigned duties and/or responsibilities would be cause for a neglect of duty claim. Classroom teachers should not leave their classroom unattended. Reasonable efforts and/or special arrangements should be made to provide appropriate supervision for students at all times.

Offensive or Abusive Language
Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated by district employees. Violation will incur discipline, up to and including termination.

Performing Unauthorized Work While On Duty
All district employees are prohibited from performing unauthorized work (work of a personal nature or completing work for another person(s) or business on school time) while on duty. Doing so may result in discipline, up to and including termination.

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

GRIEVANCE PROCEDURE

Employee Complaints (401.4)
Employee Complaint Procedures are outlined in board policy 401.4. The purpose of these procedures is to resolve, at the lowest possible level, complaints of employees which may arise from time to time regarding their working conditions. Any matter brought under a grievance procedure of a negotiated agreement will not also be brought under the procedures of this policy.

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 should not be made in the presence of other employees, students or outside persons. A formal, written complaint must be filed with the immediate supervisor if the concern is not resolved and a more formal investigation is requested. If the complaint is not resolved, the appeal process may be implemented by contacting - in order - the next supervisor in the line of responsibility, then the appropriate member of the administration. The issue may be resolved at any step in the appeal process. The Board of Education is the final appeal body. If specific

information is shared with an individual board member, he or she may be recused from participating in an appeal hearing.

No appeal will be heard by the Board of Education and no concerns regarding staff members will be investigated or acted upon unless the concern is submitted in written form, signed by the person lodging the complaint and submitted to the board through the superintendent. Due process rights dictate that information should not be shared with the board until it formally convenes as a hearing or appeal body.

MISCELLANEOUS

Bus and/or Vehicle Requests

To request a bus for a field trip or a school vehicle for meetings out of the district, etc., please go to your building office and pick up a transportation request. Fill it out with the date and the time you want to leave. Please submit your requests well in advance as last minute arrangements and scheduling drivers are difficult to make on short notice. All trips requiring a bus must be back by 2:45 for afternoon route unless special permission has been given to stay later and appropriate arrangements have been made. All requests must be signed by the building principal.

Student Supervision

All employees have a responsibility to watch and address inappropriate student behavior and conduct during the school day and after hours on school grounds, if for no other reason to protect against injury or damage to people or property. Proactive efforts on the part of the staff help to prevent inappropriate behavior in the hallways and other general areas. If you observe inappropriate student conduct or behavior during the day or after hours, stop the student(s) and say something to them to let them know their conduct is inappropriate and ask them to stop.

Students After-Hours

Students, especially high school students, are in the building after hours for a variety of practices, rehearsals, and events. In most cases, they will be under the supervision of a teacher/coach/sponsor, but students do wander. Custodians or any staff member who discovers students in areas of the building in which they are unsupervised and/or should not be present should respectfully ask the student(s) to explain their purpose for being in the area and, if the reason is unsatisfactory, ask them to leave the area. If students are in the building for an activity and are creating mischief, follow the above guidelines and inform the teacher/coach/sponsor of the activity. If a student responds in such a way that is flagrantly disrespectful or verbally abusive, then a disciplinary report should be completed and submitted to the building administrator.

Purchase Orders

Purchases are to be approved in advance by the building principal or, in the case of athletics, the athletic director. Purchase order forms are available on the district website and can be completed and submitted electronically. Each building has adopted its own protocol for requesting, completing and submitting purchase orders. Employees should visit with their building principal and secretary about this process.

Technology Help Desk
A web-based Technology Help Desk has been instituted to facilitate communication of technology issues between staff and those responsible for the district's technological apparatus. The Help Desk feature provides those who address technology issues with specific, detailed information about a particular problem. In addition, it provides a history of the steps involved in resolving a particular problem. Furthermore, it allows technology staff to prioritize issues that require attention.

Telephone Use
District and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. Cell phones should be set on silent or vibrate modes during school hours to minimize disruptions. All personal calls should be made during scheduled breaks. District telephones should be reserved for school business. In case of an emergency, a message may be received or telephone call made, but the call should be limited to no more than five minutes. Employees will not be called to the phone during the workday except in an emergency.

Use of District Property or Equipment
It is expected all employees will use care and caution using district and non-district property. Equipment under ones care should be maintained and used carefully and cautiously to safeguard personal safety as well as the working condition of the equipment. District equipment, such as mowers, snow removal equipment, skid loaders and other implements are not be used for personal reasons unless specific approval has been granted by the superintendent.(i.e,, skid loader used to clean up flood debris in yards after flood or tornado events).

Unauthorized use or the abuse or misuse of district or non-district owned property is to be reported immediately. Damage, repairs, or replacement costs resulting from abuse, misuse or unauthorized use of district property, private property, materials and equipment will be the responsibility of the individual. Further disciplinary action may be taken.

Use of District Vehicles
Only employees who possess a valid driver's license and have appropriate insurance coverage may operate a district vehicle in their work performance. Drivers of vehicles will be responsible to pay fines received, including parking tickets. Unsafe use, breaking motor vehicle laws, or personal use of district vehicles will not be tolerated. Any accident should be reported immediately to law enforcement and to the director of transportation.

Students have occasionally been asked to drive a school owned vehicle (i.e., Gator or golf cart) from one location to another. Students should only be driving these vehicles to complete specific tasks, and only do so in situations when they are not required to leave school grounds and/or use public roadways.

Transporting Students (This section under revision – awaiting further advice from insurance carrier)

Every effort should be made to transport students using school district vehicles. However, there are occasions when it is necessary to transport students in personal vehicles. In those instances, a teacher or any school employee should make every effort to contact the student's parent and advise them of the need to provide this transportation. An employee using his/her personal vehicle to transport a student assumes personal liability if an accident were to occur. The staff member's personal auto policy would become the source of primary coverage and the school's policy would be secondary. All employees that use their personal vehicle for school use are to provide the school with a copy of their auto renewal with evidence that their policy covers them while driving their personal vehicle for school use.

Any teacher or school employee using their personal vehicle in this manner should check with their personal auto insurance agent to confirm if their auto policy will cover them while transporting a student.

Use of Tobacco (Policy 402.6)
In order to maintain the health of students, employees and visitors, tobacco use is prohibited in school district facilities, including school vehicles, and on school grounds. This policy applies at all times, including school-sponsored and nonschool-sponsored events. This ban extends to all school district personnel and visitors. Persons failing to abide by this policy are required to dispose of their tobacco materials or leave the school district premises immediately.

Workplace Privacy
The school district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property are only to be used for conducting school district business.

As a part of their employment, the school district may make a desk or workspace available to employees. The desk and the workspace are school district property. Because the desk and the workspace are District property, not the personal property of the employee, the desk and the work space are subject to inspection by the District at any time, with or without notice to the employee.

The District assumes no responsibility or liability for any items of personal property that are placed in the desk or work space assigned to employees.

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

Weather – Related Dismissals
The superintendent in cooperation with other personnel will make appropriate decisions on whether to hold school or not based on weather conditions. Phone trees will be utilized for

teachers and associates. Support staff will be contacted by their supervisor regarding work obligations. If conditions cause lateness or inability to report to work, contact your supervisor immediately.

If school is dismissed early due to poor weather and/or road conditions, teachers, and support staff personnel may leave immediately after the school buses have left. Building secretaries may leave as soon as all buses have returned and all students are accounted for. Hourly employees should make the appropriate adjustment on the weekly time sheet if they leave early.

Due to the circumstances surrounding snow and ice storms and blizzard conditions, work hours for custodial staff will be coordinated and/or adjusted by the director of maintenance to coordinate snow removal efforts in order to ensure school facilities can be reopened in a timely manner.

If school is dismissed early due to heat, the workday for teachers and support staff will end at 3:00 p.m.

Snow Days
When weather conditions require that school be cancelled for the day, only twelve (12) month employees are required to report to work or take vacation time in lieu of reporting to work.

Rules Specific to Certified Staff

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.

Work Hours
The workday for certified staff has been established as 7:45 a.m. to 3:45 p.m. On Fridays and on days immediately preceding holidays and vacation periods, the workday will end upon departure of the busses. Exception: If school is dismissed early due to heat, the workday will end at 3:00 p.m.

Rules Specific to Classified Staff

Professional Development for Classified Staff
Professional development opportunities may be organized and scheduled for various classified staff employee groups (i.e., food service, custodians, bus drivers or secretaries). When possible, these training opportunities will be scheduled at time when the members of the employee group can best attend.

Benefits for Hourly Employees
Hourly employees must work a minimum of 30 hours per week for the nine-month school year to become eligible for half-time health insurance benefits. Employees working a minimum of 35 hours a week for a nine-month school year become eligible for full-time health insurance benefits. Contracted employees who received full or part-time benefits prior to July 1, 2010 maintain those benefits unless a change in employment allows them to qualify for additional benefits.

Overtime and Holiday Pay
In a week where a paid holiday would fall and overtime work hours would be required, the paid holiday time will be considered work time for overtime calculation purposes.

Evaluation
Each department supervisor will complete an annual written evaluation and evaluation conference with each classified employee under their supervision.

Continuing Education Requirements
Bus drivers are required to complete continuing education coursework on an annual basis. The district pays the registration fees for the 3-hour STOP renewal class and the 12-hour driver certification class.

Summer Deliveries
The district receives numerous deliveries of supplies, books and equipment during the summer months when building offices are closed. When items are delivered to the respective buildings, a custodian is to sign for the deliveries, make a copy of the delivery slip to be paced in a folder in the building office and send the original to the supt. office. All items will be stored in a designated area until office staff is available to check in all deliverables.

Timekeeping Infractions
All district employees who are required to keep a time card will do so accurately. All overtime, must be approved in advance by the appropriate supervisor. Failure to do so will result in discipline, up to and including termination.

Vacations and Leaves
The board will determine the amount of vacation, holidays and personal leave that will be allowed on an annual basis for classified employees.

Classified employees who work twelve months a year will be allowed eight paid days for holidays: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and either the day before or after Christmas. If the holiday falls on a Saturday or Sunday, the holiday will either be the Friday immediately before the holiday or the Monday immediately after the holiday.

Classified employees will be paid only for the hours they would have been scheduled for the day. Vacation will not be accrued from year to year without a prior arrangement with the superintendent.