

*Ballard Community  
School District*

Classified Employee  
Handbook



2022-2023



# Table of Contents

<b>INTRODUCTION</b>	<b>1</b>
Welcome Letter	1
School District Mission Statement, Educational Goals and Expected Outcomes	1
Equal Employment Opportunity	2
Board Policies	2
Handbook Subject to Change	3
Handbook Complaints	3
Definitions	3
<b>COMPENSATION AND BENEFITS</b>	<b>4</b>
Compensation and Licensure	4
Group Insurance Benefits	4
Iowa Public Employees' Retirement System	5
Employee Travel Compensation	5
<b>EMPLOYEE RELATIONS</b>	<b>6</b>
Background Checks	6
Employee Conflict of Interest	6
Employee Evaluation	8
Employee Orientation	8
Employee Probationary Status	8
Employee Records	8
Employee Searches	9
Cooperation in Workplace Investigations	9
Reporting of Post-Employment Arrests and Convictions	9
Nepotism	9
Public Complaints about an Employee	10
Qualifications, Recruitment and Selections	10
Release of Credit Information	10
Transfers	11
<b>EMPLOYEE WORK TIME</b>	<b>11</b>
Holidays	11
Work Day	11
<b>DISTRICT PROCEDURES AND GUIDELINES</b>	<b>11</b>
Child Labor	11
Copyright	11
Discipline and Discharge	11

Recognition for Service of Employees	12
Employee Publication or Creation of Materials	12
Professional Development	12
Religious Holiday Celebrations in Public Schools	13
School Fees	13
School Nutrition Program	13
School Publicity and Community Relations	13
<b>CONDUCT IN THE WORKPLACE</b>	<b>13</b>
Employee Use of Cellphones	13
Fraud/Unlawful Gain	14
Neglect of Duties	14
Offensive or Abusive Language	14
Performing Unauthorized Work While on Duty	14
Use of School Facilities and Equipment	14
<b>EMPLOYEE STANDARDS OF CONDUCT</b>	<b>14</b>
Dress and Grooming	14
Employee Political Activity	14
Employee Expression	15
Gifts to Employees	15
Insubordination	15
Relationships with Co-Workers	15
Staff Technology Use/Social Networking	16
Theft	17
Treatment of Patrons of the District	17
<b>STUDENT AND CLASSROOM ISSUES</b>	<b>17</b>
Abuse of Students by a School District Employee	17
Child Abuse Reporting	18
Corporal Punishment, Restraint and Detaining Students	18
Individuals with Disabilities Education Act	18
Searches of Students and Property	19
Student Records	19
Transporting of Students by Employees	19
<b>HEALTH AND WELL-BEING</b>	<b>19</b>
Administering Medication	19
Anti-Bullying/Anti-Harassment Policy	19
Communicable Diseases - Employees	20
Employee Injury on the Job	20

Employee Physical Examination	20
Smoke and Tobacco Free Workplace	21
Substance Free Workplace	21
<b>LEAVES AND ABSENCES</b>	<b>21</b>
Absenteeism	21
Personal Illness (Sick) Leave	21
Family Sick Leave	22
Personal Leave	22
Bereavement Leave	22
Family and Medical Leave	22
Jury Duty	22
Military Service	23
Public Office Leave	23
Other Leaves of Absence	23
<b>SAFETY AND SECURITY</b>	<b>23</b>
Building Security	23
Drills and Evacuations	23
Emergency Closings, Inclement Weather and Other Interruptions	23
Staff Identification Badges	23
Threats of Violence	24
Visitors/Guests	24
Weapons	24
<b>TERMINATION OF EMPLOYMENT</b>	<b>24</b>
Reduction in Force	24
Retirement	25
<b>APPENDIX</b>	<b>26</b>
References	26

# INTRODUCTION

## Welcome Letter

Welcome to another great year at Ballard! Whether you are new to the District or entering your 30<sup>th</sup> year, we are excited you are joining us for the important work that lies ahead this year.

This handbook is intended as a resource for teachers, administrators, and the Board of Education. Please familiarize yourself with all aspects of this handbook. While it is true everything in this handbook won't apply to you every day, it is likely you will need to access the majority of this information at least once throughout the year. Should you encounter a situation that is not covered in your handbook, or you need additional information on a topic contained in the handbook, please first inquire to your principal. If they are unable to assist you, they will either direct you to the appropriate individual or find the answer themselves.

Please keep in mind, 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 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 are in 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.

Lastly, and most importantly, I want to thank you for the incredibly important work you do on behalf of our students. Every day you have an opportunity to change the direction in the life of a child. You are here because you can make a difference! On behalf of the community, Board of Education, and administrative team, I want to thank you for all you do and wish you the very best year ever. GO BOMBERS!

Ottie Maxey, Ballard Superintendent

## School District Mission Statement, Educational Goals and Expected Outcomes

### **Vision Statement:**

Ballard empowers all learners.

### **Mission Statement:**

The Ballard Community School District will educate the whole child, providing the essential knowledge and skills necessary to be a successful and responsible citizen in the 21st Century.

### **Student Outcomes:**

- Students will demonstrate success in literacy and communication, mathematics, science and social studies and will experience activities and the arts.
- Students will be creative thinkers who demonstrate the ability to research and use information and achieve goals both independently and in a group.
- Students will demonstrate respect for themselves and the diversity of others.
- Students will possess a strong work ethic and life skills that enable them to be adaptable, responsible, members of society
- Students will demonstrate success in the 21st Century Skills: financial literacy, health literacy, civic literacy, technology literacy, and employability.

## Equal Employment Opportunity

Ballard 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 annually.

The board will appoint an equity coordinator. The equity coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

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.

Advertisements and notices for vacancies within the district will contain the following statement: "Ballard 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 Equity Coordinator by writing to the Equity Coordinator, Ballard Community School District, 509 North Main Ave, Huxley, Iowa 50124; or by telephoning (515) 597-2811.

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 Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoc.gov/field/milwaukee/index.cfm> 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.state.ia.us/government/crc/index.html>. 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 Ballard Administration Office and the administrative office in each attendance center.

## 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 at [www.ballard.k12.ia.us](http://www.ballard.k12.ia.us). Employees are expected to know existing board policies and know to refer to the policies when necessary. If you have questions about board policies, please contact Amber Jungst, 509 North Main Ave, Huxley, Iowa 50124; or by telephoning (515) 597-2811.

## Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, the 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.

## Handbook Complaints

Complaints alleging the misinterpretation or misapplication of the district employee handbook are addressed in this section. Handbook complaint procedures are a means of internal dispute resolution by which an employee may have their complaints addressed. The goal of the handbook complaint process is to, at the lowest level possible, secure equitable solutions to problems that arise.

This section addresses complaints to the employee handbook. Other employee complaint procedures should be in accordance with the district's board policy.

## Definitions

An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.

**"The district"** means the Ballard Community School District.

**"Online learning platform"** means Google Meet, Google Classroom, Seesaw, Canvas, or any other web application used to conduct virtual learning.

**"Parent"** also means "guardian" 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 school district buildings and vehicles.

**"School grounds"** includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.

## COMPENSATION AND BENEFITS

### Compensation and Licensure

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 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 [www.boee.iowa.gov/](http://www.boee.iowa.gov/).

#### Pay Periods

Each employee will be paid in twelve (12) equal installments on the 20th of each month, the first of which will be made on September 20, 2022.

When a pay date falls on or during a school holiday or weekend, employees will receive their paychecks on the last previous work day. Summer checks, other than for summer school teachers, shall be mailed to the address designated by the employee.

Employees shall have the option, in extenuating circumstances and upon approval of the Employer, to receive all of their earned, contracted salary on the last pay period of the in-school work year.

### Group Insurance Benefits

Employees may be eligible for group benefits as determined by the board and required by law. The board will select the group benefit program(s) and the insurance company or third party administrator which will provide or administer the program.

Employees may be eligible for group benefits as determined by the board and required by law. The board will select the group benefit program(s) and the insurance company or third party administrator which will provide or administer the program.

In accordance with the Patient Protection and Affordable Care Act (ACA), the board will offer employees who are expected to work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, with minimum essential coverage that is both affordable and provides minimum value. The board will utilize the applicable measurement period to determine whether variable hourly employees qualify for an offer of insurance coverage under the district's group health plan. The board will have the authority and right to change or eliminate group benefit programs.

Employees who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, are eligible to participate in the group health plan. Employees who work 30 hours per week are eligible to participate in dental, vision, life, and long term disability group insurance plans. Employers should maintain documents regarding eligible employees acceptance and rejection of coverage.

Regular part-time employees (i.e., employees who work less than 30 hours per week or 130 hours per month for health benefit purposes or employees who work less than 30 hours per week for benefits other than health) who wish to purchase coverage may participate in group benefit programs by meeting the requirements of the applicable plan. Full-time and regular part-time licensed employees who wish to purchase coverage for their spouse or dependents may do so by meeting the requirements of the applicable plan.

Employees and their spouse and dependents may be allowed to continue coverage of the school district's group health program if they cease employment with the school district by meeting the requirements of the insurer.

The Employer shall pay an amount equal to the single \$500 deductible preferred provider coverage for each eligible employee. The balance of any premiums due for employee + one or family coverage shall be paid by the employee.

### **Dental Insurance**

Single Dental Insurance. The Employer will pay to the carrier the amount equal to the single coverage but not to exceed \$13.69 per month for a group deductible dental health insurance plan for each eligible employee. The carrier will be selected by the employer. The balance of the single premium will be paid by the participating employees.

Family Dental Insurance. Premiums for family dental insurance will be paid by the employee. An employee may elect to have the district pay the family premium and receive a salary reduced by the amount of such premium.

### **Vision Insurance**

Vision Insurance is available if 10 employees elect to participate for a selected plan. Premiums for vision insurance will be paid by the employee.

### **Health and Dental Insurance While on Leave of Absence**

While on approved unpaid leave of absence, the entire insurance premium(s) is to be paid by the employee. If an employee is eligible for unpaid leave under the Family and Medical Leave Act, the District will continue its required contributions during the leave for a maximum of twelve (12) weeks; the employee will be required to reimburse the District if the employee does not return to work.

### **Life Insurance**

The Employer will provide \$20,000.00 term life insurance coverage for all employees who work 30 hours or more per week on a regular basis. The Employer will provide \$10,000.00 term life insurance coverage for all employees who work at least 20 but fewer than 30 hours per week on a regular basis.

### **Long Term Disability Insurance**

The Employer will provide eligible employees who work at least twenty (20) hours per week with long term disability insurance. The employee's benefit will not exceed 60% of his/her base salary with maximum salary coverage of \$7,500 per month. Benefits will not begin prior to ninety (90) calendar days of the disability date and will be based on the employee's salary in effect at the time the disability occurred.

## **Iowa Public Employees' Retirement System**

The district 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 at [www.ipers.org](http://www.ipers.org).

## **Employee Travel Compensation**

Employees traveling on behalf of the school district and performing approved school 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 the School District**

Travel outside of the school 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

school district business. Travel outside the school district by employees, other than the superintendent, is approved by the superintendent or the superintendent's designee.

Reimbursement for actual and necessary expenses may be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed 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 school 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 school district no later than 10 working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration.

Pre-approved expenses for transportation within three-hundred miles of the school district administrative office will be by automobile. If a school district vehicle is not available, the employee will be reimbursed at the State of Iowa mileage reimbursement rate.

### **Travel Within the School District**

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

Employees who are allowed an in-school 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.

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses, in-school district travel allowances and assignment of school district vehicles. The administrative regulations will include the appropriate forms to be filed for reimbursement to the employee from the school district and the procedures for obtaining approval for travel outside of and within the school district.

\*\* No school employee shall be allowed to use his or her personal automobile on school business without prior approval of the principal. The employee must make a request each time the personal automobile is to be used. Each employee requesting to use his or her personal vehicle on school business shall have personal liability insurance.

## **EMPLOYEE RELATIONS**

### **Background Checks**

Employees are subject to criminal, dependent adult abuse and child abuse background checks at least every five years. The background check will either be conducted by the school district or another agency.

### **Employee Conflict of Interest**

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.

Employees will not act as an agent or dealer for the sale of textbooks or other school supply companies doing business with the school 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 to 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 school 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, 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.

When procurement is supported by Federal Child Nutrition funds, employees will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the employee, employee's immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

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.

## **Employee Evaluation**

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

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

## **Employee Orientation**

Employees must be made aware of their job duties and expectations of the District. 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 shall be explained to the new employees by the business office. The employees shall be responsible for timely completion of the necessary enrollment and authorization forms.

## **Employee Probationary Status**

The first ninety days of a newly employed classified employee's contract 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. "New" employees includes individuals who are being hired for the first time by the school district and those who may have been employed by the school district in the past, but have not been employed by the board during the school year prior to the one for which contracts are being issued.

Only the board, in its discretion, may waive the probationary period.

## **Employee Records**

The school 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 school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally 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.

All employees, including temporary employees, required to hold a certificate, license, statement of professional recognition, or authorization from the Iowa Board of Educational Examiners or a nursing license are required to have a certificate, license or statement valid for the position for which they have been employed on file in the business office prior to commencing duties. It shall be the financial responsibility of each employee to maintain current licensure or certification.

All licensed employees, including temporary employees, are required to have an official copy of their college transcripts on file in the business office prior to commencing duties. Employees earning additional credits shall file an official copy of their college transcripts in the business office.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy made. Employees, however, will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

It is the responsibility of the superintendent to keep employees' personnel files current. The board secretary is the custodian of employee records.

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

## **Employee Searches**

Employees should have no expectation of privacy in their classrooms, desks, computers or other school district provided space or equipment. The school district may look into these items when needed. Anything on the school district's computers, server, website, online learning platform, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school 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 school 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 school 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.

## **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 course of 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.

## **Reporting of Post-Employment Arrests and Convictions**

Any employee who is arrested or convicted of any criminal charges shall report such information to their supervisor within 48 hours. Failure to do so may incur discipline, up to and including termination.

## **Nepotism**

More than one family member or member of a household may be employed by the District. However, an attempt shall be made so that an employee does not immediately supervise a member of the employee's family or member of the employee's immediate household. If necessary, arrangements shall be made so that another employee evaluates and disciplines, if necessary, the employee working in a position normally supervised by a family member or member of the employee's household. For purposes of this policy, a family member shall include both birth or step relatives including: spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, aunt by marriage, uncle by marriage, grandparent by marriage, cousin, or member of the employee's immediate household.

## Public Complaints about an Employee

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school 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 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 employee's building principal for licensed employees and the superintendent for classified employees.
- (c) Unsettled matters regarding licensed employees from (b) above or problems and questions concerning the school 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 the applicable board policy.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only do so if they are in writing, signed, and the complainant has complied with this policy.

## Qualifications, Recruitment and Selections

Persons interested in a position will have an opportunity to apply and qualify for positions in the school district in accordance with applicable laws and school district policies regarding equal employment.

Job applicants will be considered on the basis of the following:

- Nature of the occupation
- Training, experience, and skill
- Demonstrated ability to fulfill all aspects and essential duties of the position
- 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 Teachlowa, the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ licensed employees after receiving a recommendation from the superintendent. The superintendent, however, will have the authority to employ a licensed employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position. The superintendent has the authority to hire classified employees including bus drivers, custodians, education associates, maintenance staff, clerical personnel, and food service workers.

## 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. It is the responsibility of the board secretary or superintendent (or designee) to respond to inquiries from creditors.

## Transfers

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the Administration. In making such assignments, the administration will consider the qualifications of each employee and the needs of the school district.

## EMPLOYEE WORK TIME

### Holidays

The 2022-2023 employees service year is 183 days—This includes 179 student days, four paid holidays (Labor Day, Thanksgiving Day, Christmas Day and New Year's Day) In the event a work day occurs after Memorial Day, an employees' service year will be 184 days. Including Memorial Day as a paid holiday.

### Work Day

The work day for employees will begin each day of the school year at a time established by the superintendent or the superintendent's designee. "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 or online learning platform during the work day. Advance approval to be absent from the school building must be obtained from the employee's supervisor whenever the employees must leave the school building during the work day. The employee's supervisor is authorized to make changes in the work day. These changes are reported to the superintendent.

## DISTRICT PROCEDURES AND GUIDELINES

### 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 [www.iowadivisionoflabor.gov/child-labor](http://www.iowadivisionoflabor.gov/child-labor).

### Copyright

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use."

### Discipline and Discharge

#### Expected Behavior

All employees shall 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.

#### Sanctions

The superintendent of schools, or the superintendent's designee, may impose the following disciplinary sanctions for breach of expected behavior or for other good cause: verbal warnings, written warnings,

disciplinary probation, and disciplinary suspensions not to exceed five (5) work days (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.

### **Procedures**

Prior to giving a warning or prior to imposing a disciplinary probation or suspension, the employee shall be orally told of the charges and given a summary of the evidence supporting the charges. The employee shall be given an opportunity to respond to the charges; no delay need be given between notice of the charges and the chance to respond. Written notice of the terms of the disciplinary action shall be given to the employee, other than for oral warnings. If the employee believes that the disciplinary sanction is unwarranted, the employee may file a complaint utilizing the procedures of Policy 402.05. At any step of the complaint procedure, the person(s) hearing the complaint may impose a less severe or more severe disciplinary sanction.

### **Suspensions Pending Action**

An employee may be suspended pending an investigation into charges against an employee or pending the commencement of discharge proceedings. This shall not be deemed a disciplinary suspension and shall not be covered by the procedures set forth in this policy.

### **Discharge**

The Board of Directors may terminate the contract of a licensed employee in accordance with applicable provisions of Chapter 279 of the Code of Iowa. The Board of Directors may terminate the employment of an individual who holds a coaching contract but not a teaching contract with the District or who is authorized but not licensed to coach for any reason at any time. The superintendent may terminate the employment of a classified employee upon fourteen (14) calendar days notice for any reason, or may discharge a classified employee immediately for cause. The Board of Directors will be notified of this action at the time of termination. The classified employee may appeal the action utilizing the procedures of Policy 402.05.

## **Recognition for Service of Employees**

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.

## **Employee Publication or Creation of Materials**

Materials created by employees and/or the financial gain therefrom are the property of the school district if school materials and/or time were used in their creation and/or such materials were created in the scope of the employee's employment unless prior arrangements are made. The employee must seek prior written approval of the superintendent concerning such activities.

## **Professional Development**

The board encourages employees to attend and participate in professional development activities to maintain, develop, and extend their skills.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, is made to the employee's supervisor. Approval of the employee's supervisor must be obtained prior to attendance by an employee when the attendance would result in the employee being excused from their duties or when the school district pays the expenses for the program.

The employee's supervisor will have sole discretion to allow or disallow employees to attend or participate in the requested event. When making this determination, the employee's supervisor will consider the value of the program for the employee and the school district, the effect of the employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the employee's supervisor. Requests that involve unusual expenses must also be approved by the superintendent.

## **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 [www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools](http://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools).

## **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 reduced price meals. Employees cannot charge a student fee for anything without prior consent of Jeff Boeding, Director of Business Services.

## **School Nutrition Program**

The district operates a school nutrition program. Employees may purchase meals and other items, including milk, with cash or on account. Employees may not purchase using their school account unless sufficient funds are available in the account at the time of purchase.

## **School Publicity and Community Relations**

The district staff is 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.

The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

# **CONDUCT IN THE WORKPLACE**

## **Employee Use of Cellphones**

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the School district and to help ensure safety and security of people and property while on School district property or engaged in school sponsored activities. The Board authorizes the purchase and employee use of cell phones as deemed appropriate by the superintendent. School district owned cell phones shall be used for authorized school district business purposes, consistent with the school district's mission and goals.

Use of cell phones in violation of board policies, administrative regulations, and/or state/federal laws will result in discipline, up to and including dismissal, and referral to law enforcement officials, as appropriate. Employees are expected to exercise discretion in making and receiving personal telephone calls during working hours.

School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency, or to call for assistance, after the vehicle has been stopped. Employees violating the policy will be subject to discipline, up to and including discharge. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

## **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 school district will also file a complaint with the Iowa Board of Educational Examiners' as a violation of the employee's 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 responsible before leaving.

## **Offensive or Abusive Language**

Threatening, intimidating, or using abusive and profane language by school district employees towards others, including derogatory slurs, will not be tolerated. Violation may 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 school district property only to be used for conducting school district business. After use, school facilities and equipment are to be sanitized by the custodial staff in accordance with public health guidelines.

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

# **EMPLOYEE STANDARDS OF CONDUCT**

## **Dress and Grooming**

Employees are expected to dress in a professional and appropriate manner. Questions about appropriate attire should be addressed to the employee's supervisor.

## **Employee Political Activity**

Employees shall not engage in political activities upon District property or during a student activity. Activities prohibited include, but are not limited to, posting of political signs, circulars or petitions, the distribution of

political circulars or petitions, the collection of and/or solicitation for campaign funds, solicitations for campaign workers, the use of students or equipment for writing, drawing or addressing political materials, using District telephones for solicitations or to poll or to urge a particular vote, using reproduction or computer equipment, wearing political buttons, and the distribution of such materials to or by students.

## **Employee Expression**

The board believes the district has an interest in maintaining an orderly and effective work environment while balancing employees' First Amendment rights to freedom of expression and diverse viewpoints and beliefs. When employees speak within their official capacity, their expression represents the district and may be regulated. The First Amendment protects a public employee's speech when the employee is speaking as an individual citizen on a matter of public concern. Even so, employee expression that has an adverse impact on district operations and/or negatively impacts an employee's ability to perform their job for the district may still result in disciplinary action up to and including termination.

Employees who use social media platforms are encouraged to remember that the school community may not be able to separate employees as private citizens, from their role within the district. Employee expression on social media platforms that interferes with the district's operations or prevents the district from functioning efficiently and effectively may be subject to discipline up to and including termination.

A district employee who acts to protect a student for engaging in free expression or who refuses to infringe on students engaging in free expression; and who is acting within the scope of their professional ethics will not be retaliated against or face any adverse employment action based on their behavior provided that expression is otherwise permitted by law and board policy.

If the board or court finds an employee that is subject to licensure, certification or authorization by the Board of Educational Examiners discriminated against a student or other co-employee, the board will refer the employee to the Board of Educational Examiners for additional proceedings as required by law and which may result in discipline up to and including termination.

## **Gifts to Employees**

Employees may receive a gift on behalf of the school district. Employees will not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium. It is the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium. Additional information can be found in board policy 402.04.

## **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**

School 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**

All of the District's automated systems, including electronic mail, voice mail, Internet access and electronic storage systems, are District property and are not confidential. The District has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including e-mail messages. Files containing personal information or business of an employee are treated no differently than the District's files, and the employee has no expectation of privacy in such materials.

### **COMPUTERS OWNED BY THE DISTRICT**

Whether being used in the District or in another location:

- Only authorized employees, authorized students, or persons authorized by the administration may use the computer as use by others puts District assets and records in jeopardy. You are not to allow unauthorized persons access to District computer equipment, whether by allowing use of the computer or by viewing the contents of the computer.
- Only software approved by the District shall be loaded on the computer.
- Passwords need to be kept in a discrete location.

### **E-MAIL USAGE POLICY**

Use of e-mail to engage in any communication in violation of District policies including transmission of defamatory, obscene, profane, offensive, or harassing messages, or messages that disclose personal information without authorization, is strictly prohibited.

Use caution in addressing messages to ensure that new messages are not inadvertently sent to the wrong party. This is critical because of the sensitive nature of the documents we often may be asked to e-mail. Always double check that the address you are using is correct and current.

E-mail and other electronic communications systems can be useful tools, permitting rapid and efficient communication with a large audience. This same strength can be a weakness, as a hastily written note may be subject to misinterpretation in the future, when the context is not so clear. This is particularly true when your message is subject to being forwarded, rerouted, or saved by others. For this reason, when sending electronic messages, you should keep the following test in mind: "Would I be concerned if I had to read this message out loud, under oath, as a witness in a courtroom proceeding?" If that possibility does not unduly concern you, then your message is probably acceptable.

Use of another user's name/account to access e-mail or the Internet is strictly prohibited.

### **INTERNET USAGE**

Internet resources may be used only for purposes that effectively support the District's goals and objectives or for the non-business purposes that are approved by the administration. The District has the ability and reserves the right to review records of use of the World Wide Web.

The District will not be responsible for maintaining or payment of personal Internet accounts. You must respect all copyright and license agreements regarding software or publications they access from the Internet. The District will not condone violations of copyright laws and licenses, and you will be personally liable for any fines or sanctions caused by any license or copyright infringement.

### **INAPPROPRIATE USES OF INTERNET AND/OR E-MAIL**

The District strictly prohibits the following inappropriate uses of the Internet (including e-mail):

- Disclosure of confidential or sensitive data known or entrusted to the District to any unauthorized individuals.
- Misuse of copyrighted material or other copyright violations.
- Communicating in ways that disparage the products or services of other companies.

- Communicating information that could be perceived as an official District position or endorsement without proper approval.
- Using confrontational or improper language or making statements that are defamatory.
- Creating, storing, viewing, or transmitting defamatory, pornographic, obscene, profane, illegal or otherwise offensive material.
- Participating in any activity that could be interpreted as harassment.
- Misrepresenting an individual's identity or the source of communications or data.
- Attempting to break into any other Internet server.
- Accessing confidential information on computer resources without authorization.
- Promoting political or religious positions.
- Participating or engaging in activities that violate the law, or any District policies or standards.
- Operating a personal business or using the Internet as provided by the District for personal gain.
- Exporting or importing of any governmentally controlled technical data or software (such as software encryption) to or from unauthorized locations or persons, without appropriate licenses or permits.

**Employees' E-mail/Internet access may be monitored without prior notice. Users violating any portion of these rules may receive a written warning or other discipline, including immediate termination, depending upon the seriousness of the violation.**

#### **NOTICE TO EMPLOYEES:**

To the fullest extent permitted by state and federal law, the Employer will consider all information concerning an applicant or an employee in making hiring, firing and other employment-related decisions. The term "all information" includes information of any kind (verbal, written, photographic, videographic, etc.) that is accessible in any medium (print, electronic, etc.) from any source. The Employer will consider public information and other information to which it has lawful access. This may include information that is contained in social networking sites, blogs, and other electronic sites, such as YouTube. It is your obligation to communicate this information to the Employer. Information that is relevant to the Employer's decisions will be considered regardless of the date on which the Employer obtains the information and regardless of the date on which the information was first published, created or made accessible to the Employer.

### **Theft**

All thefts should be reported immediately to a principal or supervisor. Any employee found to be involved in theft of the district's or another person's property 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.

## **STUDENT AND CLASSROOM ISSUES**

### **Abuse of Students by a School District Employee**

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 school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation

when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook published annually in the local newspaper and posted in all school facilities.

## **Child Abuse Reporting**

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. The course will be re-taken at least every three years.

## **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 [www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint](http://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint).

## **Individuals with Disabilities Education Act**

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 [www.idea.ed.gov/](http://www.idea.ed.gov/). Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

## **Searches of Students and Property**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected without a search warrant.

Employees must adhere to district policy and administrative regulations regarding the search, pat down or inspection of a student and his or her belongings.

## **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 permitted by law. Please contact Amber Jungst, District Administrative Assistant/Registrar, if you have a question on 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. Employees must exercise significant care and judgment when handling 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 school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent or superintendent designee to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent or superintendent designee and meet all applicable requirements set by the district, including public health guidelines. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements
- The driver possesses a valid driver's license
- Proof of insurance has been supplied to Jeff Boeding, Director of Business Services and insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa, and
- The parents of the students to be transported have given written permission to the superintendent or superintendent designee

## **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 507.02.

### **Anti-Bullying/Anti-Harassment Policy**

The Ballard Community School District 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying

or harassing behavior in school, on school property, or at any school function or school-sponsored activity. For more information see Board Policy 104.01.

## **Communicable Diseases - Employees**

Employees who are ill are encouraged to stay home.

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 or 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 is included in the school 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.

## **Employee Injury on the Job**

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. An injured employee will be turned over to the care of the employee's family or qualified medical employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

It is the responsibility of the employee injured on the job to inform the superintendent within twenty-four hours of the occurrence. 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.

It is the responsibility of the board secretary to file worker's comp claims.

## **Employee Physical Examination**

Ballard Community School District believes good health is important to job performance. School bus drivers shall present evidence of good health, in the form of a post-offer, pre-employment physical examination report, unless otherwise required by law or medical opinion.

The cost of the initial examination will be paid by the employee. The form indicating the employee is able to perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The school 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.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district. The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law.

## **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 Chapter 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, on all school grounds and in school vehicles.

## **Substance Free Workplace**

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

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

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

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

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

## **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 input leave in the automated absence management system all times when they will be absent.

### **Personal Illness (Sick) Leave**

Personal illness leave ensures that employees can take care of health needs. Employees who are ill are encouraged to stay home.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness or family member'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 board or the 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 appropriate policies and procedures on employee leave.

## Family Sick Leave

Family sick leave ensures that employees have time available to take care of family when emergencies arise. The district's family sick leave procedures are as follows:

In case of illness or accident which requires a member of an employee's immediate family to be in communication with a licensed physician, the employee may be granted up to eight (8) days leave with pay, deducted from accumulated sick leave. Immediate family shall be limited to the employee's spouse, child, parent, sibling, grandchild or grandparent. The eight (8) days shall not accumulate from year to year.

## Personal Leave

Employees are allowed up to two (2) days paid leave per year, accumulative to four (4) days (including the current year allotment) to conduct activities that cannot be conducted outside of the normal work day. Except in the case of an emergency situation, application for personal business leave shall be made in writing at least three (3) work days prior to the requested leave day. Personal business leave must be taken in one-half or full day increments.

## Bereavement Leave

In the event of a death in the family of an employee (father, stepfather, mother, stepmother, father-in-law, mother-in-law, spouse, child, stepchild, sister, brother, legal dependent, sister-in-law, brother-in-law, aunt, uncle, grandparent, grandchild, niece, nephew), the employee shall be granted a leave totaling as many days as necessary, but not more than five (5) days, with pay for attendance at the funeral and for other purposes directly arising out of said death. Said bereavement leave will not be deducted from the employee's accumulated sick leave. The employee shall be granted one (1) additional day per year, with pay, for attendance at the funeral of a person not listed above. The employee must inform the administration at the earliest possible time. The administration may decide to grant bereavement leave in the event of deaths other than those listed in this section.

## 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 applicable administrative rules and the district's family and medical leave policy prior to starting family and medical leave.

For additional information regarding the Family and Medical Leave Act (FMLA) please contact **Betty Wawers**, Human Resources Specialist or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, at [www.dol.gov/whd/fmla/](http://www.dol.gov/whd/fmla/).

## Jury Duty

An employee required to serve as a juror shall be paid his/her regular salary if assigned to work those days, provided the employee submits proof of jury service and provided the employee reports to duty during such time as not required to be on jury duty. Pay received for jury service, except mileage and parking allowance, shall be remitted to the District.

## Military Service

Leaves for military service will be granted in accordance with applicable law which provides that employees (other than employees employed temporarily for six months or less) who are members of the national guard, organized reserves or any component part of the military, naval, or air force or nurse corps of Iowa or of the United States, or who may be otherwise inducted into the military service shall, when ordered by proper authority, be entitled to a leave of absence for the period of such service, and without loss of pay for the first 30 calendar days of such leave of absence.

## Public Office Leave

Leaves of absence for service in an elected municipal, county, state or federal office shall be granted in accordance with applicable law. The leave of absence shall be without pay or benefits and shall not exceed six years. The employee may continue insurance coverage in effect for the duration of the leave at his/her own expense. In addition, an employee who becomes a candidate for elective public office shall be granted a leave commencing within 30 days prior to a contested primary, special, or general election and continuing until the day after the election. The employee shall first use any earned compensatory time, then vacation time, then personal leave, and then unpaid leave time.

## Other Leaves of Absence

Employees may be granted unpaid leaves of absence upon written request and upon approval of the superintendent or the superintendent's designee

# SAFETY AND SECURITY

## 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 building principal to report any security/safety hazard(s) or condition(s) they identify.

## Drills and Evacuations

Periodically the school holds emergency drills. 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. When drills are staged, every staff member and student must follow proper procedures.

## Emergency Closings, Inclement Weather and Other Interruptions

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the all staff via Infinite Campus text message and email. To ensure proper notification employees should update their Infinite Campus accounts at the beginning of each academic year or when changes occur. In addition, local television stations will be notified to post on television and websites.

## Staff Identification Badges

An identification badge shall be issued to each employee. Badges shall be worn when the employee is on duty. If an employee comes to work without the permanent badge, a temporary badge may be obtained from **the building secretary**. The loss of a permanent badge shall be immediately reported to **the district office**. Badges

remain the property of the district and shall be returned to *the employee's supervisor* at the time of resignation, retirement or termination.

## 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 board welcomes the interest of parents and other members of the community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal or principal's designee of their presence in the facility upon arrival.

Individuals who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized.

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. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the principals to take the action necessary to cease the inappropriate conduct. If the principals are not available, contact the district office to address the inappropriate conduct.

## Weapons

The district believes weapons and other dangerous objects 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.

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy. For more information, visit the Iowa Department of Education Legal Lesson on Firearms on School Grounds at

<https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/firearms-school-grounds-january-2013-school-leader>.

## TERMINATION OF EMPLOYMENT

### Reduction in Force

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

## 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.

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.

Employees who retire under this policy may qualify for retirement benefits through the Iowa Public Employees Retirement System. Employees and their spouse and dependents who have group insurance coverage through the school district may be allowed to continue coverage in the school district's group health insurance program at their own expense by meeting the requirements of the insurer.

## APPENDIX

### References

Abuse of Students by a School District Employee (Policy 402.03)	17
Bloodborne Pathogens (Policy 403.03)	20
Child Abuse Reporting (Policy 402.02)	17
Discipline (Policy 407.04)	11
Employee Conflict of Interest (Policy 401.02)	6
Employee Expression (Policy 401.14)	15
Employee Evaluation (Policy 405.08)	8
Employee Injury on the Job (Policy 403.02)	20
Employee Orientation (Policy 401.11)	8
Employee Political Activity (Policy 401.11)	14
Employee Probationary Status (Policy 405.09)	8
Employee Recognition (Policy 401.08)	12
Employee Records (Policy 401.05)	8
Employee Travel Compensation (Policy 401.07)	5
Equal Employment Opportunity (Policy 401.01)	2
Gifts to Employee (Policy 402.04)	15
Nepotism (Policy 401.03)	9
Physical Examination (Policy 403.01)	23
Professional Development (Policy 408.01)	12
Public Complaints about an Employee (Policy 402.05)	10
Qualifications, Recruitment and Selections (Policy 405.02)	10
Release of Credit Information (Policy 402.01)	10
Retirement (Policy 407.03)	25
Staff Technology Use/Social Networking (Policy 401.13)	16
Substance Free Workplace (Policy 403.05)	21
Work Day (Policy 405.05)	11

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the **Ballard Community School District's** Employee Handbook available at [www.ballard.k12.wa.us](http://www.ballard.k12.wa.us). I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult **my supervisor** with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended, and does not constitute a contract between the **district** and any one or all of its employees.

---

Employee's Signature

Date

---

Employee's Name (Printed)

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE – COPY PROVIDED TO EMPLOYEE**