

# **Gilbert Community School District Employee Handbook**

7/1/2018

## **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.

## **General Rules – All Staff**

### **Equal Employment Opportunity and Prohibition of Harassment**

The Gilbert Community School District will select for employment qualified applicants for each position without regard to the race, creed, color, sex, national origin, religion, marital status, parental status, sexual orientation, gender identity, or age of the applicant. The District will select qualified applicants with disabilities who can perform the essential functions of the position with or without reasonable accommodations. The District shall take affirmative action, consistent with its adopted affirmative action plan, in the recruitment, appointment, assignment and advancement of personnel to accomplish the goals of equal employment opportunity. In keeping with the law, the District shall consider the veteran status of applicants.

The Gilbert Community School District will not discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, creed, color, sex, national origin, religion, disability, marital status, parental status, sexual orientation, gender identity, or age.

The District is committed to promoting positive intercultural, intergroup relationships. The District, therefore, prohibits acts of intolerance or harassment toward others because of race, creed, color, gender, national origin, religion, disability, marital status, parental status, sexual orientation, or age. Such acts may be treated as just cause for purposes of discipline, including discharge.

It is the policy of the Gilbert Community School District to maintain a learning and working environment that is free from sexual harassment. Because of the District's strong disapproval of offensive or inappropriate sexual behavior at work, all employees, officials and visitors must avoid any action or conduct which could be perceived as sexual harassment. It shall be a violation of this policy for any employee, official or visitor of the Gilbert Community School District to harass others through conduct or communications of a sexual nature.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a harassing nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

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

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks to or about a person with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job
- the telling or showing of offensive jokes or stories
- display of sexually graphic pictures

### **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 put in a request and register on AESOP all times when they will be absent. Absences arranged in advance (*personal leave, professional leave, student activities leave, unpaid leave and vacation days*) will also require registration on AESOP. Any unpaid leave requires approval from the district superintendent. 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.

#### **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.

## **Conduct and Appearance**

### **Dress Code/Grooming and Hygiene (Board Policy 404)**

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Employees will conduct themselves in a professional manner. Employees will dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

Licensed employees of the school district, including administrators, will follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners.

The Board of Educational Examiners' Criteria of Professional Practices are included as a regulation to this policy.

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 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.

### **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.

### **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.

### **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: verbal or written warnings or reprimands, disciplinary probation, and disciplinary suspensions not to exceed ten (10) 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 imposing a disciplinary sanction, 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 or reprimands. If the employee believes that the disciplinary sanction is unwarranted, the employee may file a complaint utilizing the procedures of board policy 401.1R1. At any step of the complaint procedure, the person hearing the complaint may impose a less severe or more severe disciplinary sanction.

### **Suspensions Pending Action**

An employee may be suspended by the Superintendent with or without pay, 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 the prior paragraph.

### **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*. Sanctions specified in this policy need not be first utilized. 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 at any time or in accordance with the terms of the contract. The Superintendent of Schools or the Superintendent's designee may terminate the employment of a classified employee immediately for cause or upon fourteen (14) days notice for any reason. The classified employee may appeal the action utilizing the procedures of board policy 401.1R1.

**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.

**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.

**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.

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student network accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school. The school may provide a filtered e-mail service to students.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of

information received on the Internet. Although students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

Employees and students will be instructed regarding the appropriate use of the Internet. Parents and students will be informed about the level of access at their building by the student handbook. Student handbooks also outline appropriate use. Computer/Internet Use Guidelines and Regulations will be reviewed and/or explained by staff at the beginning of the school year. Students will be made aware of the expectations for compliance and consequences for violation of the policy or regulations.

### **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.

### **Drug 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.

A "workplace" 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. Employees who violate the terms of this policy may be subject to discipline up to and including termination. Employees

who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by the substance abuse professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program will no longer be allowed to operate a commercial motor vehicle owned by the school and in addition may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

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

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

### **Use of Tobacco (905.2)**

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.

### **Use of Tobacco/Nicotine in School District Facilities/Vehicles**

In order to maintain the health of students, employees and visitors, tobacco/nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine 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.

It is the responsibility of all school personnel to enforce this policy. It is the responsibility of the superintendent to develop administrative regulations to enforce this policy.

### **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.

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 that 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 of or activity. If the activity or employment falls under (3), then the employee must:

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

providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It is the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

### **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.

### **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.

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 stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or,
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;
- Information material relevant to an employee's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the employee;
- Items received from a charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all

members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;

- Actual expenses of an employee for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member or solicited by or given for the same purposes to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to an employee for the employee's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting; or
- Gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the employee.
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, an employee as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a

meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;

- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa department of general services; or
- A payment made to an employee for services rendered as part of a private business, trade or profession in which the employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as an employee of the district, but rather, because of some special expertise or other qualification.

It is the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium.

## **Health and Safety**

### **Employee Physical Exams (403.1)**

The Gilbert Community School District believes good health is important to job performance. School bus drivers will present evidence of good health upon initial hire and every other year in the form of a physical examination report, unless otherwise required by law or medical opinion.

The cost of the initial examination will be paid by the Gilbert Community School District. 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 cost of bus driver renewal physicals will be paid by the school district. 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.

### **Communicable Diseases – Employees**

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

The health risk to immune-depressed employees shall be determined by their personal physician.

The health risk to others in the school district environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee’s personal physician, a physician chosen by the school district or public health officials.

An employee will notify the superintendent or the school nurse when the employee learns the employee has a communicable disease. It is the responsibility of the superintendent, when the superintendent or school nurse, upon investigation, has knowledge that a reportable

communicable disease is present, to notify the Iowa Department of Public Health. Health data of an employee is confidential and it will not be disclosed to third parties. Employee medical records will be kept in a file separate from their personal file.

An employee who is at work and who has a communicable disease which creates a substantial risk of harm to a student, co-workers, or others at the workplace will report the condition to the Superintendent any time the employee is aware that the disease actively creates such risk.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

### **Employee 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.

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 whenever possible and prudent for care and treatment.

An injured employee will be turned over to the care of qualified medical personnel 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 district office personnel 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.

### **Return to Work Programs**

Gilbert CSD is committed to providing a safe and healthy working environment for all employees. As part of this commitment, we shall make every reasonable effort to provide suitable temporary employment to any employee unable to perform his or her job duties as a result of a workplace injury or illness. This may include a modification to the employee's original position or providing an alternative position, depending on the employee's medical restrictions, providing that his does not create an undue hardship to Gilbert CSD. This program applies to all employees with work-related injuries and/or illnesses.

Only work that is considered meaningful and productive shall be considered for use in the return to work program. Employees placed on a return to work plan will expected to provide feedback

in order to improve the program. All employees, regardless of injury or illness, will be considered for placement through the return to work program.

Gilbert CSD's designated medical provider is:

McFarland Clinic  
Occupational Medicine  
1215 Duff Ave  
Ames, Iowa 50010  
515-239-4400

All providers have been sent copies of all of Gilbert CSD' job descriptions.

### **Transitional Work**

Gilbert CSD has identified a list of preplanned transitional work for common work restrictions. This list can be found in **Appendix C**. Gilbert CSD will work with the medical provider's prescribed restrictions to find transitional work for all injured employees. The work may consist of modified, alternative or a combination.

### **Written Job Descriptions**

Gilbert CSD has written job descriptions for all positions with detailed information on physical demands and essential tasks. All job descriptions are shared with the medical providers so they can provide input regarding the transitional work the injured employees can perform. Gilbert CSD reviews job descriptions annually to ensure they include up-to-date information and measurements.

**Prohibited Harassment, Including but Not Limited to, Sexual Harassment (104)** 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited.

Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

### **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.

## **Dangerous Weapons**

### **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.

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

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

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

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

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

## **Leave Time**

### **Employee Family and Medical Leave (409.3)**

In accordance with the Family Medical Leave Act (FMLA), unpaid family and medical leave will be granted up to 12 weeks to eligible employees during any "rolling" 12 month period for an FMLA qualifying reason. Requests for family and medical leave shall be made to the superintendent. Existing paid leave (personal, sick and /or family leave and vacation time) must e

utilized first and concurrent with FMLA leave. Paid sick leave must be used while under doctor's care. Any additional FMLA leave entitlement will be unpaid. The FMLA allowance will run concurrent with any Workers' Compensation 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. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

The requirements stated in Board Policy 409.3 between employees and the board regarding family and medical leave of such employees will be followed.

### **Catastrophic Leave Option**

Employees who are experiencing a catastrophic event may request catastrophic leave. The employee must first exhaust all paid leave and incur ten (10) unpaid days. Other employees can donate only personal leave with a cap for the affected employee of 20 days. The Superintendent may approve at his discretion.

### **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 should be entered into the leave system for appointments known in advance. On days when an employee is home ill, employees are to enter their absence in the leave system or notify the principal of the absence if there are issues with the leave system.

### **Personal Leave**

Employees shall be allowed two (2) days of paid leave per year for 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 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 an employee's spouse or child; or a state sanctioned event involving the employee's spouse as a coach/sponsor or child as a participant (including the Iowa State Fair). Employees who do not use their personal leave during the year may carry over 3 personal leave days, not to exceed five (5) days in any one school year.

### **Family Leave**

Up to eight (8) days paid leave per year may be taken for illness of spouse, child, step-child, child in-law, sibling, parent, step-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, step-parent, parent-in-law, spouse, child, step-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.

In the event of the death of a person other than those mentioned above, up to one (1) day bereavement leave may be granted.

**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 Master Contract for 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 an 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**

An employee may request leave without pay. A leave request should give a description of how the leave will be used. The Superintendent may approve at his discretion.

### **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.

### **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.

|                     |                       |
|---------------------|-----------------------|
| 1-5 years = 10 days | 11-15 years = 15 days |
| 6 years = 11 days   | 16 years = 16 days    |
| 7 years = 12 days   | 17 years = 17 days    |
| 8 years = 13 days   | 18 years = 18 days    |
| 9 years = 14 days   | 19 years = 19 days    |
| 10 years = 15 days  | 20 years = 20 days    |

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.

### **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 para-educators, 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 Blood borne 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.

### **Employee Complaint Procedures**

#### **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.

#### **Purpose**

The purpose of these complaint procedures is to resolve, at the lowest possible level, complaints of employees which may arise from time to time regarding their working conditions.

#### **Exclusion**

Any matter brought under a grievance procedure of a negotiated agreement shall not also be brought under the procedures of this policy.

#### **Procedures**

Any employee with a complaint regarding his/her working conditions shall first discuss such complaint with his/her immediate supervisor in an attempt to resolve the matter informally. The immediate supervisor should be informed of the complaint within ten working days of the event giving rise to the complaint, and the supervisor shall attempt to meet with the employee within five working days of being so notified.

If the matter is not satisfactorily resolved, the employee shall file a written complaint with the immediate supervisor, which should be filed within ten working days following the discussion

with the immediate supervisor. The immediate supervisor shall attempt to indicate the disposition of the complaint in writing within ten working days of the filing of the complaint.

If the employee feels that the matter is not satisfactorily resolved, he/she may file the written complaint and the supervisor's disposition with the next level supervisor. The complaint should be filed within ten working days of the disposition by the supervisor. The same procedures and timelines shall apply through the chain of authority through the Superintendent of Schools.

If the employee feels that the matter is not satisfactorily resolved, the employee may request to appear before the Board by filing the written complaint and the written dispositions with the Board secretary and ask for a place on the agenda pursuant to Policy 214.1. The Board secretary shall place the item on the Board's agenda. The employee may appear at the Board meeting and discuss the matter with the Board. The administrative staff may also discuss the matter with the Board. The Board may refuse in its sole discretion to take action on the complaint or the Board shall decide the matter as soon as practicable, and the Board Secretary shall communicate the Board's decision to the employee. If the Board declines to decide the matter, the disposition of the Superintendent or his/her designee shall be final.

#### **Non-interference**

All investigations, handling or processing of any complaint shall be conducted so as to result in no interference with or interruption of work activities.

#### **Discrimination and Harassment Complaints**

Employees alleging improper discrimination or harassment under Policy 401.1 may bypass any step of these procedures which requires the employee to meet with the alleged perpetrator. The complainant may file the initial complaint with the compliance officer.

### **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.

### **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**

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.

### **Workplace Privacy**

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

As a part of their employment, the school district may make a desk or 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. School Messenger (an email/phone alert system) 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.

**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 who work at least twenty (20) hours per week according to the schedule below. Other supplemental insurance programs are available at employee cost.

All employees are paid the 20<sup>th</sup> of each month.

| Annual Compensation                     | Life Insurance |
|---|----------------|
| Superintendent                          | \$50,000       |
| Administrator                           | \$40,000       |
| Employee earning \$20,000 or more       | \$20,000       |
| \$18,000 or more but less than \$20,000 | \$18,000       |
| \$14,000 or more but less then \$18,000 | \$14,000       |
| \$12,000 or more but less than \$14,000 | \$12,000       |
| \$10,000 or more but less than \$12,000 | \$10,000       |

For each employee who has reached age 65, but not age 70, the amount of insurance will be 67% of the amount shown above. The amount of insurance will be rounded to the next higher multiple of \$1,000, if not already an exact multiple.

**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 employees for their class time and the registration fees for the 3-hour STOP renewal class and the 12-hour driver certification class. All School Nutrition Employees are required to meet Professional Standards and Continuing Education/Training requirements. The district pays the employees for their class time and the registration fees for these training requirements.

### **Summer Deliveries**

The district receives numerous deliveries of supplies, books and equipment during the summer months when building offices are closed. The District Office will receive all shipments. 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.

## **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. This training will be considered paid time.

### **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.

### **Classified Employee Resignation**

Classified employees who wish to resign during the school year will give the board notice of their intent to resign and final date of employment and cancel their contract 5 days prior to their last working day. Notice of the intent to resign will be in writing to the superintendent.

The District will provide a maximum stipend of \$520.72/month to the following hourly employees:

|                  |                 |                   |
|------------------|-----------------|-------------------|
| Bellon, Holly    | Gardner, Rhonda | Roetman, Carmen   |
| Bulman, Tami     | Gray, Deborah   | Romsey, Kandy     |
| Calendine, Terri | Leners, Dana    | Sanduka, Kiley    |
| Charo, William   | Nelson, Nancy   | Stokke, Christine |
| Davis, Penny     | Nelson, Terri   | Strom, Vicky      |
| Fisher, Lynet    | Peterson, Sonya | Uthe, Janice      |

The stipend will be subject to all appropriate taxes and withholdings. The employee may direct the District to place the stipend into a District approved retirement savings program, if desired.

This agreement will continue until all those employees above have severed their employment with the District or enrolled in health or dental insurance. If any employee above enrolls in health or dental insurance, this benefit is no longer an option.

In the event that this agreement is found to be in contradiction with the IRS Code and/or penalties are assessed, this agreement will require amendment or cancellation until noncompliance or penalty assessment issues are resolved.

### **Annual Notice of Nondiscrimination Policy**

The Gilbert offers career and technical programs in the following service areas: Industrial Education, Agricultural Education, Business Education and Family & Consumer Science.

It is the policy of the Gilbert Community School not to discriminate on the basis of age, race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socioeconomic background in its educational programs, activities, or employment policies as required by Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973 and Section 216.9 of the Iowa Code. The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities and potential.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries and grievances regarding compliance with Title IX, Title VI, Section 504, or Section 216.9 should be directed to the district's Equity Coordinator: Carrie Clark, Director of Curriculum; District Office; 103 Mathews Drive; Gilbert, Iowa 50105; 515-232-3740 or [clarkc@gilbert.k12.ia.us](mailto:clarkc@gilbert.k12.ia.us)

## **Continuous Notification of Nondiscrimination Policy**

It is the policy of the Gilbert Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity coordinator, Carrie Clark, 103 Mathews Dr, Gilbert, Iowa. 515-232-3740 [clarkc@gilbert.k12.ia.us](mailto:clarkc@gilbert.k12.ia.us)

**The notice may include:** Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: 312-730-1560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)