

EMPLOYEES

Series 400

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12/14/20; 1/11/21; 2/8/21; 11/8/21; 7/24/23; 3/18/24; 4/8/24

ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES

This series of the board policy manual is devoted to the board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the board's goal is to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. The board recognizes its duty to bargain collectively with duly certified collective bargaining units. To the extent a group of employees has a recognized collective bargaining unit, the provisions of the master contract regarding such topics shall prevail.

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees will apply to positions that require a teaching license or administrator's certificate unless administrative positions are specifically excluded from the policy or a more specific policy is in the 300 series, Administration. Classified/Confidential/Director/Other employees' policies included in this series shall apply to positions that do not fall within the definition of licensed employee.

Approved 11/12/90

Reviewed 1/26/98; 6/8/09; 1/28/13; 3/18/24

Revised 1/12/04; 6/11/18

EQUAL EMPLOYMENT OPPORTUNITY

The Clarke 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 affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board 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.

Prior to a final offer of employment the school district will perform background checks required by law. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived. The district will perform repeat background checks on applicable employees as required by law.

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

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Clarke Community School District, 800 N Jackson, Osceola, Iowa 50213; or by telephoning 641 342- 6505.

Approved 11/20/90

Reviewed 7/12/99; 3/18/24

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EQUAL EMPLOYMENT OPPORTUNITY

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 school district's central administrative office and the administrative office in each attendance center.

NOTE: This is a mandatory policy and reflects the law. The district must perform an initial background check on all employees 18 years of age and older. For some licensed employees, background checks must be performed every 5 years.

Legal Reference: 29 U.S.C. §§ 621-634

42 U.S.C. §§ 2000e *et seq.*

42 U.S.C. §§ 12101 *et seq.*

Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8

281 I.A.C. 12.4; 95.

Cross Reference: 102 Equal Educational Opportunity

104 Bullying/Harassment

405.2 Licensed Employee Qualifications, Recruitment, Selection

411.2 Classified Employee Qualifications, Recruitment, Selection

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.

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Reviewed 1/12/04; 1/28/13; 6/11/18; 3/18/24

Revised 6/8/09; 10/12/09; 11/14/11; 2/8/21

EMPLOYEE CONFLICT OF INTEREST

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.

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.

Legal Reference: 7 C.F.R. 3016.36(3)
Iowa Code §§ 20.7; 68B; 279.8; 301.28

Cross Reference: 203 Board of Directors' Conflict of Interest
402.4 Gifts to Employees
402.7 Employee Outside Employment
404 Employee Conduct and Appearance

NEPOTISM

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district *subject to the approval of the board*.

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

NOTE: School district employment of more than one family member is permissible by law. However, school districts have the discretion to prohibit the hiring of family members. Boards that choose to prohibit nepotism should do so in board policy.

Boards that permit nepotism may want to add certain requirements to the hiring of family, such as requiring board approval prior to hire. It is recommended that one family member not be allowed to supervise or evaluate another family member unless the superintendent or board approves it. This policy is written to permit nepotism and, upon approval of the superintendent, one family member may supervise another. The clause in brackets can be added to the policy if the board also wants to approve the supervisory issue.

Legal Reference: Iowa Code §§ 20; 71; 277.27; 279.8

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment Selection
411.2 Classified/Confidential/Director/Other Employee Qualifications, Recruitment Selection

Approved 1/26/98

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Revised 6/8/09

EMPLOYEE COMPLAINTS

Complaints of employees against fellow employees should be discussed directly between employees as appropriate for the nature of the complaint. Complaints should be made in a constructive and professional manner. Complaints should generally not be made in the presence of other employees, students or outside persons.

If the complaint cannot be resolved, the employee may discuss the matter with their immediate supervisor. If the matter cannot be resolved within seven (7) days of speaking with the immediate supervisor, the employee may discuss it with the principal within fourteen (14) days of the supervisor's decision. If the matter cannot be resolved by the principal, the employee may discuss it with the superintendent within fourteen (14) days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the employee may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board retains discretion as whether to consider or take action on any complaint.

The policy is designed to create an appropriate process for pursuing general employee complaints. However, employees wishing to address a complaint on a topic with a more specialized procedure such as master contract grievances, or bullying or harassment claims should follow the appropriate process set forth in the master contract, employee handbook or other board policies specific to that topic.

Refer to building handbooks for process.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

NOTE: There should be reasonable limits on the number of days an employee has to pursue a complaint. Cross reference with the number of days listed in policy 502.4 for consistency.

Legal Reference: Iowa Code §§ 20; 279.8

Cross Reference: 210.8 Board Meeting Agenda

Approved 1/12/04

Reviewed 1/28/13; 3/18/24

Revised 6/8/09; 6/11/18; 2/23/22

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.

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. However, employees 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.

NOTE: This is not a mandatory policy but is a recommended one. It reflects current state and federal laws protecting the confidentiality and retention of employee records. Separate medical files is a requirement of the American with Disabilities Act. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 13 #2 – February 15, 2000.

Legal Reference: Iowa Code chs. 20; 21; 22; 91B

Cross Reference: 402.1 Release of Credit Information
403 Employees' Health and Well-Being
708 Care, Maintenance and Disposal of School District Records

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Reviewed 1/28/13; 6/11/18; 3/18/24

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EMPLOYEE RECORDS REGULATION

Employee Personnel Records Content

1. Employee personnel records may contain the following information:
 - Personal information including, but not limited to, name, address, telephone number, emergency numbers, birth date and spouse.
 - Individual employment contract.
 - Evaluations.
 - Application, resume and references.
 - Salary information.
 - Copy of the employee's license or certificate, if needed for the position.
 - Educational transcripts.
 - Assignment.
 - Records of disciplinary matters.

2. Employee health and medical records are kept in a file separate from the employee's personnel records. Health and medical records may contain, but are not limited to:
 - Medical professional signed physical form.
 - Sick or long-term disability leave days.
 - Worker's compensation claims.
 - Reasonable accommodation made by the school district to accommodate the employee's disability.
 - Employee's medical history.
 - Employee emergency names and numbers.
 - Family and medical leave request forms.

3. The following are considered public personnel records available for inspection:
 - The name and compensation of the individual, including any written agreement establishing compensation or any other terms of employment, except for that information that is otherwise protected. "Compensation" includes the value of benefits conferred including, but not limited to: casualty, disability, life or health insurance, other health or wellness benefits, vacation, holiday and sick leave, severance payments, retirement benefits and deferred compensation;
 - The dates the individual was employed by the government body.
 - The positions the individual holds or has held with the government body;
 - The educational institutions attended by the individual, including any diplomas and degrees earned, and the names of the individual's previous employers, positions previously held and dates of previous employment;
 - The fact that the individual resigned in lieu of termination, was discharged, or was demoted as a result of a disciplinary action, and the documented reasons and rationale for the resignation in lieu of termination, the discharge, or the demotion. "Demoted" or "demotion" mean a change of an employee from a position in a given classification to a position in a classification having a lower pay grade; and;
 - Personal information in confidential personnel records of government bodies relating to student employees shall only be released pursuant to the Family Education Privacy Rights Act (FERPA).

EMPLOYEE RECORDS REGULATION

Applicant File Records Content

Records on applicants for positions with the school district are maintained in the central administration office. The records will include, but not be limited to:

- Application for employment.
- Resume.
- References.
- Evidence of appropriate license or certificate, if necessary for the position for which the individual applied.
- Affirmative action form, if submitted.

Record Access

Only authorized school officials will have access to an employee's records without the written consent of the employee. Authorized school officials may include, but not be limited to, the superintendent, building principal, or board secretary. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to an employee's personnel file without the consent of the employee when necessary for the conducting of board business.

Approved 1/26/98

Reviewed 1/12/04; 6/11/18; 3/18/24

Revised 6/8/09; 9/26/11; 1/28/13; 7/24/23

LIMITATIONS TO EMPLOYMENT REFERENCES

The district believes in taking appropriate measures to promote the health and welfare of all students. Any school employee, contractor, or agent shall not assist another school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative personnel files, if the individual or agency knows or has probably cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

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

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

NOTE: This is a mandatory policy. The language stated in the policy reflects the standards established for schools receiving funding under the Every Student Succeeds Act. The district believes in takin appropriate measures to promote the health and welfare of all students.

Legal Reference 20U.S.C §7926
 281I.A.C.12.3(14)

Adopted 12/17/2021
Reviewed 3/18/24
Revised

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 pre-approved by the superintendent or an immediate supervisor. Travel outside the school district by the superintendent shall be approved by the board president.

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 itemized- 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 itemized-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 54 cents per mile. In the event that a school vehicle is available and employees choose to provide their own transportation, the employees will be reimbursed at a rate of 10 (ten) cents per mile. *Pre-approved expenses for transportation outside of three-hundred miles of the school district administrative office may be by public carrier. Reimbursement for air travel will be at the tourist class fares. Should an employee choose to travel by automobile, reimbursement will be limited to the public carrier amount. Pre-approved expenses for transportation in a rental car is limited to the cost of a Class C rental car at a medium-priced agency, unless the number of people traveling on behalf of the school district warrants a larger vehicle.* Travel Costs for a spouse or anyone other than the district employee shall be a personal expense not reimbursed by the district.

EMPLOYEE TRAVEL COMPENSATION

Pre-approved expense for lodging within the state is limited to \$150.00 per night. Pre-approved expense for lodging outside the state is limited to the rate of a medium priced hotel in the area. -Lodging may be pre-approved for a larger amount if special circumstances require the employee to stay at a particular hotel. Pre-approved expenses for meals within the state are limited to \$45.00 per day if a full day. Meals may be pre-approved for a larger amount by the board.

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 54 cents per mile. It is the responsibility of the superintendent/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.

Travel allowances within the district will be provided only after Board approval. Employees who are allowed a within 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.

Use of District-Owned Vehicles

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

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses, in-school district travel allowances and assignment and proper use 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.

Legal Reference: Iowa Constitution, Art. III, § 31.
Iowa Code §§ 70A.9-.11
1980 Op. Att'y Gen. 512.

Cross Reference: 216.3 Board of Directors' Member Compensation and Expenses
401.6 Transporting of Students by Employees
705.2 Credit and Procurement Cards
904.1 Transporting Students in Private Vehicles

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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.

NOTE: Because of the constitutional limitations on the use of public funds, it is questionable whether a school district can use public funds for recognition of employees. School districts that have a practice of recognizing resigning or retiring employees should have a board policy, and the superintendent should document why a certain expenditure is appropriate.

Legal Reference: Iowa Const. Art. III, § 31.
Iowa Code § 279.8 (2007).
1980 Op. Att'y Gen. 102.

Cross Reference: 407 Licensed Employee Termination of Employment
413 Classified/Confidential/Director/Other Employee Termination of Employment

Approved 1/12/04
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Revised 6/8/09

EMPLOYEE POLITICAL ACTIVITY

Employees will not engage in political activity upon property under the jurisdiction of the board including the use of school district e-mail accounts. Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, general information regarding elections or ballot issues and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited.

Violation of this policy may be grounds for disciplinary action.

Legal Reference: Iowa Code §§ 55; 279.8

Cross Reference: 409.5 Licensed Employee Political Leave
414.5 Classified/Employee Political Leave

Approved 1/26/98
Reviewed 1/12/04; 1/28/13; 6/11/18; 3/18/24
Revised 6/8/09; 2/8/21

EMPLOYEE ORIENTATION

Employees must know their role and duties. New employees may be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the central office staff. Regular employee's ineligible for the school district's group health plan will be given information regarding where they can obtain health care or health care insurance per their request.

NOTE: This is not a required policy. Boards that adopt this policy must ensure that it is followed. The sentence implementing the access to health care rules is the last sentence

Legal Reference: Iowa Code §§ 20; 279.8 (2007).
191 I.A.C. 74.

Cross Reference: 404 Employee Conduct and Appearance
406 Licensed Employee Compensation
412 Classified/Confidential/Director/Other Employee Compensation and Benefits

Approved 1/12/04
Reviewed 1/28/13; 6/11/18; 3/18/24
Revised 6/8/09

EMPLOYEE USE OF CELL PHONES

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 italicized section below is for those boards that have school district-provided cell phones. If your board doesn't have the, this section can be eliminated. If it does, the policy should be amended to reflect local policy and practice. The italics and brackets should also be deleted.

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.

The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned cell phone for authorized school district business.

Employees may possess and use cell phones during the school day as outlined in this policy and as provided in the administrative regulations developed by the superintendent. Employees should not use cell phones for personal business while on-duty, including staff development times, parent-teacher conferences, etc., except in the case of an emergency or during prep time or break/lunch times. Employees, for bus drivers, see below, are prohibited from using cell phones while driving except in the case of an emergency and any such use must comply with applicable state and federal law and district policies and regulations.

Cell phones are not to be used for conversations involving confidential student or employee information.

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. Any such use must comply with applicable state and federal law and district policies and regulations.

Cell Phone Allowance for districts who utilize an allowance rather than supply district-owned devices.

Certain positions within the district may require the regular use of cell phones to conduct district business. These employees may purchase and/or maintain cell phones and related equipment, at their own expense, to make themselves accessible to the district and to conduct district business more efficiently. The superintendent has discretion to determine which district positions qualify for a cell phone allowance. The monthly cell phone allowance amount shall be established by the superintendent and/or the board. Employees who utilize their personal cell phones shall do so in accordance with this policy and accompanying procedures. The cell phone allowance is neither permanent nor guaranteed. The district reserves the right to rescind the allowance at any time for a violation of district policy or regulation or for any other reason.

EMPLOYEE USE OF CELL PHONES

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.

Note: Boards that have school district-provided cell phones should amend this policy and its accompanying regulation to include the italicized sections. Boards should also amend the policy and its accompanying regulations to reflect internal practices and controls. For more detailed discussion of this issue, see IASB's Policy Primer, September 14, 2010.

Legal References: Internal Revenue Comment Notice, 2009-46, http://www.irs.gov/irb/2009-23_IRB/ar07.html
Iowa Code § 279.8, 321.276

Cross References: 406 Licensed Employee Compensation and Benefits
412 Classified/ Employee Compensation and Benefits
707.5 Internal Controls

Approved 10/11/10
Reviewed 6/11/18; 3/18/24
Revised 1/28/13; 7/15/19

EMPLOYEE USE OF CELL PHONES REGULATION

Cell phone usage

1. Cell phones shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
2. Cell phones should not be used to transmit confidential student or personal information either verbally or written.
3. Employees are prohibited from using a cell phone while driving as part of their work duties, unless in the case of an emergency, unless the vehicle has come to a complete stop and the gear is in park.

Approved: 10/11/10

Reviewed: 6/11/18; 3/18/24

Revised: 1/28/13; 7/15/19

Clarke Community School District
Acceptable Use Policy for Employee Electronic Devices

I understand and agree to the expectations of the Clarke Community School District with respect to the acceptable use of the electronic device being issued to me by the District in connection with my employment.

I have participated in an orientation on proper behavior and use of the electronic device prior to receiving a District-owned electronic device.

I am aware that computer files (including electronic device) and communications over electronic networks including email and apps are not private. I have no expectation of privacy in the electronic device or any materials therein.

The District reserves the right to monitor these systems at any time without advance notice or consent. I understand that the electronic device remains the property of the District.

I understand that I am responsible for backing up my files to iCloud.

I will not leave my electronic device unattended unless it is locked in a secure place. I may be fully responsible for the cost of replacement should my electronic device be lost or stolen due to negligence as determined by administration.

I understand that I may be responsible for damages that occur to the electronic device due to negligence.

I understand that it is my right to insure the electronic device through a personal insurance policy.

I am responsible for all unauthorized charges incurred by my access of any Internet services or apps that have a cost involved. I understand that any apps I download on the electronic device may be removed by District management software either through updating or if deemed inappropriate.

I will not duplicate or distribute copyrighted materials other than a back-up copy of those items I legally own.

I will keep the electronic device in the District-issued case.

I will maintain the electronic device as directed by the District.

I will report any problems with the electronic device to the HelpDesk immediately.

I will return the electronic device to the District by last date of employment or as otherwise requested.

In the event of termination, I will return the electronic device to the District immediately.

I agree with the stated conditions above. I also understand that I am responsible for the use of and any content on the electronic device. I have read and will abide by the Staff Technology Use and Regulations of the Clarke Community School District, which are incorporated herein by reference. I further understand that, should I commit any violation of such terms or other applicable board policies/rules, I may be subject to disciplinary action and/or appropriate legal actions may be taken.

Faculty Member Name: _____

Faculty Member Signature: _____

School Administrator/Designee: _____

Date: _____

Electronic Device Inventory Number:
Serial Number:

Approved: June 10, 2002
Reviewed: 2/14/05; 4/12/10; 1/26/15; 6/11/18; 3/18/24
Revised: 12/18/12; 6/23/16

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 will comply with Iowa law to the extent that compliance does not infringe on employees' free speech rights.

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.

Note: This is a mandatory policy required by Iowa Code 279.73.

Legal Reference: U.S. Const. Amend. I
Kennedy v. Bremerton School District, 597 U.S. (2022)
Iowa Code §§ 279.73; .74; 280.22

Cross Reference: 502.3 Student Expression
504.3 Student Publications

Approved 11/8/21

Reviewed 3/18/24

Revised 12/12/22

APPLICATION PROCEDURE AND EMPLOYEE BACKGROUND CHECKS
FOR PROSPECTIVE EMPLOYEES

Applications for employment are to be sent to the district administration office. Administrators and supervisors are to select applicants from these files. When a possible employee has been identified, a recommendation to that effect is made by the appropriate administrator and subsequently presented to the Board for approval.

Employee background checks will be conducted regarding all recommended employees.

Background checks will not be conducted on every applicant for a particular position, nor will background checks be used as a screening tool to reduce the size of an applicant pool. However, every applicant will be advised at the outset of the application process, that if selected, final hiring will be subject to completion of an employee background check which shall include, but may not be limited to, criminal history and sex offender registry checks with favorable results and board approval. A “favorable” employee background check for purposes of this policy is one that does not indicate any criminal record, information inaccuracies or discrepancies, or other job related concerns.

Once an applicant has been selected by district administrators for placement in a particular position, district administrators will apprise that person of his/her preliminary selection, but will also advise the person that his/her selection is conditional, with the minimum conditions being completion of an employee background check with favorable results, and approval of his/her selection by the Board.

Should a recommendation be made by the administration to hire an applicant whose employee background check results are not favorable, as defined by this policy, the Board may approve a hiring exception to this policy, but only after full review and consideration of the unfavorable background check results.

Employee background checks will normally include both a criminal history check conducted through the Iowa Division of Criminal Investigation, and a sex offender registry check through the Sheriff’s Office of Clarke County. However, where the applicant’s personal history includes significant presence or residency in states other than Iowa, district administrators may in their discretion also conduct a national level criminal history check through the Iowa Division of Criminal Investigation.

All employee background checks will be conducted at district expense. District administrators shall be authorized to establish a prepayment fund with the Iowa Division of Criminal Investigation if the volume of checks performed by the district warrants such a fund.

Employee background check information received by the district administration pursuant to this rule will not be further disseminated to any persons other than the board and district legal counsel.

Legal Reference: Iowa Code sections 692.2(1)(b), .2(5), .2(6), .2A 661 I.A.C.

Approved: 11/12/90

Reviewed: 1/26/98; 6/14/04; 6/8/09; 1/28/13; 6/11/18; 3/18/24

Revised: 4/24/00; 4/23/12

GRIEVANCE PROCEDURE FOR EMPLOYEES

If an employee claims a Board policy or an administrative rule has been violated, within 5 calendar days of the alleged violation the individual shall first discuss the complaint with his/her immediate supervisor. If the complaint is unresolved at the supervisory level, the employee shall discuss the complaint with the building principal. If the complaint is not resolved, the employee shall next place the complaint in writing within 5 calendar days of the discussion with the principal, and discuss it with the superintendent. If the complaint continues ten (10) calendar days following the discussion with the superintendent, the employee may ask to have the item placed on the agenda for the next meeting of the Board. The Board has discretion to decide whether to place any items on its agenda.

The decision of the Board shall be final.

The purpose of this procedure is to resolve all complaints at the lowest possible administrative level.

This procedure is not valid for any item that (1) has been filed in a formal grievance procedure contained in a master agreement or (2) could be filed at the employee's discretion as a formal grievance under the provisions of a master contract.

Approved 11/12/90

Reviewed 1/26/98; 6/14/04; 6/8/09; 1/28/13; 6/11/18; 3/18/24

Revised

THE GRIEVANCE FORM

NOTE: At each level of appeal a new form is utilized with copies of action at another level attached. Grievance begins at the immediate supervisor level and may be appealed to the following levels in this order: principal, superintendent, request to appear before the entire Board. The decision of the Board shall be final.

AGGRIEVED EMPLOYEE SECTION

Date filed with Employer _____

Building _____

Name of Aggrieved Employee _____

Date Violation Occurred _____

Section of Policy Violated _____

Statement of Grievance _____

Adjustment Desired _____

Date

Signature of Aggrieved Employee

EMPLOYER SECTION

Employer's Answer _____

Date

Signature and Title

AGGRIEVED EMPLOYEE SECTION

Concurrence with Employer Answer? Yes _____ No _____

Action Taken _____

Date

Signature of Aggrieved Employee

Approved 11/12/90
Reviewed 1/26/98; 6/14/04; 6/8/09; 3/18/24
Revised 1/28/13; 6/11/18

SOCIAL MEDIA POLICY

Online social media platforms such as Facebook, LinkedIn, Instagram and Twitter are an evolving gathering place for hundreds of millions of people, encompassing a broad sweep of online activity, including social networks (Facebook, Instagram and Twitter) and professional networks (LinkedIn, blogs and webinars). Because such media is a far-reaching means of communication, every District employee engaged in social media is expected to use it responsibly.

In establishing a formal social media policy, the District is hoping to provide employees with a clear, straightforward set of standards to guide personal and professional social media behavior. As social media use and tools evolve, so will this policy. It will be evaluated and amended as needed.

The District will not place restrictions on which social media sites its employees can join during their personal time. The District hires talented people, and, therefore, trusts each employee to conduct themselves in a professional manner. If an employee is clearly identified as an employee of the District, the employee has a responsibility to consistently and professionally act in a manner that maintains the District's business reputation, whether using social media for personal or professional reasons. Additionally, employees may not set up additional social media groups on behalf of the District, such as LinkedIn groups, Facebook pages or Twitter accounts. Any communications concerning District employees that are posted using social media sites must not violate any guidelines set forth in District Policy or Handbook, especially as it relates to discrimination, unlawful harassment or safety issues.

In general, employees are free to participate in professional networking and business websites (i.e. LinkedIn, District blog), and may identify themselves as employees of the District when doing so. Because the employee's professional online identity reflects directly on the District, all such communications must meet the standards of professionalism expected of District employees and align with the District's "Code of Conduct and Ethics Policy." In addition, employees should ensure their online profile, including biography and credentials, is accurate and unembellished.

Employees need to be wary of posting anything that might constitute a violation of personal privacy laws (FERPA, HIPAA, etc.). Doing so could expose the employee and the District to serious legal trouble. If an employee is commenting on a professional site, a disclaimer should be issued clearly stating that the opinion is solely of the employee, and not representative whatsoever of the District (i.e. "the views expressed are mine alone and do not necessarily reflect the views of the District"). The District reserves the right to remove potentially sensitive material from any of its own social networking pages (i.e. specific information on a stakeholder, something that is inappropriate or offensive, SPAM, etc.).

Employees should avoid posting material that is obscene, threatening or that contribute to a hostile work environment on the basis of age, race, sex, religion, disability, or any other status protected by law. Reports of social media abuse are to be reported to the immediate supervisor of the employee making said posts.

Nothing contained in this policy is intended to, nor shall be interpreted as, limiting an employee's right to free speech or an employee's right to engage in concerted activity aimed at affecting a change in the workplace, as protected by the Public Employment Relations Act.

When using personal social networks, employees should recognize that the information they post can impact their career and personal and professional reputations. Accordingly, employees should exercise judgment and discretion with the information that they post, as well as when determining whom they invite to join their social networks, including consideration of the appropriateness of inviting other employees.

When using a personal or non-work-related social network, employees must use a personal email address. Communications should not be attributed to the District nor appear to be endorsed or originated from the District. While the District does not require employees to disclose their identity when participating in online media, the District reserves the right to investigate and identify the authors of inappropriate posts or comments that may be related to the District, its stakeholders or employees.

Any known or suspected violations of this policy will be investigated and may result in disciplinary action up to and including termination of employment.

Approved 12/14/20

Reviewed 3/18/24

Revised _____

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 superintendent/designee to respond to inquiries from creditors.

NOTE: This policy lists the information the school district will release to a credit agency without prior notice to the employee. The items listed are all public records and can be disclosed without prior notice. Prior to releasing other information, a school district must get consent from the employee. It is recommended that this consent be written.

Legal Reference: Iowa Code §§ 22.7; 279.8

Cross Reference: 401.5 Employee Records

Approved 1/26/98 Reviewed 1/12/04; 2/11/13; 6/11/18; 3/18/24 Revised 6/8/09

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 and all school employees 18 years of age or older 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 and dependent adult abuse, or submit evidence they've taken the course within the previous three years. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the two-hour training course will take the one-hour follow up training course every three years and prior to the expiration of their certificate.

NOTE: All mandatory reporter certificates issued prior to July 1, 2019 remain effective for five years. Once this certificate expires, subsequent training certificates will be valid for three years.

NOTE: For more information, please visit the "Report Abuse and Fraud" section of the Iowa Department of Human Services' website, located at <http://dhs.iowa.gov/report-abuse-and-fraud>.

NOTE: Please remember there are two types of reporters identified in Iowa law: mandatory reporters and permissive reporters. Mandatory reporters are those individuals who are required by law to report suspected incidents of child abuse when they become aware of such incidents within the scope of their employment or professional responsibilities. Permissive reporters are not required by law to report abuse, but may choose to report to the Iowa Department of Human Services. While all licensed school employees, teachers, coaches and paraeducators and all school employees 18 years of age or older are mandatory reporters within the scope of their profession, they are considered permissive reporters outside the scope of their profession.

Legal Reference: Iowa Code §§ 232.67-.77; 232A; 235A; 280.17
441 I.A.C. 9.2; 155; 175.

Cross Reference: 402.3 Abuse of Students by School District Employees
502.9 Interviews of Students by Outside Agencies
507 Student Health and Well-Being

Approved 11/12/90

Reviewed 1/26/98; 2/11/13; 6/11/18; 3/18/24

Revised 1/12/04; 6/8/09; 12/12/16; 2/8/21; 12/12/22; 7/24/23

CHILD ABUSE REPORTING REGULATION

Iowa law requires licensed employees to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse which they become aware of within the scope of their professional duties.

The law further specifies that a licensed employee who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the licensed employee may be subject to civil liability for damages caused by the failure to report.

Employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report, are immune from liability.

"Child abuse" as: Any non-accidental physical injury, or injury which is at variance with the history g..." with "shall have the definition provided in Iowa Code §232.68".

Shall have the definition provided in Iowa Code § 232.68

Reporting Procedures

Licensed employees, including teachers and school nurses, are required to report, either orally or in writing, within twenty-four hours to the Iowa Department of Human Services (DHS) when the employee reasonably believes a child has suffered from abuse within the scope of employment. Within forty-eight hours of an oral report, a written report must be filed with DHS.

Each report should contain as much of the following information as can be obtained within the time limit. However, the law specifies a report will be considered valid even if it does not contain all of the following information:

- name, age, and home address of the child;
- name and home address of the parents, guardians or other persons believed to be responsible for the care of the child;
- the child's present whereabouts if not the same as the parent's or other person's home address;
- description of injuries, including evidence of previous injuries;
- name, age, and condition of other children in the same home;
- any other information considered helpful; and,
- name and address of the person making the report.

Board policy states it is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. DHS is responsible for investigating the incident of alleged abuse.

Approved 11/12/90

Reviewed 6/8/09; 2/11/13; 6/11/18; 3/18/24

Revised 1/12/04

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

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.

The superintendent is responsible for drafting administrative regulations to implement this policy.

NOTE: This policy and its accompanying regulation and exhibits are a reflection of current Iowa law regarding abuse of students by school district employees. Refer to the Iowa Department of Education training manual for supporting materials and forms. <http://www.iowa.gov/educate/content/view/860/1501/>. The last sentence of the third paragraph is mandatory in the law and is an item in the DE accreditation report.

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 272A; 280.17; 709; 728.12(1)
281 I.A.C. 12.3(6), 102; 103.
441 I.A.C. 155; 175.
1980 Op. Att'y Gen. 275.

Cross Reference: 104 Bullying/Harassment
402.2 Child Abuse Reporting
503.5 Corporal Punishment

Approved 11/12/90
Reviewed 1/12/04; 2/11/13; 6/11/18; 3/18/24
Revised 1/26/98; 6/8/09

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Complaint of Injury to or Abuse of a Student by a School District Employee

Please complete the following as fully as possible. If you need assistance, contact the Level I investigator in your school.

Student's name and address: _____

Student's telephone no.: _____

Student's school: _____

Name and place of employment of employee accused of abusing student: _____

Allegation is of _____ Physical abuse _____ sexual abuse*

Please describe what happened. Include the date, time and where the incident took place, if known. If physical abuse is alleged, also state the nature of the student's injury:

Were there any witnesses to the incident or are there students or persons who may have information about this incident? ___ yes ___ no

If yes, please list by name, if known, or classification (for example "third grade class", "fourth period geometry class"):

*Parents of children who are in pre-kindergarten through sixth grade and whose children are the alleged victims of or witnesses to sexual abuse have the right to see and hear any interviews of their children in this investigation. Please indicate "yes if the parent/guardian wishes to exercise this right:

___ Yes ___ No Telephone Number _____

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES
Complaint of Injury to or Abuse of a Student by a School District Employee

Has any professional person examined or treated the student as a result of the incident? ___yes ___no
___unknown

If yes, please provide the name and address of the professional(s) and the date(s) of examination or treatment, if known

Has anyone contacted law enforcement about this incident? ___yes ___no

Please provide any additional information you have which would be helpful to the investigator. Attach additional pages if needed.

Your name, address and telephone number:

Relationship to student: _____

Complainant Signature

Witness Signature

Date

Witness Name (please print)

Witness Address

Be advised that you have the right to contact the police or sheriff's office, the county attorney, a private attorney, or the State Board of Educational Examiners (if the accused is a licensed employee) for investigation of this incident. The filing of this report does not deny you that opportunity.

You will receive a copy of this report (if you are the named student's parent or guardian) and a copy of the Investigator's Report within fifteen calendar days of filing this report unless the investigation is turned over to law enforcement.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES
Report of Level I Investigation

Student's name: _____

Student's age: _____ Student's grade: _____

Student's address: _____

Student's school: _____

Name of accused school employee: _____ Building _____

Name and address of person filing report:

Name and address of student's parent or guardian, if different from person filing report: _____

Date report of abuse was filed: _____

Allegation is of _____ Physical abuse _____ sexual abuse*

Describe the nature, extent and cause of the student's injury, if any and if known: (Attach additional pages if needed).

Describe your investigation: Attach additional pages if needed. (Please do not use student witnesses' full names.)

*Were parent(s) or guardian(s) advised of their right to see and hear any interview of their pre-kindergarten through sixth grade children who are alleged victims of or a witness in a sexual abuse investigation?

___ Yes ___ No Was the right exercised? ___ Yes ___ No

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES
LEVEL I INVESTIGATOR'S REPORT FORM

Were audio tapes made of any interviews? _____yes _____no

Were video tapes made of any interviews? _____yes _____no

Was any action taken to protect the student during or as a result of the investigation? _____yes _____no

If yes, describe:

_____student excused from school _____school employee placed on administrative or other leave

_____student assigned to different class _____other (please specify)

Level I investigator's conclusions:

_____ **The complaint is being dismissed for lack of jurisdiction.**

_____ Physical abuse was alleged, but no allegation of injury was made.

_____ Physical abuse was alleged, but no evidence of physical injury exists and the nature of the alleged incident makes it unlikely an injury, as defined in the rules, occurred.

_____ Sexual abuse was alleged, but the alleged actions of the school employee, even if true, would not meet the definition of sexual abuse in the rules.

_____ Alleged victim was not a student at the time of the incident.

_____ Alleged school employee is not currently employed by this school district.

_____ Alleged incident did not occur on school grounds, on school time, at a school-sponsored activity, nor in a school-related context.

_____ **The complaint has been investigated and concluded at Level I as unfounded.**

_____ Complaint was withdrawn.

_____ Insufficient evidence exists that an incident of abuse, as defined in the rules, took place.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES
LEVEL I INVESTIGATOR'S REPORT FORM

- The complaint has been investigated at Level I and is founded.**
- The investigation is founded at Level I and is being turned over to Level II for further investigation.
- Investigation of the complaint was deferred at Level I and referred to law enforcement at this time.
- The investigation is concluded at Level I because the accused school employee has admitted the violation, has resigned, or has agreed to relinquish any teaching license held.

Current status of investigation:

- Closed. No further investigation is warranted.
- Closed and referred to school officials for further investigation as a personnel matter.
- Deferred to law enforcement officials.
- Turned over to Level II investigator.

Other comments: _____

I have given a copy of the report of abuse and of this investigative report to the employee named in the report, the employee's supervisor, and the student's parent or guardian and informed the person filing the report of the options of contacting law enforcement, private counsel, or the State Board of Educational Examiners, if the accused school employee holds an Iowa teacher's certificate or license.

Name of investigator (please print)

Investigator's place of employment

Signature of investigator

Date

Reviewed: 1/12/04; 6/8/09; 2/11/13; 6/11/18; 3/18/24

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

An individual who has knowledge that an employee has physically or sexually abused a student may immediately report it to the school district's Level I investigator. The Level I investigator is appointed by the Board annually and may be found in the Parent/Student Handbook. "Employee" means one who works for pay or as a volunteer under the direction and control of the school district. The report is written, signed and witnessed by a person of majority age. The witness may be the Level I investigator. The reporter is the individual filing the report. The report will contain the following:

- The full name, address, and telephone number of the person filing.
- The full name, age, address, and telephone number, and attendance center of the student.
- The name and place of employment of the employee who allegedly committed the abuse.
- A concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known.
- A list of possible witnesses by name, if known.
- Names and locations of persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

Upon request, the Level I investigator may assist the reporter in completing the report. An incomplete report will not be rejected unless the missing information would render the investigation futile or impossible. An employee receiving a report of alleged abuse of a student by an employee will pass the report to the investigator and will keep the report confidential to the maximum extent possible. In performing the investigation, the investigator will have access to the educational records of the alleged student victim as well as access to the student for interviewing purposes.

In order for the school district to have jurisdiction over the acts and to constitute a violation of the law, acts of the employee must be alleged to have occurred on school grounds, on school time, at a school-sponsored activity, or in a school-related context. However, the student need not be a student in the school district. The student can be from another school district. To be investigable, the written report must include basic information showing that the victim of the alleged abuse is or was a student at the time of the incident, that the alleged act of the employee resulted in injury or otherwise meets the definition of abuse in these rules, and that the person responsible for the act is currently an employee. If the report is not investigable due to lack of jurisdiction, the investigator will dismiss the complaint and inform the reporter of other options available. Other options available to the reporter include contacting law enforcement authorities, private counsel, or the Board of Educational Examiners in the case of a licensed employee.

If the Level I investigator believes the student is in imminent danger if continued contact is permitted between the employee and the student, the Level I investigator may:

- temporarily remove the student from contact with the employee;
- temporarily remove the employee from service; or,
- take other appropriate action to ensure the student's safety.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

The Level I investigator will have access to the educational records of the student and access to the student for purposes of interviewing the student about the report.

Physical Abuse Allegations

When physical abuse is reported, the Level I investigator will make copies of the report and give a copy to the person filing the report, the students' parents and the immediate supervisor of the employee named in the report. The employee named in the report will not receive a copy of the report until the employee is initially interviewed.

The Level I investigator will use discretion in handling the information received regarding an investigation of abuse by an employee, and those persons involved in the investigation will not discuss information regarding the complaint outside the investigation. The entire investigative procedure will be thoroughly explained, including the confidential nature of the proceedings, to the student and other persons involved in the investigation.

Within five days of receipt of an investigable report, the Level I investigator will complete an informal investigation. The informal investigation will consist of interviews with the student, the employee and others who may have knowledge of the alleged incident. If the Level I investigator determines that the allegations in the report are founded and that immediate and professional investigation is necessary, the Level I investigator may defer further investigation and contact appropriate law enforcement officials, the student's parents and the person filing the report. Within fifteen days of receipt of the report, the Level I investigator will complete a written investigative report, unless the investigation was temporarily deferred.

The written investigative report will include:

1. The name, age, address and attendance center of the student named in the report.
2. The name and address of the student's parent or guardian and the name and address of the person filing the report, if different from the student's parent or guardian.
3. The name and work address of the employee named in the report as allegedly responsible for the abuse of the student.
4. An identification of the nature, extent and cause, if known, of any injuries or abuse to the student named in the report.
5. A general review of the investigation.
6. Any actions taken for the protection and safety of the student.
7. A statement that, in the investigator's opinion, the allegations in the report are either:
 - Unfounded. (*It is not likely that an incident, as defined in these rules, took place*), or
 - Founded. (*It is likely that an incident took place.*)

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

8. The disposition or current status of the investigation.
9. A listing of the options available to the parents or guardian of the student to pursue the allegations. These options include, but are not limited to:
 - Contacting law enforcement officials.
 - Contacting private counsel for the purpose of filing a civil suit or complaint.
 - Filing a complaint with the board of educational examiners if the employee is a licensed employee.

The investigator will retain the original and provide a copy of the written investigative report to the school employee named in the report, the employee's supervisor and the student's parent or guardian. The person filing the report, if not the student's parent or guardian, is notified only that the Level I investigation has been concluded and of the disposition or anticipated disposition of the case.

It is the responsibility of the Level I investigator to determine whether it is more likely than not that an incident of abuse as defined in the rules took place between the student and employee. The Level I investigator does not make the determination of whether the use of physical contact was appropriate or whether any of the exceptions apply. That is the responsibility of the Level II investigator. Upon completion of the report, if the Level I investigator determines the allegations of physical abuse are founded and serious, the Level I investigator will notify law enforcement authorities. If the allegations are founded but the physical abuse is not of a serious nature, the Level I investigator will refer the case on to the Clarke County Sheriff, the Level II investigator.

The Level II investigator will review the Level I investigator's final investigative report and conduct further investigation. The Level II investigative report will state the conclusion as to the occurrence of the alleged incident, the applicability of exceptions, the reason for the contact or force used, and recommendations regarding the need for further investigation. In determining the applicability of the exceptions or the reasonableness of the contact or force used, the Level II investigator will use the following definitions:

Physical abuse is non-accidental physical injury to the student as a result of the action of an employee. Injury occurs when evidence of it is still apparent at least twenty-four hours after its occurrence. The following do not constitute physical abuse, and no employee is prohibited from:

- a. Using reasonable and necessary force, not designed or intended to cause pain:
 - (1) To quell a disturbance or prevent an act that threatens physical harm to any person.
 - (2) To obtain possession of a weapon or other dangerous object within a pupil's control.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

- (3) For the purposes of self-defense or defense of others as provided for in Iowa Code § 704.3.
- (4) For the protection of property as provided for in Iowa Code §§ 704.4, .5.
- (5) To remove a disruptive pupil from class, or any area of school premises or from school-sponsored activities off school premises.
- (6) To prevent a student from the self-infliction of harm.
- (7) To protect the safety of others.

- b. Using incidental, minor, or reasonable physical contact to maintain order and control.

In determining the reasonableness of the contact or force used, the following factors are considered:

- a. The nature of the misconduct of the student, if any, precipitating the physical contact by the school employee.
- b. The size and physical condition of the student.
- c. The instrumentality used in making the physical contact.
- d. The motivation of the school employee in initiating the physical contact.
- e. The extent of injury to the student resulting from the physical contact.

"Reasonable force" is that force and no more which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss and can include deadly force if it is reasonable to believe that such force is necessary to avoid injury or risk to one's life or safety or the life or safety of another, or it is reasonable to believe that such force is necessary to resist a like force or threat.

Upon completion of the Level II investigation, the Level I investigator will forward copies of the Level II investigative report to the employee, the employee's immediate supervisor and the student's parent. The Level I investigator will notify the person filing the report of the current status of the case.

If the Level II investigator's report or law enforcement officials conclude abuse occurred, or the employee admits the violation, or the employee has surrendered the employee's certificate or license, the Level I investigator will file a complaint with the State Board of Educational Examiners. The Level I investigator will also arrange for counseling services for the student if the student or student's parents request counseling services.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

Sexual Abuse

Sexual abuse is defined as including sexual acts involving a student, acts that encourage the student to engage in prostitution, as well as inappropriate, intentional sexual behavior or sexual harassment by the employee toward a student. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

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

When sexual abuse is reported, the Level I investigator will make copies of the report and give a copy to the person filing the report, the students' parents and the immediate supervisor of the employee named in the report. The employee named in the report will not receive a copy of the report until the employee is initially interviewed. The designated investigator will not interview the school employee named in a report of sexual abuse until after a determination is made that jurisdiction exists, the alleged victim has been interviewed and a determination made that the investigation will not be deferred.

The investigator will notify the parent, guardian or legal custodian of a student in prekindergarten through grade six, of the date and time of the interview and of the right to be present or to see and hear the interview or send a representative in the parent's place. The Level I investigator will interview the student as soon as possible, but in no case later than five days from the receipt of a report or notice of the allegation of sexual abuse. The Level I investigator may record the interview electronically.

The Level I investigator will exercise discretion in the investigative process to preserve the privacy interests of the individuals involved. To the maximum extent possible, the investigator will maintain the confidentiality of the report.

It is the responsibility of the Level I investigator to determine whether it is more likely than not that an incident took place between the employee and the student. If the Level I investigator believes the employee committed a sex act with a student or sexually exploited a student, the Level I investigator will defer the Level I investigation and immediately notify law enforcement officials, the student's parents and the person filing the report.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

If the Level I investigator determines an incident occurred, while not an illegal sex act with a student or sexual exploitation of a student, but where the employee engaged in inappropriate, intentional sexual behavior, further investigation is warranted. If further investigation is warranted, the Level I investigator may proceed to interview the employee and other individuals who may have knowledge of the circumstances contained in the report. Prior to interviewing other individuals who may have knowledge of the circumstance contained in the report, the Level I investigator will provide notice of the impending interview of student witnesses or the student who is in prekindergarten through grade six, to their parent, guardian, or legal custodian, and may provide notice to the parent or guardian of older students, prior to interviewing those students. The Level I investigator shall, if founded, arrange for the Level II investigator to further investigate the allegations.

Within fifteen days of receipt of the report or notice of alleged sexual abuse, the Level I investigator will complete a written investigative report unless the investigation was temporarily deferred. The written investigative report will include:

1. The name, age, address and attendance center of the student named in the report.
2. The name and address of the student's parent or guardian and the name and address of the person filing the report, if different from the student's parent or guardian.
3. The name and work address of the school employee named in the report as allegedly responsible for the abuse of the student.
4. An identification of the nature, extent and cause, if known, of any injuries or abuse to the student named in the report.
5. A general review of the investigation.
6. Any actions taken for the protection and safety of the student.
7. A statement that, in the investigator's opinion, the allegations in the report are either:
 - Unfounded. (*It is not likely that an incident, as defined in these rules, took place*), or
 - Founded. (*It is likely that an incident took place.*)
8. The disposition or current status of the investigation.
9. A listing of the options available to the parents or guardian of the student to pursue the allegations. These options include, but are not limited to:
 - Contacting law enforcement officials.
 - Contacting private counsel for the purpose of filing a civil suit or complaint.
 - Filing a complaint with the board of educational examiners if the school employee is certificated.

The investigator will retain the original and provide a copy of the investigative report to the school employee named in the report, the school employee's supervisor and the named student's parent or guardian. The person filing the report, if not the student's parent or guardian, is notified only that the Level I investigation has been concluded and of the disposition or anticipated disposition of the case.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

If the allegations are founded, the Level I investigation will refer the case to the Level II investigator. The Level II investigator will review the Level I investigator's final investigative report and conduct further investigation if necessary. The Level II investigative report will state conclusively as to the occurrence of the alleged incident, conclusively as to the nature of the sexual abuse and recommendations regarding the need for further investigation. Upon completion of the Level II investigation, the Level I investigator will forward copies of the Level II investigative report to the employee, the employee's immediate supervisor and the student's parent. The Level I investigator will notify the person filing the report of the current status of the case.

If the Level II investigator's report or law enforcement officials conclude sexual abuse occurred, or the employee admits the violation, or the employee has surrendered the employee's certificate or license, the Level I investigator will file a complaint on behalf of the district after obtaining the superintendent's signature with the State Board of Educational Examiners. The Level I investigator will also arrange for counseling services for the student if the student or student's parents request counseling services.

In cases involving founded physical or sexual abuse by a licensed employee, the board will notify the Board of Educational Examiners. Information of unfounded abuse at Level I or Level II will not be kept in the employee's personnel file. If the Level I investigative report is founded but Level II is unfounded, then the Level I report is removed from the employee's permanent file.

It is the responsibility of the board to annually identify a Level I and Level II investigator. The board will also designate annually an alternate Level I investigator, preferably of the opposite sex of the designated Level I investigator, to whom reports may also be made. The names and telephone numbers of the Level I investigator and the alternate Level I investigator is included in employee handbooks, student handbooks, annually published in the local newspaper, and prominently displayed in all school buildings.

Adopted: 11/12/90 Reviewed: 1/12/04; 6/8/09; 2/11/13; 6/11/18; 3/18/24 Revised: 1/26/98

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 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 for purposes of a business or educational conference, seminar or other meeting 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 for purposes of a business or educational conference, seminar or other meeting;
- Funeral flowers or memorials to a church or nonprofit organization;
- 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.

GIFTS TO EMPLOYEES

- Gifts which are given to an employee for the employee's wedding or twenty-fifth or fiftieth wedding anniversary;
- 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;
- 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
- 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.

NOTE: This policy is a reflection of the current Iowa law regarding gifts to school district employees.

Legal References: Iowa Code ch. 68B
1972 Op. Att'y Gen. 276.
1970 Op. Att'y Gen. 319.

Cross References: 217 Gifts to Board of Directors
401.2 Employee Conflict of Interest
704.4 Gifts-Grants-Bequests

Approved 1/11/93
Reviewed 1/12/04; 2/11/13; 6/11/18; 3/18/24

Revised 1/26/98; 6/8/09

Code No. 402.5

REQUIRED PROFESSIONAL DEVELOPMENT FOR EMPLOYEES

Appropriate training and professional development of all employees is crucial to the success of all students. The district will provide professional development opportunities to the duties of the school employees.

For all professional development programs the district requires employees to take, the district will provide the employee notice indicating the section of the law, or rules adopted by the state board of education or board of educational examiners that the district determines requires the employee to participate in the professional development program.

NOTE: This requirement exists regardless of the employee's status as a licensed or classified employee. With the change in law stating that all school employees are now mandatory reporters, this policy language will apply to all employees for at least some training.

Legal Reference: Iowa Code § .

Cross Reference: 302.6 Superintendent Professional Development
303.7 Administrator Professional Development
408.1 Licensed Employee Professional Development

Approved 8/14/23

Reviewed 3/18/24

Revised _____

PUBLIC COMPLAINTS ABOUT EMPLOYEES

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.

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/supervisor 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 board policy 210.8. It is within the board's discretion to decline to place an item on a meeting agenda.

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.

NOTE: School districts with a different procedure for addressing complaints about employees should insert it here.

Legal Reference: Iowa Code § 279.8

Cross Reference: 210.8 Board Meeting Agenda
213 Public Participation in Board Meetings
307 Communication Channels

Approved 1/26/98

Reviewed 1/12/04; 2/11/13; 6/11/18; 3/18/24

Revised 6/8/09

EMPLOYEE OUTSIDE EMPLOYMENT

The board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment.

It is the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district.

Legal Reference: Iowa Code §§ 20.7; 279.8

Cross Reference: 401.2 Employee Conflict of Interest
 408.3 Licensed Employee Tutoring

Approved 1/12/04

Reviewed 2/11/13; 6/11/18; 3/18/24

Revised 6/8/09; 7/24/23

EMPLOYEE PHYSICAL EXAMINATIONS

The Clarke 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.

Initial examinations will be paid by the district for school bus drivers through the district designated certified medical examiner on the National Registry. The cost of the bus driver renewal physicals will be paid by the school district according to the Employee Handbook.

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.

Legal Reference: 29 C.F.R. § 1910.1030.
 49C.F.R. §§391.41-391.49
 Iowa Code §§ 20; 279.8, 321.376.
 281 I.A.C. 43.15; 43.17.

Cross Reference: 403 Employees' Health and Well-Being

Approved 4/13/92

Reviewed 2/9/04; 3/18/24

Revised 1/26/98; 2/11/02; 10/27/03; 2/27/06; 8/20/07; 6/8/09; 2/25/13; 11/28/2016; 6/11/18

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.

Legal Reference: Iowa Code §§ 85; 279.40; 613.17
1972 Op. Att'y Gen. 177.

Cross Reference: 403 Employees' Health and Well-Being
409.2 Licensed Employee Personal Illness Leave
414.2 Classified Employee Personal Illness Leave

Approved 1/26/98
Reviewed 2/9/04; 2/25/13; 6/11/18; 3/18/24
Revised 6/8/09

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" 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. This plan is reviewed annually by the superintendent and school nurse.

The health risk to immunosuppressed employees is 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 is determined on a case-by-case basis by the employee's personal physician, a physician chosen by the school district or public health officials.

Health data of an employee is confidential and it will not be disclosed to third parties. Employee medical records are kept in a file separate from their personal file.

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.

NOTE: This policy is consistent with current health practices regarding communicable diseases. The bloodborne pathogen language in the second paragraph and accompanying regulation is in compliance with federal law on control of bloodborne pathogens.

Legal Reference: 29 U.S.C. §§ 794, 1910
42 U.S.C. §§ 12101 *et seq.*
45 C.F.R. Pt. 84.3
Iowa Code chs. 139(a); 141(a)
641 I.A.C. .1, .2, .7

Cross Reference: 401.5 Employee Records
403.1 Employee Physical Examinations
507.3 Communicable Diseases - Students

Approved 11/12/1990

Reviewed 6/11/18; 3/18/24

Revised 1/26/98; 2/9/04; 6/8/09; 2/25/13; 2/8/21

UNIVERSAL PRECAUTIONS REGULATION

Universal precautions (UP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UP pertain to blood and other potentially infectious materials (OPIM) containing blood. These precautions do not apply to other body fluids and wastes (OBFW) such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the material. However, these OBFW can be sources of other infections and should be handled as if they are infectious. The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, employees and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. All individuals should respond to situations practicing UP followed by the activation of the school response team plan. Using common sense in the application of these measures will enhance protection of employees and students.

Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and the hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand surfaces is key. Rinse well with running water and dry hands with paper towels.

- Hands should be washed before physical contact with individuals and after contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come into contact with blood or body fluids, hands should be washed immediately before touching anything else.
- Hands should be washed whether gloves are worn or not and, if gloves are worn, after the gloves are removed.

Barriers

Barriers anticipated to be used at school include disposable gloves, absorbent materials and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with blood, OPIM or OBFW. Gloves should be removed without touching the outside and disposed of after each use.

Approved 2/9/04
Reviewed 6/8/09; 2/25/13; 6/11/18; 3/18/24
Revised _____

UNIVERSAL PRECAUTIONS REGULATION

Disposal of Waste

Blood, OPIM, OBFW, used gloves, barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. When the blood or OPIM is liquid, semi-liquid or caked with dried blood, it is not absorbed in materials, and is capable of releasing the substance if compressed, special disposal as regulated waste is required. A band-aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. It is anticipated schools would only have regulated waste in the case of a severe incident. Needles, syringes and other sharp disposable objects should be placed in special puncture-proof containers and disposed of as regulated waste. Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer system.

Clean up

Spills of blood and OPIM should be cleaned up immediately. The employee should:

- Wear gloves.
- Clean up the spill with paper towels or other absorbent material.
- Use a solution of one part household bleach to one hundred parts of water (1:100) or other EPA-approved disinfectant and use it to wash the area well.
- Dispose of gloves, soiled towels and other waste in a plastic bag.
- Clean and disinfect reusable supplies and equipment.

Laundry

Laundry with blood or OPIM should be handled as little as possible with a minimum of agitation. It should be bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. Employees who have contact with this laundry should wear protective barriers.

Exposure

An exposure to blood or OPIM through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.
- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure should be reported immediately, the parent or guardian is notified, and the person exposed contacts a physician for further health care.

COMMUNICABLE DISEASES - EMPLOYEE REGULATION

Refer to Clarke Community School District Control Plan for Occupational Exposure to Bloodborne Pathogens Booklet for information and guidelines. (Important information about Hepatitis B and Hepatitis B Vaccine, vaccination log, exposure incident report, healthcare professional report, release of medical information, employee work injury report, nurse work injury report, universal precautions, etc.)

Date of Adoption: January 26, 1998

Reviewed: 2/9/04; 6/8/09; 2/25/13; 6/11/18; 3/18/24

Revised: 8/15/22

HAZARDOUS CHEMICAL DISCLOSURE

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

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

Employees who will be instructing or otherwise working with students will disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

It is the responsibility of the superintendent to develop administrative regulations regarding this program.

NOTE: This policy reflects current law on employees' right to know about hazardous substances in the workplace.

Legal Reference: 29 C.F.R. Pt. 1910; 1200 *et seq.*
Iowa Code chs. 88; 89B

Cross Reference: 403 Employees' Health and Well-Being
804 Safety Program

Approved 1/26/98
Reviewed 6/11/18; 3/18/24
Revised 2/9/04; 6/8/09; 2/25/13; 2/8/21

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, barbiturate, 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. 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.

Legal Reference: 41 U.S.C. §§ 701-707
 42 U.S.C. §§ 12101 *et seq.*
 34 C.F.R. Pt. 85
 Iowa Code §§ 123.46; 124; 279.8

Cross Reference: 404 Employee Conduct and Appearance

Approved 6/14/93
Reviewed 1/26/98; 2/9/04; 6/11/18; 3/18/24
Revised 6/8/09; 2/25/13

SUBSTANCE-FREE WORKPLACE NOTICE TO EMPLOYEES

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 124.

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. 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.

Employees who violate the terms of the Substance-Free Workplace policy may be required to successfully participate in a substance abuse treatment program approved by the board. The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination.

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

SUBSTANCE-FREE WORKPLACE ACKNOWLEDGMENT FORM

I, _____, have read and understand the Substance-Free Workplace policy. I understand that if I violate the Substance-Free Workplace policy, I may be subject to discipline up to and including termination or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five days of the conviction.

(Signature of Employee)

(Date)

Approved 6/14/93

Reviewed 1/26/98; 2/25/13; 6/11/18; 3/18/24

Revised 2/9/04; 6/8/09

SUBSTANCE-FREE WORKPLACE REGULATION

A superintendent who suspects an employee has a substance abuse problem will follow these procedures:

1. **Identification** - the superintendent will document the evidence the superintendent has which leads the superintendent to conclude the employee has violated the Substance-Free Workplace policy. After the superintendent has determined there has been a violation of the Substance-Free Workplace policy, the superintendent will discuss the problem with the employee.
2. **Discipline** - if, after the discussion with the employee, the superintendent determines there has been a violation of the Substance-Free Workplace policy, the superintendent may recommend discipline up to and including termination *or* may recommend the employee seek substance abuse treatment. Participation in a substance abuse treatment program is voluntary.
3. **Failure to participate in referral** – if the employee refuses to participate in a substance abuse treatment program or if the employee does not successfully complete a substance abuse treatment program, the employee may be subject to discipline up to and including termination.
4. **Conviction** - if an employee is convicted of a criminal drug offense committed in the workplace, the employee must notify the employer of the conviction within five days of the conviction.

Approved 6/14/93

Reviewed 1/26/98; 2/9/04; 2/25/13; 6/11/18; 3/18/24

Revised 6/8/09

DRUG AND ALCOHOL TESTING PROGRAM

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the school district contact person, superintendent/designee at 641-342-4969, 802 N Jackson, Osceola, IA 50213.

Employees who violate the terms of this policy are subject to discipline, up to and, including termination. The district is required to keep a record of all drug or alcohol violations by employees for a minimum of five years. Employees are put on notice that information related to drug or alcohol violations will be reported to the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse. Additionally, the district will conduct FMCSA Clearinghouse queries for employees annually. Employees must provide written consent for the district to conduct FMCSA Clearinghouse queries; however, employees who choose to withhold consent will be prohibited from performing any safety sensitive functions.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy in compliance with the law. The superintendent will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent will also be responsible for publication and dissemination of this policy and supporting administrative regulations and forms to employees operating school vehicles. The superintendent will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

IASB Drug and Alcohol Testing Program (IDATP) Web site https://www.iasb.org/Main/Affiliated_Programs/Iowa_Drug_Alcohol_Testing_Program.aspx.

Information about the Federal Motor Carrier Safety Administration Clearinghouse is located at: clearinghouse.fmcsa.dot.gov

Information about resources for a substance-free awareness program and related services may be obtained from the school district's employee assistance program, the Department of Education at (515) 281-3021 or Department of Health, Substance Abuse Division at (515) 281-3641. For regulations and forms, <http://www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm>?

Note: For more detailed discussion of this issue, see IASB's Policy Primer, May 15, 2003.

DRUG AND ALCOHOL TESTING PROGRAM

Legal Reference: American Trucking Association, Inc., v. Federal Highway Administration, 51 Fed. 3rd 405 (4th Cir. 1995).
49 U.S.C. §§ 5331 et seq.
42 U.S.C. §§ 12101
41 U.S.C. §§ 81
49 C.F.R. Pt. 40; 382; 391
34 C.F.R. Pt. 85
Local 301, Internat'l Assoc. of Fire Fighters, AFL-CIO, and City of Burlington, PERB No. 3876 (3-26-91).
Iowa Code §§ 124; 279.8; 321.375(2); 730.5

Cross Reference: 403.5 Substance-Free Workplace
409.2 Licensed Employee Personal Illness Leave
414.2 Classified Employee Personal Illness Leave

Approved 12/11/95
Reviewed 1/26/98; 6/11/18; 3/18/24
Revised 2/9/04; 6/8/09; 2/25/13; 6/13/16; 2/8/21

DRUG AND ALCOHOL TESTING PROGRAM NOTICE TO EMPLOYEES

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE HEREBY NOTIFIED they are subject to the school district's drug and alcohol testing program for pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, its supporting documents and the law.

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand, one pounds or more. For purposes of the drug and alcohol testing program, "employees" also includes applicants who have been offered a position to operate a school vehicle. The employees operating a school vehicle are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate a school vehicle and continue to be subject to the drug and alcohol testing program.

It is the responsibility of the superintendent to inform employees of the drug and alcohol testing program requirements. Employees with questions regarding the drug and alcohol testing requirements will contact the school district contact person.

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED that employees violating this policy, its supporting documents or the law may be subject to discipline up to and including termination.

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED that information related to drug or alcohol violations will be reported to the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse.

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED it is a condition of their continued employment to comply with the Drug and Alcohol Testing Program policy, its supporting documents and the law. It is a condition of continued employment for employees operating a school vehicle to notify their supervisor of any prescription medication they are using. Drug and alcohol testing records about a driver are confidential and are released in accordance with this policy, its supporting documents or the law.

Approved 12/11/95
Reviewed 1/26/98; 2/25/13; 6/11/18; 3/18/24
Revised 2/9/04; 6/8/09; 6/13/16; 2/8/21

DRUG AND ALCOHOL TESTING PROGRAM ACKNOWLEDGMENT FORM

I, (_____), have received a copy, read and understand the Drug and Alcohol Testing
Name of Employee

Program policy of the Clarke Community School District and its supporting documents.

I understand that if I violate the Drug and Alcohol Testing Program policy, its supporting documents or the law, I may be subject to discipline up to and including termination.

I also understand that I must inform my supervisor of any prescription medication I use.

In addition, I have received a copy of the U.S. DOT publication, "What Employees Need to Know about DOT Drug & Alcohol Testing," and have read and understand its contents.

Furthermore, I know and understand that I am required to submit to a controlled substance (drug) test, the results of which must be received by this employer before being employed by the school district and before being allowed to perform a safety-sensitive function. I also understand that if the results of the pre-employment test are positive, that I will not be considered further for employment with the school district.

I further understand that drug and alcohol testing records and information about me are confidential, and may be released at my request or in accordance with the district's drug and alcohol testing program policy, its supporting documents or the law.

(Signature of Employee)

(Date)

Approved 12/11/95
Reviewed 1/26/98; 6/11/18; 3/18/24
Revised 2/9/04; 6/8/09; 2/25/13; 6/13/16

DRUG AND ALCOHOL PROGRAM AND PRE-EMPLOYMENT TESTING
WRITTEN CONSENT TO SHARE INFORMATION

I, (_____), understand that as part of my employment in a position that requires a commercial driver's license in the Clarke Community School District, I grant consent for the District to conduct queries of the Federal Motor Carrier Safety Administration ("FMCSA") Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about me exists in the Clearinghouse. I further consent to the District sharing information related to my drug and alcohol testing results with prior, current and future employers, as well as the FMCSA Clearinghouse in accordance with state and federal laws.

I understand that the District will check and perform queries of my drug and alcohol testing results prior to my employment in any position which requires the use of a commercial driver's license. I further understand the District will check and perform queries of my testing results annually and is required to report any drug and alcohol violations of this policy to the FMCSA Clearinghouse.

I understand that I am not required to consent to the query of the FMCSA Clearinghouse or the District sharing of drug and alcohol testing information with past, present or future employers or the FMCSA Clearinghouse; but that without my consent I understand I will be prohibited from performing safety sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

I hereby give my consent to the District to perform queries of the FMCSA Clearinghouse and share my drug and alcohol testing results with past, present and future employers, as well as the FMCSA Clearinghouse.

(Signature of Employee)

(Date)

EMPLOYEE CONDUCT AND APPEARANCE

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.

Legal Reference: Iowa Code § 279.8
282 I.A.C. 13.25, .26

Cross Reference: 104 Anti-Bullying/Harassment
305 Administrator Code Of Ethics
401.11 Employee Orientation
403.5 Substance-Free Workplace
407 Licensed Employee Termination of Employment
413 Classified Employee Termination of Employment

Approved 11/12/90

Reviewed 1/26/98; 6/11/18; 3/18/24

Revised 2/9/04; 6/8/09; 3/11/13

CODE OF PROFESSIONAL CONDUCT AND ETHICS REGULATION

CHAPTER 25

282—25.1(272) Scope of standards. This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

282—25.2 (272) Definitions. Except where otherwise specifically defined by law:

“*Administrative and supervisory personnel*” means any licensed employee such as superintendent, associate superintendent, assistant superintendent, principal, associate principal, assistant principal, or other person who does not have as a primary duty the instruction of pupils in the schools.

“*Board*” means the Iowa board of educational examiners.

“*Discipline*” means the process of sanctioning a license, certificate or authorization issued by the board.

“*Ethics*” means a set of principles governing the conduct of all persons governed by these rules.

“*Fraud*” means knowingly providing false information or representations on an application for licensure or employment, or knowingly providing false information or representations made in connection with the discharge of duties.

“*License*” means any license, certificate, or authorization granted by the board.

“*Licensee*” means any person holding a license, certificate, or authorization granted by the board.

“*Practitioner*” means an administrator, teacher, or other licensed professional including an individual who holds a statement of professional recognition, who provides educational assistance to students.

“*Responsibility*” means a duty for which a person is accountable by virtue of licensure.

“*Right*” means a power, privilege, or immunity secured to a person by law.

“*Student*” means a person, regardless of age, enrolled in a prekindergarten through grade 12 school, who is receiving direct or indirect assistance from a person licensed by the board.

“*Teacher*” means any person engaged in the instructional program for prekindergarten through grade 12 children, including a person engaged in teaching, administration, and supervision, and who is required by law to be licensed for the position held.

[ARC 7979B, IAB 7/29/09, effective 9/2/09]

282—25.3 (272) Standards of professional conduct and ethics. Licensees are required to abide by all federal, state, and local laws applicable to the fulfillment of professional obligations. Violation of federal, state, or local laws in the fulfillment of professional obligations constitutes unprofessional and unethical conduct which can result in disciplinary action by the board. In addition, it is hereby deemed unprofessional and unethical for any licensee to violate any of the following standards of professional conduct and ethics:

25.3(1) Standard I—conviction of crimes, sexual or other immoral conduct with or toward a student, and child and dependent adult abuse. Violation of this standard includes:

- a. *Fraud.* Fraud means the same as defined in rule 282-25.2(272.)
- b. *Criminal convictions.* The commission of or conviction for a criminal offense as defined by Iowa law provided that the offense is relevant to or affects teaching or administrative performance.
 - (1) Disqualifying criminal convictions. The board shall deny an application for licensure and shall revoke a previously issued license if the applicant or licensee has, on or after July 1, 2002, been convicted of, has pled guilty to, or has been found guilty of the following criminal offenses, regardless of whether the judgment of conviction or sentence was deferred:

CODE OF PROFESSIONAL CONDUCT AND ETHICS REGULATION

1. Any of the following forcible felonies included in IOWA CODE section 702.11: child endangerment, assault, murder, sexual abuse, or kidnapping;
 2. Any of the following criminal sexual offenses, as provided in IOWA CODE chapter 709, involving a child:
 - First-, second- or third-degree sexual abuse committed on or with a person who is under the age of 18;
 - Lascivious acts with a child;
 - Assault with intent to commit sexual abuse;
 - Indecent contact with a child;
 - Sexual exploitation by a counselor;
 - Lascivious conduct with a minor;
 - Sexual exploitation by a school employee;
 - Enticing a minor under Iowa Code section 710.10; or
 - Human trafficking under Iowa Code section 710A.2;
 3. Incest involving a child as prohibited by IOWA CODE section 726.2;
 4. Dissemination and exhibition of obscene material to minors as prohibited by IOWA CODE section 728.2;
 5. Telephone dissemination of obscene material to minors as prohibited by IOWA CODE section 728.15.
 6. Any offense specified in the laws of another jurisdiction, or any offense that may be prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1)"b"(1); or
 7. any offense under prior laws of this state or another jurisdiction, or any offense under prior law that was prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1)"b"(1).
- (2) Other criminal convictions and founded child abuse. In determining whether a person should be denied a license or whether a licensee should be disciplined based upon any other criminal conviction, including a conviction for an offense listed in 25.3(1)"b"(1) which occurred before July 1, 2002, or a founded report of abuse of a child, the board shall consider:
1. The nature and seriousness of the crime or founded abuse in relation to the position sought;
 2. The time elapsed since the crime or founded abuse was committed;
 3. The degree of rehabilitation which has taken place since the crime or founded abuse was committed;
 4. The likelihood that the person will commit the same crime or abuse again;
 5. The number of criminal convictions or founded abuses committed; and,
 6. Such additional factors as may in a particular case demonstrate mitigating circumstances or heightened risk to public safety.
- c. *Sexual involvement or indecent contact with a student.* Sexual involvement includes, but is not limited to, the following acts, whether consensual or nonconsensual: fondling or touching the inner thigh, groin, buttocks, anus or breasts of a student; permitting or causing to fondle or touch the practitioner's inner thigh, groin, buttocks, anus, or breasts; or the commission of any sex act as defined in IOWA CODE section 702.17.
- d. *Sexual exploitation of a minor.* The commission of or any conviction for an offense prohibited by IOWA CODE section 728.12, IOWA CODE chapter 709 or 18 U.S.C. Section 2252A(a)(5)(B).
- e. *Student abuse.* Licensees shall maintain professional relationships with all students, both inside and outside the classroom. The following acts or behavior constitutes unethical conduct without regard to the existence of a criminal charge or conviction:

CODE OF PROFESSIONAL CONDUCT AND ETHICS REGULATION

- (1) Committing any act of physical abuse of a student;
- (2) Committing any act of dependent adult abuse on a dependent adult student;
- (3) Committing or soliciting any sexual or otherwise indecent act with a student or any minor;
- (4) Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student;
- (5) Furnishing alcohol or illegal or unauthorized drugs or drug paraphernalia to any student or knowingly allowing a student to consume alcohol or illegal or unauthorized drugs in the presence of the licensee; or
- (6) Failing to report any suspected act of child or dependent adult abuse as required by state law; or
- (7) Committing or soliciting any sexual conduct as defined in Iowa Code section 709.15(3”b” or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 90 days prior to any conduct alleged in the complaint, if that person was taught by the practitioner or was supervised by the practitioner in any school activity when that person was a student.

25.3(2) Standard II—alcohol or drug abuse. Violation of this standard includes:

- a. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs or abusing legal drugs.
- b. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming alcohol.

25.3(3) Standard III—misrepresentation, falsification of information. Violation of this standard includes:

- a. Falsifying or deliberately misrepresenting or omitting material information regarding professional qualifications, criminal history, college credit, staff development credit, degrees, academic award, or employment history when applying for employment or licensure.
- b. Falsifying or deliberately misrepresenting or omitting material information regarding compliance reports submitted to federal, state, and other governmental agencies.
- c. Falsifying or deliberately misrepresenting or omitting material information submitted in the course of an official inquiry or investigation.
- d. Falsifying any records or information submitted to the board in compliance with the license renewal requirements imposed under 282—Chapter 20.
- e. Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.

25.3(4) Standard IV—misuse of public funds and property. Violation of this standard includes:

- a. Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b. Converting public property or funds to the personal use of the practitioner.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Combining public or school-related funds with personal funds.
- e. Failing to use time or funds granted for the purpose for which they were intended.

25.3(5) Standard V—violations of contractual obligations.

- a. Violation of this standard includes:

CODE OF PROFESSIONAL CONDUCT AND ETHICS REGULATION

- (1) Signing a written professional employment contract while under contract with another school, school district, or area education agency.
 - (2) Asking a practitioner to sign a written professional employment contract before the practitioner has been unconditionally released from a current contract. An administrator shall make a good faith effort to determine whether the practitioner has been released from the current contract.
 - (3) Abandoning a written professional employment contract without prior unconditional release by the employer.
 - (4) As an employer, executing a written professional employment contract with a practitioner, which requires the performance of duties that the practitioner is not legally qualified to perform.
 - (5) As a practitioner, executing a written professional employment contract, which requires the performance of duties that the practitioner is not legally qualified to perform.
- b.* In addressing complaints based upon contractual obligations, the board shall consider factors beyond the practitioner's control. For purposes of enforcement of this standard, a practitioner will not be found to have abandoned an existing contract if:
- (1) The practitioner obtained a release from the employing board before discontinuing services under the contract; or,
 - (2) The practitioner provided notice to the employing board no later than the latest of the following dates:
 1. The practitioner's last work day of the school year;
 2. The date set for return of the contract as specified in statute; or,
 3. June 30.

25.3(6) Standard VI—unethical practice toward other members of the profession, parents, students, and the community. Violation of this standard includes:

- a.* Denying the student, without just cause, access to varying points of view.
- b.* Deliberately suppressing or distorting subject matter for which the educator bears responsibility.
- c.* Failing to make reasonable effort to protect the health and safety of the student or creating conditions harmful to student learning.
- d.* Conducting professional business in such a way that the practitioner repeatedly exposes students or other practitioners to unnecessary embarrassment or disparagement.
- e.* Engaging in any act of illegal discrimination, or otherwise denying a student or practitioner participation in the benefits of any program on the grounds of race, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.
- f.* Soliciting students or parents of students to purchase equipment, supplies, or services from the practitioner for the practitioner's personal advantage.
- g.* Accepting gifts from vendors or potential vendors where there may be the appearance of or an actual conflict of interest.
- h.* Intentionally disclosing confidential information including, but not limited to, unauthorized sharing of information concerning student academic or disciplinary records, health and medical information, assessment or testing results, or family income. Licensees shall comply with state and federal laws and local school board policies relating to the confidentiality of student records, unless disclosure is required or permitted by law.
- i.* Refusing to participate in a professional inquiry when requested by the board.
- j.* Aiding, assisting, or abetting an unlicensed person in the completion of acts for which licensure is required.

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- k.* Failing to self-report to the board within 60 days any founded child abuse report, or any conviction for a criminal offense listed in 25.3(1) “*b*”(1) which requires revocation of the practitioner’s license.
- l.* Delegating tasks to unqualified personnel.
- m.* Failing to comply with federal, state, and local laws applicable to the fulfillment of professional obligations.
- n.* Allowing another person to use one’s practitioner license for any purpose.
- o.* Performing services beyond the authorized scope of practice for which the individual is licensed or prepared or performing services without holding a valid license.
- p.* Falsifying, forging, or altering a license issued by the board.
- q.* Failure of the practitioner holding a contract under IOWA CODE section 279.13 to disclose to the school official responsible for determining assignments a teaching assignment for which the practitioner is not properly licensed.
- r.* Failure of a school official responsible for assigning licensed practitioners holding contracts under IOWA CODE section 279.13 to adjust an assignment if the practitioner discloses to the official that the practitioner is not properly licensed for an assignment.

25.3(7) *Standard VII—compliance with state law governing obligations to state or local governments, student loan obligations, child support obligations, and board orders.* Violation of this standard includes:

- a.* Failing to comply with 282 – Chapter 8 concerning payment of debts to state or local governments.
- b.* Failing to comply with 282—Chapter 9 concerning repayment of student loans.
- c.* Failing to comply with 282—Chapter 10 concerning child support obligations.
- d.* Failing to comply with a board order.

25.3(8) *Standard VIII—incompetence.* Violation of this standard includes, but is not limited to:

- a.* Willfully or repeatedly departing from or failing to conform to the minimum standards of acceptable and prevailing educational practice in the state of Iowa.

Reviewed: 3/11/13; 3/18/24

Revised: 3/14/16; 6/11/18; 5/10/21

CODE OF RIGHTS AND RESPONSIBILITIES REGULATION

CHAPTER 26

282—26.1 (272) Purpose. The code of professional conduct and ethics in 282—Chapter 25 defines unprofessional and unethical conduct justifying disciplinary sanction. The board acknowledges that the discharge of professional obligations should occur in recognition of certain fundamental rights and responsibilities. Accordingly, the board recognizes the following rights and responsibilities of all educators licensed under IOWA CODE chapter 272 and agrees that the exercise of these rights and responsibilities may present mitigating facts and circumstances in the board's evaluation of allegations of unprofessional or unethical conduct.

282—26.2 (272) Rights. Educators licensed under IOWA CODE chapter 272 have the following rights:

1. The educator has a right to be licensed and endorsed under professional standards established and enforced by the board.
2. The educator has a right to refuse assignments for which the educator is not legally authorized, in terms of holding a valid Iowa license with the appropriate endorsement(s) or approval(s).
3. The educator has a right, subject to board and administrator authority, to exercise professional judgment in the evaluation, selection, and use of teaching methods and instructional materials appropriate to the needs, abilities, and background of each student.

282—26.3 (272) Responsibilities. Educators licensed under IOWA CODE chapter 272 have the following responsibilities:

1. The educator has a responsibility to maintain and improve the educator's professional competence.
2. The educator has a responsibility to accept only those assignments for which the educator is legally authorized.
3. The educator has a responsibility to provide conditions that are conducive to teaching and student learning.
4. The educator shall protect students from conditions harmful to learning or to health or safety.
5. The educator shall not, without just cause, restrain a student from independent action in the pursuit of learning and shall not, without just cause, deny a student access to varying points of view.
6. The educator shall not use professional relationships with students for personal advantage.
7. The educator shall not discriminate against any student on the grounds of race, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.
8. The educator shall accord just and equitable treatment to all members of the profession.
9. The educator shall keep in confidence personally identifiable information regarding a student or the student's family members that has been obtained in the course of professional service, unless disclosure is required by law or is necessary for the personal safety of the student or others.
10. The educator who has reasonable basis to believe that a student has been abused, as defined by law, shall make all reports required by law and the IOWA ADMINISTRATIVE CODE and which are necessary to ensure the safety and well-being of the student.
11. In the administration of discipline, the educator shall treat all students with respect and in compliance with all policies of the school district served by the educator.
12. The educator shall provide accurate, truthful, and complete information to the board and to the local education system concerning all licensure transactions.
13. The educator shall not refuse to participate in a professional inquiry, when requested by the board.
14. The educator shall not require or direct another educator to violate any provisions of the code of professional conduct and ethics or any rights of a student, parent, educator or citizen.
15. The educator shall not delegate assigned tasks to unqualified personnel.

LICENSED EMPLOYEE DEFINED

Licensed employees, including administrators, are those employees required to hold an appropriate license from the Iowa Department of Education for their position as required by the Board of Educational Examiners or others with professional licenses. Licenses required for a position will be considered met if the employee meets the requirements established by the Iowa Department of Education.

It is the responsibility of the superintendent to establish job specifications and job descriptions for licensed employees' positions, other than the position of the superintendent. Job descriptions may be approved by the board.

Licensed employees must present evidence of current license to the board secretary prior to payment of salary each year.

Legal Reference: Clay v. Independent School District of Cedar Falls, 187 Iowa
89, 174 N.W. 47 (1919).
Iowa Code §§ 256.7(3); 272; 279.8
281 I.A.C. 12.4; 41.25.
282 I.A.C. 14.
1940 Op. Att'y Gen. 375.

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment Selection
410.1 Substitute Teachers
411.1 Classified/Confidential/Director/Other Employee Defined

Approved 4/13/1992

Reviewed 3/11/13; 6/11/18; 3/18/24

Revised 1/26/1998; 2/11/2002, 8/18/2003; 3/22/04; 7/27/09

LICENSED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a licensed position, other than administrative positions which will be employed in accordance with board policies in Series 300, "Administration," will have an opportunity to apply and qualify for licensed positions in the school district in accordance with applicable laws and school district policies regarding equal employment. Job applicants for licensed positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state license if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on Frontline and IowaWORKS.gov, the online state job posting system. Additional announcement 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.

Legal Reference: 29 U.S.C. §§ 621-634
42 U.S.C. §§ 2000e, 12101 *et seq.*
Iowa Code §§ 20; 35C; 216; 279.13
281 I.A.C. 12.
282 I.A.C. 14.
1980 Op. Att'y Gen. 367.

Cross Reference: 401.1 Equal Employment Opportunity
405 Licensed Employees - General
410.1 Substitute Teachers

Approved 11/12/1990

Reviewed 3/18/24

Revised 7/12/99; 3/22/04; 7/30/07; 7/27/09; 3/11/13; 4/22/13; 6/13/16; 6/11/18; 12/11/23

LICENSED EMPLOYEE INDIVIDUAL CONTRACTS

The board will enter into a written contract with licensed employees, other than administrators, employed on a regular basis. Each contract will be for a period of one year.

It is the responsibility of the superintendent to complete the contracts for licensed employees and present them to the board for approval. The contracts, after being signed by the board president, are returned to the superintendent. The superintendent will obtain the employee's signature. After being signed, the contract is filed with the board secretary.

Legal Reference: Harris v. Manning Independent School District of Manning, 245 Iowa 1295, 66 N.W.2d 438 (1954).
 Shackelford v. District Township of Beaver, Polk County, 203 Iowa 243, 212 N.W. 467 (1927).
 Burkhead v. Independent School District of Independence, 107 Iowa 29, 77 N.W. 491 (1898).
 Iowa Code chs. 20; 279

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment, Selection
 405.4 Licensed Employee Continuing Contracts
 407 Licensed Employee Termination of Employment

Approved: 11/12/1990

Reviewed: 7/27/09; 6/11/18; 3/18/24

Revised: 1/26/98; 3/22/04; 3/11/13

LICENSED EMPLOYEE CONTINUING CONTRACTS

Contracts entered into with licensed employees, other than an administrator, will continue from year to year except as modified or terminated as provided by law. The board may issue temporary and nonrenewable contracts in accordance with law.

Licensed employees whose contracts will be recommended for termination by the board will receive due process as required by law. The superintendent will make a recommendation to the board for the termination of the licensed employee's contract.

Licensed employees who wish to resign, to be released from a contract, or to retire must comply with applicable law and board policies.

Legal Reference: *Ar-We-Va Community School District v. Long and Henkenius*, 292 N.W.2d 402 (Iowa 1980).
Bruton v. Ames Community School District, 291 N.W.2d 351 (Iowa 1980).
Hartman v. Merged Area VI Community College, 270 N.W.2d 822 (Iowa 1978).
Keith v. Community School District of Wilton in the Counties of Cedar and Muscatine, 262 N.W.2d 249 (Iowa 1978).
Iowa Code §§ 272; 279.

Cross Reference: 405.3 Licensed Employee Individual Contracts
405.9 Licensed Employee Probationary Status
407 Licensed Employee Termination of Employment

Approved 11/12/90
Reviewed 3/11/13; 3/18/24
Revised 1/26/98; 3/22/04; 7/27/09; 6/11/18

LICENSED EMPLOYEE WORK DAY

The work day for licensed employees will begin each day of the school year at a time established by the superintendent. Licensed employees who are employed only during the academic year will have the same work day as other licensed employees. "Day" is defined as one work day regardless of full-time or part-time status of an employee. Teachers shall be available in their building 30 minutes before the start of school and be available 30 minutes after the conclusion of all regularly scheduled classes of the day.

Licensed employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the principal whenever the licensed employees must leave the school building during the work day.

The building principal is authorized to make changes in the work day in order to facilitate the education program. These changes are reported to the superintendent.

The work day outlined in this policy is a minimum work day. Nothing in this policy prohibits licensed employees from working additional hours outside the work day.

Legal Reference: Iowa Code §§ 20; 279.8

Cross Reference: 200.2 Powers of the Board of Directors

Approved 11/12/90

Reviewed 1/26/98; 7/27/09; 3/11/13; 3/18/24

Revised 3/22/04; 6/11/18

LICENSED EMPLOYEE ASSIGNMENT

Determining the assignment of each licensed employee is the responsibility of and within the sole discretion of the board. In making such assignments the board will consider the qualifications of each licensed employee and the needs of the school district.

It is the responsibility of the superintendent to make recommendations to the board regarding the assignment of licensed employees.

Legal Reference: Iowa Code §§ 20 279.8

Cross Reference: 200.2 Powers of the Board of Directors

Approved 11/12/90

Reviewed 7/12/99; 7/27/09; 3/11/13; 3/18/24

Revised 3/22/04; 6/11/18

LICENSED EMPLOYEE TRANSFERS

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

A transfer may be initiated by the employee, the principal, or the superintendent. After a vacancy has occurred, the Employer will post a notice regarding such in each building and on external posting places concurrently.

It is the responsibility of the superintendent to make recommendations to the board regarding the transfer of licensed employees.

Legal Reference: Iowa Code §§ 20; 216.14; 279.8

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment, Selection
405.6 Licensed Employee Assignment

Approved 11/12/90

Reviewed 7/12/99; 7/27/09; 3/11/13; 3/18/24

Revised 3/22/04; 6/11/18

LICENSED EMPLOYEE EVALUATION

Evaluation of licensed employees on their skills, abilities, and competence is an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of licensed employees, other than administrators, but including extracurricular employees, is to improve the education program, to maintain licensed employees who meet or exceed the board's standards of performance, to clarify the licensed 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 formal evaluation criteria is in writing and approved by the board. The formal evaluation will provide an opportunity for the evaluator and the licensed employee to discuss performance and the future areas of growth. The formal evaluation is completed by the evaluator, signed by the licensed employee and filed in the licensed employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the licensed employee's skills, abilities and competence.

Licensed employees will be required to:

- Demonstrate the ability to enhance academic performance and support for and implementation of the school district's student achievement goals.
- Demonstrate competency in content knowledge appropriate to the teaching position.
- Demonstrate competency in planning and preparation for instruction.
- Use strategies to deliver instruction that meets the multiple learning needs of students.
- Use a variety of methods to monitor student learning.
- Demonstrate competence in classroom management.
- Engage in professional growth.
- Fulfill professional responsibilities established by the school district.

It is the responsibility of the superintendent to ensure licensed employees are evaluated. New and probationary licensed employees are evaluated at least twice each year.

Legal Reference: Iowa Code §§ 20.9; 279, 284, 294.
Aplington Community School District v. PERB, 392 N.W.2d 495 (Iowa 1986).
Saydel Education Association v. PERB, 333 N.W.2d 486 (Iowa 1983).
281 I.A.C. Ch 83; 12.3

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment, Selection
405.9 Licensed Employee Probationary Status

Approved 11/12/90
Reviewed 1/26/98; 7/27/09; 3/18/24
Revised 3/22/04, 5/11/2009; 3/11/13; 6/11/18

LICENSED EMPLOYEE PROBATIONARY STATUS

The first three consecutive years of a licensed employee's contract is a probationary period unless the employee has already successfully completed the probationary period in an Iowa school district. New employees who have successfully completed a probationary period in a previous Iowa school district will serve a two year probationary period. For the purposes of this policy an employee will have met the requirements for successfully completing a probationary period in another Iowa school district if the probationary status is marked by the "has successfully completed" statement in the Probationary Status portion of the Probationary Status and Certificate of Teaching Experience form and the individual has not engaged in conduct which would disqualify the teacher for a continuing contract.

Only the board, in its discretion, may waive the probationary period. The board may extend the probationary period for one additional year with the consent of the licensed employee. The board will make the decision to extend or waive a licensed employee's probationary status based upon the superintendent's recommendation. During this probationary period the board may terminate the licensed employee's contract at the end of the year without cause or immediately discharge the employee consistent with applicable law and board policies.

Legal Reference: Iowa Code §§ 279

Cross Reference: 405.4 Licensed Employee Continuing Contracts
405.8 Licensed Employee Evaluation

Approved 11/12/90
Reviewed 7/27/09; 3/11/13; 3/18/24
Revised 1/26/98; 3/22/04; 6/11/18

CLARKE COMMUNITY SCHOOL DISTRICT
802 N JACKSON
OSCEOLA, IA 50213

PROBATIONARY STATUS and CERTIFICATE OF TEACHING EXPERIENCE

To Whom It May Concern:

Please complete this form at your earliest convenience and return in the enclosed self-addressed envelope.

By signature below (a photocopy is authorization), the individual has authorized release of employment/probation status from your district. In order for Clarke Schools to issue the correct probationary contract and allow credit in compensation for previous teaching/coaching experience, it is necessary for us to have verification of this experience.

Signature of Potential Employee (Print Name) SOCIAL SECURITY NUMBER

EXPERIENCE - Please complete in detail:

Start Date End Date Subject/Grade Sport - Assistant or Head

Teaching _____

Teaching _____

Teaching _____

Coaching _____

Coaching _____

Coaching _____

PROBATIONARY STATUS

Iowa Code Section 279.19 provides that licensed employees will be subject to a three-year probationary period unless they have successfully completed a probationary period in another Iowa public school district. This request is to verify the probationary status in your school district. Thank you for your assistance.

(mark one of the following)

_____ This teacher **has successfully completed** a three-year probationary period during aforementioned employment.

_____ This teacher **has not successfully completed** a three-year probationary period during aforementioned employment.

Any Additional Comments/Information

(Please include any extended period of leave information)

Signed: _____ Position _____

School System/Employer _____ Date _____

Mailing Address _____

LICENSED EMPLOYEE COMPENSATION

The board will establish compensation for licensed employees' positions keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board annually regarding licensed employee compensation. The base wages of licensed employees are subject to review and modification through the collective bargaining process.

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8

Cross Reference: 405 Licensed Employees - General
406.2 Licensed Employee Compensation Advancement

Approved 11/12/90
Reviewed 7/27/09; 3/11/13; 3/18/24
Revised 1/26/98; 3/22/04; 6/11/18

LICENSED EMPLOYEE COMPENSATION ADVANCEMENT

The board will determine if licensed employees will advance in compensation for their licensed employees' positions, keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other considerations as determined by the board.

It is the responsibility of the superintendent to make a recommendation to the board for the advancement of licensed employees.

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8

Cross Reference: 405 Licensed Employees - General
406 Licensed Employee Compensation and Benefits

Approved 3/22/04
Reviewed 3/11/13; 3/18/24
Revised 7/27/09; 6/11/18

LICENSED EMPLOYEE CONTINUED EDUCATION CREDIT

Continued education on the part of licensed employees may entitle them to advancement in compensation. Licensed employees who have completed additional hours may be considered for advancement. The board may determine which licensed employees will advance in compensation for continued education keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and any other items deemed relevant by the board.

Licensed employees who wish to take college courses to advance in compensation must complete “Advanced Coursework Approval Form” (406.3E1) for the courses and turn in to the superintendent for board approval. Advanced coursework approval forms are available in the school offices. To qualify for a master’s degree lane the employee must receive employer approval for such degree, see “Master’ Degree Approval Form” (406.3E3).

Licensed employees who wish to obtain additional education for advancement must notify in writing on the “Notification to Advance Across the Salary Schedule” (406.3E2) form to the Superintendent prior to March 1 of the school year preceding the actual year when advancement occurs. The Board has the discretion to approve credit outside the employee's area of endorsement or responsibility.

It is the responsibility of the superintendent to make a recommendation to the board for the advancement of a licensed employee.

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8

Cross Reference: 405 Licensed Employees - General
406 Licensed Employee Compensation and Benefits

Approved 3/22/04
Reviewed 7/27/09; 3/18/24
Revised 3/11/13; 6/11/18

CLARKE COMMUNITY SCHOOLS
ADVANCED COURSEWORK APPROVAL FORM

This form is used to request board approval for a class to be used towards movement in compensation. Submit to Central Office for board approval before starting class. A signed copy will be returned after board meeting.

I request that the following college/university coursework be approved for use for advancement in compensation.

Date: _____ Signature _____

a. Course Number _____ Course Title: _____
 Semester Hours _____ Start Date: _____ End Date: _____
 College/University _____
 How coursework will benefit Clarke students? _____

b. Course Number _____ Course Title: _____
 Semester Hours _____ Start Date: _____ End Date: _____
 College/University _____
 How coursework will benefit Clarke students? _____

The preceding coursework was approved/unapproved by the Board of Education at its meeting of _____.

Superintendent Signature _____ Date: _____

Reviewed: 3/11/13; 3/18/24
Revised 1-25-91, 3/2/04; 5/8/17; 6/11/18

CLARKE COMMUNITY SCHOOL DISTRICT

NOTIFICATION FOR ADVANCEMENT IN COMPENSATION

This form is used to notify Administration of intent to move in compensation. **It must be received in the Central Office prior to March 1 of the year in which you plan to advance in compensation in the fall.** Advancement in compensation contracts will be issued in September after board approval at the 1st board meeting. A date stamped copy of this form will be returned to employee after it has been received in the Administration Office. After March 1 an "Advancement In Compensation" memo will be sent to the employee to verify information in their personnel file regarding the advancement. The employee will be asked to sign to the memo and return if they are in agreement. If not in agreement they need to contact the Administration Office to schedule a meeting to review their file.

TO: SUPERINTENDENT
Clarke Community School District

1. I am herein officially notifying you, prior to March 1st, that I expect to advance in compensation this fall from the

_____ column to the _____ column.

2. Further it is my understanding, that changes in my contract and pay will be made after the Board has approved this advancement at its September meeting accordingly and as expeditiously as possible.

Date

Printed Name

Building Location

Signature of Employee

Administration Office Use Only

_____ Date received in Adm. Office

_____ Date contract re-written

CLARKE COMMUNITY SCHOOL DISTRICT

MASTER’S DEGREE APPROVAL FORM

This form is used to request board approval for a Master’s degree to be used to advance in compensation. This request should be made to the board regardless of the subject area of the master’s degree. Submit to Central Office for board approval before starting the program. A signed copy of this form will be returned to the employee after the board meeting.

I request the following Master’s Degree Program be approved for use for advancement in compensation.

Master’s Degree Program Title: _____

Date: _____ Signature: _____

Anticipated Date of Graduation: _____

How the Master’s Degree will benefit Clarke Students _____

Please attach a copy of the program of study to this form.

The preceding request was approved/unapproved by the Board of Education at its meeting of _____.

Superintendent's Signature: _____ Date _____

LICENSED EMPLOYEE COMPENSATION FOR EXTRA DUTY

A licensed employee may volunteer or be required to take on extra duty, with the extra duty being secondary to the major responsibility of the licensed employee. The board may, in its sole discretion, establish compensation for extra duty licensed employee positions, keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other considerations as determined by the board.

Vacant extra duty positions, for which extra compensation will be earned, will be posted to allow qualified licensed employees to volunteer for the extra duty. If no licensed employee volunteers for extra duty, the superintendent will assign the extra duty positions to qualified licensed employees. The licensed employee will receive compensation for the extra duty required to be performed.

It is the responsibility of the superintendent to make a recommendation to the board annually as to which licensed employees will have extra duty, and the compensation for extra duty, for the board's review.

Legal Reference: Iowa Code §§ 279.8, .13-.15, .19A-B

Cross Reference: 405 Licensed Employees - General
406 Licensed Employee Compensation and Benefits

Approved 3/22/04
Reviewed 7/27/09; 3/11/13; 3/18/24
Revised 6/11/18

LICENSED EMPLOYEE GROUP INSURANCE BENEFITS

Licensed 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 licensed 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, with minimum essential coverage that is both affordable and provides minimum value. The board will have the authority and right to change or eliminate group benefit programs, other than the group health plan, for its licensed employees.

Full-time licensed employees are eligible to participate in the group health and major medical insurance plan. 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 requirement 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.

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

While on approved unpaid leave of absence, the employee is eligible to continue to participate in the school district's group insurance plan, if originally a part of the plan, at the employee's expense by meeting the requirements of the insurer. The monthly insurance premium(s) is/are to be paid in full to the board secretary prior to the due date of the school district's premium payment to the insurance carrier.

All licensed employees are required to participate in life (\$50,000 administrators; \$20,000 licensed) and long-term disability group insurance plans as chosen by the district. These plans are only for the employee, not for their spouse or dependents.

This policy statement does not guarantee a certain level of benefits. The board will have the authority and right to change or eliminate group insurance programs for its licensed employees.

NOTE – Anywhere domestic partner is referenced it is as pertains to Iowa legal definition.

Legal Reference: Iowa Code §§ 20.9; 85; 85B; 279.12; 279.27; 509; 509A; 509B.
Internal Revenue Code §4980H(c)(4); Treas. Reg. § 54.4980H-1(a)(21)(ii).
Shared Responsibility for Employers Regarding Health Coverage, 26 CFR Parts 1, 54 and 301, 78 Fed. Reg. 217. (Jan 2, 2013).
Shared Responsibility for Employers Regarding Health Coverage, 26 CFR Parts 1, 54 and 301, 79 Fed. Reg. 8543 (Feb. 12, 2014).

Cross Reference: 405.1 Licensed Employee Defined
706.2 Payroll Deductions

Approved 11/12/90

Reviewed 7/27/09; 3/11/13; 3/18/24

Revised 1/26/98; 2/11/02; 3/22/04; 6/8/15; 1/25/16; 6/11/18; 5/19/21; 12/12/22

INSURANCE FOR EMPLOYEES

State law requires Iowa employers to allow qualified members to continue Medical Expense Coverage after their coverage would otherwise end.

Qualification for Continuation:

A Member whose Medical Expense coverage would otherwise end due to temporary layoff or approved leave of absence may elect to continue the coverage if:

1. the Member has been covered under the group health plan for at least six months prior to the date coverage would otherwise end; and
2. the group health plan remains in force.

The Member may also continue Dependent medical expense coverage if dependents were covered under the group health plan. NOTE: the term "medical expense coverage" as used with respect to continuation of coverage, will also include Dental, Prescription Drug and Vision Care coverage if they are included in the Group health plan.

Period of Continuation:

If elected, the state-mandated continuation will begin, at the Member's sole expense, on the day immediately after completion of the limited continuation period (usually one month) provided in the district's plan for Members who cease active work due to temporary layoff or approved leave of absence. It will end the earliest of:

1. The date six months after the date coverage otherwise would have ended for temporary layoff; or
2. The date ending the period of approved leave of absence not to exceed 1 year; or
3. The date the Member becomes eligible for other group medical expense coverage; or
4. The date the Member fails to make timely payment of premium or requests that coverage be terminated;
or
5. The date the Member's coverage would have ended had he/she remained an active employee. This would include termination of the plan, exclusion of the Member's class as an eligible class, attainment of any maximum age, etc.

Reinstatement Upon Return to Active Work:

If the district's plan includes an automatic reinstatement provision, the Member will not have to satisfy the eligibility waiting period if he/she returns to active full-time employment within the reinstatement period provided under the plan. For this purpose, the reinstatement period will begin on the day immediately after the date the Member's continued coverage ends.

If the plan does not include an automatic reinstatement provision, the Member will be required to satisfy the eligibility waiting period upon his/her return to active, full-time employment.

Individual Purchase Right:

If continued coverage ends and the Member does not return to active, full-time employment, the Member may apply for Individual Purchase unless the continued coverage ends due to: (a) termination of the plan; (b) exclusion of the Member's class; (c) non-payment of premium; or (d) eligibility for other group medical expense coverage. The Member's completed application and the first premium must be received in the Home Office of the Insurance Company within 31 days after the continued coverage ends. Dental, Prescription Drugs or Vision Care coverage are not included with the Individual Purchase.

District Responsibility:

- A. When a qualified Member's coverage would otherwise end, the district must give written notice to the Member of:
1. The Member's right to elect to continue Medical Expense Coverage; and
 2. The time limit allowed the Member to send the premium; and
 3. The address of the district's office where the premium is to be sent; and
 4. The premium the Member must pay monthly to the district to continue coverage. This premium would be the "Medical Expense Only" portion of the total billing rate for the Member (including any dependents), prior to termination. This includes any Dental, Vision or Prescription Drugs coverage in the Group Plan.

Important Note: The Member must notify the district in writing and pay the first premium within 10 days after the later of:

1. The date coverage would otherwise end; or
2. The date of the written notice;

but not later than 31 days after the date coverage would otherwise end.

B. The district is requested to furnish the Insurance Company with:

1. The Name of the Member, the date last worked and if the Member has elected to continue coverage; and
2. If a Member's continued coverage terminates before the end of the six month continuation period: the date and reason for the termination.

This data should be included on the district's monthly report.

The Notice should be handed to the Member during a personal interview, if possible. Otherwise it must be mailed to the home address of record.

Date of Adoption: 11/12/90
Reviewed: 1/26/98; 7/27/09; 3/11/13; 6/11/18; 3/18/24
Revised: 2/11/02; 3/22/04

WORKER COMPENSATION

Worker compensation insurance shall be provided by the school district for employees who may be injured on the job.

Employees shall be expected to observe safety and due caution in their job tasks.

Should an employee be injured, she/he shall notify his/her supervisor immediately.

Employees are encouraged to return to work as soon as they are medically able to perform the same or similar job.

Employees may draw worker compensation, when eligible, or sick pay, but not both.

Medical benefits paid by worker compensation insurance are not eligible for claiming under a medical insurance plan.

Approved: 11/12/96

Reviewed: 1/26/98; 3/22/04; 7/27/09; 3/11/13; 6/11/18; 3/18/24

Revised: _____

LICENSED EMPLOYEE TAX SHELTER PROGRAMS

Employees may elect to have amounts withheld from their pay for items authorized by law, subject to agreement of the district. The board may authorize the administration to make a payroll deduction for licensed employees' tax-sheltered annuity premiums purchased from a company or program if chosen by the board.

Licensed employees wishing to have payroll deductions for tax-sheltered annuities will make a written request to the superintendent.

Legal Reference: Iowa Code §§ 260C; 273; 294.16
1988 Op. Att'y Gen. 38.
1976 Op. Att'y Gen. 462, 602.
1966 Op. Att'y Gen. 211, 220.

Cross Reference: 706 Payroll Procedures

Approved 11/12/90
Reviewed 1/26/98; 7/27/09; 3/11/13; 3/18/24
Revised 3/22/04 ; 1/26/09; 6/11/18

LICENSED EMPLOYEE RESIGNATION

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

The board may require an individual who has resigned from an extracurricular contract (coaching or non-coaching) to accept the resigned position for only the subsequent school year when the board has made a good faith effort to find a replacement and the licensed employee is continuing to be employed by the school district.

Notice of the intent to resign will be in writing to the superintendent.

Legal Reference: Iowa Code §§ 91A.2, .3, .5; 279.13, .19A.

Cross Reference: 405.3 Licensed Employee Individual Contracts
405.4 Licensed Employee Continuing Contracts
407 Licensed Employee Termination of Employment

Approved 7/6/92

Reviewed 7/27/09; 4/8/13; 6/11/18; 3/18/24

Revised 1/26/98; 4/10/00; 2/11/02; 3/24/03; 3/22/04

LICENSED EMPLOYEE CONTRACT RELEASE

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

Release from a contract will be contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost of advertising or other reasonable administrative costs incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, and to the extent allowed by law, the costs may be deducted from the employee's salary. Payment of these costs is a condition for release from the contract at the discretion of the board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court.

The superintendent is required to file a complaint with the Board of Educational Examiners against a licensed employee who leaves without proper release from the board.

NOTE: School districts may charge employees for costs incurred in finding a replacement. Employees can only be charged costs, not "penalties." The costs cannot be withheld from money owed the employee unless the employee agrees. If costs are not withheld from moneys owed to the employee, the school district must bill the employee. If the employee fails to pay, the school district's only option for reimbursement is to file a claim in small claims court. The school district also has the option of filing a complaint with the [Board of Educational Examiners](#) stating the employee has engaged in unprofessional conduct.

Legal Reference: Iowa Code §§ 91A (1); 216; 272; 279.13, .19A, .46

Cross Reference: 405.3 Licensed Employee Individual Contracts
405.4 Licensed Employee Continuing Contracts
407.3 Licensed Employee Retirement

Approved 7/6/92

Reviewed 6/11/18; 3/18/24

Revised 1/26/98; 4/10/00; 2/11/02; 3/24/03; 3/22/04; 7/27/09; 4/8/13; 7/24/23

Certified Employee Request for Late Release

I, _____, hereby request a late release (after contract has been signed and before it expires) from my teaching contract with the Clarke Community School District for the _____ contract year. I have attached a cashiers check or money order in the amount of \$1,500 to this request for expenses incurred in finding a suitable replacement. I understand that I am responsible for expenses incurred even if a suitable replacement is not found.

- I understand that if a suitable replacement is not found by _____ (a mutually agreed upon date between superintendent and employee) I will be teaching for the _____ contract year.
- I understand if the board accepts this late release request I will not be released from my teaching duties until the suitable replacement has been approved by the Board of Education.

Requestor Signature

Superintendent Signature

Date

Date

To be completed as expenses incur – a copy will be returned to the Requestor after suitable replacement is approved by Board or aforementioned mutually agreed date has passed.

• <i>Advertising Costs</i>	\$ _____
• <i>Postage and supplies</i>	\$ _____
• Secretarial Processing Time	\$ _____
• Up to three days of salary and fixed charges for the affected building	\$ _____
<i>Principal who is responsible for screening letters of intent and Credentials.</i>	
• Up to two days of salary and fixed charges for other administrators (other than the superintendent) who may be part of the interviewing team.	\$ _____
• Up to two days of salary and fixed charges for teachers who may be part of the interviewing team, up to a maximum of four teachers.	\$ _____
TOTAL AMOUNT DUE THE DISTRICT	\$ _____
Payment provided at time of request	\$ 1,500
Less Total Amount Due the District	\$ _____
Refund due if appropriate	\$ _____

Approved: 3/24/03

Reviewed: 3/22/04; 7/27/09; 4/8/13; 6/11/18; 3/18/24

Revised: _____

Administrative Employee Request for Late Release

I, _____, hereby request a late release (after contract has been signed and before it expires) from my administrative contract with the Clarke Community School District for the _____ contract year. I have attached a cashiers check or money order in the amount of \$1,500 to this request for expenses incurred in finding a suitable replacement. I understand that I am responsible for expenses incurred even if a suitable replacement is not found.

- I understand that if a suitable replacement is not found by _____ (a mutually agreed upon date between superintendent and employee) I will be employed for the _____ contract year.
- I understand if the board accepts this late release request I will not be released from my administrative duties until the suitable replacement has been approved by the Board of Education.

Requestor Signature

Superintendent Signature

Date

Date

To be completed as expenses incur – a copy will be returned to the Requestor after suitable replacement is approved by Board or aforementioned mutually agreed date has passed.

- *Advertising Costs* \$ _____
- *Postage and supplies* \$ _____
- Secretarial Processing Time \$ _____
- Up to three days of salary and fixed charges for the affected building \$ _____
Principal who is responsible for screening letters of intent and Credentials.
- Up to two days of salary and fixed charges for other administrators \$ _____
(other than the superintendent) who may be part of the interviewing team.
- Up to two days of salary and fixed charges for teachers who may be \$ _____
part of the interviewing team, up to a maximum of four teachers.

TOTAL AMOUNT DUE THE DISTRICT \$ _____

Payment provided at time of request \$ 1,500

Less Total Amount Due the District \$ _____

Refund due if appropriate \$ _____

Approved: 9/8/03

Reviewed: 3/22/04; 7/27/09; 4/8/13; 6/11/18; 3/18/24

Revised: _____

LICENSED EMPLOYEE RETIREMENT

Licensed employees who will complete their current contract with the board may apply for retirement. No licensed employee will be required to retire at a specific age.

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

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

Licensed employees who retire under this policy may qualify for retirement benefits through the Iowa Public Employees Retirement System.

Licensed employees and their spouse and dependents are allowed to continue coverage in the school district's group health insurance program at their own expense by meeting the requirements of the insurer.

NOTE: Mandatory retirement ages are a violation of federal law. The witnessing of the retiring employee's letter is to protect the school district in the event an employee alleges that the school district forced the employee to retire.

Legal Reference: Iowa Code §§ 97B; 216; 279.46
281 I.A.C. 21.

Cross Reference: 407.6 Licensed Employee Early Retirement

Approved 11/12/90
Reviewed 1/26/98; 6/11/18; 3/18/24
Revised 3/22/04; 7/27/09; 4/8/13; 2/8/21

LICENSED EMPLOYEE SUSPENSION

Licensed employees will perform their assigned job, respect and follow board policy and obey the law. The superintendent is authorized to suspend a licensed employee pending board action on a discharge, for investigation of charges against the employee, and for disciplinary purposes. It is within the discretion of the superintendent to suspend a licensed employee with or without pay.

In the event of a suspension, appropriate due process will be followed.

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 from breach of expected behavior: verbal or written warnings or reprimands, 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.

Suspension without pay may be for a period not to exceed five (5) working days per disciplinary incident. Prior to deciding upon a suspension without pay, the Superintendent shall meet with the employee to provide him/her notice of the allegations, explanation of other evidence, and an opportunity to present the facts from the employee's perspective. Within five (5) working days of receipt of notice of suspension without pay, the employee may request, in writing to the Superintendent, that the suspension be reviewed by the Board. When the Superintendent believes a longer suspension without pay is in order, he/she shall recommend the same to the Board.

An employee may be suspended with pay by the superintendent for the purposes of investigating circumstances which may require discipline or discharge.

Legal Reference: Northeast Community Education Association v. Northeast Community School District, 402 N.W.2d 765 (Iowa 1987).
McFarland v. Board of Education of Norwalk Community School District, 277 N.W.2d 901 (Iowa 1979).
Iowa Code §§ 20.7, .24; 279.13, .15-.19, .27

Cross Reference: 404 Employee Conduct and Appearance
407 Licensed Employee Termination of Employment

Approved 1/11/95
Reviewed 7/12/99; 4/8/13; 6/11/18; 3/18/24
Revised 3/22/04; 7/27/09

LICENSED EMPLOYEE REDUCTION IN FORCE

The board has the exclusive authority to determine the appropriate number of licensed employees. A reduction of licensed 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.

The reduction in licensed employees, other than administrators, will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the board may terminate licensed employees.

It is the responsibility of the superintendent to make a recommendation for termination to the board. The superintendent shall consider the following criteria in making the recommendations:

- *Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing;*
- *Relative skills, ability and demonstrated performance;*
- *Qualifications for co-curricular programs; and*
- *Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal between licensed employees.*

Due process for terminations due to a reduction in force will be followed.

Legal Reference: Iowa Code §§ 279

Cross Reference: 407.4 Licensed Employee Suspension
413.5 Classified/Confidential/Director/Other Employee Reduction in Force
703 Budget

Approved 11/12/90

Reviewed 4/8/13; 3/18/24

Revised 7/12/99; 2/11/02; 3/22/04; 7/27/09; 6/11/18

LICENSED EMPLOYEE EARLY RETIREMENT

The school district offers an early retirement plan for licensed employees who are currently performing their assigned duties within the school district. A licensed employee is eligible under the early retirement plan when the licensed employee:

- Attains the ages of fifty-five (55) on or before June 30 of the year in which the licensed employee wishes to retire;
- Completes a total of fifteen (15) consecutive years of service as a licensed employee to the school district;
- Submits an application to the superintendent for participation in the plan on or before February 15 of the year in which the licensed employee wishes to retire. Applications submitted after February 15 may be considered at the discretion of the board depending on the circumstances for the late application;
- Submits a written resignation. The resignation may be contingent upon approval by the board of participation in the voluntary early retirement plan; and,
- Receives board approval of the licensed employee's application for participation in the early retirement plan, of the licensed employee's resignation and of the disbursement of early retirement incentive to the licensed employee.
- Retires not later than June 30 of the same year as the February 15 date above.

Approval by the board of the licensed employee's early retirement application shall constitute a voluntary resignation. Approval by the board of the licensed employee's early retirement application will also make the licensed employee eligible for disbursement of the early retirement incentive the sooner of July 31 following the licensed employee's approval for early retirement or a date mutually agreed upon by the school district and the licensed employee. Failure of the board to approve the licensed employee's early retirement application will make the licensed employee's current contract with the board continue in full force and effect.

The early retirement incentive shall be calculated using the following factors:

- Fifty percent of the employee's unused accumulated sick leave (this is figured by using the current salary per day times 50% of the employee's accumulated sick days, using 100 days as the maximum accumulated sick days); plus,
- Five percent of the current salary times the years of service beyond fifteen years.

Provided, however, that early retirement incentive for each eligible licensed employee approved by the board shall not exceed the employee's current year's salary or \$10,000 whichever is less.

An employee who is a participant in the district's health insurance plan as of the employee's retirement may, upon retirement and through age 64, continue participation in the school district's group insurance plan, at the licensed employee's expense by meeting the requirements of the insurer. The employee may elect to reduce the lump sum amount by the amount of the estimated insurance premium through age 64 not to exceed the lump sum incentive.

The insurance coverage offered as a part of this incentive may be in lieu of other coverage rights. If the employee chooses not to leave incentive money or the incentive money is depleted the employee must pay the monthly premium amount in full to the board secretary prior to the due date of the school district's premium payment to the insurance carrier.

In the event of the death of the licensed employee prior to payment of the early retirement incentive but after the licensed employee's retirement has begun, the early retirement incentive will be paid to the designated beneficiary in one lump sum payment. In the event no beneficiary is designated, the incentive will be paid to the licensed employee's estate in one lump sum payment.

The board has complete discretion to offer or not to offer an early retirement plan for licensed employees. The board may discontinue the school district's early retirement plan at any time.

Legal Reference: 29 U.S.C. §§ 621 *et seq.*
Iowa Code §§ 97B; 216; 279.46; 509A.13
1978 Op. Att'y Gen. 247.
1974 Op. Att'y Gen. 11, 322.

Cross Reference: 407.3 Licensed Employee Retirement
413.2 Classified/Confidential/Director/Other Employee Retirement

Approved 4/12/93

Reviewed 4/8/13; 3/18/24

Revised 11/9/98; 11/23/98; 3/22/04; 8/15/05; 3/9/09; 7/27/09; 6/13/16; 7/9/18; 12/11/23

LICENSED EMPLOYEE EARLY RETIREMENT ACKNOWLEDGEMENT OF RECEIPT

The undersigned licensed employee acknowledges receipt of the early retirement plan documents stated below, for the licensed employee's consideration:

- early retirement policy plan description – (policy 407.6);
- early retirement insurance options (policy 407.6E2); and
- early retirement application (407.6E3).

The undersigned licensed employee acknowledges that the application and participation in the early retirement plan is entirely voluntary.

The undersigned licensed employee acknowledges that the school district recommends the licensed employee contact legal counsel and the employee’s personal accountant regarding participation in the early retirement plan.

Licensed Employee

Date

Reviewed 4/8/13; 6/11/18; 3/18/24

LICENSED EMPLOYEE EARLY RETIREMENT INSURANCE OPTIONS

Board policy 407.6, Licensed Employee Early Retirement, allows the employee to continue to participate in the school district's group health insurance plan until age 65, if originally a part of the plan, by meeting the requirements of the insurer.

The licensed employee is responsible for the cost of the health insurance premium. The licensed employee must pay the employee's share of the premium by paying the monthly premium amount in full to the board secretary prior to the due date of the school district's premium payment to the insurance carrier.

The undersigned licensed employee _____ (does, does not) wish to continue to participate in the school district's group health insurance plan.

Licensed Employee

Date

Reviewed 4/8/13; 6/11/18; 3/18/24

LICENSED EMPLOYEE EARLY RETIREMENT APPLICATION

The undersigned licensed employee is applying for early retirement pursuant to board policy 407.6, Licensed Employee Early Retirement. Please complete the following information:

_____		_____
(Full Legal Name of Licensed Employee)		(Social Security Number)
_____	_____	_____
(Current Job Title)	(Date of Birth)	(Years of Service)

Please specify the date desired for payment of the early retirement benefit and the reason if a date other than July 31 of the year in which the undersigned licensed employee retires is desired.

_____	_____
(Date)	(Reason for date earlier than July 31)

Please attach a letter of resignation effective not later than June thirtieth of the year in which the undersigned licensed employee intends to retire. State in the letter if the resignation is contingent on approval of the early retirement application.

The undersigned licensed employee acknowledges that application and participation in the early retirement plan is entirely voluntary. The undersigned employee also acknowledges that the early retirement plan may be amended, reduced, or discontinued by the district at any time and that no rights are vested in the employee until after the employee has retired under the plan.

The undersigned licensed employee acknowledges that the school district recommends that the licensed employee contact legal counsel and the employee's own personal accountant regarding participation in the early retirement plan.

Should the licensed employee die prior to full payment of an early retirement benefit, the licensed employee designates either the following individual as beneficiary or the licensed employee's estate.

___ Beneficiary	___ Estate
-----------------	------------

Beneficiary (print)	

Beneficiary Address (print)	

_____	_____
Licensed Employee (signature)	Date

_____	_____
Witness (signature)	Date

LICENSED EMPLOYEE PROFESSIONAL DEVELOPMENT

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board will maintain and support an in-service program for licensed employees. Professional development activities will include activities that promote and/or teach about compliance with applicable laws.

For all professional development programs the district requires employees to take, the district will provide to the employee notice indicating the section of the law, or rules adopted by the state board of education or board of educational examiners that the district determines requires the employee to participate in the professional development program.

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

The superintendent/designee will have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the superintendent/designee will consider the value of the program for the licensed employee and the school district, the effect of the licensed 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 superintendent/designee. Requests that involve unusual expenses or overnight travel must also be approved by the board.

NOTE: This is a mandatory policy.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code § 279.8, .74
281 I.A.C. 12.7; 83.6

Cross Reference: 414.9 Classified/Employee Professional Purposes Leave

Approved 11/12/90

Reviewed 3/18/24

Revised 1/26/98; 3/22/04; 7/27/09; 4/8/13; 6/11/18; 8/14/23

LICENSED EMPLOYEE PUBLICATION OR CREATION OF MATERIALS

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

Legal Reference: 17 U.S.C. § 101 et al.
Iowa Code § 279.8

Cross Reference: 401.3 Employee Conflict of Interest
606.6 Student Production of Materials and Services

Approved 11/12/90
Reviewed 4/8/13; 6/11/18; 3/18/24
Revised 1/26/98; 3/22/04; 7/27/09

LICENSED EMPLOYEE TUTORING

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent.

Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent.

Legal Reference: Iowa Code §§ 20.7; 279.8

Cross Reference: 401.3 Employee Conflict of Interest
402.7 Employee Outside Employment

Approved 11/12/90

Reviewed 7/27/09; 4/8/13; 6/11/18; 3/18/24

Revised 1/26/98; 3/22/04

EMPLOYEE VACATION - HOLIDAYS

The board will determine the amount of vacation, and holidays that will be allowed on an annual basis for employees

It is the responsibility of the superintendent to make a recommendation to the board annually on vacations and holidays for employees.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Approved 11/12/90

Reviewed 4/22/13; 3/18/24

Revised 1/26/98; 2/11/02; 3/22/04; 7/27/09; 6/11/18; 7/23/20

EMPLOYEE LEAVE OF ABSENCE

The board will offer the following leave to full-time regular licensed employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
- *[Family Sick Leave - Leave to care for a sick member of the employee's immediate family]*
- *[Bereavement Leave – Leave to mourn the loss of a family member or close friend]*
- *[Adoption Leave – Leave for an employee who legally adopts a child]*
- *[Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day]*
- Jury Duty Leave – Leave to be excused for jury duty
- Military Leave – Leave for military service, including the national guard
- Political Leave – Leave to run for elective public office
- Unpaid Leave – To excuse an involuntary absence not provided for in other leave policies of the board.

The board will offer the following leave to full-time regular classified employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
- *[Family Sick Leave – Leave to care for a sick member of the employee's immediate family]*
- *[Bereavement Leave – Leave to mourn the loss of a family member or close friend]*
- *[Adoption Leave – Leave for an employee who legally adopts a child]*
- *[Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day]*
- Jury Duty Leave – Leave to be excused for jury duty
- Military Leave – Leave for military service, including the national guard
- Political Leave – Leave to run for elective public office
- Unpaid Leave – To excuse an involuntary absence not provided for in other leave policies of the board.

The provisions of each leave offering will be detailed in the Master Contract (CCEA) and/or Employee Handbook.

Leave offered by the district will not be less than what is required by law. In the event of an emergency or unforeseen circumstance, the superintendent may authorize additional paid leave.

Legal Reference: 26 U.S.C. §§ 2601 et seq.

Pub L. 116-127

29 C.F.R. §§ 825; 826.

Iowa Code §§ 20; 29A; 55; 85; 216; 279.40; 607A

Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).

Bewley v. Villisca Community School District, 299 N.W. 2d 904 (Iowa 1980).

Cross Reference: 403.2 Employee Injury on the Job

409.3 Licensed Employee Family and Medical Leave

Approved 11/12/90

Reviewed 3/18/24

Revised 1/26/98; 2/11/02; 3/22/04; 7/27/09; 4/22/13; 6/11/18; 7/23/20; 1/11/21; 2/23/22

EMPLOYEE FAMILY AND MEDICAL LEAVE

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as July 1 through June 30. Requests for family and medical leave will be made to the superintendent.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. 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.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

NOTE: This policy is consistent with federal law regarding family and medical leave. The links below are to applicable forms on the U.S. Department of Labor Website.

Links: <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>
[WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition \(PDF\)](#)
[WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition \(PDF\)](#)
[WH-381 Notice of Eligibility and Rights & Responsibilities \(PDF\)](#)
[WH-382 Designation Notice \(PDF\)](#)
[WH-384 Certification of Qualifying Exigency For Military Family Leave \(PDF\)](#)
[WH-385 Certification for Serious Injury or Illness of Covered Service member - for Military Family Leave \(PDF\)](#)

Legal Reference: 29 U.S.C. §§ 2601 *et seq.*
29 C.F.R. 825
Iowa Code §§ 20; 85; 216; 279.40.
Whitney v. Rural Ind. School. District, 232 Iowa 61, 4 N.W.2d 394 (1942).

Cross Reference: 409.2 Employee Leave of Absence

Approved 1/26/98
Reviewed 3/22/04; 7/27/09; 3/18/24
Revised 10/12/09; 4/22/13; 6/11/18; 7/23/20

EMPLOYEE FAMILY AND MEDICAL LEAVE NOTICE TO EMPLOYEES

This document is available at <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>

NOTE: FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post a notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

Date: _____

I, _____, request family and medical leave for the following reason:

(check all that apply)

- for the birth of my child;
- for the placement of a child for adoption or foster care;
- to care for my child who has a serious health condition;
- to care for my parent who has a serious health condition;
- to care for my spouse who has a serious health condition; or
- because I am seriously ill and unable to perform the essential functions of my position.
- because of a qualifying exigency arising out of the fact that my ___ spouse; ___ son or daughter; ___ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- because I am the ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness.

I acknowledge my obligation to provide medical certification of my serious health condition or that of a family member in order to be eligible for family and medical leave within 15 days of the request for certification.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the school district.

I request that my family and medical leave begin on _____ and I request leave as follows:
(check one)

continuous

I anticipate that I will be able to return to work on _____.

intermittent leave for the:

- birth of my child or adoption or foster care placement subject to agreement by the district;
- serious health condition of myself, spouse, parent, or child when medically necessary;
- because of a qualifying exigency arising out of the fact that my ___ spouse; ___ son or daughter; ___ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- because I am the ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness.

Details of the needed intermittent leave:

I anticipate returning to work at my regular schedule on _____.

EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

____ reduced work schedule for the:

____ birth of my child or adoption or foster care placement subject to agreement by the district;

____ serious health condition of myself, spouse, parent, or child when medically necessary;

____ because of a qualifying exigency arising out of the fact that my ____ spouse; ____ son or daughter;

____ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.

____ because I am the ____ spouse; ____ son or daughter; ____ parent; ____ next of kin of a covered service member with a serious injury or illness.

Details of needed reduction in work schedule as follows:

I anticipate returning to work at my regular schedule on _____.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize interruptions to school district operations.

While on family and medical leave, I agree to pay my regular contributions to employer sponsored benefit plans. My contributions will be deducted from moneys owed me during the leave period. If no monies are owed me, I will reimburse the school district by personal check or cash for my contributions. I understand that I may be dropped from the employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the school district for any payment of my contributions with deductions from future monies owed to me or the school district may seek reimbursement of payments of my contributions in court.

I acknowledge that the above information is true to the best of my knowledge.

Signed _____

Date _____

If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.

EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

A. School district notice.

1. The school district will post the notice in Exhibit 409.3E1 regarding family and medical leave.
2. Information on the Family and Medical Leave Act and the board policy on family and medical leave, including leave provisions and employee obligations will be provided annually. The information will be in the [*employee handbook*].
3. When an employee requests family and medical leave, the school district will provide the employee with information listing the employee's obligations and requirements. Such information will include:
 - a. a statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement or 26 week entitlement depending on the purpose of the leave;
 - b. a reminder that employees requesting family and medical leave for their serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so or proof of call to active duty in the case of military family and medical leave;
 - c. an explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution; and
 - d. a statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health or other benefits.

B. Eligible employees.

The definition in the collective bargaining agreement is incorporated by reference.

If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.

EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

- C. Employee requesting leave -- two types of leave.
1. Foreseeable family and medical leave.
 - a. Definition - leave is foreseeable for the birth or placement of an adopted or foster child with the employee or for planned medical treatment.
 - b. Employee must give at least thirty days notice for foreseeable leave. Failure to give the notice may result in the leave beginning thirty days after notice was received. For those taking leave due to military family and medical leave, notice should be given as soon as possible.
 - c. Employees must consult with the school district prior to scheduling planned medical treatment leave to minimize disruption to the school district. The scheduling is subject to the approval of the health care provider.
 - d. *[Boards who adopt other requirements or additional collective bargaining provisions can add them here.]*
 2. Unforeseeable family and medical leave.
 - a. Definition - leave is unforeseeable in such situations as emergency medical treatment or premature birth.
 - b. Employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
 - c. A spouse or family member may give the notice if the employee is unable to personally give notice.
- D. Eligible family and medical leave determination. The school district may require the employee giving notice of the need for leave to provide reasonable documentation or a statement of family relationship.
1. Six purposes.
 - a. The birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth;
 - b. The placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child's placement;
 - c. To care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition; or
 - d. Employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position.
 - e. because of a qualifying exigency arising out of the fact that an employee's ___ spouse; ___ son or daughter; ___ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
 - f. because the employee is the spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness.
 - g. *[Boards who adopt other purposes for which family and medical leave may be taken should add them here.]*

EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

2. Medical certification.

- a. When required:
 - (1) Employees *[may/shall]* be required to present medical certification of the employee's serious health condition and inability to perform the essential functions of the job.
 - (2) Employees *[may/shall]* be required to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.
 - (3) Employees *[may/shall]* be required to present certification of the call to active duty when taking military family and medical leave.
- b. Employee's medical certification responsibilities:
 - (1) The employee must obtain the certification from the health care provider who is treating the individual with the serious health condition.
 - (2) The school district may require the employee to obtain a second certification by a health care provider chosen by and paid for by the school district if the school district has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the school district on a regular basis.
 - (3) If the second health care provider disagrees with the first health care provider, then the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the school district.
- c. Medical certification will be required fifteen days after family and medical leave begins unless it is impracticable to do so. The school district may request recertification every thirty days. Recertification must be submitted within fifteen days of the school district's request.
- d. Employees taking military caregiver family and medical leave to care for a family service member cannot be required to obtain a second opinion or to provide recertification.
- e. *[Boards who adopt other requirements or have collective bargaining agreements with provisions regarding certification should add them here.]*

Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification will be denied until such certification is provided.

E. Entitlement.

1. Employees are entitled to twelve weeks unpaid family and medical leave per year. Employees taking military caregiver family and medical leave to care for a family service member are entitled to 26 weeks of unpaid family and medical leave but only in a single 12 month period.
2. Year is defined as: Fiscal year

EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

3. If insufficient leave is available, the school district may:
 - a. Deny the leave if entitlement is exhausted
 - b. Award leave available
 - c. *[Award leave in accordance with other provisions of board policy or the collective bargaining agreement.]*

F. Type of Leave Requested.

1. Continuous - employee will not report to work for set number of days or weeks.
2. Intermittent - employee requests family and medical leave for separate periods of time.
 - a. Intermittent leave is available for:
____ birth of my child or adoption or foster care placement subject to agreement by the district;
____ serious health condition of myself, spouse, parent, or child when medically necessary;
____ because of a qualifying exigency arising out of the fact that my ____ spouse; ____ son or daughter; ____ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
____ because I am the ____ spouse; ____ son or daughter; ____ parent; ____ next of kin of a covered service member with a serious injury or illness.
 - b. In the case of foreseeable intermittent leave, the employee must schedule the leave to minimize disruption to the school district operation.
 - c. During the period of foreseeable intermittent leave, the school district may move the employee to an alternative position with equivalent pay and benefits. *(For instructional employees, see G below.)*
3. Reduced work schedule - employee requests a reduction in the employee's regular work schedule.
 - a. Reduced work schedule family and medical leave is available for:
____ birth of my child or adoption or foster care placement subject to agreement by the district;
____ serious health condition of myself, spouse, parent, or child when medically necessary;
____ because of a qualifying exigency arising out of the fact that my ____ spouse; ____ son or daughter; ____ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
____ because I am the ____ spouse; ____ son or daughter; ____ parent; ____ next of kin of a covered service member with a serious injury or illness.
 - b. In the case of foreseeable reduced work schedule leave, the employee must schedule the leave to minimize disruption to the school district operation.
 - c. During the period of foreseeable reduced work schedule leave, the school district may move the employee to an alternative position with equivalent pay and benefits. *(For instructional employees, see G below.)*

G. Special Rules for Instructional Employees.

EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

1. Definition - an instructional employee is one whose principal function is to teach and instruct students in a class, a small group or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors and special education assistants.
 2. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule family and medical leave greater than twenty percent of the work days in the leave period may be required to:
 - a. Take leave for the entire period or periods of the planned medical treatment; or,
 - b. Move to an available alternative position, with equivalent pay and benefits, but not necessarily equivalent duties, for which the employee is qualified.
 3. Instructional employees who request continuous family and medical leave near the end of a semester may be required to extend the family and medical leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter or spring break.
 - a. If an instructional employee begins family and medical leave for any purpose more than five weeks before the end of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last at least three weeks and the employee would return to work during the last three weeks of the semester if the leave was not continued.
 - b. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks and the employee would return to work during the last two weeks of the semester.
 - c. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
 4. The entire period of leave taken under the special rules is credited as family and medical leave. The school district will continue to fulfill the school district's family and medical leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's family and medical leave entitlement ends before the involuntary leave period expires.
- H. Employee responsibilities while on family and medical leave.
1. Employee must continue to pay health care benefit contributions or other benefit contributions regularly paid by the employee unless employee elects not to continue the benefits.
 2. The employee contribution payments will be deducted from any money owed to the employee or the employee will reimburse the school district at a time set by the superintendent.
 3. An employee who fails to make the health care contribution payments within thirty days after they are due will be notified that their coverage may be canceled if payment is not received within an additional 15 days.

EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

4. An employee may be asked to re-certify the medical necessity of family and medical leave for the serious medical condition of an employee or family member once every thirty days and return the certification within fifteen days of the request.
5. The employee must notify the school district of the employee's intent to return to work at least once each month during their leave and at least two weeks prior to the conclusion of the family and medical leave.
6. If an employee intends not to return to work, the employee must immediately notify the school district, in writing, of the employee's intent not to return. The school district will cease benefits upon receipt of this notification.

I. Use of Paid leave for family and medical leave.

Option I:

An employee may substitute unpaid family and medical leave with appropriate paid leave available to the employee under board policy, individual contracts or the collective bargaining agreement. Paid leave includes, but is not limited to, sick leave, family illness leave, vacation, personal leave, bereavement leave and professional leave. When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.

Option II:

1. An employee may substitute unpaid family and medical leave for the serious health condition of the employee with paid sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the serious health condition of the employee is unpaid.
2. An employee may substitute unpaid family and medical leave for the serious health condition of an employee's family member or to care for a family service member with paid sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the serious health condition of an employee's family member is unpaid.
3. An employee may substitute unpaid family and medical leave for the birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth with sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth is unpaid.
4. An employee may substitute unpaid family and medical leave for the placement of a child with the employee for adoption or foster care and in order to care for that child prior to the first anniversary of the child's placement or adoption with sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the placement of a child with the employee for adoption or foster care and in order to care for the child prior to the first anniversary of the child's placement or adoption is unpaid.
5. An employee may substitute unpaid family and medical leave when a family service member is called to active duty or on call to active duty with sick, vacation and personal leave. Upon expiration of the paid leave, the leave is unpaid.

EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

6. When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.

Option III:

1. An employee may substitute unpaid family and medical leave for the serious health condition of the employee with paid sick leave. Upon the expiration of paid leave, the family and medical leave for the serious health condition of the employee is unpaid.
2. An employee may substitute unpaid family and medical leave for the serious health condition of an employee's family member with paid sick leave or to care for a family service member. Upon the expiration of paid leave, the family and medical leave for the serious health condition of an employee's family member is unpaid.
3. An employee may substitute unpaid family and medical leave for the birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth with sick and vacation leave. Upon the expiration of paid leave, the family and medical leave for the birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth is unpaid.
4. An employee may substitute unpaid family and medical leave for the placement of a child with the employee for adoption or foster care and in order to care for that child prior to the first anniversary of the child's placement or adoption with sick and vacation leave. Upon the expiration of paid leave, the family and medical leave for prior to the first anniversary of the placement of a child with the employee for adoption or foster care is unpaid.
5. An employee may substitute unpaid family and medical leave when a family service member is called to active duty or on call to active duty with sick and vacation leave. Upon expiration of the paid leave, the leave is unpaid.
6. When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.

Option IV:

1. Family and medical leave is unpaid.

EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Active Duty - duty under a call or order to active duty under a provision of law referring to in section 101(a)(13) of title 10, U.S. Code.

Common Law Marriage - according to Iowa law, common law marriages exist when there is a present intent by the two parties to be married, continuous cohabitation, and a public declaration that the parties are husband and wife. There is no time factor that needs to be met in order for there to be a common law marriage.

Contingency Operation - has the same meaning given such term in section 101(a)(13) of title 10, U.S. Code.

Continuing Treatment - a serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
 - treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or in referral by, a health care provider; or
 - treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a the health care provider.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Covered Servicemember - a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Eligible Employee - employee has worked for the district for at least twelve months and has worked at least 1250 hours within the previous year.

EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Essential Functions of the Job - those functions which are fundamental to the performance of the job. It does not include marginal functions.

Employment Benefits - all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an "employee benefit plan."

Family Member - individuals who meet the definition of son, daughter, spouse or parent.

Group Health Plan - any plan of, or contributed to by, an employer (including a self-insured plan) to provide health care (directly or otherwise) to the employer's employees, former employees, or the families of such employees or former employees.

Health Care Provider-

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or
- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law; and
- Nurse practitioners and nurse-midwives, and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law; and
- Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts;
- Any health care provider from whom an employer or a group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits;
- A health care provider as defined above who practices in a country other than the United States who is licensed to practice in accordance with the laws and regulations of that country.

In Loco Parentis - individuals who had or have day-to-day responsibilities for the care and financial support of a child not their biological child or who had the responsibility for an employee when the employee was a child.

Incapable of Self-Care - that the individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" or "ADLs." Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

Instructional Employee - an employee employed principally in an instructional capacity by an educational agency or school whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees

EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Intermittent Leave - leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave or periods from an hour or more to several weeks.

Medically Necessary - certification for medical necessity is the same as certification for serious health condition.

"Needed to Care For" - the medical certification that an employee is "needed to care for" a family member encompasses both physical and psychological care. For example, where, because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic or nutritional needs or safety or is unable to transport himself or herself to medical treatment. It also includes situations where the employee may be needed to fill in for others who are caring for the family member or to make arrangements for changes in care.

Next of Kin - an individual's nearest blood relative

Outpatient Status - the status of a member of the Armed Forces assigned to –

- either a military medical treatment facility as an outpatient; or
- a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Parent - a biological parent or an individual who stands in loco parentis to a child or stood in loco parentis to an employee when the employee was a child. Parent does not include parent-in-law.

Physical or Mental Disability - a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Reduced Leave Schedule - a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

Serious Health Condition -

- An illness, injury, impairment, or physical or mental condition that involves:
- Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from), or any subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes:
 - A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders or, or on referral by, a health care provider; or
 - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
 - Any period of incapacity due to pregnancy or for prenatal care.

EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:

- Requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
- Continues over an extended period of time (including recurring episodes of a single underlying condition); and
- May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

--A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's a severe stroke or the terminal stages of a disease.

--Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

- Treatment for purposes of this definition includes, but is not limited to, examinations to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examinations, eye examinations or dental examinations. Under this definition, a regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
- Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.
- Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care on referral by a health care provider. On the other hand, absence because of the employee's use of the substance, rather than for treatment, does not qualify for FMLA leave.
- Absence attributable to incapacity under this definition qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Serious Injury or Illness - an injury or illness incurred by a member of the Armed forces, including the National Guard or Reserves in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Son or daughter - a biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing in loco parentis. The child must be under age 18 or, if over 18, incapable of self-care because of a mental or physical disability.

Spouse - a husband or wife recognized by Iowa law including common law marriages.

LICENSED EMPLOYEE LEAVE FOR ADOPTION OF CHILDREN

Requests to use sick leave days for the purpose of facilitating the adoption of a child will be decided by the Board of Directors on a case-by-case basis. Requests should be made in writing through the superintendent.

Approved 11/12/90

Reviewed 1/26/98, 6/14/04; 7/27/09; 4/22/13; 6/11/18; 3/18/24

Revised

SUBSTITUTE TEACHERS

The board recognizes the need for substitute teachers. Substitute teachers shall be licensed to teach in Iowa.

It shall be the responsibility of the superintendent/designee to maintain a list of substitute teachers who may be called upon to replace regular contract licensed employees. Individuals whose names do not appear on this list will not be employed as a substitute without specific approval of the superintendent. It shall be the responsibility of the building principal/designee to fill absences with substitute teachers immediately.

Substitute teachers will be paid a per diem rate of \$150 per day, \$75 per one-half day. Substitute teachers employed for 11 or more consecutive days in the same position shall be paid a daily per diem according to the Supplemental Pay Schedule step 1 of the CCEA salary schedule, starting the 11th day. A substitute teacher working one-half (½) days under the same circumstances will be paid one-half of the daily per diem of the Supplemental Pay Schedule step 1 of the CCEA salary schedule. Under special or unusual circumstances the superintendent can make a variance of this policy upon notification to the board. Substitute licensed employees are expected to perform the same duties as the licensed employees.

Certified education associates assigned to a special education room may serve as a substitute teacher when the licensed teacher is absent for up to three consecutive days. The certified associate will be paid the same rate as any other substitute teacher in lieu of their regular hourly rate of pay.

Legal Reference: *Iowa Association of School Boards v. PERB*, 400 N.W.2d 571 (Iowa 1987).
Iowa Code §§ 20.1, 4(5), .9; Ch.272
281 I.A.C. 12.4.

Cross Reference: 405.1 Licensed Employee Defined
405.2 Licensed Employee Qualifications, Recruitment, Selection

Approved 10/23/95

Reviewed 3/18/24

Revised 9/8/03; 3/22/04; 6/13/05; 5/11/09; 7/27/09; 11/9/09; 9/27/10; 1/12/11; 5/13/13;7/9/18

SUMMER SCHOOL LICENSED EMPLOYEES

The Clarke Community School District shall offer summer school options in accordance with law and may, in its discretion offer additional programming during the summer recess. Licensed employees who volunteer or who are appointed to deliver the summer education program are compensated in addition to their regular duties during the school academic year, unless such arrangements are made prior to determining the employee's compensation for the year.

Licensed employees will be given the opportunity to volunteer for the positions available. If the board determines a course must be offered and no licensed employee volunteers for the position, the board will make the necessary arrangements to fill the position. The board will consider applications from volunteers of current licensed employees in conjunction with other applications.

It is the responsibility of the superintendent to make a recommendation to the board regarding the need for and the delivery of the summer education program.

Legal Reference: Iowa Code §§ 279.8; 280.

Cross Reference: 505.2 Student Promotion – Retention - Acceleration
603.2 Summer School Instruction

Approved 3/22/04

Reviewed 7/27/09; 5/13/13; 3/18/24

Revised 6/13/16; 6/11/18

TRUANCY OFFICER

The juvenile court school liaison serves as the district's truancy officer.

The principal will notify the truancy officer when a student is truant. The truancy officer will investigate the cause of a student's truancy and attempt to ensure the student's attendance. The truancy officer may take the student into custody. A student taken into custody will be placed in the custody of the principal. The truancy officer will attempt to contact the student's parents when the student is taken into custody.

Legal Reference: Iowa Code §§ 299.10-.11, .15.

Cross Reference: 501.10 Truancy - Unexcused Absences

Approved 3/22/04

Reviewed 6/11/18; 3/18/24

Revised 7/27/09; 5/13/13

EDUCATION ASSOCIATES

The board may employ education associates or other instructional support personnel to assist licensed personnel in non-teaching duties, including, but not limited to:

- managing and maintaining records, materials and equipment;
- attending to the physical needs of children;
- performing other limited services to support teaching duties when such duties are determined and directed by the teacher; and
- acting as a substitute teacher in the special education room to which the associate is assigned if the associate is certified for up to three consecutive days.

Education associates who hold a teaching certificate are compensated at the rate of pay established for their position as an education associate. It is the responsibility of the principal to supervise education associates.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14.
281 I.A.C. 12.4(9); .5(9).

Cross Reference: 411.2 Classified/Confidential/Director/Other Employee Qualifications, Recruitment, Selection

Approved 3/22/04

Reviewed 7/27/09; 5/13/13; 6/11/18; 3/18/24

Revised 5/11/09

STUDENT TEACHERS

It is the policy of the school district to cooperate with the higher educational institutions in the practical preparations of future teachers. Contracts shall be confirmed annually for each institution that places student teachers in the district.

Approved 11/12/90

Reviewed 1/26/98; 6/14/04; 7/27/09; 5/13/13; 6/11/18; 3/18/24

Revised

TEACHER EXCHANGE PROGRAMS

In order to gain knowledge of educational methods in other school districts--either inside or outside the United States--and to promote international goodwill, the Board of Directors may contract with another Board or other educational authorities for the exchange of teaching services.

Approved 11/12/90

Reviewed: 1/26/98; 6/14/04; 7/27/09; 5/13/13; 6/11/18; 3/18/24

Revised:

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE DEFINED

“Classified employees” are employees who are not administrators or employees in positions which require a teaching license issued by the Iowa Board of Educational Examiners and who are employed to fulfill the duties listed on their job description on a monthly or an hourly basis. The positions may be full-time or part-time.

“Confidential employees” means any public employee who works in the personnel offices of a public employer or who has access to information subject to use by the public employer in negotiating or who works in a close continuing working relationship with public officers or representatives associated with negotiating on behalf of the public employer. In this district these people are the District Administration Office personnel.

“Directors” are salaried public employees who supervise the work of a category of classified employees. In this district these people are the transportation director, and food service director.

“Other” are categories of employees necessary for the functioning of the district that can’t be properly placed in the categories above, they may be salaried or hourly employees. Examples are – business manager, technology support, juvenile court school liaison, Pk-12 social worker, etc. Additional situations may arise where employment will be needed for specialized positions.

It is the responsibility of the superintendent to establish job specifications and job descriptions for classified/confidential/director/other-employee positions. Job descriptions may be approved by the board.

Classified/confidential/director/other employees required to hold a license for their position must present evidence of their current license to the board secretary prior to payment of wages each year.

Legal Reference: Iowa Code §§ 20; 279.8

Cross Reference: 405.1 Licensed Employee Defined
411.2 Classified/Confidential/Director/Other Employee Qualifications, Recruitment, Selection
412.3 Classified Employee Group Insurance Benefits

Approved 4/13/92

Reviewed 3/18/24

Revised 1/26/98; 2/11/02; 8/18/03; 5/10/04; 10/12/09; 8/8/2011; 5/13/13; 6/11/18; 12/12/22

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE - QUALIFICATIONS, RECRUITMENT,
SELECTION

Persons interested in a classified/confidential/director/other employee position will have an opportunity to apply and qualify for classified/confidential/director/other employee positions in the school district in accordance with applicable laws and school district policies regarding equal employment. Job applicants for classified/confidential/director/other employee positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on Frontline and IowaWORKS.gov, the online state job posting system. Additional announcement of the position may occur through means the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.

The superintendent will recommend employment of classified/confidential/director/other employees to the board for approval. However, the superintendent will have the authority to employ a classified/confidential/director/other employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

Legal Reference: 29 U.S.C. §§ 621-634
42 U.S.C. §§ 2000e; 12101 *et seq.*
Iowa Code §§ 20; 35C; 216; 25.27; 279.8; 279.20.
281 I.A.C 12.4

Cross Reference: 401.1 Equal Employment Opportunity
411 Classified/Confidential/Director/Other Employees - General

Approved 11/12/90

Reviewed 6/11/18; 3/18/24

Revised 7/12/99; 5/10/04; 7/30/07; 10/12/09; 5/13/13; 5/8/17; 12/11/23

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE CONTRACTS

The board may enter into written contracts with classified/confidential/director/other employees employed on a regular basis. The contract will state the terms of employment.

Each classified (CCESA) contract will include a 10 working day cancellation clause. Either the employee or the board must give notice of the intent to cancel the contract at the end of 10 working days. Each confidential/director/other contract will include a 30 calendar day cancellation clause. Either the employee or the board must give notice of the intent to cancel the contract at the end of 30 calendar days. This notice will not be required when the employee is terminated during a probationary period or for cause.

Classified/Confidential/Director/Other employees will receive a job description stating the specific performance responsibilities of their position.

It is the responsibility of the superintendent to draw up and process the classified/confidential/director/other employee contracts and present them to the board for approval. The contracts, after being signed by the board president, are filed with the board secretary.

Legal Reference: Iowa Code §§ 20; 279.7A; 285.5(9)

Cross Reference: 411 Classified/Confidential/Director/Other Employees - General
412.1 Classified/Confidential/Director/Other Employee Compensation
412.2 Classified/Confidential/Director/Other Employee Wage and Overtime
Compensation
413 Classified/Confidential/Director/Other Employee Termination of
Employment

Approved 11/12/90

Reviewed 6/11/18; 3/18/24

Revised 1/26/98; 5/10/04; 10/12/09; 5/13/13

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE LICENSING/CERTIFICATION

Classified/Confidential/Director/Other employees who require a special license or other certification will keep them current at their own expense. Licensing requirements needed for a position will be considered met if the employee meets the requirements established by law for the position.

Legal Reference: Iowa Code §§ 285.5(9); 272; 279.8.
281 I.A.C. 12.4(10); 36; 43.

Cross Reference: 411.2 Classified/Confidential/Director/Other Employee Qualifications,
Recruitment, Selection

Approved 5/10/04

Reviewed 5/13/13; 3/18/24

Revised 10/12/09; 6/11/18

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE ASSIGNMENT

Determining the assignment of each classified/confidential/director/other employee is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent will consider the qualifications of each classified/confidential/director/other employee and the needs of the school district.

It is the responsibility of the superintendent to make recommendations to the board regarding the assignment of classified/confidential/director/other employees.

Legal Reference: Iowa Code §§ 20; 279.8.

Cross Reference: 200.2 Powers of the Board of Directors
411.6 Classified/Confidential/Director/Other Employee Transfers

Approved 11/12/90

Reviewed 7/12/99; 5/13/13; 6/11/18; 3/18/24

Revised 5/10/04; 10/12/09

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE TRANSFERS

Determining the location where a classified/confidential/director/other employee's assignment will be performed is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent will consider the qualifications of each classified/confidential/director/other employee and the needs of the school district.

A transfer may be initiated by the employee, the principal, or the superintendent.

It is the responsibility of the superintendent to make recommendations to the board regarding the transfer of classified/confidential/director/other employees.

Legal Reference: 29 U.S.C. §§ 621-634.
42 U.S.C. §§ 2000e *et seq.*
42 U.S.C. §§ 12101 *et seq.*
Iowa Code §§ 20.9; 35C; 216; 279.8; 294.1

Cross Reference: 411.2 Classified/Confidential/Director/Other Employee Qualifications, Recruitment, Selection
411.5 Classified/Confidential/Director/Other Employment Assignment

Approved 11/12/90
Reviewed 7/12/99; 5/13/13; 6/11/18; 3/18/24
Revised 5/10/04; 10/12/09

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE EVALUATION

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

It is the responsibility of the superintendent to ensure classified/confidential/director/other employees are formally evaluated annually. New and probationary classified employees are formally evaluated at least twice a year.

Legal Reference: Aplington Community School District v. PERB, 392 N.W.2d 495 (Iowa 1986).
Saydel Education Association v. PERB, 333 N.W.2d 486 (Iowa 1983).
Iowa Code §§ 20.9; 279.14.
281 I.A.C. 12.3(4).

Cross Reference: 411.2 Classified/Confidential/Director/Other Employee Qualifications, Recruitment, Selection
411.8 Classified/Confidential/Director/Other Employee Probationary Status

Approved 11/12/90

Reviewed 1/26/98; 6/11/18; 3/18/24

Revised 5/10/04; 5/11/09; 10/12/09; 5/13/13; 7/13/20

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE PROBATIONARY STATUS

The first 60 working days of a newly employed classified/confidential/director/other 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.

The requirements stated in the Master Contract between employees in that collective bargaining unit and the board regarding evaluation of such employees will be followed.

Legal Reference: Iowa Code §§ 20; 279.8.

Cross Reference: 411.3 Classified/Confidential/Director/Other Employee Contracts
411.7 Classified/Confidential/Director/Other Employee Evaluation

Approved 11/12/90

Reviewed 5/13/13; 6/11/18; 3/18/24

Revised 1/26/98; 5/10/04;10/12/09

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE COMPENSATION

The board will determine the compensation to be paid for the classified/confidential/director/other employees' positions, keeping in mind the education and experience of the classified/confidential/director/other employee, the educational philosophy of the school district, the financial condition of the school district and any other considerations as deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board annually regarding the compensation of classified/confidential/director/other employees. The salary schedule is subject to review and modification for classified employees through the collective bargaining process.

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8.

Cross Reference: 411.3 Classified/Confidential/Director/Other Employee Contracts
412.2 Classified/Confidential/Director/Other Employee Wage and Overtime Compensation

Approved 11/12/90

Reviewed 5/28/13; 6/11/18; 3/18/24

Revised 1/26/98; 5/10/04; 10/12/09

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE WAGE AND OVERTIME COMPENSATION

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

Each non-exempt employee paid on an hour-by-hour basis must complete, sign, and turn in a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

It is the responsibility of the board secretary to maintain wage records.

Legal Reference: Garcia v. San Antonio Metropolitan Transit Authority, 469 U.S. 528 (1985).
29 U.S.C. §§ 206 *et seq.*
29 C.F.R. Pt. 511-800

Cross Reference: 411.3 Classified/Confidential/Director/Other Employee Contracts
412.1 Classified/Confidential/Director/Other Employee Compensation

Approved 11/12/90

Reviewed 6/11/18; 3/18/24

Revised 1/26/98; 5/10/04; 10/12/09; 5/28/13

PROCEDURE FOR HANDLING OVERTIME
FOR SUPPORT, CONFIDENTIAL AND OTHER STAFF

Where overtime cannot be avoided, the supervisor should make the determination according to the following guidelines:

No overtime shall be permitted without prior supervisor approval and shall be approved only when overtime is unavoidable.

Every Thursday, the employee shall report to the supervisor any overtime worked in that week. The supervisor shall determine if the employee should arrive late, take a longer lunch, or leave early in order to remain at forty hours for the work week.

Compensatory time shall not be banked beyond the forty hour work week. Compensatory time not used by the end of the work week is gone.

Any overtime not taken as equal compensatory time by the end of the work week will be paid at time and one-half. The supervisor shall be prepared to justify the need for this additional expense through time on task records and the purposes of tasks in light of their benefit to the district.

Overtime shall not be used early in the week for the purpose of taking an early leave or time off later in the week.

Compensatory time (leaving early or time off) shall not be taken in advance, then making up the work later.

Extra non-work days such as at the end of the school year shall not be substituted for scheduled work days.

Working at student events shall not be used as justification for compensatory time off from work.

The philosophy is that much of the work for which support employees have been hired (being available to help staff, parents, and students) cannot be done in the overtime hours. Therefore, the only time that support employees can truly fulfill their job descriptions is during the usual work hours.

Time cards shall reflect exactly what is true: for example, personal leave is personal leave; sick leave is sick leave; overtime is overtime; compensatory time off is compensatory time off. No time off or additional time on shall be called anything other than what it really is. No regular work day shall be left blank--an explanation or documented time is necessary for every regular work day.

Approved 11/12/90

Reviewed 6/14/2004; 10/12/09; 5/28/13; 6/11/18; 3/18/24

Revised 1/26/98

CLASSIFIED EMPLOYEE GROUP BENEFITS

Classified 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 administrator the program.

In accordance with the Patient Protection and Affordable Care Act (ACA), the board will offer classified 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, other than the group health plan, for its licensed employees.

Classified 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. Classified employees who work 30 hours per week are eligible to participate in [insert benefits other than health benefits the district offers, (e.g., life or long term disability)] group insurance plans. Employers should maintain documents regarding eligible employees acceptance and rejection of coverage.

Regular part-time classified 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 classified employees who wish to purchase coverage for their spouse or dependents may do so by meeting the requirements of the applicable plan.

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

NOTE: Beginning on January 1, 2015, school districts that employ an average of at least 50 full-time employees (including an equivalent for part-time employees), are required to offer health coverage to full-time employees (and their dependents) or pay a penalty tax under the ACA Employer Mandate. Districts with 50-99 full-time employees (including an equivalent for part-time employees) may have until their 2016 plan year before compliance is required, if certain conditions are satisfied. Option I assumes a school district employs at least 50 full-time employees (including an equivalent for part-time employees) and is subject to the ACAs Employer Mandate. Boards can edit Option I to reflect their district's actual coverage (e.g., additional group insurance plans offered by the districts, which may include: life and long-term disability group insurance plans).

NOTE: For a more detailed discussion of this issue, see [IASB's Special Report, A School District's Responsibilities under the Federal Patient Protection and Affordable Care Act \(ACA\), December 2014.](#)

Legal Reference: Iowa Code §§ 20.9; 85; 85B; 279.12; 509; 509A; 509B.
Internal Revenue Code §4980H©(4); Treas. Reg. § 54.4980H-1(a)(21)(ii).
Shared Responsibility for Employers Regarding Health Coverage, 26 CFR Parts 1, 54 and 301,
78 Fed. Reg. 217. (Jan 2, 2013).
Shared Responsibility for Employers Regarding Health Coverage, 26 CFR Parts 1, 54 and 301,
79 Fed. Reg. 8543 (Feb. 12, 2014).

Cross Reference: 411.1 Classified Defined

Approved 11/12/90

Reviewed 5/28/13; 6/11/18; 3/18/24

Revised 1/26/98; 2/11/02; 5/10/04; 10/12/09; 3/11/13; 6/8/15; 1/25/16; 5/19/21; 11/8/21

INSURANCE FOR EMPLOYEES

State law requires Iowa employers to allow qualified members to continue Medical Expense Coverage after their coverage would otherwise end.

Qualification for Continuation:

A Member whose Medical Expense coverage would otherwise end due to temporary layoff or approved leave of absence may elect to continue the coverage if:

1. the Member has been covered under the group health plan for at least six months prior to the date coverage would otherwise end; and
2. the group health plan remains in force.

The Member may also continue Dependent medical expense coverage if dependents were covered under the group health plan. NOTE: the term "medical expense coverage" as used with respect to continuation of coverage, will also include Dental, Prescription Drug and Vision Care coverage if they are included in the Group health plan.

Period of Continuation:

If elected, the state-mandated continuation will begin, at the Member's sole expense, on the day immediately after completion of the limited continuation period (usually one month) provided in the district's plan for Members who cease active work due to temporary layoff or approved leave of absence. It will end the earliest of:

1. The date six months after the date coverage otherwise would have ended for temporary layoff; or
2. The date ending the period of approved leave of absence not to exceed 1 year; or
3. The date the Member becomes eligible for other group medical expense coverage; or
4. The date the Member fails to make timely payment of premium or requests that coverage be terminated; or
5. The date the Member's coverage would have ended had he/she remained an active employee. This would include termination of the plan, exclusion of the Member's class as an eligible class, attainment of any maximum age, etc.

Reinstatement Upon Return to Active Work:

If the district's plan includes an automatic reinstatement provision, the Member will not have to satisfy the eligibility waiting period if he/she returns to active full-time employment within the reinstatement period provided under the plan. For this purpose, the reinstatement period will begin on the day immediately after the date the Member's continued coverage ends.

If the plan does not include an automatic reinstatement provision, the Member will be required to satisfy the eligibility waiting period upon his/her return to active, full-time employment.

Individual Purchase Right:

If continued coverage ends and the Member does not return to active, full-time employment, the Member may apply for Individual Purchase unless the continued coverage ends due to: (a) termination of the plan; (b) exclusion of the Member's class; (c) non-payment of premium; or (d) eligibility for other group medical expense coverage. The Member's completed application and the first premium must be received in the Home Office of the Insurance Company within 31 days after the continued coverage ends. Dental, Prescription Drugs or Vision Care coverage are not included with the Individual Purchase.

District Responsibility:

A. When a qualified Member's coverage would otherwise end, the district must give written notice to the Member of:

1. The Member's right to elect to continue Medical Expense Coverage; and
2. The time limit allowed the Member to send the premium; and
3. The address of the district's office where the premium is to be sent; and
4. The premium the Member must pay monthly to the district to continue coverage. This premium would be the "Medical Expense Only" portion of the total billing rate for the Member (including any dependents), prior to termination. This includes any Dental, Vision or Prescription Drugs coverage in the Group Plan.

Important Note: The Member must notify the district in writing and pay the first premium within 10 days after the later of:

1. The date coverage would otherwise end; or
2. The date of the written notice;

but not later than 31 days after the date coverage would otherwise end.

B. The district is requested to furnish the Insurance Company with:

1. The Name of the Member, the date last worked and if the Member has elected to continue coverage; and
2. If a Member's continued coverage terminates before the end of the six month continuation period: the date and reason for the termination.

This data should be included on the district's monthly report.

The Notice should be handed to the Member during a personal interview, if possible. Otherwise it must be mailed to the home address of record.

Date of Adoption: 11/12/90

Reviewed: 1/26/98; 10/12/09; 5/28/13' 6/11/18; 3/18/24

Revised: 2/11/02; 5/10/04

WORKER COMPENSATION

Worker compensation insurance shall be provided by the school district for employees who may be injured on the job.

Employees shall be expected to observe safety and due caution in their job tasks.

Should an employee be injured, she/he shall notify his/her supervisor immediately.

Employees are encouraged to return to work as soon as they are medically able to perform the same or similar job.

Employees may draw worker compensation, when eligible, or sick pay, but not both.

Medical benefits paid by worker compensation insurance are not eligible for claiming under a medical insurance plan.

Approved: 11/12/96

Reviewed: 1/26/98; 5/10/04; 10/12/09; 5/28/13; 6/11/18; 3/18/24

Revised:

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE TAX SHELTER PROGRAMS

Employees may elect to have amounts withheld from their pay for items authorized by law, subject to agreement of the district. The board may authorize the administration to make a payroll deduction for classified/confidential/director/other employees' tax-sheltered annuity premiums purchased from a company or program if chosen by the board.

Classified/confidential/director/other employees wishing to have payroll deductions for tax-sheltered annuities will make a written request to the superintendent.

Legal Reference: Small Business Job Protection Act of 1996, Section 1450(a), repealing portions of
 IRS REG § 1.403(b)-1(b)(3).
 Iowa Code §§ 260C; 273; 294.16
 1988 Op. Att'y Gen. 38.
 1976 Op. Att'y Gen. 462, 602.
 1966 Op. Att'y Gen. 211, 220.

Cross Reference: 706 Payroll Procedures

Approved 11/12/90
Reviewed 1/26/98; 10/12/09; 5/28/13; 3/18/24
Revised 5/10/04; 1/26/09; 6/11/18

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER 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 10 working days prior to their last working day.

Confidential/director/other employees who wish to resign during the school year will give the board notice of their intent to resign and final date of employment and cancel their contract 30 calendar days prior to their last working day.

Notice of the intent to resign will be in writing to the superintendent.

Legal Reference: Iowa Code §§ 91A.2, .3, .5; 279.19A; 285.5(9).

Cross Reference: 411.3 Classified/Confidential/Director/Other Employee Contracts
413 Classified/Confidential/Director/Other Employee Termination of Employment

Approved 7/6/92

Reviewed 5/28/13; 6/11/18; 3/18/24

Revised 1/26/98; 4/10/00; 2/11/02; 3/24/03; 5/10/04; 10/12/09

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE RETIREMENT

Classified/confidential/director/other employees who will complete their current contract with the board may apply for retirement. No classified/confidential/director/other employee will be required to retire at any specific age.

Application for retirement will be considered made when the classified/confidential/director/other 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 if applicable, the employee's intent to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent. Applications made after the date set by the board for the return of the employee's contract to the board may be considered by the board if special circumstances exist. It is within the discretion of the board to determine whether special circumstances exist.

Board action to approve a classified/confidential/director/other employee's application for retirement is final and such action constitutes termination of the employee's contract effective the day of the employee's retirement.

Classified/confidential/director/other employees and their spouse and dependents are allowed to continue coverage of the school district's group health insurance program, at their own expense, by meeting the requirements of the insurer.

Legal Reference: 29 U.S.C. §§ 621 *et seq.*
Iowa Code §§ 91A.2, .3, .5; 97B; 216; 279.19A, .46.
1978 Op. Att'y Gen. 247.
1974 Op. Att'y Gen. 11, 322.

Cross Reference: 412 Classified Employee Compensation and Benefits
413 Classified Employee Termination of Employment

Approved 11/12/90
Reviewed 1/26/98; 6/11/18; 3/18/24
Revised 5/10/04; 10/12/09; 5/28/13

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE SUSPENSION

Classified/confidential/director/other employees will perform their assigned job, respect and follow board policy and obey the law. The superintendent is authorized to suspend a classified/confidential/director/other employee with or without pay pending board action on a discharge or during investigation of charges against the employee or for disciplinary purposes. It is within the discretion of the superintendent to suspend a classified/confidential/director/other employee with or without pay.

In the event of a suspension, due process will be followed.

Legal Reference: Northeast Community Education Association v. Northeast Community School District, 402 N.W.2d 765 (Iowa 1987).
McFarland v. Board of Education of Norwalk Community School District, 277 N.W.2d 901 (Iowa 1979).
Iowa Code §§ 20.7, .24

Cross Reference: 404 Employee Conduct and Appearance
413 Classified/Confidential/Director/Other Employee Termination of Employment

Approved 1/11/95
Reviewed 7/12/99; 5/28/13; 6/11/18; 3/18/24
Revised 5/10/04; 10/12/09

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE DISMISSAL

The board believes classified/confidential/director/other employees should perform their jobs, respect board policy and obey the law. A classified employee may be dismissed upon 10 working days or immediately for cause. A confidential/director/other employee may be dismissed upon thirty calendar days notice or immediately for cause. Due process procedures will be followed.

It is the responsibility of the superintendent to make a recommendation for dismissal to the board. A classified/confidential/director/other employee may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, reduction in force, willful violation of board policy or administrative regulations, or a violation of the law.

It shall be understood that the employee's employment can be terminated, the district reserves the right to discharge the employee for any reason, and no statement or representation made by any immediate supervisor can alter the at-will status of the employee's employment.

Legal Reference: Iowa Code §§ 20.7, .24.

Cross Reference: 404 Employee Conduct and Appearance
413.3 Classified/Confidential/Director/Other Employee Suspension
413.5 Classified/Confidential/Director/Other Employee Reduction in Force

Approved 11/12/90

Reviewed 5/28/13; 6/11/18; 3/18/24

Revised 7/12/99; 2/11/02; 5/10/04; 10/12/09

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE REDUCTION IN FORCE

It is the exclusive power of the board to determine when a reduction in classified/confidential/director/other employees is necessary. Employees who are terminated due to a reduction in force will be given thirty calendar days notice. Due process will be followed for terminations due to a reduction in force.

The reduction in classified/confidential/director/other employees will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the board may terminate classified/confidential/director/other employees.

It is the responsibility of the superintendent to make a recommendation for termination to the board. The superintendent will consider the relative qualifications, skills, ability and/or demonstrated performance through evaluation procedures in making the recommendations.

The number of employees may be reduced due to a change in program, staff realignment, a change in the size or nature of the student population, and/or due to budgetary considerations, or other good reasons as determined by the Board. Such reduction of employees shall be accomplished through normal staff attrition, unless the best interests of the school district dictate otherwise.

Legal Reference: Iowa Code §§ 20.7, .24.

Cross Reference: 407.5 Licensed Employee Reduction in Force
413.3 Classified/Confidential/Director/Other Employee Suspension
413.4 Classified/Confidential/Director/Other Employee Dismissal
703 Budget

Approved 11/12/90

Reviewed 5/28/13; 6/11/18; 3/18/24

Revised 7/12/99; 2/11/02; 5/10/04; 10/12/09

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE EARLY RETIREMENT

The school district offers an early retirement plan for classified/confidential/director/other employees who are currently performing their assigned duties within the school district. A classified/confidential/director/other employee is eligible under the early retirement plan when the employee:

- Attains the age of fifty-five (55) on or before June 30 of the year in which the employee wishes to retire;
- Completes a total of fifteen (15) consecutive years of service as an employee to the school district;
- Submits an application to the superintendent for participation in the plan on or before February 15 of the year in which the licensed employee wishes to retire. Applications submitted after February 15 may be considered at the discretion of the board depending on the circumstances for the late application;
- Submits a written resignation. The resignation may be contingent upon approval by the board of participation in the voluntary early retirement plan; and,
- Receives board approval of the employee's application for participation in the early retirement plan, of the employee's resignation and of the disbursement of early retirement incentive to the employee.
- Retires not later than June 30 of the same year as the February 15 date above.

Approval by the board of the employee's early retirement application shall constitute a voluntary resignation. Approval by the board of the employee's early retirement application will also make the employee eligible for disbursement of the early retirement incentive the sooner of July 31 following the employee's approval for early retirement or a date mutually agreed upon by the school district and the employee. Failure of the board to approve the employee's early retirement application will make the employee's current contract with the board continue in full force and effect.

The early retirement incentive shall be calculated using the following factors:

- Fifty percent of the employee's unused accumulated sick leave (this is figured by using the current salary per day times 50% of the employee's accumulated sick days, using 100 days as the maximum accumulated sick days); plus,
- Five percent of the current salary times the years of service beyond fifteen years.

Provided, however, that the early retirement incentive for each eligible employee approved by the board shall not exceed the employee's current year's salary or \$10,000 whichever is less.

An employee who is a participant in the district's health insurance plan as of the employee's retirement may, upon retirement and through age 64, continue participation in the school district's group insurance plan, at the employee's expense by meeting the requirements of the insurer. The employee may elect to reduce the lump sum amount by the amount of the estimated insurance premium through age 64 not to exceed the lump sum incentive.

The insurance coverage offered as a part of this incentive may be in lieu of other coverage rights. If the employee chooses not to leave incentive money or the incentive money is depleted the employee must pay the monthly premium amount in full to the board secretary prior to the due date of the school district's premium payment to the insurance carrier.

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE EARLY RETIREMENT

In the event of the death of the classified/confidential/director/other employee prior to payment of the early retirement incentive but after the employee's retirement has begun, the early retirement incentive will be paid to the designated beneficiary in one lump sum payment. In the event no beneficiary is designated, the incentive will be paid to the classified/confidential/director/other employee's estate in one lump sum payment.

The board has complete discretion to offer or not to offer an early retirement plan for employees. The board may amend, reduce or discontinue the school district's early retirement plan at any time.

Legal Reference: 29 U.S.C. §§ 621 *et seq.*
Senate File 2366, 77th General Assembly, 2nd Reg. Sess. (1998).
Iowa Code §§ 97B; 216; 279.46; 509A.13.
1978 Op. Att'y Gen. 247.
1974 Op. Att'y Gen. 11, 322.

Cross Reference: 413.2 Classified/Confidential/Director/Other Employee Retirement

Approved 4/12/93

Reviewed 3/18/24

Revised 11/9/98; 11/23/98; 5/10/04; 8/15/05; 3/9/09; 10/12/09; 5/28/13; 7/9/18; 12/12/22; 12/11/23

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE
EARLY RETIREMENT ACKNOWLEDGEMENT OF RECEIPT

The undersigned classified/confidential/director/other employee acknowledges receipt of the early retirement plan documents stated below, for the employee's consideration:

- early retirement policy (policy 413.6);
- early retirement insurance options (policy 413.6E2); and
- early retirement application (413.6E3).

The undersigned employee acknowledges that the application and participation in the early retirement plan is entirely voluntary.

The undersigned employee acknowledges that the school district recommends the employee contact legal counsel and the employee's personal accountant regarding participation in the early retirement plan.

Employee

Date

Reviewed: 5/28/13; 6/11/18; 3/18/24

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE
EARLY RETIREMENT INSURANCE OPTIONS

Board policy 413.6, Classified/Confidential/Director/Other Employee Early Retirement, allows the employee to continue to participate in the school district's group health insurance plan until age 65, if originally a part of the plan, by meeting the requirements of the insurer.

The classified/confidential/director/other employee is responsible for the cost of the health insurance premium. The employee must pay the employee's share of the premium by paying the monthly premium amount in full to the board secretary prior to the due date of the school district's premium payment to the insurance carrier.

The undersigned employee _____ (does, does not) wish to continue to participate in the school district's group health insurance plan.

Employee

Date

Reviewed: 5/28/13; 6/11/18; 3/18/24

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER EMPLOYEE
EARLY RETIREMENT APPLICATION

The undersigned classified/confidential/director/other employee is applying for early retirement pursuant to board policy 413.6, Classified/Confidential/Director/Other Employee Early Retirement. Please complete the following information:

(Full Legal Name of Employee)

(Social Security Number)

(Current Job Title)

(Date of Birth)

(Years of Service)

Please specify the date desired for payment of the early retirement benefit and the reason if a date other than July 31 of the year in which the undersigned employee retires is desired.

(date)

(Reason for date earlier than July 31)

Please attach a letter of resignation effective not later than June thirtieth of the year in which the undersigned employee intends to retire. State in the letter if the resignation is contingent on approval of the early retirement application.

The undersigned employee acknowledges that application and participation in the early retirement plan is entirely voluntary. The undersigned employee also acknowledges that the early retirement plan may be amended, reduced, or discontinued by the district at any time and that no rights are vested in the employee until after the employee has retired under the plan.

The undersigned employee acknowledges that the school district recommends that the employee contact legal counsel and the employee's own personal accountant regarding participation in the early retirement plan.

Should the employee die prior to full payment of an early retirement benefit, the employee designates either the following individual as beneficiary or the employee's estate.

Beneficiary

Estate

Beneficiary (print)

Beneficiary Address (print)

Employee (signature)

Date

Witness (signature)

Date

Revised: 5/28/13; 6/11/18

Reviewed: 3/18/24

CLASSIFIED EMPLOYEE PROFESSIONAL PURPOSES LEAVE

Professional purposes leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. Application for the leave must be presented to the superintendent 5 days prior to the meeting or conference.

It is within the discretion of the superintendent to grant professional purposes leave. The leave may be denied on the day before or after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operations, or for other reasons deemed relevant by the superintendent.

Legal Reference: Iowa Code § 279.8
281 I.A.C. 12.7.

Cross Reference: 408.1 Classified Employee Professional Development

Approved 11/12/90
Reviewed 6/10/13; 6/11/18; 3/18/24
Revised 1/26/98; 5/10/04; 10/12/09; 7/23/20

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER - SUBSTITUTES

The board recognizes the need for substitute employees. Substitute employees will be required to complete a background check before being put on the substitute list.

It shall be the responsibility of the superintendent/designee to maintain a list of substitute employees who may be called upon to replace regular employees. Individuals whose names do not appear on this list will not be employed as a substitute without specific approval of the superintendent. It shall be the responsibility of the building principal/designee to fill absences with substitutes immediately.

Substitutes working in place of employees will be paid beginning salary listed in the Employee Handbook plus any differential that applies.

Substitute employees are expected to perform the same duties as the employees.

Legal Reference: Iowa Association of School Boards v. PERB, 400 N.W.2d 571 (Iowa 1987).
Iowa Code §§ 20.1, .4(5), .9
281 I.A.C. 12.4.

Cross Reference: 411.1 Classified/Confidential/Director/Other Employee Defined
411.2 Classified/Confidential/Director/Other Employee Qualifications, Recruitment, Selection

Approved 10/23/95

Reviewed 10/12/09; 6/11/18; 3/18/24

Revised 9/8/03; 5/10/04; 6/10/13

CLASSIFIED/CONFIDENTIAL/DIRECTOR/OTHER - LEAVE FOR ADOPTION OF CHILDREN

Requests to use sick leave days for the purpose of facilitating the adoption of a child will be decided by the Board of Directors on a case-by-case basis. Requests should be made in writing through the superintendent.

Approved 11/12/90

Reviewed 1/26/98, 6/14/04; 10/12/09; 6/10/13; 6/11/18; 3/18/24

Revised