

*Ballard Community
School District*

Transportation Employee Handbook



2024-2025

Table of Contents

| | |
|--|----------|
| INTRODUCTION | 1 |
| Welcome Letter | 1 |
| School District Mission Statement, Educational Goals and Expected Outcomes | 1 |
| Equal Employment Opportunity | 2 |
| Board Policies | 2 |
| Handbook Subject to Change | 3 |
| Handbook Complaints | 3 |
| Definitions | 3 |
| COMPENSATION AND BENEFITS | 4 |
| Compensation and Licensure | 4 |
| Group Insurance Benefits | 4 |
| Iowa Public Employees' Retirement System | 4 |
| EMPLOYEE RELATIONS | 4 |
| Background Checks | 4 |
| Employee Conflict of Interest | 4 |
| Employee Evaluation | 4 |
| Employee Orientation | 5 |
| Employee Probationary Period | 5 |
| Employee Records | 5 |
| Employee Searches | 5 |
| Cooperation in Workplace Investigations | 5 |
| Nepotism | 6 |
| Public Complaints about an Employee | 6 |
| Qualifications, Recruitment and Selections | 6 |
| Release of Credit Information | 6 |
| Reporting of Post-Employment Arrests and Convictions | 7 |
| Transfers | 7 |
| Work Day | 7 |
| DISTRICT PROCEDURES AND GUIDELINES | 7 |
| Child Labor | 7 |
| Discipline | 7 |
| Employee Recognition | 7 |
| School Publicity and Community Relations | 8 |
| CONDUCT IN THE WORKPLACE | 8 |
| Employee Use of Cellphones | 8 |
| Fraud/Unlawful Gain | 8 |
| Neglect of Duties | 8 |
| Offensive or Abusive Language | 8 |
| Performing Unauthorized Work While on Duty | 8 |

| | |
|---|-----------|
| Use of School Facilities and Equipment | 8 |
| EMPLOYEE STANDARDS OF CONDUCT | 9 |
| Dress and Grooming | 9 |
| Employee Political Activity | 9 |
| Employee Expression | 9 |
| Gifts to Employees | 9 |
| Insubordination | 9 |
| Relationships with Co-Workers | 10 |
| Staff Technology Use/Social Networking | 10 |
| Theft | 10 |
| Treatment of Patrons of the District | 10 |
| STUDENT ISSUES | 10 |
| Abuse of Students by a School District Employee | 10 |
| Administering Medication | 11 |
| Corporal Punishment, Restraint and Detaining Students | 11 |
| Searches of Students and Property | 11 |
| Student Records | 11 |
| EMPLOYEE HEALTH AND WELL-BEING | 12 |
| Communicable Diseases - Employees | 12 |
| Employee Injury on the Job | 12 |
| Employee Physical Examination | 12 |
| Smoke and Tobacco Free Workplace | 12 |
| Substance Free Workplace | 13 |
| LEAVES AND ABSENCES | 13 |
| Absenteeism | 13 |
| Sick Leave | 13 |
| Personal Leave | 14 |
| Bereavement Leave | 14 |
| Family and Medical Leave | 14 |
| Jury Duty | 14 |
| Military Service | 14 |
| Public Office Leave | 15 |
| Other Leaves of Absence | 15 |
| SAFETY AND SECURITY | 15 |
| Building Security | 15 |
| Emergency Closings, Inclement Weather and Other Interruptions | 15 |
| Staff Identification Badges | 15 |
| Threats of Violence | 15 |
| Weapons | 15 |

| | |
|----------------------------------|-----------|
| TERMINATION OF EMPLOYMENT | 16 |
| Reduction in Force | 16 |
| Retirement | 16 |
| APPENDIX | 17 |
| References | 17 |

INTRODUCTION

Welcome Letter

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

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

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

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

Dr. Dani Trimble, Ballard Superintendent

School District Mission Statement, Educational Goals and Expected Outcomes

Vision Statement:

Ballard empowers all learners.

Mission Statement:

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

Student Outcomes:

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

Equal Employment Opportunity

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

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

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

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

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Equity Coordinator by writing to the Equity Coordinator, Ballard Community School District, 509 North Main Ave, Huxley, Iowa 50124; or by telephoning (515) 597-2811.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820.

<http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the Ballard Administration Office and the administrative office in each attendance center.

Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at www.ballard.k12.ia.us. Employees are expected to know existing board policies and know to refer to the policies when necessary. If you have questions about board policies, please contact Amber Jungst, 509 North Main Ave, Huxley, Iowa 50124; or by telephoning (515) 597-2811.

Handbook Subject to Change

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

Handbook Complaints

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

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

Definitions

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

“**The district**” means the Ballard Community School District.

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

"**Parent**" also means "guardian" unless otherwise stated.

"**School activities**" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

"**School facilities**" includes school district buildings and vehicles.

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

COMPENSATION AND BENEFITS

Compensation and Licensure

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

Pay Periods

Route drivers are issued contracts based on the total number of scheduled academic days as set by the board. The total anticipated days are then divided by 12 (months) to determine the monthly payment amount, the first of which will be made in September unless the employment contract states otherwise. If an employee drives more/fewer routes than anticipated, adjustments are made in the pay period in which the difference occurred.

Substitute drivers are paid monthly for actual routes driven or hours worked.

Group Insurance Benefits

Eligible employees are those employees who work at least thirty (30) hours per week on a regular basis. Employees who work at least twenty (20) hours but fewer than thirty (30) hours per week may participate in the District's plan by paying premiums themselves through payroll deductions, which may be done prior to the withholding of payroll taxes, at the option of the employee and in accordance with the District's IRS Section 125 salary reduction plan. An employee must work at least twenty (20) hours per week on a regular basis to be eligible for the District's life and long term disability insurance.

Iowa Public Employees' Retirement System

The district participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to you upon retirement in accordance with a formula based on your age, years of service and the average of your highest five years of wages. For additional information, please contact IPERS at 1-800-622-3849 or visit the IPERS website at www.ipers.org/.

EMPLOYEE RELATIONS

Background Checks

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

Employee Conflict of Interest

Employees' use of their position with the school district for financial gain is considered a conflict of interest with their position as employees and may subject employees to disciplinary action. For complete policy see 401.02.

Employee Evaluation

Evaluation of employees on their skills, abilities, and competence is an ongoing process supervised by the employee's supervisor. The goal of the evaluation of employees, other than administrators, but including extracurricular employees, is to improve the education program, to maintain employees who meet or exceed the board's standards of performance, to

clarify the employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

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

Employee Orientation

Employees must be made aware of their job duties and expectations of the District. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Mentors may be assigned to assist new employees.

Payroll procedures and employee benefit programs shall be explained to the new employees by the business office. The employees shall be responsible for timely completion of the necessary enrollment and authorization forms.

Employee Probationary Period

The first ninety days of a newly employed classified employee's contract is a probationary period. "Day" is defined as one work day regardless of full-time or part-time status of the employee. New employees, regardless of experience, are subject to this probationary period. "New" employees includes individuals who are being hired for the first time by the school district and those who may have been employed by the school district in the past, but have not been employed by the board during the school year prior to the one for which contracts are being issued.

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

Employee Records

The school district will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements. For the full policy, see 401.05.

Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other school district provided space or equipment. The school district may look into these items when needed. Anything on the school district's computers, server, website, online learning platform, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

Cooperation in Workplace Investigations

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

Nepotism

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

Public Complaints about an Employee

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

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. For more information on the procedure followed to resolve complaints, please see policy.

Qualifications, Recruitment and Selections

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

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

- Nature of the occupation
- Training, experience, and skill
- Demonstrated ability to fulfill all aspects and essential duties of the position
- Possession of, or ability to obtain, state license if required for the position

All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa, the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

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

Release of Credit Information

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee. It is the responsibility of the board secretary or superintendent (or designee) to respond to inquiries from creditors.

Reporting of Post-Employment Arrests and Convictions

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

Transfers

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

Work Day

The work day for employees will begin each day of the school year at a time established by the superintendent or the superintendent's designee. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Employees are to be in their assigned school building or online learning platform during the work day. Advance approval to be absent from the school building must be obtained from the employee's supervisor whenever the employees must leave the school building during the work day. The employee's supervisor is authorized to make changes in the work day. These changes are reported to the superintendent.

DISTRICT PROCEDURES AND GUIDELINES

Child Labor

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

Discipline

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.

Suspensions Pending Action

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

Discharge

The Board of Directors may terminate the contract of an employee in accordance with applicable provisions of the employee's contract

Employee Recognition

The district recognizes and appreciates the services 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 deemed appropriate by the administration and employees involves unusual expense to the school district, the superintendent will seek prior approval from the board.

School Publicity and Community Relations

The district staff is the connection between the schools and the community. Employees are expected to work in a professional manner with parents and the community, when appropriate, for their positions.

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

CONDUCT IN THE WORKPLACE

Employee Use of Cellphones

School district and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties.

Fraud/Unlawful Gain

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

Neglect of Duties

All employees are mindful that students are not to be left unattended and employees should not place themselves in any position where student safety is at risk or neglect of duty could be claimed. Employees, in a supervisory role, needing to leave an area where students are present must ensure another adult is responsible before leaving.

Offensive or Abusive Language

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

Performing Unauthorized Work While on Duty

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

Use of School Facilities and Equipment

The district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property only to be used for conducting school district business. After use, school facilities and equipment are to be sanitized by the custodial staff in accordance with public health guidelines.

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

EMPLOYEE STANDARDS OF CONDUCT

Dress and Grooming

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

Employee Political Activity

Employees shall not engage in political activities upon District property or during a student activity. Activities prohibited include, but are not limited to, posting of political signs, circulars or petitions, the distribution of political circulars or petitions, the collection of and/or solicitation for campaign funds, solicitations for campaign workers, the use of students or equipment for writing, drawing or addressing political materials, using District telephones for solicitations or to poll or to urge a particular vote, using reproduction or computer equipment, wearing political buttons, and the distribution of such materials to or by students.

Employee Expression

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

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

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

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

Gifts to Employees

Employees will not, either directly or indirectly, solicit, accept or receive any gift or series of gifts, unless the gift is valued at less than three dollars or has a negligible resale value. Honorariums may be received but must be turned over to the school district unless the employee was on his or her own time, the donor does not meet the definition of "restricted donor" or the gift or honorarium does not meet the definition of gift or honorarium. Additional information regarding employee can be found in board policy 402.04.

Insubordination

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

School district employees shall contact their principal or immediate supervisor if there are concerns regarding working conditions.

Relationships with Co-Workers

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

Staff Technology Use/Social Networking

All of the District's automated systems, including electronic mail, voice mail, Internet access and electronic storage systems, are District property and are not confidential. **The District has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including e-mail messages.** Files containing personal information or business of an employee are treated no differently than the District's files, and the employee has no expectation of privacy in such materials. To read full policy, see 401.03

NOTICE TO EMPLOYEES:

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

Theft

All thefts should be reported immediately to a principal or supervisor. Any employee found to be involved in theft of the district's or another person's property will result in appropriate discipline, up to and including termination.

Treatment of Patrons of the District

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

STUDENT ISSUES

Abuse of Students by a School District Employee

School district employees are encouraged to create professional relationships with students so as to assist with their learning. Employees must not create relationships with students that are unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the 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.

Administering Medication

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

Corporal Punishment, Restraint and Detaining Students

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

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

Searches of Students and Property

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

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

Student Records

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is permitted by law. Please contact Amber Jungst, District Administrative Assistant/Registrar, if you have a question on student records.

Give careful thought to what you discuss concerning school matters whether with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring community members to the school principal or appropriate staff member. Employees must exercise significant care and judgment when handling confidential information. A break in confidentiality can result in disciplinary action, up to and including termination, and expose the employee to personal liability for violation of Iowa’s privacy law.

EMPLOYEE HEALTH AND WELL-BEING

Communicable Diseases - Employees

Employees who are ill are encouraged to stay home.

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

Prevention and control of communicable diseases is included in the school district's bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping.

Employee Injury on the Job

When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

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

It is the responsibility of the employee injured on the job to inform the superintendent within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury. It is the responsibility of the board secretary to file worker's comp claims.

Employee Physical Examination

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

The cost of the initial examination will be paid by the employee. The form indicating the employee is able to perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The school district will provide the standard examination form to be completed by the personal physician of the employee or a certified medical examiner for bus drivers.

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

Smoke and Tobacco Free Workplace

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

Substance Free Workplace

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

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

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

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

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

LEAVES AND ABSENCES

Absenteeism

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday.

Prior to taking an unpaid leave day, employees are required to exhaust all applicable leave options available to them or ensure that any planned leave has been scheduled and approved by their supervisor.

All leave listed below must be taken in half-day or full-day increments. Employees must input leave in the automated absence management system all times when they will be absent.

Sick Leave

Regular full-time employees will be granted leaves of absence for employee illness or injury and in the case of illness or accident which requires a member of the employee's immediate family to be in communication with a licensed medical doctor with full pay in the following amounts:

- 1st year of employment 10 work days
- 2nd year of employment 11 work days
- 3rd year of employment 12 work days
- 4th year of employment 13 work days
- 5th year of employment 14 work days
- 6th and subsequent years of employment 15 work days

Immediate family shall be limited to the employee's spouse, children, parents, siblings, grandchildren and grandparents. A regular part-time employee will be granted sick leave on a pro rata basis of the above schedule according to the time worked

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness or family member's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It is within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with appropriate policies and procedures on employee leave.

Personal Leave

Employees are allowed up to two (2) days paid leave per year, accumulative to five (5) days (including the current year allotment) to conduct activities that cannot be conducted outside of the normal work day. Except in the case of an emergency situation, application for personal business leave shall be made in writing at least three (3) work days prior to the requested leave day. Personal business leave must be taken in one-half or full day increments.

Bereavement Leave

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

Family and Medical Leave

Unpaid family and medical leave will be granted up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year to assist eligible employees in balancing family and work life. Requests for family and medical leave will be made to the superintendent. Employees eligible for family and medical leave must comply with the applicable administrative rules and the district's family and medical leave policy prior to starting family and medical leave.

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

Jury Duty

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

Military Service

Leaves for military service will be granted in accordance with applicable law which provides that employees (other than employees employed temporarily for six months or less) who are members of the national guard, organized reserves or any component part of the military, naval, or air force or nurse corps of Iowa or of the United States, or who may be

otherwise inducted into the military service shall, when ordered by proper authority, be entitled to a leave of absence for the period of such service, and without loss of pay for the first 30 calendar days of such leave of absence.

Public Office Leave

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

Other Leaves of Absence

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

SAFETY AND SECURITY

Building Security

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

Emergency Closings, Inclement Weather and Other Interruptions

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

Staff Identification Badges

An identification badge shall be issued to each employee. Badges shall be worn when the employee is on duty. The loss of a permanent badge shall be immediately reported to *the district office* who will issue a replacement badge.. Badges remain the property of the district and shall be returned to *the employee's supervisor* at the time of resignation, retirement or termination.

Threats of Violence

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

Weapons

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

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy.

TERMINATION OF EMPLOYMENT

Reduction in Force

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

Retirement

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

Application for retirement will be considered made when the employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the board, the intent of the employee to retire.

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

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

APPENDIX

References

| | |
|---|----|
| Abuse of Students by a School District Employee (Policy 402.03) | 12 |
| Communicable Diseases (Policy 403.03) | 14 |
| Discipline (Policy 407.04) | 8 |
| Employee Conflict of Interest (Policy 401.02) | 5 |
| Employee Expression (Policy 401.14) | 10 |
| Employee Evaluation (Policy 405.08) | 5 |
| Employee Injury on the Job (Policy 403.02) | 14 |
| Employee Orientation (Policy 401.11) | 5 |
| Employee Probationary Period (Policy 405.09) | 5 |
| Employee Recognition (Policy 401.08) | 8 |
| Employee Records (Policy 401.05) | 5 |
| Equal Employment Opportunity (Policy 401.01) | 2 |
| Gifts to Employee (Policy 402.04) | 10 |
| Nepotism (Policy 401.03) | 6 |
| Physical Examination (Policy 403.01) | 14 |
| Public Complaints about an Employee (Policy 213.1) | 6 |
| Qualifications, Recruitment and Selections (Policy 405.02) | 6 |
| Release of Credit Information (Policy 402.01) | 7 |
| Retirement (Policy 407.03) | 17 |
| Staff Technology Use/Social Networking (Policy 401.13) | 10 |
| Substance Free Workplace (Policy 403.05) | 15 |
| Work Day (Policy 405.05) | 7 |

Acknowledgement of Receipt

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

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

Employee's Signature

Date

Employee's Name (Printed)

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