

ADM Community School District, in partnership with our communities, is committed to engaging all students in a challenging and supportive learning environment that ensures individual student success as measured by a comprehensive system of assessments.

"Experiencing Success Today, Achieving Dreams Tomorrow"

4:30 P.M.

Board Work Session

FRK and Associates – Facility Master Planning Update

NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors of the Adel DeSoto Minburn Community School District will meet at 6:00 p.m. on the 15th day of July 2013, for its regular meeting in the Board Room, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA
DISTRICT BOARD ROOM

July 15, 2013
6:00 P.M.

OPENING:

6:00 P.M.

Call to order
Roll call
Emergency additions and adoption of agenda

6:05

Consent agenda
Approval of minutes
Approval of bills/claims and transfers
Secretary/Treasurer financial reports
Personnel contracts
Handbooks
Classified Staff Handbook
Coaches/Sponsor Activities Handbook
District Assessment Handbook
MS Staff Handbook
MS Student/Parent Handbook
Student Activities Handbook
Milk Bid
Bread Bid
Substitute teacher pay rate
Title I application
Official District Organization
Appoint Board Secretary/Treasurer/School Business Official
Appoint Child Abuse Investigators
Approve paper for publication
Sharing Agreement with Earlham for Vocational Agriculture classes
Open enrollment
Welcome of visitors and open forum

ACTION ITEMS:

Director of Buildings and Grounds - sharing
Facility Rental Agreement – fees 2013-14
Market Factor Pay Resolution 2013-14
IASB and Iowa School Finance Information Service (ISFIS) Membership
District Goals
Resolution Naming Depositories

ADMINISTRATIVE REPORTS/DISCUSSION ITEMS:

SRO Year End Report
IASB Legislative Resolutions
Closed session for Board evaluation in an employment matter. Iowa Code section 21.5 (1) (i)
Adjournment

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT
801 Nile Kinnick Drive S.
Adel, Iowa 50003
(515) 993-4283

Nancy Gee
Secretary
Board of Directors



Adel DeSoto Minburn

801 Nile Kinnick Drive S., Adel, Iowa 50003
515-993-4283

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

TO: Board of Directors
FROM: Greg Dufoe, Superintendent
SUBJECT: Memorandum for July 15, 2013

Work Session – FRK and Associates - Facility Master Planning:

Tom Wollan will be here at 4:30 pm to review in detail an updated draft of the facility master planning document. Tom will take more time to go through the document and to answer any board questions. Critical discussion points will be what projects do we want to include in each phase of the plan, among others. A copy of the report is included in your binder front pocket. Travis Squires from Piper Jaffray will be here in order to listen to the discussion and continue to support us in determining our financing options.

Personnel contracts:

I recommend the following resignations/terminations effective at the end of the 2012-13 school year unless otherwise noted:

Andy Fecht, MS Teacher Associate and head HS Wrestling Coach
Dan Severidt, MS Boys Basketball Coach

I recommend the following new contracts effective for the 2013-14 school year:

David Baird, Route Bus Driver
Kellen Cross, MS Teacher Associate, Step 1
Carolyn Elles, AE Teacher Associate, Step 2
Natalie Jennison, MS Volleyball, Step 1
Erin Milligan, DS Teacher Associate, Step 1
Matt Mitchell, Ass't. HS Football Coach, Step 1
David Morris, Technology Support Technician, .5 FTE, \$16.50/hour, effective 8/1/13
Cassandra Oberembt, MS Special Education Teacher, MA, Step 3
Cindy Price, AE Teacher Associate, Step 1
Deborah See, Nurse Assistant, Step 1

Handbooks (Exhibit 1):

I recommend the following handbooks for approval:

Classified Staff Handbook
Coaches/Sponsor Activities Handbook
District Assessment Handbook
MS Staff Handbook
MS Student/Parent Handbook
Student Activities Handbook

Milk Bid (Exhibit 2):

Liz Severidt, Food Service Director, recommends we accept the bid from Hiland Dairy Foods. Please see the enclosed exhibit. There were three bids sent out and the two received are in your exhibit.

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Bread Bid (Exhibit 3):

Liz only received one bread bid although three were sent out. She recommends we accept the bid from Pan-O-Gold Baking Co. Please see the enclosed exhibit.

Substitute teacher pay rate:

I recommend that we increase our substitute teacher pay rate from \$104 per day to \$110 per day. We have not increased our sub rate in several years and are lower than most surrounding districts. This modest increase makes us more competitive in the bid to get the best subs in the area.

Title I application:

I recommend that we continue participating in the Federal Remedial Reading program.

Official District Organization:

K-5-3-4 is our official organization: kindergarten, five years of elementary, three years of middle school and four years of high school. The school board is required to officially approve our organizational status.

Appoint Board Secretary/Treasurer/School Business Official

I recommend we appoint Nancy Gee as district secretary, district treasurer, and school business official.

Appoint Child Abuse Investigators:

State law requires that public school districts appoint child abuse investigators to review any claim of abuse of an ADM student by an ADM employee. I recommend the following investigators:

Level 1 - Darcy Simpson, Level I alternate - Greg Dufoe, Level II - Jim McNeill.

Approve paper for publication

I recommend that we continue using the Dallas County News as our official publication for required legal documents.

Sharing Agreement with Earlham for Vocational Agriculture classes (Exhibit 4):

I recommend approval of the agreement to participate in the Earlham Vocational Agriculture program. This sharing agreement affords our students the opportunity to participate in ag courses and FFA in lieu of our own site based program. I am completely supportive of the additional costs associated with this program.

Open enrollment in for 2013-14:

Addison Beukema, K, from WDM to ADM (met timeline)
Aleighna Heintz, K, from Winterset to ADM (met timeline)
Cassie McGinnis, 1st grade, from DM to ADM (continuation)
Codi McGinnis, 1st grade, from DM to ADM (continuation)
MacKenzie McGinnis, 5th grade, from DM to ADM (continuation)
Brooklyn Snyder, 2nd grade, from WCV to ADM (continuation)
Katherine Watkins, 3rd grade, from North Polk to ADM (good cause)

Open enrollment out for 2013-14:

John Anderson, 5th grade, from ADM to DCG (continuation)
Madelyn Curry, 10th grade, from ADM to VM (reciprocal agreement)
Bo Kelly, 11th grade, from ADM to DM (good cause)

MARKET FACTOR PAY RESOLUTION 2013-14 (Exhibit 6)

We have \$5,805.99 in the 2006-07 market factor account. We have expended all the money in the 2007-2008 account. The remaining money is available to use in hiring decisions per board resolution. I am recommending the same resolution we have used for several years: the Board has determined the following criteria to be used in awarding market factor pay for the school district; hard-to-hire-positions (new hires, transfers, retentions, or certifications), dual credit offerings, and Reading Recovery training.

We had no expenditures from this account in 2012-13.

IASB AND IOWA SCHOOL FINANCE INFORMATION SERVICE (ISFIS) MEMBERSHIP

I recommend approval of membership with Iowa Association of School Boards (IASB) and the Iowa School Finance Information Service (ISFIS) for 2013-14. The membership fees are \$4,304 for IASB and \$1,865.76 for ISFIS. The basis for this recommendation is the services provided by both these organizations. IASB members receive a wide variety of services, including training, legislative and regulatory information and support, legal services, timely publications, risk and cash management services, and cooperative purchasing. ISFIS is a valuable organization to ADM because it provides up-to-date information on the state's financial condition and data expertise along with weekly interactive webinars.

DISTRICT GOALS (Exhibit 7)

I recommend approval of the 2013 District Goals as presented. We can discuss in full; and pending board discussion, these can be modified or adjusted.

RESOLUTION NAMING DEPOSITORIES (Exhibit 8)

I recommend that we approve Lincoln Savings Bank, Adel, IA; Wells Fargo, Adel, IA; Wells Fargo, Des Moines, IA; and ISJIT, Des Moines, IA, as our official depositories. Due to the banking services changing from Wells Fargo to Lincoln Savings Bank, we will have two bank accounts during the transition time. Maximum balance amounts are listed on the exhibit.

Administrative Reports/Discussion items:

SRO Year End Report (Exhibit 9)

Monte Keller will be on hand to provide his annual year-end SRO report.

IASB Resolutions (Exhibit 10)

We will have a chance to discuss our IASB 2014 Legislative Action Priorities. Included in your packet is the information from IASB. We can choose up to five. I recommend considering the 2013 priorities and moving them forward. The school calendar priority (#20) is one that might not have full board support to advance. We can discuss and get in position to approve at our August meeting.

Closed session for Board evaluation in an employment matter. Iowa Code section 21.5 (1) (i) (Exhibit 11)

We will enter into closed session to review my evaluation. For your information, I have included my survey results from all teachers at ADM.

Important dates:

- August 1 – 5:00 pm – Deadline for filing nomination papers
- August 7 – new teachers report
- August 9 – all teachers report – breakfast at 7:45 am; Aaron Thomas, keynote address at 8:30 am
- August 12 – Regular BOE meeting 6:00 pm
- August 15 – first day of school
- September 10 – Board of Directors Election Date

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DIRECTOR OF BUILDINGS AND GROUNDS – SHARING (Exhibit 5):

I recommend approval of the agreement with Dallas Center Grimes School District for Shared Director of Operations. Paul Nutting is planning on being here to introduce himself to the board and to provide information on his background and answer any questions you might have. I am very excited to get Paul started at ADM.

We have worked with DCG to get the agreement completed with legal assistance from Ahlers and Cooney. The agreement defines the term (one year) and conditions of this arrangement. Paul will remain a contracted employee with DCG. They will bill us for 50% of his salary and benefits (see exhibit c) in the amount of \$61,691.50. It is written into the agreement (section 3) that ADM will meet regularly to discuss progress/issues and also be involved in the evaluation. This agreement can end at the completion of the term (or extended another year) or terminated at any point with mutual agreement.

We will also pay mileage for Paul to get to ADM and pay for 50% of the depreciation on his DCG truck. This keeps us from having to pay for another vehicle and keeps our current fleet available for our maintenance tech and custodians. It is also much more efficient for Paul to not have to work out of two different vehicles.

We are also working on an agreement to help support on a 50-50 basis a clerical position to support Paul. We would share these costs with DCG and the estimate for our costs are \$25,000 or less, depending on the type of person they hire. This person would assist in developing a work order system for us at ADM and support Paul with building project management.

With the state incentive money we will receive – estimated at \$179,280.35 – we stand to see a net gain of \$80,000-\$90,000 per year. This sharing can run for five years, resulting in \$400,000-\$450,000 in total incentive dollars. Paul's expertise and experience in school building operations is exactly what I need at this time and our vision is for this sharing to place us in the position in five years (or less) to move to a full time director and have our system in great shape.

FACILITY RENTAL AGREEMENT – FEES 2013-14

I recommend that the facility rental fees remain the same as 2012-13. I am very comfortable with the fee structure as developed two years ago and recommend no increases.

2013-14 Rental Fees

FACILITY	CLASS A AND B	CLASS C	CLASS D
Auditorium	NC	\$20 hr w/ a \$100.00 max	\$40 hr w/ a \$300 max
Board Room	NC	\$20 hr w/ a \$50.00 max	\$20 hr w/ a \$150 max
Meeting Rooms	NC	\$20 hr w/ a \$50.00 max	\$20 hr w/ a \$150 max
District Commons	NC	\$20 hr w/ a \$50.00 max	\$20 hr w/ a \$150 max
District Media Centers	NC	\$20 hr w/ a \$50.00 max	\$20 hr w/ a \$150 max
Fields/Day	NC	\$20 hr w/ a \$50.00 max	\$30 hr w/ a \$200 max
Fields/Night	NC	\$40 hr w/ a \$100.00 max	\$60 hr w/ a \$400 max
All District Gyms	NC	\$20 hr w/ a \$50.00 max	\$30 hr w/ a \$150 max
*Kitchen	NC	\$20 hr w/ a \$50.00 max	\$30 hr w/ a \$200 max

FEES ARE PER DAY

*Must have a district kitchen employee present

Additional Charges if Needed:

Custodian	\$25 hr.
Auditorium Tech	\$40 hr.
Kitchen Supervision	\$20 hr.
Security Check*	\$20
Unlock/Lock Fee	\$25 for unlock; \$25 to lock
Activity Supervision	\$20 hr.

*When security check is required following an activity or if school employee is called back to secure a building

NC = No Charge

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INTRODUCTION

The purpose of the Classified Staff Handbook is to explain the personnel policies and procedures under which Adel Desoto Minburn employees work and the benefits to which they are entitled. All classified employees should read this handbook thoroughly to gain an understanding of their employment relationship, and discover the philosophy and procedures of Adel DeSoto Minburn Community School District.

This handbook is prepared for informational purposes. This handbook is not a contract or condition of employment. The policies and procedures contained in the Classified Staff Handbook may be amended or updated with or without notice. It does not replace the District's Board Policies and Procedures. All employees have access to the District's current policies and procedures via the District's website at www.adel.k12.ia.us.

Please read this handbook carefully and refer to it as needed. If you have further questions, please contact your principal, supervisor or the payroll specialist. We sincerely hope your employment with Adel DeSoto Minburn Community School District will be a long, fulfilling, and rewarding experience.

DISTRICT MISSION STATEMENT

ADM Community School District, in partnership with our communities, is committed to engaging all students in a challenging and supportive learning environment that ensures individual student success as measured by a comprehensive system of assessments.

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EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The Adel DeSoto Minburn Community School District shall 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 include 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 shall 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 shall be given notice of this policy annually.

The Board shall appoint an affirmative action coordinator. The affirmative action coordinator shall have the responsibility for drafting the affirmative action plan. The affirmative action plan shall 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 shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, gender, national origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the Board shall consider the veteran status of applicants.

DEFINITION OF CLASSIFIED PERSONNEL

Classified employees do not require teacher certification for the performance of their duties and includes the following employees:

- A. Administrative Assistants
- B. Central Office employees
- C. Classroom Associates/Para Educators
- C. Custodian and Maintenance employees
- E. Food Service employees
- F. Transportation (Note: Benefits listed pertain to contracted route drivers and regularly scheduled van drivers.)

QUALIFICATIONS

When filling a classified position, selection shall be based on the following factors:

- A. Training, experience and skill
- B. Personality and compatibility to the team
- C. Demonstrated competency
- D. Availability of personnel with the above qualifications

The information in this handbook is divided into six categories: Workday, Workplace Rights and Responsibilities, Payroll, Benefits, Leaves of Absence, and Miscellaneous.

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WORK DAY

Attendance

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 work hours. Employees must notify their principal or supervisor when they will be absent. The form of notification required will be set by the supervisor or principal. Employees must complete a record of absence form (leave form) in a timely manner whenever they are absent. The leave form for an unplanned leave shall be completed on the first day back to work following the leave. Requests for planned leaves shall be completed in advance. The record of absence form (leave form) must match time recorded in the time tracking system.

If an employee is absent for three consecutive workdays without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated.

An employee is expected to be at their designated work area ready to begin work at their appointed start time. Arriving late for work or leaving the job early is not acceptable. Misuse of leave procedures or the misrepresentation of reasons for leave may lead to disciplinary action.

Dress Code

Employees are encouraged to dress, groom and conduct themselves in a manner appropriate to their particular job duties and functions. Clothing should be neat, clean and in good taste. Discretion and common sense call for the avoidance of extremes, which could interfere with or have a negative affect on the educational process. Attire should help project a professional atmosphere with students, staff, parents and other visitors.

Identification Badges

As our schools and district continue to grow, it is very important to provide a safe environment and for all students, staff, and visitors to be able to identify ADM school personnel. Therefore, all ADM staff will be required to wear school provided ID badges. ID badges must be visible at all times while on duty. If you need a replacement, please contact the Central Office.

Inclement Weather

It may become necessary to delay or close schools due to inclement weather. When schools are closed because of inclement weather or emergency, classified staff members who are employed on a 12-month basis are expected to work. A twelve (12)-month employee who finds it impossible to report to work because of weather conditions shall notify their supervisor. If excused by the supervisor, the employee must use paid leave (if available) or they will receive a deduction in pay for the time missed.

Classified staff members who are employed for nine (9) months and paid over twelve (12) months will not work on snow days. They will receive their regular salary during those times of inclement weather and will work on designated "make-up" days without additional pay.

Job Duties

An employee work assignment is defined by a job description. Employees will follow the job description in the performance of their job duties. Other duties may be assigned as required to assure that programs address the needs of students and assure efficient building-level operations.

During the summer months the superintendent will assign custodial duties. Summer work assignments may not follow the job description set forth for school-year operations.

An employee is responsible for the time on the job to which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

Guidelines in the Fair Labor Standards Act state non-exempt (non salaried, hourly) employees are not to begin work prior to the scheduled start time. Employees are expected to be at their designated work area ready to begin work at the scheduled start time, and the start and stop time should be accurately reflected in the time tracking system.

Leaving the Building

Employees may leave the building during the work day during unpaid (lunch) break periods. When leaving your work area for more than a few minutes, please notify the administrative assistant or a supervisor that you are leaving and approximately how long you will be gone. Not only is this done as a courtesy to fellow employees, but also serves as protection for yourself should a family emergency or incident happen while you are away from the building.

Length of Day

The total number of hours worked each day for classified employees is determined by the employee's principal or supervisor. Please refer to your Employment Contract for the specific start and end times of your work day and the total number of hours you work each day. Employees should work their contracted work times and hours per day. Any deviation from that work schedule should be approved in advance by a principal or supervisor.

Lunch Breaks

Classified employees working at least six (6) continuous hours will receive a thirty (30) minute unpaid lunch period. The time established for this lunch period will be set by the employee's principal or supervisor. Duty-free 30 minute lunch periods are not counted in the total hours a classified employee works unless they are required to perform work-related duties during lunch time. Lunch periods are for the reason stated and should not be used for make-up time. Other breaks shall not be added to the lunch break to extend the time.

Visitors during Working Hours

Employee guests and children are not normally allowed at work during regularly scheduled hours or paid overtime. Employees should not bring their children to work when daycare or other supervision is not available. Special occasions may arise when it is important for a member of your family or a friend to see you during working hours, and this may be allowed at the principal's or supervisor's discretion. Such occasions should occur rarely and should not distract others or interfere with your work duties and responsibilities.

WORKPLACE RIGHTS AND RESPONSIBILITIES

Acceptable Use of Technology (Board Code 403.7)

This Policy sets forth basic guidelines that all students and employees of the District are expected to follow when using any District-owned network or device (as defined below).

The district is not responsible for systems or networks over which it has no control. Parents and/or guardians of minors are responsible for setting and conveying the standards that their children should follow when using these electronic resources and online environments at home. Failure to abide by District policy and administrative regulations governing the use of these resources may result in the suspension and/or revocation of system access. Additionally, any student violation may result in discipline up to and including expulsion. Staff violations may also result in discipline up to and including dismissal.

Copies of this Policy shall be posted on the District's web site, in all District computer labs, and displayed upon login in district computers.

All users must sign the Acceptable Use Policy Agreement before accessing any ADM Network Resources.

District Ownership

The District, at its sole discretion, may provide access to various technological resources, including but not limited to the Internet and the District's network, District e-mail, web resources and platforms, computing devices (including desktop computers, laptop computers, and tablets and all peripheral devices thereto) to employees and students. The District may also, at its sole discretion, provide employees with access to District voicemail, cell phones, and/or smart phones as necessary to perform their job duties. Collectively, these resources will be referred to as the District's "Network Resources."

The District provides these Network Resources as a benefit to students and employees for the sole purpose of enhancing the educational opportunities offered by the District. Use of all ADM Network Resources is a privilege and not a right.

No Expectation of Privacy

ADM CSD is a public entity, therefore, all records (except those specifically excluded by law), whether in electronic or hardcopy form, are subject to the Freedom of Information Act and open to public inspection.

All of the District's Network Resources 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 District's systems or devices, including but not limited to e-mail, web postings, text messages, and other electronic communications. Files containing personal information about a student or employee that are

transmitted through or stored in the District's systems or devices are treated no differently than the District's other files, and students and employees have no expectation of privacy in such materials.

All communications sent over the ADM network or to or from any ADM-provided account or device, including text and images, may be subject to disclosure to applicable law enforcement or other third parties without prior consent of the sender or the receiver, as provided by law.

User's Responsibility

Users shall be responsible for the proper use of all ADM Network Resources issued or made available to them by the District. Students are responsible for immediately notifying a staff member of any damage to the device that they are using. Employees must immediately report any damage to District-issued devices to the Director of Technology.

Network Security and Safety

To the extent required by federal law, the District shall use technology protection measures to protect against the access of inappropriate materials online.

The District will monitor the online activities of students and will provide age-appropriate education and training about the provisions of this policy, including safe and appropriate online behavior (including interaction on social networking sites and chat rooms) and cyber bullying awareness and response.

All users must follow these guidelines for promoting network security and safety:

- Users shall not share their accounts with anyone or leave the account open or unattended.
- Passwords shall remain confidential and should be protected by the user and not shared or displayed.
- Users are responsible for immediately notifying District IT staff or administration of any possible security problems.
- For personal safety reasons, users should never reveal their full name, address or location, telephone number, or any other personally identifiable information using District Network Resources. Students should only communicate with others online using District Network Resources for educational purposes. Students should never share personally identifiable information or arrange a meeting in person with an individual whom they met online.
- Users should immediately inform a staff member or administrator of any online communication that is threatening, harassing, or otherwise inappropriate.

Acceptable Uses of Technology

I. Responsible Use

- A. The authority for monitoring acceptable use of electronic Internet resources is delegated to Adel DeSoto Minburn Community School District staff members assigned to classrooms and the technology department.
- B. Instruction in the proper use of the Internet will be provided to staff members who will then provide similar instruction to students.

- C. Students and staff members are expected to practice appropriate use of the Internet, including compliance with applicable laws and District policies. Violations may result in disciplinary action.
- D. The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines that require efficient, ethical and legal utilization of the computer network.
- E. Users are responsible for the content of all text, audio or images that they place on or send over the Internet.
- F. If a student gains access to any service via the Internet, which has a cost involved, or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.
- G. Any use of the Internet or transmission of material, information or software in violation of any federal, state, or local law or regulation, board policy, or building regulation is prohibited.

II. Online Etiquette

- A. Users are expected to learn and abide by generally accepted rules of Internet network etiquette as well as school board policy regarding student conduct.
- B. Students should use common courtesy, politeness and should avoid vulgar language, sarcasm, and humor. Without face-to-face contact, comments can easily be misconstrued as criticism.
- C. Apply the same privacy, ethical and educational considerations that are utilized in other forms of communication.
- D. Each web site may have its own set of policies and procedures. It is the user's responsibility to abide by those policies and procedures.
- E. Respect all copyright and license agreements.
- F. Cite all quotes, references and sources taken from web sites.

III. Rules Applicable to Specific Network Resources

1. Internet

- A. The Internet may be used by students and staff for school appropriate research or reference, or other legitimate educational purposes.
- B. Users should attempt to access only school-appropriate material when using search engines such as Google, Bing, etc. to find web sites, images, or files.
- C. Users should only use social networking sites or other interactive web platforms for classroom courses or content.
- D. Should users encounter inappropriate material by accident, they should leave the site immediately.

2. E-Mail

All users of email accounts, regardless of whether or not they are school-issued or personal, must adhere to the following guidelines:

- A. Use of objectionable language is prohibited.
- B. Always sign messages.
- C. Always use caution when addressing messages to ensure that messages are not inadvertently sent to the wrong party.
- D. Acknowledge receipt of a document or file when appropriate.

- E. Transmission, creation, or access of bullying or harassing, defamatory, obscene, pornographic, profane, offensive, threatening, or discriminatory messages or messages that disclose personal or confidential information without authorization is strictly prohibited.
 - F. Use of the ADM Network or ADM-provided accounts or devices to improperly distribute copyrighted materials is prohibited.
 - G. Passwords must be kept in a discreet location and shall not be shared with anyone. Any employee identified as a security risk or having a history of problems with information security may be denied access to the ADM Network and ADM-provided accounts and/or devices.
 - H. Use of another's user name/account to access e-mail or the Internet, with or without that user's permission, is strictly prohibited.
3. Computers, Laptops, Tables, and Other Similar Devices
- A. Users should log in using their username when possible. Use of another's username and password, with or without that user's permission, is strictly prohibited.
 - B. Users who log into a public username should be aware that any documents left on the desktop or in the documents folder could be seen by other users using the same public username, and may be deleted at any time. Users should remove any personal documents on the desktop or in the documents folder before logging out.
 - C. Users will handle all physical components of the computing or communication device, including all peripherals with care while using a computer. Keyboards and mice should be kept with computer workstations and not moved. Mobile devices (laptops, iPads, etc.) must be properly stored and plugged in (as appropriate) when not in use.
4. Digital Storage Devices
- A. Users are responsible for ensuring any data stored on such a device is virus-free and should only be used to store the owner's school appropriate material.
5. Cell Phones, Smart Phones, and Other Handheld Devices
- A. Student use of cell phones is regulated by each building's administration. Permission for use of all other handheld devices must be obtained from a staff member for students to use them.
 - B. Students may only use cell phones, smart phones, or other handheld devices with staff permission in accordance with each building's policy.
6. PERIPHERAL DEVICES
- A. Students will use peripherals under the direction and/or permission of staff members.
 - B. Users should print only when necessary and in quantities necessary.
 - C. Color printers may only be used at the appropriate staff member's discretion.
 - D. Users should only scan materials that are appropriate and do not violate any federal, state, or local law, rule, or policy.

Unacceptable Uses of Technology

The District strictly prohibits inappropriate uses of the Internet and District Network Resources, including e-mail, web postings, text messages, and other online communications, which include but are not limited to the following:

- A. Disclosure of confidential or sensitive information known or entrusted to the District to any unauthorized individual.
- B. Misuse of copyrighted material or other copyright violations.
- C. Communicating in ways that disparage others.
- D. Communicating information that could be perceived as an official District position or endorsement without prior approval by proper District officials.
- E. Using confrontational or improper language or making defamatory statements.
- F. Creating, storing, viewing, or transmitting defamatory, pornographic, obscene, profane, illegal, or otherwise offensive material. If a user encounters such prohibited material, the user should immediately terminate contact with the material and notify appropriate District personnel.
- G. Participating in any activity that could be interpreted as bullying, harassment, or discrimination.
- H. Misrepresenting an individual's identity or the source of communications or data.
- I. Attempting to break into any other Internet server, network, file, or similar activities.
- J. Accessing confidential information on District Network Resources without authorization.
- K. Promoting political or religious positions (including violations of ethics and campaign disclosure laws).
- L. Participating or engaging in activities that violate any local, state, federal, or international law, or any District policy, rule or standard.
- M. Operating a personal business or using District Network Resources for personal gain.
- N. Exporting or importing of any governmentally controlled technical data (such as software encryption) to or from authorized locations or persons, without appropriate licenses or permits.
- O. Disrupting the use of the District's Network by other users, or wasting system resources.
- P. Sending unsolicited messages (including spam).
- Q. Vandalizing District Network Resources through any malicious act or the attempt to harm, modify, or destroy the computer property or data of the District or another user, the Internet, or District Network Resources, or any other technologies or devices used in the District. This includes but is not limited to causing physical damage to devices as well as participation in hacking or the uploading or creation of viruses or other malicious programs to any District Network Resource.

Harassment and Bullying

In accordance with Iowa law, the District's policy prohibiting bullying and harassment applies to all electronic communications. Employees and students are prohibited from engaging in any bullying or harassing behavior via any electronic means, including those means that are not part of the District's Network Resources.

Violations and Sanctions

All users are expected to abide by the provisions of this Policy. Any student who uses technology in an unacceptable manner is in violation of the district's Student Behavior and Discipline Policy and will be subject to sanctions as stated in the policy. Since the nature of each violation may vary, the supervising classroom teacher and/or building administration is given broad discretion in determining the severity of the sanction. Students will be given written notification of the violation and sanction as stated on the Technology Acceptable Use Violation Notice.

Staff members who use technology in an unacceptable manner may also be subject to disciplinary actions up to and including dismissal.

Violations of this Policy may also result in the loss of a user's privileges to use any or all District Network Resources for an appropriate period of time to be determined by the supervising classroom teacher and/or administrator. Sufficiently severe violations may result in permanent loss of privileges, as determined by a District administrator.

District administration may confiscate any District-owned device from a student or employee, due to violation of this policy.

Reliability

The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages that employees or other persons may suffer. This includes damages due to loss of data resulting from delays, no deliveries, mis-deliveries, or service interruptions, whether caused by the District's own negligence or the employee's errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The Adel DeSoto Minburn Community School District reserves the right to change this policy at any time. Students, parents and/or guardians will receive written notification of any changes.

In compliance with federal law, this policy shall be maintained for at least five (5) years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Accidents (Board Code 402.11)

All accidents and other incidents that result in injury or damage to school employees, students or school property should be reported to the employee's supervisor and the Business Manager within twenty-four (24 hours). It is the responsibility of the employee to fully cooperate with any investigation into the occurrence.

In the event of a work-related personal injury, the employee will be asked to complete an accident report.

Employees should maintain an up-to-date emergency contact medical form in the office of the building they are employed.

Assignments & Transfers

The superintendent and administrative staff will make assignments and transfers of classified staff members based on the efficient operation and needs of the District, not a specific building or department. Transfers and assignments may be either permanent or temporary. The requests and preferences of employees will be taken into consideration in making assignments and transfers; however, the best interest of students and the efficient operation of the District will be given priority.

Code of Conduct

As an ADM employee, you have a responsibility to the District, the students, the patrons, and to fellow employees to adhere to certain rules of behavior and conduct. Actions that include, but are not limited to willful violation of any federal law, state law, or District policy, and/or any act of insubordination, dishonesty or other negligent conduct that may endanger the safety of another, will absolutely not be tolerated, and may be cause for discipline, or other negligent conduct that may endanger the safety of another will absolutely not be tolerated and may be cause for discipline or immediate dismissal.

Adherence to the following conduct rules are expected of all employees:

- **Fighting:** Any verbal or physical altercation between or among employees or others will not be tolerated.
- **Fraud:** Any deliberate deception which secures an employee unfair gain will be grounds for discipline and may be turned over to law enforcement.
- **Investigations:** Any workplace investigation conducted by administrative staff or their designee will receive the complete cooperation of all employees.
- **Reporting:** Any employee who is arrested or convicted shall report such to District administration.
- **Language:** Threatening, intimidating, interfering with, or using abusive and profane language towards others, including ethnic slurs, will not be tolerated.
- **Personal Profit:** District employees and students are to be free of coercion to purchase or contribute to any product or cause that benefits the employee personally. Employees are not to engage in soliciting or selling for personal benefit or profit.
- **Loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty is strictly prohibited and will result in discipline.**
- **Violence in the workplace will not be tolerated in any form, and violent acts will be punished to the full extent of the law. Acts deemed violent, even if not covered specifically in board policies, may incur discipline.**

Confidentiality

As a school employee, you may be entrusted with confidential student information. Written, verbal and electronic information concerning a student should be held in strict confidence. Do not discuss such information with other school employees unless it is necessary for the educational benefit and/or safety of the student. When such exchange of information is necessary, conversations should be held in private. Divulging confidential information without authority may be grounds for disciplinary action up to and including dismissal.

Conflict of Interest (Board 403.3)

An employee's use of their position with the District for financial gain is considered a conflict of interest with their position as an employee. No employee may solicit other employees or students for personal or financial gain. Employees may not:

- Engage in or have a financial interest, directly or indirectly, in any activity that conflicts with his/her job duties and responsibilities.
- Engage in any type of private business during school time or on school property.

Discrimination/Bullying

Discrimination refers to any act that unreasonably and unfavorably differentiates the treatment of others solely on their membership in a socially distinct group or category. Harassment or bullying is any pattern of gestures written, electronic, or verbal communication that places an employee or student in actual and reasonable fear of physical harm or damage to their property. Acts of intolerance, discrimination, harassment or bullying towards others because of race, color, gender, religion, creed, ethnic background, national origin, age, disability, sexual orientation, gender identity or other factors that are likewise discriminatory are strictly prohibited. Such acts may be treated as just cause for purposes of discipline, including discharge.

Drug and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school facilities, buildings, vehicles and school grounds at all times. This extends to all employees, students and patrons attending school-sponsored athletic events and meetings. In addition, no employee shall possess, use, be under the influence of, distribute, dispense, or manufacture any alcoholic beverage or controlled substance on school property, during work time, or at any student activity. Employees may use prescription drugs as authorized by a properly licensed medical practitioner. Any violation of this policy shall be grounds for discipline, including immediate discharge. **All employees must report any drug-related conviction to their immediate supervisor.**

Firearms and Weapons

The presence of firearms and weapons poses a risk of serious harm to District students, staff and community members. Therefore, the possession of firearms and weapons is prohibited on school premises at all times (except for law enforcement officials). School premises include District buildings, grounds, vehicles and parking areas. This prohibition extends to sites of school activities, whether or not the school activities are conducted on District property. Individuals found to be in violation of this policy will be dealt with severely.

Non-Discrimination Statement

Students, parents, employees and others doing business with or performing services for the Adel DeSoto Minburn Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age(for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 is directed to contact: Nancy Gee, Business Manager, 801 Nile Kinnick Drive South, Adel, IA. 50003, 515-993-4283, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 is directed to contact:

Nancy Gee
801 Nile Kinnick Drive South
Adel, Iowa 50003
Telephone: 515-993-4283

Nancy Gee has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

Reporting Child Abuse (Board code 403.13)

The District believes that school staff members are in a unique position to assist children, families and the community in dealing with the issues of child abuse and neglect. In addition, school employees are required by law to report instances of suspected child abuse when there is reasonable cause to suspect that a child has been, or is likely to be abused or neglected. Para Educators are mandatory reporters of child abuse or neglect.

Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well being.

District employees who know of or have reason to believe that another District employee has sexually or physically abused a student have an additional duty to notify their immediate supervisor immediately.

When a school employee has reason to believe that a student has been or may be subjected to abuse or neglect, the employee should immediately notify one of the following Level I investigators:

- Darcy Simpson @ 515-993-5805
- Greg Dufoe @ 515-993-4283

Safety Procedures

Employees can help prevent injury to themselves and others by observing general safety rules:

- Practice regular and thorough hand washing
- Remove hazards
- Immediately report any unsafe condition or absence of safety equipment to a supervisor
- Immediately report any accident (experienced or witnessed) to a supervisor

Employees should also be familiar with blood borne pathogens control procedures. All personnel should wear gloves when anticipating contact with blood, body fluids, mucous membranes and/or contaminated surfaces. Hands or exposed skin should be washed with soap and running water as soon as possible after any possible contact with blood or bodily fluids, with the exposure incident reported to a supervisor.

Sexual Harassment

It is the policy of the District to maintain a learning and working environment that is free from sexual harassment. All employees should avoid any action, conduct or communication which could be perceived as sexual harassment.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or

- Such condition has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment.

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

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to or about a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job
- The telling of offensive jokes and stories
- Display of sexually graphic pictures

Staff and Student Relations

All employees are strictly prohibited from dating or entering into a romantic relationship with any student enrolled in the District regardless of the student's age. Employees engaging in such inappropriate conduct will be subject to disciplinary action up to and including dismissal, and may be subject to criminal action.

PAYROLL

Direct Deposit

New employees are required to participate in direct deposit of their monthly pay checks. All employees are encouraged to participate in the direct deposit of their monthly pay checks. Pay checks can be electronically deposited into an employee's checking and/or savings account(s) at the financial institution(s) of choice. Direct deposit is free, safe and confidential, and eliminates the possibility of lost pay checks!

Garnishments

All garnishments are processed under the regulations of the Federal Garnishment Law.

Overtime

It may occasionally be necessary for classified employees to work more than forty (40) hours during a given work week. The work week is defined as 12:00 AM Sunday through 12:00 PM (midnight) Saturday. **All overtime must be approved in advance.** Employees will be paid one and one-half their regular hourly wage for any time worked over 40 hours per week.

Pay Checks/Check Stubs

Employees who are signed up for direct deposit may have their check stubs sent electronically via email or given to them on the designated monthly pay date by their supervisor. Paychecks may be distributed by your supervisor on the designated pay date.

Pay Period

Pay periods end on the first Saturday of each month.

Employees are paid once a month on the 25th. Payment will be made on the working day that immediately precedes a holiday or weekend on which the pay date falls. A pay date schedule may be found on the school website under the Employee, Human Resources tab.

Employees who are contracted to work the school year (10 months - August through May) and work less than twenty (20) hours per week are paid in the months of September through June, with the exception of contracted route drivers and regularly scheduled van drivers who will be paid over 12 months.

All other classified employees are paid in twelve (12) equal monthly installments.

Pre-Employment Physical (Board Code 402.8)

Iowa law requires that all public school employees receive a physical examination upon initial employment certifying they are fit to perform assigned duties at no direct threat to the health and/or safety of the individual or others. Evidence of such examinations shall be submitted on the prescribed form, and must be signed by a licensed medical professional. Physical examinations are required only after an offer of employment has been made and must be completed prior to the first day of employment. The examination must have taken place within a four-month period prior to the date employment begins. The District will reimburse up to \$35 of the actual expenses incurred in getting a pre-employment physical for all positions that do not require CDL licensure.

Employees that require CDL licensure as a condition of employment must undergo a DOT physical upon employment and every two years thereafter. The District will reimburse up to \$65 of the actual expenses incurred in obtaining a DOT physical biannually.

Requests for reimbursement should be submitted to the Payroll Office and will be made according to IRS regulations.

An employee may be required to have additional physical or mental examinations when, in the judgment of district administration or qualified medical personnel, such examinations are relevant to the employee's performance or status.

Timetracking

The time card will be created through the electronic time tracking system. Employees will clock in at the start of each day and clock out at the end of each day. Paid holidays, sick days, personal leave, etc. should be entered as such and a leave form (Record of Absence) must be completed that matches any leave entered in the time tracking system.

Hourly employees should work the designated schedule for their position unless prior approval has been given to work different hours. You need to clock in as near to your scheduled start time as possible. No overtime hours should be worked unless there is prior approval from the principal or supervisor.

Review your time, in the time tracking system, daily for accuracy. Approval of your time, should be done at the end of the week on Friday, after clocking out, but no later than the following Monday. Failure to report an accurate record of hours worked or the falsification of such records could result in discipline, up to and including dismissal. Approving your time in the time tracking system acknowledges that you are reporting true and accurate information.

BENEFITS

COBRA/Extended Insurance Coverage

Federal law requires that your group plan allow qualified persons to continue group health coverage after it would otherwise end. For this purpose, the term "group health coverage" includes any medical, dental, vision, and prescription drug benefits that are included in the group health plan. Please contact the payroll department for further information regarding COBRA coverage.

Dental Insurance

Employees who work twenty (20) hours or more per week are eligible for dental insurance. Participation in the dental plan is voluntary and 100% employee funded. Employees do not have to be enrolled in the group health plan to participate in the dental plan. Coverage shall begin on the first of the month following the commencement of employment and shall terminate at the end of the month in which employment ends. An employee on unpaid leave for longer than thirty (30) calendar days shall be responsible for all premium payment, unless otherwise required by the Family and Medical Leave Act (FMLA).

Disability Insurance (Board Code 402.6)

Employees who work twenty (20) hours or more per week are eligible for long-term disability income at no cost to the employee. Long-term benefits are 60% of the employee's basic monthly salary, up to \$2,500, less Social Security and IPERS disability benefits, after a qualification period of 120 consecutive calendar days. Benefits are payable until the disability ceases or the employee is eligible for full retirement benefits. An informational booklet regarding disability insurance may be found on the school website under the employee, Human Resources tab.

Health Insurance (Board Code 402.6)

Employees who work thirty (30) hours or more per week are eligible for health insurance as provided by the District's group health plan. The District pays \$460.02 per month for each employee who is contracted to work forty (40) hours per week for single or family health insurance. The District shall pay a pro rata amount for each employee who is contracted to work at least thirty (30) hours per week but less than forty (40) hours per week. A monthly payroll deduction will be made for any excess premium. The pro-rated amount set by the contract as of October 1st will not change unless the daily work hours are changed by one hour or more per day. Coverage shall begin on the first of the month following the commencement of employment and shall terminate at the end of the month in which employment ends.

An employee on unpaid leave for longer than thirty (30) calendar days shall be responsible for all premium payment, unless otherwise required by the Family and Medical Leave Act (FMLA). A coverage manual for the health plans may be found on the school website under the employee, Human Resources tab.

IPERS (Iowa Public Employees Retirement System)

IPERS is a retirement plan established for the sole purpose of providing a retirement plan to public employees in the State of Iowa. All regular full-time and part-time employees are required to enroll in IPERS. Contributions are made by the employee and employer and those rates are set by the Iowa Legislature. Rates may be found on the IPERS website, www.IPERS.org, or by contacting the Payroll Specialist.

Life Insurance (Board Code 402.6)

Employees who work twenty (20) or more hours per week receive \$40,000 in life insurance coverage at no cost to the employee. Life insurance coverage for eligible employees shall begin on the first of the month following the commencement of employment with the District and shall terminate at the end of the month in which employment ends. An employee on unpaid leave for longer than thirty (30) calendar days shall be responsible for all premium payments, unless otherwise required by the Family and Medical Leave Act. A life insurance booklet may be found on the school website under the employee, Human Resources tab.

Tax Sheltered Annuity (TSA)

Employees have the opportunity to voluntarily participate in the State of Iowa's Retirement Investors' Club (RIC) 403b Program (also known as TSA or Tax-Sheltered Annuity). This is an employer-sponsored voluntary retirement savings program. Your RIC 403b contributions and earnings are available at retirement to supplement your IPERS and Social Security income. You have your choice of:

- 403b Program: Salary reductions in the amount you choose are withheld from your paycheck **before** state and federal taxes and deposited into your selection of RIC investments.
- 403b Roth: Salary reductions in the amount you choose are withheld from your paycheck **after** state and federal taxes and deposited into your selection of RIC investments.

For more information contact the Payroll Specialist. To start contributions, contact one of the Retirement Investors' Club investment providers: The Hartford, Horace Mann, ING, Security Benefit, TIAA CREF and Valic. Additional information is available at www.das.hre.iowa.gov/ric, planwithease.com or by calling 515-725-2135 or 866-460-4692.

Vision Insurance

Employees who work twenty (20) hours or more per week are eligible for vision insurance. Participation in the vision plan is voluntary and 100% employee funded. Employees do not have to be enrolled in the group health plan to participate in the vision plan. Coverage shall begin on the first of the month following the commencement of employment and shall terminate at the end of the month in which employment ends. An employee on unpaid leave for longer than thirty (30) calendar days shall be responsible for all premium payment, unless otherwise required by the Family and Medical Leave Act (FMLA).

Workman's Compensation (Board Code 402.4)

Employees who suffer an injury or illness caused by an accident or occupational disease arising out of and in the course of their employment (work-related injury), when the accident or injury is the prevailing factor in causing both the resulting medical condition and disability, will receive appropriate medical care and a managed return-to-work in accordance with the Worker's Compensation Law of the State of Iowa. **Employees must immediately report any occupational injury or illness to their principal or supervisor and the business manager.**

LEAVES OF ABSENCE

In the event of an absence from work, employees **must** complete a leave form (Record of Absence Form) indicating the date and reason for absence. The Record of Absence Form needs to be completed before a planned leave and immediately after an unplanned leave. A leave form is required for any and all absences from work.

Bereavement Leave (Board Code 402.4)

Employees, except temporary employees, may be granted up to five (5) days paid leave per occurrence in the event of the death of a member of the employee's immediate family. Immediate family shall include child, stepchild, spouse, parent, stepparent, brother, stepbrother, sister, stepsister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild or grandparent of the employee, or permanent household member.

Business/Personal Leave (Board Code 402.4)

Employees, except temporary employees, are allowed up to two (2) days of paid leave per year for personal leave. Personal leave days may be accumulated up to three (3) days. The employee must give at least two (2) days advance notice except in the case of an emergency when using personal leave. No more than one employee per department (two associates) will be allowed personal leave on the same day, unless approved for emergency situations at the sole discretion of the superintendent.

Family and Medical Leave (FMLA)

The Family and Medical Leave Act of 1993 provides up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees who have worked at least 1,250 hours for the Adel DeSoto Minburn Community School District during the past 12 months prior to the request are eligible for FMLA leave. All accumulated paid time off will be run concurrently with FMLA. For more information regarding FMLA please contact the payroll specialist and/or go to www.dol.gov.

Family Sick Leave

In the event of an illness within the immediate family, an employee shall be granted up to five (5) days of absence. The time taken will be deducted from the employee's personal accumulated sick leave. Immediate family is construed to mean spouse, child, parent or permanent household member.

Floating Holidays

Employees regularly assigned to work twelve (12) months and at least thirty (30) hours per week will be granted two (2) floating holidays. Floating Holidays may not be carried over and there is no pay out of unused Floating Holidays.

Holiday Pay (Board Code 402.3)

Employees regularly assigned to work the school year (9 months) and at least thirty (30) hours per week will be paid for the following five (5) holidays:

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Memorial Day

Employees regularly assigned to work twelve (12) months and at least thirty (30) hours per week will be paid for the following eight (6) holidays:

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Memorial Day
- Independence Day (4th of July)

Employees will receive holiday pay for the number of hours they are regularly assigned to work to a maximum of eight (8) hours.

Jury Duty Leave

An employee called for duty during school hours shall be permitted to be absent from their job duties without loss of pay. The employee must give the principal or supervisor two (2) days written notice of the summons for serve and may be requested to furnish satisfactory evidence that such service was performed on the days for which leave is taken. An employee not required to perform jury duty shall return to work.

Leave without Pay (LWOP)

All accumulated paid leave must be used prior to the use of LWOP. All LWOP time must be approved prior to taking LWOP. A Record of Absence must be completed for LWOP time. LWOP time should NOT be entered into the time tracking system.

Military Leave (Board Code 402.4)

Employees, other than employees employed temporarily (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 United States, or who may be otherwise inducted into 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 thirty (30) calendar days of such leave of absence. Employees shall be afforded re-employment rights and shall retain full seniority benefits for prior service to the District upon re-employment in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Sick Leave (Board Code 402.4)

Employees, with the exception of temporary employees, earn fifteen (15) days of paid sick leave each year. Sick leave days are pro-rated for employees who do not work a full contract year. Part-time employees will be granted a pro-rata amount of sick leave based upon the ratio of the number of hours they work to 40 hours. A new employee must report to work for at least one (1) full day prior to receiving paid sick leave.

Employees that will be out for more than 3 consecutive work days, for such things as surgery, serious illness, maternity, etc., must notify their principal or supervisor AND the payroll specialist in the Central Office at least three weeks prior to the event. If three weeks is not feasible, notification must be given as soon as possible.

Sick leave may not be used for elective (optional) surgery, e.g. cosmetic surgery, hair transplant, etc.

Unused sick leave days may be accumulated to a maximum of one hundred and twenty (120) days with a maximum carryover of one hundred and twenty (120) days.

Vacation

Employees regularly assigned to work twelve (12) months per year will be granted paid vacation as follows:

- After the first year of employment 5 days
- After the second and through ninth year of employment 10 days
- After the tenth and through fourteenth year of employment 15 days
- After the fifteenth year and thereafter 20 days

Vacation time will be determined for all eligible employees on July 1st. If an employee starts work after July 1st, vacation time will be prorated on the first July 1st after commencing employment. If the employee starts work after July 1st but prior to January 1st, the employee will move to the next level of vacation time as of the first of July; if the employee starts after January 1st, the employee will have to wait until the second July 1st to move to the next level of vacation time.

Start date is 09/01/2013

Start date is 01/10/2014

07/01/2014 receive pro-rated amt. of vacation

07/01/2014 receive prorated amt. of vacation

07/01/2015 receive 10 days of vacation

07/01/2014 receive 5 days of vacation

All vacation days must be used in the contract year they are earned. With the approval of the superintendent up to five (5) vacation days may be carried into the subsequent contract year. Any days over the five (5) carryover days will be lost.

If an employee transfers from a non-vacation earning position to a vacation earning position the date used to calculate vacation is the start date of the vacation earning position.

Employees who resign or are terminated prior to the end of their contract will receive a pro-rated share of vacation pay. Employees will be paid for the number of hours they are regularly assigned to work on a vacation day to a maximum of eight (8) hours.

MISCELLANEOUS

Background Checks

Employees will be subject to background checks every five years.

Bus Driver Drug/Alcohol Testing

The District complies with the provisions of the Omnibus Transportation Employee Testing Act of 1991, which mandates that the District test its drivers who are required to hold commercial drivers licenses or who operate vehicles which may only be operated by holders of commercial drivers licenses.

Employees who required CDL licensure will be tested:

- Pre-employment drug tests will be conducted before applicants are hired or after an offer to hire, but before driving.
- Post-accident drug and alcohol tests will be conducted.
- Reasonable suspicion tests will be conducted when a supervisor observes behavior or appearance characteristic of alcohol or prohibited drug use.
- Random drug and/or alcohol tests will be conducted on an unannounced basis.

Refusal to submit to testing will constitute a verified drug and/or alcohol test result. An employee who refuses a required test will be subjected to the same sanctions as an employee who tests positive for drug and/or alcohol misuse.

Employees will be tested for marijuana, cocaine, opiates, amphetamines, and phencyclidines. Tests also will be conducted for specific prohibited alcohol related conduct while performing safety-sensitive.

Compliance Issues

There are several compliance issues shared by the staff and the district. In cooperation with AEA 11, we are able to offer some of the compliance training online. New employees will be required to complete the required training before hiring. All employees will be required to complete the required training annually.

Copy Requests

Personal copies made on a photocopy machine are permitted with the approval of the principal or supervisor at a charge of \$.10 per page.

Employee Evaluations

Classified employees, except temporary employees, shall be formally evaluated at least once during their first year of employment and at least once tri-annually thereafter. The primary purposes of formal evaluations of classified employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions. The evaluated individual may respond in writing to the evaluation. The written evaluation and any response will be placed in the employee's confidential personnel file.

Job Postings

As jobs become available, they are posted at all school locations as well as on the District web site at www.adel.k12.ia.us.

Personal Telephone Calls

Employees may need to make telephone calls during working hours that are education-related and those calls will be paid for by the District. Personal phone calls should be kept to a minimum. Employees are expected to exercise discretion in making and receiving telephone calls during working hours. Personal calls should be made during the employee's lunch or break time. No personal long distance telephone calls shall be billed to the District.

Personnel Records

Personnel files on all employees will be maintained in the District's Central Office. It is the intent of the District to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act.

The following information is maintained in a personnel file:

- Application
- Certification documents
- Performance evaluations

- Employment contracts
- Performance related documents
- Background check forms

Employee physical forms and I-9 forms will be maintained separately from personnel files.

Personnel files will be considered confidential to the extent of the law. Access to personnel files will be on a need-to-know basis by appropriate District administrators, supervisors, legal counsel or state agencies. Upon request, and in the presence of appropriate administrative staff, an employee will have the right during regular working hours to inspect their own personnel file.

Resignations (Board Code 401.9)

As a courtesy to the District, resignations should be submitted in writing, signed and dated by the resigning party and delivered to the appropriate supervisor or the superintendent. Classified employees should submit their written resignations at least fourteen (14) days prior to their departure dates, unless a different period is agreed to by the supervisor and employee

School Mail & Fax Machines

School mail may not be used to distribute advertisements for commercial enterprises, campaign literature for a political candidate or for entirely personal correspondence.

Fax machines are intended for conducting school district business. Fax machines should not be used to communicate indecent language, pictures or symbols or to disparage religion, gender, age, national or ethnic origin or disability. The District reserves the right to read all messages created, received or sent via fax.



Adel DeSoto Minburn

801 Nile Kinnick Drive S., Adel, Iowa 50003
515-993-4283

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

Classified Staff Handbook Changes

Introduction - changed wording from "Welcome! We congratulate you for having been selected to be a part of the important work of helping educate the students at Adel DeSoto Minburn Community School District" to "The purpose of the Classified Staff Handbook is to explain the personnel policies and procedures...."

Equal Employment Opportunity and Affirmative Action – changed "sex" to "gender"

Definition of Classified Personnel - added Central Office employees and Transportation employees

Attendance - changed the wording from "on time card" to "in the time tracking system"

Break Period – removed

Identification Badges - added

Length of Day - changed the word "employee" to "employment"

Internet and E-Mail - removed

Acceptable Use of Technology - added

Nondiscrimination Statement - added

Payroll

Background Checks – moved to Miscellaneous Section

Employment Eligibility - removed

Expense Reimbursement - removed

Compensatory (Comp) Time – removed

Overtime - removed the sentence "Paid holidays and the first two (2) occurrences of sick leave during the school year will count towards the 40 hours, but vacations and other paid leaves do not count towards the 40 hour."

Pay Checks/Check Stubs - changed the word “may” to “will” and added the following to the end of the sentence “or given to them on the designated monthly pay date by their supervisor” and added “Paychecks will be distributed by your supervisor on the designated pay date.”

Pay Period - removed the sentence, “Time Cards need to be completed and approved weekly by the employee and no later than the following Monday” and added, “A pay date schedule may be found on the school website under the Employee, Human Resources tab.”

The following was added at the end of the third paragraph, “with the exception of contracted route drivers and regularly scheduled van drivers who will be paid over 12 months.”

Time - changed the heading to read **Timetracking**

Timetracking – added, “Review your time, in the time tracking system, daily for accuracy. Approval of your time, should be done at the end of the week on Friday, after clocking out, but no later than the following Monday” and deleted, “All classified employees are required to complete a time card showing actual hours worked.”

Benefits – removed the Early Retirement Incentive and the Social Security and Medicare sections.

Health Insurance - changed the insurance premium from \$457.96 to \$460.02 and changed eligibility from 20 hours to 30 hours.

The following sentence was added to the end of the paragraph, “A coverage manual for the health plans may be found on the school website under the employee, Human Resources tab.”

IPERS (Iowa Public Employees Retirement System) - changed the sentence, “Effective July 1, 2011 – June 30, 2012, the following rates apply.” to “Rates may be found on the IPERS website, www.IPERS.org or by contacting the Payroll Specialist.”

Life Insurance – added, “A life insurance booklet may be found on the school website under the Employee, Human Resources tab” at the end of the paragraph.

Tax Sheltered Annuity (TSA) - deleted “classified” and “who work more than twenty (20) hours per week.”

Family and Medical Leave Act (FMLA) – added

Family Sick Leave – removed, “Such leave will be granted without loss of pay.”

Holiday Pay - removed Floating Holidays from Holiday Pay to Leave of Absence section.

Leave Without Pay (LWOP) - added

Sick Leave – deleted, “Add extended leave more than 3 days contact payroll specialist – FMLA related.”

Vacation - removed the paragraph that says “Example: An employee who commences employment on September 1st will receive $\frac{3}{4}$ of five (5) days allotment after the first July 1st of employment, but will then be treated as having completed on year of employment and will received ten (10) days of vacation the second July 1st. Vacation time must be approved by the supervisor and must be taken during the school vacation periods except by special arrangement with the supervisor or principal. After the first year of employment and with the approval of the superintendent, pro-rated days of vacation may be taken during the current contract year.”

Background Checks - removed all current language and replaced with “Employees will be subject to background checks every five years.”

Section Placement Changes

Employee Evaluations from Payroll Section to Miscellaneous Section

Personnel Records from Payroll to the Miscellaneous Section

Resignations from Payroll to the Miscellaneous Section

Vacations moved from Benefits to the Leave of Absence Section

COBRA moved from Miscellaneous to the Benefits Section

Holiday Pay moved from Benefits to the Leave of Absence Section

Background Checks moved to the Miscellaneous Section