



**HOURLY (NON-EXEMPT)**  
**2018-19 EMPLOYEE HANDBOOK**



#### MISSION STATEMENT AND VISION

Dedicated to optimizing individual learning and potential for success in a global community.

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## **INTRODUCTION**

This employee handbook provides a summary of employee benefits and guidelines. It does not cover all aspects of employment with Waukee Community School District. Employees are responsible for reading and understanding this handbook annually. Questions concerning this handbook shall be directed to your supervisor or the Human Resources Department.

This handbook does not apply to non-exempt employees covered under a Collective Bargaining Agreement (i.e. CBA with Waukee Education Association).

Waukee Community School District reserves the right to add, modify, or delete provisions of this handbook at any time with or without notice, at its sole discretion. The terms in this handbook supersede any and all prior handbooks. Waukee Community School District intends to comply with all applicable state and federal laws. It is the employee's responsibility to refer to the Waukee Community School District website for updated policies.

## **ACTIVITY PASS**

The first year of employment, new employees will receive a complimentary employee/spouse activity pass for attending home sporting events. A employee/spouse activity pass for the next school year(s), can be obtained by working at least one event in the current school year.

## **ASSIGNMENTS & TRANSFERS**

Changes in assignment may be initiated by an employee submitting an internal application through Waukee Community School District's website and notifying (in writing) his/her supervisor, or designee, prior to the posted deadline.

If chosen for an open position, the employee should notify the current supervisor of the transfer. A date of transfer will be agreed upon by the managers of the affected areas and the employee. Generally, employees in non-exempt jobs should anticipate at least two weeks formal notice. In all instances, adequate notice of transfer must be given to avoid the risk of disrupting the workflow in the employee's current area.

All reassignments shall be made only after discussion by those concerned and with the full knowledge of all related parties. Final action on reassignments shall not be taken until approval has been given by the Superintendent. All assignment changes are to be reported to the Waukee Community Board of Education.

Assignment of support staff shall be based upon the qualifications of the employee and the needs of the school district. ([Board Policy 408.2](#))

When an employee voluntarily changes to a different job classification, Administration reserves the right to consider years of experience for hourly wage decisions.

## **BENEFITS**

The Waukee Community Board of Education has established categories of benefits for employees covered by this handbook. These categories are established based on annual days worked, level of supervision and other criteria that may be established by the district school board. These categories shall include benefit levels for medical, dental, life and long-term disability insurances, as well as amounts of paid vacation, and shall be made available upon request.

### **Insurance**

The district provides employees regularly scheduled to work at least 30 hours per week with:

- Single Health and Dental Insurance
- \$50,000 Life Insurance
- Long-Term Disability Insurance Coverage

All new hires will be offered the HSA high deductible plan. Insurance coverage begins the 1<sup>st</sup> of the month after eligibility is met. Coverage is for 12 consecutive months except for new hires whose Health Savings Account (HSA) will be prorated by the quarter they are hired within. Single health coverage will be provided at the HMO rate; family coverage is available for purchase at the employee's expense and shall be deducted from monthly paychecks. ([Board Policy 408.4](#))

### **Retirement Plan – IPERS**

The Waukee Community School District is a participant in the Iowa Public Employee Retirement System. In accordance with the statutory guidelines set forth by the Iowa Public Employee Retirement System, a percentage of employee's gross pay will be deducted from the employee's wages and sent to IPERS along with an employer's contribution.

### **Workers Compensation**

The Waukee Community School District has contracted with Methodist Occupational Health & Wellness –UnityPoint Health Des Moines to provide treatment in the unfortunate case of an employee being injured while on the job.

Employees injured on the job must **immediately** contact your supervisor or the building nurse (or health

associate), if available. If it is an emergency, call 911. Otherwise, the employee or nurse/health associate or supervisor should call the SFM Work Injury Hotline at **(855) 675.3501**. The registered nurse who answers the call will ask what happened and recommend what to do next, whether it is self-care, doctor's office visit, urgent care or even the emergency room. Employees are required to visit one of the following facilities if a workplace accident occurs that requires medical attention. If an employee does not use one of the designated facilities, he/she risks having the claim for workers compensation benefits or medical benefits denied.

**Between 8:00 a.m. and 5:00 p.m. employees should seek treatment at one of the following facilities. You or your supervisor must call to schedule an appointment.**

Iowa Methodist Occupational Health & Wellness  
West at Lakeview Medical Park  
6000 University Ave., Suite 124  
West Des Moines; P: 241.2020

Iowa Methodist Occupational Health & Wellness  
East at Penn Medical Place  
1301 Pennsylvania Ave., Suite 416  
Des Moines; P: 262.7619

UnityPoint Health –Des Moines – Occupational Medicine  
1810 SW White Birch Circle, Suite 111  
Ankeny; P: 964.6974

**For treatment outside the hours of 8:00 a.m. and 5:00 p.m., an employee may visit one of the following facilities. Appointments are not necessary.**

#### **Lakeview Family Physicians**

6000 University Ave., Suite 101,  
West Des Moines; P: 241.2600

- Weekdays 5:00 p.m. – 8:00 p.m.
- Weekends 9:00 a.m. – 3:00 p.m.

#### **Merle Hay Urgent Care**

4020 Merle Hay Road, Suite 100  
Des Moines; P: 278.0949

- Weekdays 5:00 p.m. – 8:00 p.m.
- Weekends 9:00 a.m. – 3:00 p.m.

#### **Ankeny Clinic Urgent Care**

1105 N. Ankeny Blvd., Suite 100  
Ankeny; P: 964.4600

- Weekdays 5:00 – 8:00 p.m.
- Weekends 9:00 a.m. – 3:00 p.m.

**For medical emergencies only, an employee may visit the following. Appointments are not necessary.**

**Iowa Methodist West Medical Center Emergency Dept.**

1660 60<sup>th</sup> St., West Des Moines  
Open 24 hours a day, 7 days a week

Employees are required to follow up with their supervisor and the Benefits Analyst after each medical visit and provide a copy of the patient status report. No employee will be allowed to return to work without a written release from Iowa Methodist Occupational Medicine.

As a result of an on-the-job injury and an employee is off work as a result of said injury, the employee will use their accumulated sick leave for the first three (3) days of missed work. Beginning on the fourth day and subsequent days, the employee will have the option to receive Workers' Compensation benefits OR can elect to use their accumulated sick leave. If an employee elects to use their accumulated sick leave, the employee must endorse the Workers' Compensation benefits over to the district. All doctor appointments that occur during the normal work hours are charged to Workers' Compensation leave and no sick leave is charged.

### **Employee Assistance Program**

The Employee Assistance Program (EAP) is a benefit provided by the Waukee Community School District for all employees and their eligible family members. The EAP provides professional services to assist in addressing life issues that may interfere with an employee's well-being, job performance or health. In addition, the EAP can help employees set and achieve life goals.

EAP professionals help people manage many of life's challenges, including: family or relationship issues, emotional or mental health, work/life balance, substance abuse, personal growth, financial or legal issues. Eligible family members are those who live in the employee's home and legal dependents who may live elsewhere.

Employees and their eligible family members can call the EAP directly 24 hours a day, 7 days a week at 800.327.4692. Website: [www.efr.org/eap](http://www.efr.org/eap). Employee web code: 814980.

## **CONTINUOUS NOTICE OF NON-DISCRIMINATION**

It is the policy of the Waukee Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact one of the following:

**Human Resources Manager: Roxy Livermore**

Waukee Community School District  
560 SE University Avenue, Waukee, IA 50263  
Phone: 515.987.5161  
Fax: 515.987.2701  
Email: [rlivermore@waukeeschools.org](mailto:rlivermore@waukeeschools.org)

**Director of the Iowa Civil Rights Commission**

Grimes State Office Building  
400 E. 14th Street, Des Moines, IA 50319  
Phone: 1.800.457.4416

**Director of the Region VII Office of Civil Rights**

Department of Education  
Citigroup Center, 500 W. Madison Street, Suite 1475,  
Chicago, IL 60661-7204  
Phone: 312.730.1560  
Fax: 312.730.1576  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

The Waukee Community School District complaint procedure is outlined in [Board Policy 405.51](#). ([Board Policy 104](#))

## **DEFINITION OF NON-EXEMPT STATUS**

The term non-exempt employee shall include all hourly employees whether full-time or part-time.

## **EQUAL OPPORTUNITY EMPLOYMENT**

The Waukee Community School District will select for employment qualified applicants for each position without regard to race, color, creed, sex, religion, marital status, parental status, national origin, age, sexual orientation, gender identity, or disability. The District shall take affirmative action, consistent with its adopted affirmative action plan, in recruitment, appointment, assignment and advancement of personnel to accomplish the goals of equal employment opportunity. In keeping with the law, the district shall consider the veteran status of applicants. ([Board Policy 401.1](#))

## **EVALUATION**

All employees shall expect to participate in an annual performance evaluation with his/her direct supervisor. Employee's annual evaluations are due March 1<sup>st</sup>.

## **LEAVES OF ABSENCE**

All employees, both full and part-time, are entitled to sick leave, family leave, adoption leave, legal leave, and military service leave proportionate to scheduled work hours. In addition, employees regularly scheduled to work a minimum of 30 hours per week are entitled to personal leave and bereavement leave.

Employees must enter all leave requests into Absence Management prior to being absent from work. Leave allotments will be prorated on a fiscal year basis according to start date.

Employees utilizing sick, family, adoption, legal, bereavement leave, or unpaid leave(s) are prohibited from working for another employer when on such leave.

### **Adoption Leave**

An employee may be granted a paid leave of absence, not to exceed a total of twenty (20) working days, in the case of an employee adopting a child. Such paid leave days shall be charged to the employee's accrued sick leave. Application for a leave of absence due to an adoption shall follow the FMLA guidelines and procedures and be submitted in writing by the employee to the immediate supervisor and to the Human Resources Manager as far in advance of the contemplated leave period as possible.

### **Bereavement Leave**

Employees regularly scheduled to work a minimum of 30 hours per week may be granted paid leave at the discretion of the Superintendent. The following shall be a guide in granting bereavement leave:

- Up to ten (10) working days in the event of the death of a spouse/domestic partner, child, or stepchild.
- Up to five (5) working days in the event of the death of an immediate family member. Immediate family shall include the employee's parent, sibling, as well as corresponding step and in-law relationships.
- Up to two (2) working days in the event of the death of an extended family member. Extended family shall include grandparent, grandchild, aunt, uncle, niece, nephew, as well as corresponding step and in-law relationships.
- Up to one (1) working day in the event of the death of another family member or friend. This shall include relatives not identified as immediate or extended family, and close friends. Leave will be deducted from the employee's accumulated sick leave for each occurrence.

The Superintendent's designee (Human Resources Manager) may extend coverage and/or grant additional days as circumstances warrant. Such action shall not be precedent setting.

The intent of bereavement leave is for the grieving process and to attend services for the passing individual(s). It cannot be used for dealing with matters of estate reconciliation. ([Board Policy 410.3](#))

## Emergency Leave

In the absence of a negotiated agreement, the employee may be granted two days of emergency leave. The reason for the leave must be unforeseen and beyond the control of the employee. The administration shall be notified as soon as possible concerning the request for an emergency leave of absence. No deduction of salary will be made if the absence is approved. ([Board Policy 404.2](#))

## FMLA

The Family and Medical Leave Act provides up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees with at least one year of service with the Waukee Community School District who have worked at least 1,250 hours during the 12 month period immediately preceding the leave are eligible for FMLA leave. At the employee's or employer's option, paid leave may be substituted for unpaid leave. The Waukee Community School District requires the utilization of all paid leave available to you to cover this time away from work. When paid leave is exhausted, leave will be unpaid. All leave taken will run concurrently with FMLA. ([Board Policy 410.4](#))

Types of leaves that are covered under FMLA include:

- incapacity due to pregnancy, prenatal medical care or the birth of a child, and to care for the newborn child
- the placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child
- to care for an immediate family member (spouse, son, daughter, or parent) with a serious health condition
- when an employee is unable to work because of his/her own serious health condition
- for a qualifying urgent need arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation (exigency leave)
- Twenty-six (26) weeks of unpaid leave is available (military caregiver leave) to care for a

covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member

A **serious health condition** is an illness, injury, impairment, or physical or mental condition that meets one of the following criteria:

- Hospital Care: Inpatient care (e.g. an overnight stay) in a hospital, hospice, or residential medical facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.
- Absence Plus Treatment (Acute): A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that involves:
  - Two or more treatments by a health care provider
  - At least one treatment by a health care provider which results in a regimen of continuing treatment under the supervision of the health care provider
- Pregnancy: Any period of incapacity due to pregnancy or prenatal care.
- Chronic Health Condition Requiring Treatments: A chronic condition which:
  - Requires periodic visits for treatment by a health care provider,
  - Continues over an extended period of time; and
  - May cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.)
- Permanent/Long Term Conditions Requiring Supervision: A period of incapacity which is permanent or long term due to conditions for which treatment may not be effective, e.g. Alzheimer's, a severe stroke. The patient must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
- Scheduled Multiple Treatments: Any period of absence to receive scheduled multiple treatments (including any period of recovery) by a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.) severe arthritis (physical therapy), kidney disease (dialysis).

The Waukee Community School District can require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at Waukee CSD's expense) and a fitness for duty to return to work. For the duration of FMLA leave, the employee will not lose any employment benefit that accrued prior to the start of this leave and if the employee is covered under any medical or dental benefits, Waukee Community School District will maintain the employee's health coverage as if the employee had continued to work. Upon return of FMLA, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms, if possible.

Employees seeking to use FMLA leave are required to provide:

- 30-day advance notice of the need to take FMLA leave when the need is foreseeable;
- notice "as soon as practicable" when the need to take FMLA leave is not foreseeable;
- sufficient information for the Waukee Community School District to understand that the employee needs leave for FMLA-qualifying reasons; or
- where Waukee Community School District was not made aware that an employee was absent for FMLA reasons and the employee wants the leave counted as FMLA, timely notice that leave was taken for an FMLA-qualifying reason.

## Holidays

Holiday pay is based on the following guidelines:

### **Full-time, (minimum of 7.5 hours per day (37.5 hours per week)), 12 month employees (260 day) – 9 paid holidays**

July 4 (determined by administration if date falls on a weekend)

Labor Day

Thanksgiving Day and the following Friday

December 24<sup>th</sup> & December 25<sup>th</sup> (determined by administration if date(s) fall on a weekend)

December 31<sup>st</sup> & January 1<sup>st</sup> (determined by administration if date(s) fall on a weekend)

Memorial Day

Flexibility will be considered for custodial employees during two day holiday periods so Waukee Community School District events can be covered. All deviations from the above schedule of holidays must have prior approval from the Director of Operations.

### **Full time, (minimum of 7.5 hours per day (37.5 hours per week) but less than 12 month employees (less than 260 days)) – 6 paid holidays**

Labor Day

Thanksgiving Day and the following Friday

December 25<sup>th</sup> (determined by administration if date falls on a weekend)

January 1<sup>st</sup> (determined by administration if date falls on a weekend)

Memorial Day

[\(Board Policy 408.5\)](#)

### **Nutrition Employees (former Teamsters)– 6 paid holidays**

Labor Day

Thanksgiving Day and the following Friday

Christmas Eve & Christmas Day

New Year's Day

## Legal/Jury Duty Leave

Employees who are subpoenaed to testify in any judicial or administrative procedure will be granted release time only to the extent as required to fulfill the legal responsibilities. Employees shall produce appropriate documentation of the above request, such as copies of the subpoena or summons, to their immediate supervisor and Human Resources prior to being absent from work. Employees appearing in their own case as a plaintiff or defendant or for a non subpoenaed court appearance, or in the event that an employee is involved in or brings a legal action against the Waukee Community School District, no paid legal leave will be granted. Personal leave and/or vacation may be utilized for these purposes or the employee can request unpaid leave.

Classified personnel will be excused for jury duty.

Employees shall produce appropriate documentation of jury duty to their immediate supervisor prior to being absent from work. In order that no one shall suffer financial loss because of such absence, the employee shall receive his/her normal hourly wage. When released from jury duty during working hours, the employee will report to work and work the remainder of the day. The employee will submit to the district any compensation or reimbursement received for jury duty. [\(Board Policy 410.5\)](#)

## Military Service Leave

Leaves of absence for military purposes will be granted. The leave will be without loss of pay during the first 30 calendar days of the leave. [\(Board Policy 410.6\)](#)

## Personal Leave

Employees regularly scheduled to work a minimum of 30 hours per week shall be allowed two (2) days of personal leave per year, non-accumulative. A request for approval of the personal leave absence must be submitted to the Superintendent two days prior to the absence with

appropriate approval from immediate supervisors. Personal leave can be denied if excessive absences on a particular day should create a shortage of qualified substitutes or otherwise be detrimental to the operation of the district. Personal leave will be deducted in half or full day increments. ([Board Policy 410.2](#))

In case of accidents that cause long term absences and chronic life-threatening illness (for employee or employee's immediate family member only) employees who have exhausted all leave can have personal days donated to them by other staff members. Donated personal days cannot carry over from year-to-year. Requests for donated personal leave should be directed to the Human Resource Department.

## Sick Leave

Employees shall be granted leave of absence for personal illness or injury with full pay at a rate of:

- The first year of employment 10 days
- The second year of employment 11 days
- The third year of employment 12 days
- The fourth year of employment 13 days
- The fifth year of employment 14 days
- The sixth year of employment 15 days

The above amounts shall apply only to consecutive years of employment in the Waukee School District and unused portions shall be cumulative. The carryover sick leave is limited to a total of 115 days. Sick leave may not be used where deferment of medical service would be possible at a time other than during the work year. Sick leave shall be granted in ¼ day increments.

Sick leave benefits are intended to provide income protection in the event of illness or injury to you or your immediate family members. If you are absent for three or more consecutive workdays, or are intermittently absent for a total of three or more work days for the same medically related reason, you must contact Human Resources to determine eligibility for leave under the FMLA.

The Superintendent or designee, in each instance, may require such reasonable evidence, as it may desire confirming the necessity of such leave of absence. When on leave due to illness or injury, employees who have outside employment opportunities may be required to present a physician's statement showing that said outside employment will not extend the employee's absence or rehabilitation time away from the Waukee Community School District.

An employee who is a new hire shall be permitted to transfer up to 15 days of sick leave which was accumulated at another school district at the end of the

last school year or at the current time. It is the responsibility of the employee to present verification of accumulated sick leave to the Human Resources Department within 120 days of hire. ([Board Policy 410.1](#))

## FAMILY SICK LEAVE

An employee may use up to ten (10) days of accumulated sick leave in a fiscal year for the care or support of an ill member of the employee's immediate family. The definition of immediate family shall include spouse/domestic partner, children, siblings, parents, grandparents, grandchildren, as well as corresponding step-relationships and in-law relationships.

The Superintendent or designee, in each instance, may require such reasonable evidence, as it may desire confirming the necessity of such leave of absence.

## Unpaid Leave

When necessary an absence without pay may be authorized by the Superintendent or designee. For such absences, deductions from the employee's salary will be made in accordance with the Waukee Community School District's pay deduction regulations. The employee shall make written application to the Superintendent or designee for authorization in advance of the occurrence or, if advance application is not possible, not later than two days after the occurrence. ([Board Policy 410.7](#))

## Vacation

Twelve month (260 days) employees are entitled to vacation. Vacation leave is based on the fiscal year July 1 through June 30.

Vacation requests shall be granted in ¼ day increments and be made to the immediate supervisor no less than five (5) days in advance of the requested leave except in emergency situations. Vacation requests in excess of accrued amount will not be approved.

- The first year of employment
  - 10 days accrued at the rate of .83 days per month
- 2<sup>nd</sup> year of employment
  - Accrued at .83 days per month until anniversary date, then employee receives balance up to 10 days on next payroll cycle
- Beginning the 3<sup>rd</sup> through 5<sup>th</sup> year of employment
  - 10 days per year available July 1<sup>st</sup> of each year
- Beginning the 6<sup>th</sup> year following the anniversary date, with the additional 5 days prorated
  - 15 days per year available on the payroll cycle (for the current fiscal year)

- Beginning the 7<sup>th</sup> year
  - 15 days per year available July 1<sup>st</sup> of each year
- Beginning the 20<sup>th</sup> year
  - 20 days per year available July 1<sup>st</sup> of each year

Vacation for eligible employees beginning employment after July 1 in any year will be prorated for the fiscal year.

Employees may carry over to the next fiscal year no more than 15 days of earned vacation unless otherwise stipulated.

## **MANDATORY TRAINING**

All employees are required to complete all assigned trainings in the SafeSchools online training platform prior to employment.

\*All employees who possess an Iowa license are required by Iowa law to complete an approved Mandatory Reporter: Child and Dependent Adult Abuse training course every five years based on certificate expiration date. The Child Abuse: Mandatory Reporter course provided via SafeSchools needed for certification renewal may not be used for recertification and therefore, that course must be taken through the Area Education Agency's Professional Development Online System. The AEA assesses a \$25.00 fee for the Mandatory Reporter training. This fee is the responsibility of the employee and is not reimbursable by the Waukee Community School District.

Contact Human Resources for information and directions for these trainings.

## **PHYSICAL EXAMS**

All employees are to present evidence of good physical health **prior** to initial employment by way of a physical exam at the employee's expense. Nutrition employees are required to also have Hepatitis A vaccines (or tests). The administration may require an employee to have a physical examination if it appears that physical welfare is impairing work performance. ([Board Policy 408.7](#))

## **REASONABLE ACCOMMODATION**

Reasonable accommodations can apply to duties of the job and/or where and how job tasks are performed. For all reasonable accommodation requests, it is the employee's responsibility to submit his/her request in

writing to the Human Resources Manager for consideration prior to the accommodation being needed.

## **Lactation**

The Waukee Community School District is committed to (1) providing a reasonable break time for an employee to express milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk, and (2) a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

## **RECRUITMENT & SELECTION**

Recruitment and selection of non-exempt personnel shall be the responsibility of the administration. Whenever possible the preliminary screening of candidates shall be conducted by the employee who will be directly in charge of the personnel being hired. The Superintendent of Schools shall have the authority to delegate recruitment and selection responsibilities to staff members.

## **RESIGNATIONS & DISMISSALS**

Resignations shall be in writing, signed by the resigning party and directed to the Superintendent. A 14-day notice is required from classified personnel. ([Board Policy 409.2](#))

The Superintendent or designee has the authority to suspend the services of any non-certificated employee. At the next meeting of the Board of Directors, action may be taken by the district school board as to whether or not the employee may be reinstated or dismissed. The employee shall have the right to a hearing before the Board if the employee so desires. ([Board Policy 409.3](#))

## **STANDARDS OF CONDUCT**

### **Administrative Leave**

If an employee is suspected of violating the district's policies, procedures, or work rules, he/she may be placed on administrative leave, with or without pay, pending an investigation of the situation.

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

Harassment and bullying of students and employees are against federal, state and local policy. The district school board prohibits harassment, bullying, hazing, or any other victimization, of students and employees, based on any of the following actual or perceived traits or

characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

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

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

Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim;

Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;

Implied or explicit threats concerning one's grades, achievements, property, etc. That have the effect of causing injury, discomfort, fear, or suffering to the victim;

Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or

Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature

Individuals who feel that they have been harassed should:

Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

- tell a teacher, counselor or principal: and

- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
  - what, when and where it happened;
  - who was involved;
  - exactly what was said or what the harasser did;
  - witnesses to the harassment;
  - what the student said or did, either at the time or later;
  - how the student felt; and
  - how the harasser responded.

The principal will notify the primary investigator, Human Resources Manager, or designee, if further exploration is needed. The investigator will request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The investigator will interview the complainant and the alleged harasser and other witnesses as deemed appropriate. The alleged harasser may file a written statement in response to the complaint. The school or school district will promptly and reasonably investigate allegations of bullying or harassment. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the principal or the principal has the authority to initiate an investigation in the absence of a written complaint.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. ([Board Policy 103](#) & [103-E](#))

## Attendance

Reliable, consistent attendance is a requirement and essential function of all employees. Absenteeism

and tardiness place an undue burden on other employees and the district. Employees are expected to be punctual and dependable in order to meet the needs of the district. Employees who are unable to meet their obligations of regular and reasonable attendance and punctuality are subject to disciplinary action, even if the employee has not yet exhausted available paid leave.

Employees must enter their leave time into Absence Management in advance according to leave policy. Additional requirements such as contacting the supervisor may be required within specific departments. An employee who does not report to work and does not enter their leave into Absence Management, or personally contact his/her supervisor, is subject to disciplinary action, up to and including termination.

### **Employee Badges & Building Access Cards**

All district staff will be given a district-issued employee badge. They must clearly display their identification badge at all times.

Buildings in the district are programmed for keyless access. Designated employees will be provided with an access card into their assigned work site. Deviations from protocol must be approved by the building or district administration.

The Human Resources Department should be notified as soon as possible when access cards and/or employee badges are lost or stolen. Once an employee leaves employment with Waukee Community School District, access cards and employee badges must be turned into your supervisor or the Human Resources Department.

### **Employee Conduct**

Waukee Community School District employees shall maintain high standards of conduct and act in a mature and responsible manner at all times. Employees shall not engage in activities which violate federal, state or local laws, or which in any way diminish the integrity or efficiency of the Waukee Community School District.

Employees must notify Human Resources of any arrest, the filing of any criminal charges, and the disposition of any criminal charges pending against them within five (5) business days of notification to the employee.

Employees must notify Human Resource of any child abuse complaints filed against them as well as the findings in any complaints against them alleging child abuse. Notification of Human Resources of any complaints and findings should occur within five (5) business days of notification to employee.

Employees who do not notify the district as required under this policy may be subject to disciplinary action up to and including termination. ([Board Policy 413.9](#))

### **Professional Appearance & Attire**

All employees shall dress in a manner appropriate to the educational environment and their positions. Administrators and supervisors shall interpret and enforce this policy. It shall be the responsibility of the Superintendent in conjunction with administration and supervisors to develop administrative procedures regarding this policy. ([Board Policy 413.15](#))

### **Severe Weather/School Closings**

Staff should be familiar with building safety procedures in case of severe weather conditions. The Superintendent has the authority to close schools & buildings, dismiss them early, or keep them open beyond the regular work hours in case of extreme weather or other emergency conditions. As soon as possible after the decision has been made, the Superintendent shall arrange to announce the closing via the news media. ([Board Policy 504.7](#))

### **Substance Free Workplace**

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

If an employee is charged of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five days of the conviction. An employee who violates the terms of this policy shall be subject to discipline up to and including termination.

The Superintendent or designee shall be responsible for publication and dissemination of this policy to the employees. In addition, the Superintendent or designee shall oversee the establishment of a substance-free awareness program to educate employees about the

dangers of substance abuse and notify them of the availability of substance abuse treatment programs.

It is the responsibility of the Superintendent to develop administrative regulations to implement this policy. ([Board Policy 413.2](#))

### **Tobacco-Free Environment**

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-alikes where the original would include tobacco or nicotine. This policy applies at all times, including school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine, or other product, or leave the school district premises immediately. ([Board Policy 1003.7](#))

## **STATEMENT OF GUIDING PRINCIPLES**

The goal of the Board of Directors of the Waukee Community School District is to provide an educational program of the highest standards possible. Success in attaining this goal is dependent in large measure upon the competency of the professional staff and of those who serve in direct supporting positions to the instructional program of the school.

It shall be the policy of the Board of Directors to recruit and retain the highest caliber of employees.

It shall be the policy of the Board of Directors to appoint all personnel only upon the recommendation of the superintendent. ([Board Policy 400](#))

## **TECHNOLOGY**

By using Waukee Community School District network, users acknowledge their understanding that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. The Waukee Community School District reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring of downloaded materials, files and documents stored in users folders, observe screens of users, and read email and block what the district considers to be inappropriate sites. The district cannot and does not guarantee user privacy or system reliability and is not liable for any loss or corruption of data resulting from using the Internet. Any employee who violates this policy or applicable state and federal laws may be subject to disciplinary action as determined by

the superintendent or designee. ([Board Policy 605.6 & 401.3](#))

All records of or belonging to the school district are public records and available for public examination and reproduction, except those records which are defined by law as confidential and those records which are copyrighted. ([Board Policy 805.1a](#))

### **Computer Support & Troubleshooting**

For assistance with computer support and troubleshooting, please use the School District's IT support ticket system, SchoolDude. This link can be found on the main school district website as well as the Staff Resources webpage.

### **Email Signature**

Your email signature should be factual in nature and only include the following information: name, title, relevant contact information, board approved district logos and confidentiality notice.

## **TERMS OF EMPLOYMENT**

Non-exempt (hourly) employees serve at the will of the Superintendent. Hourly employees will receive a terms of employment document which is an "at-will" agreement between the employee and the Waukee Community School District. This document may state the number of workdays, position title, hourly rate, and provisions of employment. The terms of such documents must be approved by the district school board, signed by the employee, and filed in the Human Resources office. ([Board Policy 408.1](#))

## **WAGES & SALARIES**

### **Compensation**

The Board of Directors shall establish annually, the hourly wages for all non-exempt employees. Following the adoption of these wages, the administration shall use them as a guide in assigning compensation for non-exempt employees.

### **Hours & Duties**

The employee's immediate supervisor shall establish normal scheduled hours of work, specific responsibilities, and assigned duties. Supervisors have the authority to alter scheduled hours in an emergency. Employees are required to maintain an accurate daily record of his/her hours worked through the district's timeclock system. All employees working six (6) hours per day or more are required to take a 30 minute unpaid lunch break somewhere near the middle of their shift. If the

employee leaves the job for any non-school related business, the employee must clock out and the absence will be considered unpaid unless approved under a specific paid leave.

### Overtime Pay

Overtime is paid for “hours worked” over 40 in a work week and will be paid at one and a half times the staff member’s regular rate as prescribed by the Fair Labor Standards Act (FLSA). All overtime must be approved by the employee’s immediate supervisor **in advance**. This includes email communications, accessing proprietary systems, and/or working remotely on projects/documents. Employees working unapproved overtime may be subject to disciplinary action. All overtime will be paid based on the regulations of the FLSA. Overtime will be paid at 1½ times the employee’s regular hourly wage for hours **worked** in excess of 40 hours per week. A normal workweek begins on Sunday and ends on Saturday. Vacations, holidays, sick leave, and other paid leave are not normally considered time worked. Exceptions may be made for operations staff who work more than forty (40) hours during a week in which a holiday(s) occurs, at the discretion of the employer.

### Pay Checks

All paychecks will be distributed on the 25<sup>th</sup> of each month or the previous banking day should the 25<sup>th</sup> fall on a weekend or holiday. The cut-off date for payroll is the 12<sup>th</sup> day of each month as established by the Business Office. All new employees are required to have direct deposit for their paychecks. For those grandfathered employees who chose not to have direct deposit, checks will be available on the 25<sup>th</sup> of the month or the first workday following the 25<sup>th</sup> of the month at the District Administration Office.