



EMPLOYEE HANDBOOK



Mission: We develop learners who have the knowledge, skills, and positive mindset to successfully pursue a meaningful future through personalized learning experiences.

Vision: Preparing ALL learners, through an unparalleled culture of excellence, to be productive and engaged citizens in a diverse world.

SUPERINTENDENT'S WELCOME

Welcome to the Marshalltown Community School District, where our vision is to “prepare ALL learners, through an unparalleled culture of excellence, to be productive and engaged citizens in a diverse world.” It is our hope that you will find your experience in the Marshalltown Schools to be meaningfully engaging as we strive to position ALL of our students for future success. It is our goal to hire the most knowledgeable, skilled, and talented employees to work collaboratively to meet our goals of providing optimal learning experiences for ALL students, thus improving student achievement and success.

The purpose of our Employee Handbook is to provide you with information regarding employment expectations that will be of assistance to you in your efforts to learn about the policies, practices, procedures and overall philosophy of the Marshalltown Community School District. We encourage you to have discussions with your supervisor and other District staff if you have any questions regarding the contents of this handbook.

The Marshalltown Community School District appreciates the high quality services performed by all staff members on behalf of our students. We know that through our collective efforts we can successfully achieve our mission of “developing learners who have the knowledge, skills, and positive mindset to successfully pursue a meaningful future through personalized learning experiences.” Your willingness to share your time and talents with Marshalltown students is greatly appreciated and we hope your employment proves to be a fulfilling and rewarding experience.

Sincerely,



Dr. Theron J. Schutte, Superintendent
Marshalltown Community School District

TABLE OF CONTENTS

Preface	6
Administrative Offices.....	6
Staff Resources	6
Employee Assistance Program (EAP)	7
Equal Opportunity, Complaints & Harassment	7
Equal Employment Opportunity	7
Employee Complaints	8
Harassment and Discrimination	8
Harassment Complaint Form	10
Harassment – Employees (Investigation Regulation)	10
Chapter 102, Level One Investigator	11
Employee Conduct.....	12
Disciplinary Guidelines – Licensed Personnel.....	12
Disciplinary Guidelines – Classified Personnel	16
Employee Dress Code	21
Use of Personal Equipment on District Property	23
E-mail Responsiveness.....	23
Change of Address and Telephone Number	23
Payroll.....	24
Payroll Period	24
Direct Deposit	24
Separation of Employment.....	24
Employee Work Day	25
Work From Home	25
Length of Day.....	25
Arrival and Dismissal Time	25
Leaving the Building or Work Area.....	25
Rest Periods.....	25
Overtime Pay.....	25
Visitors during Working Hours.....	26
Attendance	26

Employees Needing a Substitute.....	26
Employees Not Needing a Substitute.....	27
Time Clock Usage.....	27
Leaves of Absence	27
Approval of Leave.....	27
Excessive Absenteeism	28
Sick Leave.....	28
Family Medical Leave Act (FMLA).....	28
Religious Holidays	29
Veterans Day Leave	29
Licensed Employee Military Service	29
Classified Employee Military Service.....	29
Benefits	30
Insurance	30
Retirement	30
Travel Reimbursement	30
Additional Board Policies.....	30
Tutoring.....	30
Physical Restraint (Corporal Punishment)	31
Substance-Free Workplace.....	32
Substance-Free Workplace Regulation	32
Smoking and Tobacco Use on School District Facilities.....	33
Video Surveillance	33
Employee Physical Examinations	34
Transporting Students in Private Vehicles	35
Online Fundraising Campaigns—Crowdfunding.....	36
Employee Political Activity	36
Other	37
Building Keys, access cards, and Security	37
Drills.....	37
Employee Notification of Public Record	37
Technology – Acceptable Use.....	37

Employee Conflict of Interest 38

Workplace Injuries 38

[Appendix A Nutrition Professionals](#)

[Appendix B Buildings and Grounds](#)

[Appendix C Paraprofessionals](#)

[Appendix D Bus Drivers and Monitors](#)

[Appendix E Secretaries and Administrative Asisstants](#)

[Appendix F Certified Staff](#)

PREFACE

This handbook has been prepared for informational purposes. This handbook does not constitute a contract of employment between the Marshalltown Community School District (hereinafter the District) and its employees, nor should it be construed as such. This handbook is a resource that helps inform employees of expectations, policies, procedures, and available services. By thoroughly reading this resource and any applicable contract and/or Comprehensive Agreement (aka Master Contract), employees will be informed of benefits and opportunities as well as potential consequences of failure to meet the expectations of the District.

This handbook will be reviewed and updated annually. The contents contained in this handbook may be changed or amended at any time with or without notice. If edits are made to the handbook at any point during the school year, an email will be sent to all MCSD employees as the updated handbook is posted online. Items contained in this handbook should not be considered an exhaustive nor comprehensive collection of topics or employment conditions. It is the employee's responsibility to refer to the District website for updated policies. Employees are expected to review this handbook annually and understand their responsibility to comply with District policies, practices, and work rules. Violations of this responsibility may constitute cause for disciplinary action.

ADMINISTRATIVE OFFICES

The following is the office address and contact information for administrative and support staff of the Marshalltown Community School District.

Marshalltown Community School District
1002 South 3rd Avenue
Marshalltown, IA, 50158
Phone: (641) 754-1000
Fax: (641) 754-1003

Office hours are 7:30 a.m. until 4:30 p.m. Monday through Friday during the school year.

Whenever possible, an appointment should be made in order to meet with an Administrator.

STAFF RESOURCES

Many forms for employees are available on the District website. The staff resources page can be found by following this link <https://www.marshalltown.k12.ia.us/staff/staff-resources/>. It can also be found by following these steps: go to the District website → click on staff tab → click on staff resources.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The MCSD Employee Assistance Program (EAP) is offered through Center Associates. Our EAP provides a confidential resource for you to consult with someone regarding a variety of topics such as emotional wellness, mental health, stress management, career goals, personal and family goals, etc. All inquiries made through EAP are confidential, free (5 sessions per calendar year) and are part of your benefits package. If any additional costs are incurred for services beyond the free sessions offered by EAP, those costs may be eligible for payment under the behavioral health provisions of your medical benefits plan. If you have questions about coverage, please contact Amy Howell, Benefits Specialist, at 641-754-1306 or ahowell@marshalltown.k12.ia.us.

Center Associates
9 North 4th Avenue
Marshalltown, IA 50158
Main Phone: 641-752-1585
After Hours Emergency Phone: 641-752-8467
Fax: 641-752-9665

Office Hours
Monday – 8:00 a.m. to 7:00 p.m.
Tues-Fri – 8:00 a.m. to 4:30 p.m.
website: www.centerassoc.com
e-mail: info@centerassoc.com

Center Associates
1309 South Broadway
Toledo, IA 52342
Main Phone: 641-484-7654
After Hours Emergency Phone: 641-752-8467
Fax: 641-484-5632

Office Hours
Mon-Fri – 8:00 a.m. to 4:30 p.m.
website: www.centerassoc.com
e-mail: info@centerassoc.com

EQUAL OPPORTUNITY, COMPLAINTS & HARASSMENT

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Marshalltown Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Dr. Nora Ryan, Director of Human Resources, 1002 S 3rd Ave, Marshalltown, IA 50158. Telephone 641-754-1000. nryan@marshalltown.k12.ia.us.

For further information on policies and/or complaints regarding equal opportunity employment at the Marshalltown Community School District, please see series Board policies 400, codes; [401.1-E](#) - Equal Employment Opportunity Grievance Form, [401.1-R](#) - Grievance Procedure.

EMPLOYEE COMPLAINTS

SERIES 400, CODE 401.4

Complaints by employees against fellow employees should be discussed directly between the involved employees. If necessary, complaints shall be brought directly to the immediate supervisor and shall be made in a constructive and professional manner. If an employee is not satisfied with the supervisor's response, the complaining employee may take the complaint to the next higher level of the administration. Complaints shall not be made in the presence of other employees, students or outside persons.

Other communications and complaints from personnel shall be brought to the attention of the Superintendent of Schools before being brought before the Board of Directors. An employee or group of employees may appeal a decision of the Superintendent to the Board.

For employees in bargaining units, a formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the Board. This policy shall not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

Adopted: February 9, 1998

HARASSMENT AND DISCRIMINATION

SERIES 400, CODE 403.5

The Marshalltown Community School District is committed to providing a safe learning environment where ALL members of the school community are treated with dignity and respect. Harassment and intimidation of employees by Board members, administrators, employees, parents, students, vendors, and others doing business with the district will not be tolerated.

Under the First Amendment, a school is both safe and free when all members of the school community commit to addressing their differences with courtesy and respect. A safe school is free of harassment and a free school is safe for employee speech even about issues that divide us.

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

Harassment is any abusive and/or degrading behavior directed toward another person or group of persons that results in physical, emotional, or mental harm, damage to property, or substantially interferes with the working environment, or is severe, persistent, or pervasive that it creates an intimidating or threatening environment, or substantially disrupts the orderly operation of the school district. Harassment includes, but is not limited to:

- Derogatory words
- Hostile communications
- Demeaning drawings
- Lewd comments or gestures
- Damage to a person's property
- Threats
- Inappropriate touching (nonconsensual)

Sexual harassment includes, but is not limited to, unwelcome touching and sexual advances, requests for sexual favors, and other written, pictorial, verbal, or physical conduct when:

- a) submission to such conduct is made either implicitly or explicitly a term or condition of an individual's well-being;
- b) submission to or rejection of such conduct by an individual is used as the basis for evaluation or employment decisions affecting such individual; or
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile, or offensive working environment.

This policy is in effect while employees are on properties within the jurisdiction of the school district, as well as non-school district property if the employee is at a school-sponsored, school-approved, or school-related activity or function.

To reduce harassment and ensure a respectful school environment, the administration is responsible for providing notification to parents, students, vendors and employees regarding this policy, as well as on-going training for school officials, faculty, staff, and volunteers who have direct contact with employees. The training will include, but not be limited to:

- a) awareness of federally protected groups (race, color, sex, religion, age, national origin and disability) and other targeted groups (ethnicity, sexuality, sexual identity, socioeconomic status, physical appearance, and/or family structure), whether real or perceived;
- b) how to recognize and react to harassment; and
- c) proven harassment prevention strategies.

The Superintendent or designee shall develop a plan for the delivery of annual on-going training.

The Marshalltown Community School District will promptly and reasonably investigate all allegations of harassment. Employees who have been the target of harassment and employees who have witnessed harassment should report such matters to the appropriate supervisor or administrator following the appropriate chain of command. The Superintendent or designee shall be the alternative investigator for harassment complaints. If, after an investigation, an employee is found to be in violation of this policy, the employee shall be disciplined by measures up to and including suspension, discharge, expulsion or other appropriate action.

Retaliation against an employee because the employee has filed an intimidation or harassment complaint or assisted in a harassment investigation is also prohibited. Further, employees who

knowingly file false harassment complaints or give false statement in an investigation shall be subject to discipline by measure up to and including suspension and discharge, as shall any employee who is found to have retaliated against another in violation of this policy.

Adopted: March 8, 2008

HARASSMENT COMPLAINT FORM

[SERIES 400, CODE 403.5-E-1](#)

To obtain a copy of the harassment complaint form please visit the link below:

https://www.marshalltown.k12.ia.us/media/documents/4035E1_14DF6B6FFED09.pdf

Last reviewed: April 17, 2017

If you are unable to access the form online, please call the Office of Human Resources at 641-754-1000.

HARASSMENT – EMPLOYEES (INVESTIGATION REGULATION)

[SERIES 400, CODE 403.5-R](#)

Complaints shall be filed with the Building Principal, Associate Superintendent or Superintendent.

Upon receiving a complaint, the investigator shall confer with the complainant and alleged harasser to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the Superintendent who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. The investigator may request that the employee or student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

Conflicts

If the Investigator or a member of the immediate family is the alleged harasser or a witness to the incident, an alternate investigator shall become the investigator. It is preferred that investigators be of the same sex as alleged victims. Investigators for this policy will be the same as those identified for Policy [402.2](#).

Important Investigation Points

- Evidence uncovered in the investigation is confidential.

- All complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators can be disciplined up to and including discharge.

Rights of the Accused

The alleged harasser must be given:

- Fair written notice of the alleged harassment,
- Knowledge of the specific unwanted and/or unwelcome behavior,
- Date and time of the alleged harassment, and
- Remedy sought by the complainant.

No one shall retaliate against an employee because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy.

It shall be the responsibility of the Board Members, Administrators, licensed and classified employees, students, and others having business or other contact with the school district to act appropriately under this policy. It shall be the responsibility of the Superintendent and investigator to inform and educate employees and others involved with the school district about harassment and the school district's policy prohibiting harassment.

FOR COMPLAINT AND WITNESS FORMS SEE POLICY [403.5](#).

Last reviewed: April 17, 2017

CHAPTER 102, LEVEL ONE INVESTIGATOR

The Marshalltown Community School District, in accordance with chapter 102.5(280), has a designated level one investigator and alternate investigator. Any individual wanting to report a student being abused by an employee shall notify their supervisor and the lead investigator.

Lead Investigator:
Dr. Nora E. Ryan
Director of Human Resources
641-754-1000
nryan@marshalltown.k12.ia.us

Alternate Investigator:
Jacque Wyant
Principal, MHS
641-754-1130
jwyant@marshalltown.k12.ia.us

EMPLOYEE CONDUCT

The Marshalltown Community School District has expectations for the behavior of our staff. Dismissal and suspension of employees is discussed in Board policies [407.4](#) (licensed staff) and [413.3](#) (classified staff).

DISCIPLINARY GUIDELINES – LICENSED PERSONNEL

SERIES 400, CODE 407.4-E

Reasonable rules of conduct are necessary for the orderly and efficient operation of any school. The rules as stated herein and the penalties as related to violations are necessary for the orderly and efficient operation of the school. The rules will not be used in a capricious manner by the District.

The penalties listed for violations are intended to be penalties for the normal type of violations having normal consequences. The school may take more severe disciplinary measures where a violation has serious consequences. Conversely, the school may take a less severe disciplinary measure when there are less serious consequences.

Employees shall be subject to discharge when four (4) different rules have been violated or upon receipt of four (4) warning letters within an eighteen (18) month period or as specified in the Rules and Regulations.

Warning letters will be issued for all offenses including those that call for suspension or discharge.

RULE	1st Offense	2nd Offense	3rd Offense	4th Offense
<u>Rule 1:</u> Unauthorized absence or leaving school without authorization or just cause.	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 2:</u> Insubordination, disregarding instructions or refusal to perform task assigned.	Written and Verbal Warning	5 day suspension	Discharge	

<u>Rule 3:</u> Using profane or abusive language towards administrators, fellow teachers or students.	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 4:</u> Soliciting, distributing, circulating, posting, or removing literature, notices or signs or collecting contributions on school premises without prior written approval of principal or supervisor.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 5:</u> Reporting to work under the influence of alcohol or a controlled substance, as verified by medical authorities.	Suspension with Employee agreement to seek formal counseling; otherwise discharge.	Discharge		
<u>Rule 6:</u> Use or possession of alcohol or controlled substances on school premises at any time.	Suspension with Employee agreement to seek formal counseling; otherwise discharge.	Discharge		
<u>Rule 7:</u> Intentional falsification of personnel or other records.	Written and Verbal Warning	5 day suspension	Discharge	
<u>Rule 8:</u> Failure to maintain records as required by law, District policy and administrative regulations.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge

<u>Rule 9:</u> Theft of school property or property belonging to other employees or students.	Written and Verbal Warning or 10 day suspension, depending on nature and value of item.	Discharge		
<u>Rule 10:</u> Unexcused tardiness and/or absence.	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 11:</u> Failure to report to work without notifying supervisor of an appropriate reason for three consecutive days.	Considered voluntary resignation; discharge			
<u>Rule 12:</u> Failure to enforce school rules and administrative regulations.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 13:</u> Failure to attend and participate in faculty and department meetings.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 14:</u> Smoking in prohibited areas.	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 15:</u> Gambling on District premises at any time.	Written and Verbal Warning	3 day suspension	Discharge	

<u>Rule 16:</u> Threatening, intimidating, coercing or fighting on District premises at any time.	Written and Verbal Warning	5 day suspension	Discharge	
<u>Rule 17:</u> Violating or disregarding safety rules, procedures and common safety practices of the District.	3 day suspension	5 day suspension	Discharge	
<u>Rule 18:</u> Unauthorized possession of weapons on District premises at any time.	Discharge			
<u>Rule 19:</u> Failure to maintain satisfactory and harmonious working relationships with the public, other employees and/or students.	Written and Verbal Warning	3 day suspension	5 days suspension	Discharge
<u>Rule 20:</u> Inefficiency, incompetence, or negligence in the performance of duties.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 21:</u> Careless, negligent, improper and/or unauthorized use of district facilities and/or equipment.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 22:</u> Sleeping on the job.	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 23:</u> Failure to fully cooperate or provide truthful information in a district investigation and/or willful interference of a district investigation.	3 day suspension	5 day suspension	Discharge	

<u>Rule 24:</u> Intentionally releasing confidential information without proper authority.	Written and Verbal Warning	5 day suspension	Discharge	
<u>Rule 25:</u> Use of undue influence to gain or attempt to gain promotion, leave, favorable assignment, or other individual benefit.	3 day suspension	5 day suspension	Discharge	
<u>Rule 26:</u> Violation of, or failure to comply with an executive order or published rules and regulations of the District, i.e. sexual harassment, hostile work environment harassment, Chapter 102 (student abuse), Chapter 103, discrimination, etc.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 27:</u> Any other act which endangers the safety, health, or well-being of another person, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or gross discredit to the organization.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 28:</u> Falsifying, misrepresenting and/or omitting material information in the evaluation of students or personnel.	3 day suspension	5 day suspension	Discharge	

Last amended: July 17, 2017

DISCIPLINARY GUIDELINES – CLASSIFIED PERSONNEL

SERIES 400, CODE 413.3-E

Reasonable rules of conduct are necessary for the orderly and efficient operation of any school. The rules as stated herein and the penalties as related to violations are necessary for the orderly

and efficient operation of the school. The rules will not be used in a capricious manner by the District.

The penalties listed for violations are intended to be penalties for the normal type of violations having normal consequences. The school may take more severe disciplinary measures where a violation has serious consequences. Conversely, the school may take a less severe disciplinary measure when there are less serious consequences.

Employees shall be subject to discharge when four (4) different rules have been violated or upon receipt of four (4) warning letters within an eighteen (18) month period or as specified in the Rules and Regulations.

Warning letters will be issued for all offenses including those that call for suspension or discharge.

RULE	1st Offense	2nd Offense	3rd Offense	4th Offense
<u>Rule 1:</u> Unauthorized absence or leaving job without authorization or just cause.	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 2:</u> Insubordination, disregarding instructions or refusal to perform task assigned.	Written and Verbal Warning	5 day suspension	Discharge	
<u>Rule 3:</u> Using profane or abusive language towards administrators, supervisors, fellow employees or students.	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 4:</u> Inefficiency, incompetence, and/or negligence in the performance of duties.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 5:</u> Careless, negligent, improper, and/or unauthorized use of district facilities and/or equipment.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge

<u>Rule 6:</u> Soliciting, distributing, circulating, posting or removing literature, notices or signs or collecting contributions on District premises without prior written approval of principal or supervisor.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 7:</u> Smoking in prohibited areas.	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 8:</u> Reporting to work under the influence of alcohol or a controlled substance, as verified by medical authorities.	Suspension with Employee agreement to seek formal counseling; otherwise discharge.	Discharge		
<u>Rule 9:</u> Use or possession of alcohol or controlled substances on District premises at any time.	Suspension with Employee agreement to seek formal counseling; otherwise discharge.	Discharge		
<u>Rule 10:</u> Intentional falsification of personnel or other records.	Written and Verbal Warning	5 day suspension	Discharge	
<u>Rule 11:</u> Failure to maintain records as required by law, District policy and administrative regulations.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge

<u>Rule 12:</u> Theft of District property or property belonging to other employees or students.	Warning or 10 day suspension depending on nature and value of item.	Discharge		
<u>Rule 13:</u> Gambling on District premises at any time.	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 14:</u> Threatening, intimidating, coercing or fighting on District premises at any time.	Written and Verbal Warning	5 day suspension	Discharge	
<u>Rule 15:</u> Violating or disregarding safety rules, procedures and common safety practices of the District.	3 day suspension	5 day suspension	Discharge	
<u>Rule 16:</u> Unauthorized possession of weapons on District premises at any time.	Discharge			
<u>Rule 17:</u> Unexcused absence or tardiness.	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 18:</u> Failure to report to work without notifying supervisor of an appropriate reason for three consecutive days.	Considered voluntary resignation; discharge			
<u>Rule 19:</u> Failure to maintain satisfactory and harmonious working relationships with the public, other employees and/or students.	Written and Verbal Warning	3 day suspension	5 days suspension	Discharge

<u>Rule 20:</u> Sleeping on the job.	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 21:</u> Failure to fully cooperate or provide truthful information in a district investigation and/or willful interference of a district investigation.	3 day suspension	5 day suspension	Discharge	
<u>Rule 22:</u> Intentionally releasing confidential information without proper authority.	Written and Verbal Warning	5 day suspension	Discharge	
<u>Rule 23:</u> Use of undue influence to gain or attempt to gain promotion, leave, favorable assignment, or other individual benefit.	3 day suspension	5 day suspension	Discharge	
<u>Rule 24:</u> Violation of, or failure to comply with an executive order or published rules and regulations of the District, i.e. sexual harassment, hostile work environment harassment, Chapter 102 (student abuse), Chapter 103, discrimination, etc.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 25:</u> Any other act which endangers the safety, health, or well-being of another person, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or gross discredit to the organization.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge

<u>Rule 26:</u> Falsifying, misrepresenting and/or omitting material information in the evaluation of students or personnel.	3 day suspension	5 day suspension	Discharge	
---	------------------	------------------	-----------	--

Last amended: July 17, 2017

EMPLOYEE DRESS CODE

[SERIES 400, CODE 404.1-R1](#)

The Marshalltown Community School District’s objective in establishing a dress code is to allow employees to work comfortably while maintaining a professional image.

It is the responsibility of principals or supervisors to assure that all employees are properly dressed.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Employees who are uncertain about acceptable attire for work should speak with their principal or supervisor after reviewing these regulations.

Business Casual

These guidelines provide a general overview of appropriate business casual attire, as well as items that are not appropriate for the workplace. Neither list is all-inclusive.

1. Any clothing that is disruptive of or distracting from the educational process is unacceptable.
2. Any clothing displaying drug/alcohol use, gang affiliation or offensive language/symbols is unacceptable.
3. Clothing that is sheer, excessively tight, or reveals cleavage, back, chest, stomach, any portion of the buttocks or undergarments is not appropriate for a place of business.
4. Torn, soiled or frayed clothing is unacceptable.
5. Clothing should be pressed and not wrinkled.
6. Sunglasses are inappropriate unless prescribed by a physician for indoor use.
7. District ID badges are required to be visible.
8. Visible tattoos shall not be obscene, profane, representative of drug/alcohol use or gang affiliation, or disruptive to the educational environment.

Tops

1. Inappropriate attire for work includes t-shirts and sweatshirts.
2. Hooded clothing may not be worn with the hood pulled over the head.

Bottoms, Skirts and Dresses

1. Inappropriate attire for work includes jeans of any color, sweatpants, exercise pants, cargo or carpenter pants, bib overalls, and any spandex or form-fitting pants.
2. Appropriate attire for work includes, but is not limited to, pants, dresses, skirts, capris, shorts and skorts (all must extend to or below the knee).

Footwear

1. Inappropriate attire for work includes Crocs and flip-flops (single “Y” toe strap).
2. Appropriate attire for work includes, but is not limited to, athletic/walking shoes and sandals.

Headwear

1. Inappropriate attire for work includes hats, caps, visors, bandanas, do-rags/wraps, hairnets and sweatbands (hairbands are acceptable).
2. Appropriate attire for work includes, but is not limited to, head covers that are required for medical reasons, religious purposes or to honor cultural tradition.

Exceptions

1. Employees performing duties in lab settings or extracurricular activities may wear smocks, aprons or other protective items as approved by the principal or supervisor.
2. Certain areas of instruction, such as physical education, will be allowed to wear jogging suits and sweat suits.
3. School spirit/themed t-shirts and sweatshirts (and jeans) are acceptable only on the ten designated school spirit/themed days each school is allowed per year.
4. Extremes in temperature or other temporary conditions may warrant exceptions to these guidelines as deemed appropriate by the principal or supervisor.
5. Principals or supervisors may allow exceptions to the mode of dress in specific situations where deemed appropriate based on employee assignment and responsibilities.

Custodial/Maintenance and Transportation Workers

Employees should be distinguishable from other individuals on school grounds, so employees who do not wear a district ID badge shall wear a district-provided uniform shirt with the district logo. Workers within these departments must wear appropriate footwear, may wear jeans, and are allowed to wear caps except when working inside a school.

Food Service Workers

Food Service employees are required to wear a district-provided uniform shirt and to comply with all Department of Health Regulations, including the wearing of a hairnet, apron, and appropriate footwear.

Conclusion

If an employee fails to meet dress standards of the district, as determined by the employee's principal or supervisor, the employee will be asked to refrain from wearing the inappropriate item to work in the future. An employee who continues to dress inappropriately may be subject to disciplinary action.

Adopted: July 11, 2011

USE OF PERSONAL EQUIPMENT ON DISTRICT PROPERTY

Occasionally employees bring personal items to work in an effort to help them with the performance of their job. We do not encourage relying on personal equipment to perform District work functions. Requests for needed equipment should be forwarded to the attention of the immediate supervisor. If personal equipment has been mistakenly identified as MCSD equipment, it should not be removed from the District until the issue is resolved. The District shall not be held responsible for lost, stolen, or damaged personal property. Any such claims will be the responsibility of the employee and his/her respective insurance company. Personal cell phones may be used in the case of emergency or for district business purposes only.

E-MAIL RESPONSIVENESS

It is the responsibility of all employees to regularly check and respond to their e-mail within the scheduled work week. Generally, those who use e-mail as an essential function of their job should check and respond to e-mail within 24-48 hours during the scheduled work week. This is the District expectation barring any vacation, sick leave, personal business leave, emergency or unforeseen circumstances.

CHANGE OF ADDRESS AND TELEPHONE NUMBER

It is the responsibility of the employee to keep a current and up-to-date address and telephone number on file with the District. Changes are not accepted over the telephone. Employees should provide notice of changes via their district e-mail account, in writing with a signature, or in person. Changes of an address and/or phone number should be directed to Cindy Cisneros, Human Resources Administrative Assistant in person, via school mail or postal service mail, or via e-mail at ccisneros@marshalltown.k12.ia.us.

PAYROLL

PAYROLL PERIOD

It shall be the policy of the Marshalltown Community School District's Board of Directors that all personnel of the School District be paid monthly in accordance with their contracts, and that all personnel shall be paid on the last regular business day of each month.

DIRECT DEPOSIT

Generally, direct deposit is required for all employees. An employee hired on or after July 1, 2005, may be required, as a condition of employment, to participate in direct deposit of the employee's wages in a financial institution of the employee's choice unless any of the following conditions exist:

1. The costs to the employee of establishing and maintaining an account for purpose of the direct deposit would effectively reduce the employee's wages to a level below the minimum wage provided under section 91D.1. of the Iowa Code.
2. The employee would incur fees charged to the employee's account as a result of the direct deposit.
3. The provisions of a collective bargaining agreement mutually agreed upon by the employer and the employee organization prohibit the employer from requiring an employee to sign up for direct deposit as a condition of hire.

Change of bank information for direct deposit is necessary. Allow up to 30 days for direct deposit after providing new bank information. Employees should leave their previous bank account open until direct deposit has been processed in the new account. Please contact Tammy Ellis, Payroll Specialist, at 641-754-1000 or at tellis@marshalltown.k12.ia.us for questions and/or forms.

If extenuating and/or emergency circumstances exist that inhibit you from being able to take part in direct deposit, the District may issue a payroll check to employees. If you believe such circumstances exist for you, approval for issuance of a paper check must be sought from Paulette Newbold, Director of Business Operations, in writing at pnewbold@marshalltown.k12.ia.us or with signature via school or postal mail.

SEPARATION OF EMPLOYMENT

When an employee separates employment from the district by any means, the employee will be paid the entire remaining amount of pay owed to them. If the employee receives insurance benefits from the district, the employee's insurance coverage will be terminated at the end of the month in which the employment relationship was ended.

EMPLOYEE WORK DAY

Determination of the work schedule and assignment of work will be made by the District and may be changed from time to time to meet the changing needs of the school or department.

The following is an abbreviated explanation of policies and guidelines. The list is not meant to be all-inclusive.

WORK FROM HOME

Working from home in lieu of time spent on duty at the workplace is not permitted except with the express consent of the employee's immediate supervisor and the Superintendent or designee.

LENGTH OF DAY

Please refer to your contract or letter of assignment for provisions specific to your employee group. If you do not have a contract or letter of assignment, please refer to the appendix in this handbook for your employee group.

ARRIVAL AND DISMISSAL TIME

Arrival and dismissal time for each employee will be determined by their immediate supervisor.

LEAVING THE BUILDING OR WORK AREA

Unless otherwise stipulated by the employee's collective bargaining agreement or appendix in this handbook, employees may be allowed to leave the building or their work area for a short period of time. For the safety of all involved, please notify your supervisor that you are leaving.

REST PERIODS

Unless otherwise stipulated by the employee's collective bargaining agreement or appendix in this handbook, employees are not allowed to combine rest periods for the purpose of taking a longer lunch period or break period. Please see your collective bargaining agreement and/or appendix in this handbook for specific rest period provisions.

OVERTIME PAY

Unless otherwise specified in your collective bargaining agreement or appendix in this handbook, overtime is defined as hours worked over 40 in one work week (Sunday thru Saturday). Overtime pay is compensated at the rate of time and one half. Only non-exempt employees are eligible.

Foregoing your lunch period for the sake of overtime is not allowed. Everyone is encouraged to take a lunch break as specified by your collective bargaining agreement and/or appendix in this handbook.

Overtime may only be approved for legitimate business purposes and must be pre-approved by principals or supervisors.

VISITORS DURING WORKING HOURS

Employees' guests and children are not normally allowed at work during your regularly scheduled hours. Employees should not bring their children to work when daycare or other supervision is not available.

Special occasions may arise, however, when it is important for a member of your family or a friend to see you during office hours and this may be allowed at the principal's or department supervisor's discretion. Such occasions should occur rarely and should not distract others or interfere with your work duties and responsibilities.

ATTENDANCE

In order to accomplish the goals and mission of the District, daily attendance by all employees is imperative. Employees are encouraged to strictly utilize leave provisions in accordance with their intended use, including only appropriate instances that cannot be scheduled outside of a workday in order to limit absenteeism. Employees must notify their supervisors of all times when they will not be present. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action or termination.

EMPLOYEES NEEDING A SUBSTITUTE

Employees who work in positions that require substitutes must be registered in the Frontline Absence Management system (aka AESOP). If you are not registered or need support with the system, please contact the HR Administrative Assistant, Cindy Cisneros, at 641-754-1000 or ccisneros@marshalltown.k12.ia.us.

All absences must be reported to the absence management system in order to obtain a substitute and for the district to track employee absences. Unless there is an emergency or extenuating circumstance, employees must personally enter the absence. Your supervisor and/or building secretary will not enter absences for you on a regular basis.

To enter absences online please visit www.aesoponline.com. Login with your ID and password. Absences must be reported in the absence management system and also to your direct supervisor.

EMPLOYEES NOT NEEDING A SUBSTITUTE

Some employees that do not require a substitute use the Frontline Absence Management system (aka AESOP) to report their absences. Some employees use the Time Management timeclock system to report their absences. For further information about absence reporting, please refer to your collective bargaining agreement and/or applicable appendix in this handbook.

TIME CLOCK USAGE

It is the goal of the Marshalltown Community School District to streamline the timekeeping and payroll process, as well as ensure consistency of treatment for employees.

These expectations cover all non-exempt (hourly) employees that are required to clock in using the Kronos timekeeping system.

The terms “clock in” and “punch in” (or out) all mean the same.

It is a job requirement that non-exempt employees must “clock in” at the beginning of their shift and “clock out” at the end of their shift. Additionally, employees are to “clock out” at the beginning of their duty free lunch breaks or when they leave the job site and “clock in” when they return from their duty free lunch or after being away from the job site.

Employees are responsible for entering accurate information in the time clock on a consistent basis. Failure to do so may result in disciplinary action.

LEAVES OF ABSENCE

Leaves of absences vary depending on employee group. Please refer to your collective bargaining agreement and/or applicable appendix in this handbook for a complete provisions specific to your employee group.

Employees are required to:

- Monitor all leave balances and only select from available leave when requesting time off.
- Use all applicable paid leave prior to requesting any other type of leave.
- Review and submit an electronic timesheet for supervisor approval (non-exempt employees only).
- Seek approval from the Director of Human Resources for leave adjustment requests for leave issues that arise after 30 days.

APPROVAL OF LEAVE

All leave requests must be approved by the employee’s immediate supervisor. In certain cases, leave requests must additionally be approved by the Superintendent or Superintendent’s designee

(usually the Director of Human Resources). It is important that leave request provisions be followed in accordance with negotiated collective bargaining agreements, Board policy, and/or appendices in this handbook.

Approval of leave requests is not automatic. Your immediate supervisor or administrator may approve or deny a leave request. The immediate supervisor may request or require documentation of the reason for the leave request before deciding whether to approve or deny a leave request.

It is important to note that employees in some groups are generally not allowed to take leave on certain days otherwise referred to as “blackout days.” Please refer to the appropriate appendix in this handbook for information specific to your employee group.

EXCESSIVE ABSENTEEISM

An employee may be subject to disciplinary action up to and including termination if he or she is absent from work when he or she has exhausted all available paid or unpaid leave and no other approved leave is available or if it impacts the employee’s performance or the department. The immediate department supervisor or administrator may request a doctor’s note for any illness-related absence at any time (except in cases of FMLA); however, it would not automatically qualify the absence as excused or approved. The Superintendent or designee will have complete discretion to grant or deny unpaid leave requests.

SICK LEAVE

It is further expected that all employees first make an attempt to schedule routine doctor and dental appointments outside of their normal work hours. If that is not possible, it is expected that employees will make an attempt to schedule appointments at a time most convenient to the District. Personal illness leave (personal) and family illness leave (immediate family – please see the applicable appendix in this handbook for a definition) can be used for medical appointments if it is not possible to schedule appointments outside of their normal work hours.

A benefit of sick leave is to prevent any loss of pay to employees who are affected by an illness or health condition and are not capable of performing the duties of their job. Sick leave should not be abused and excessive use may result in your supervisor requiring a doctor’s excuse for any absence if abuse is suspected.

FAMILY MEDICAL LEAVE ACT (FMLA)

The FMLA provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave.

For complete information on FMLA and the District’s handling of FMLA (including eligibility) certified staff should review Board policies [409.3](#), [409.3-E1](#), [409.3-E2](#), [409.3-R1](#), [409.3-R2](#), and classified staff should review Board policies [414.3](#), [414.3-E1](#), [414.3-E2](#), [414.3-R1](#), [414.3-R2](#).

Employees will apply for FMLA when an illness-related absence exceeds three days and is due to a qualifying medical condition. The district requires that FMLA leave and paid illness leave be used concurrently. To apply for FMLA, please contact Cindy Cisneros in Human Resources at 641-754-1000 or ccisneros@marshalltown.k12.ia.us. For questions regarding your health insurance benefits related to FMLA, please contact Benefits Specialist Amy Howell in the Business Office at 641-754-1000 or ahowell@marshalltown.k12.ia.us.

RELIGIOUS HOLIDAYS

Employees whose religious affiliation requires observance of holidays other than those regularly scheduled in the school calendar may be excused by the Director of Human Resources without loss of compensation. Employees will be eligible to use their personal business leave or vacation leave as religious leave. If additional unpaid leave is requested, it will be granted in accordance with the law.

VETERANS DAY LEAVE

If Veterans Day falls on a regularly scheduled work day, employees will be allowed to take personal business leave, vacation, or unpaid leave in honor of this holiday.

LICENSED EMPLOYEE MILITARY SERVICE

SERIES 400, CODE 409.7

The Board recognizes licensed employees may be called to participate in the armed forces, including the National Guard. If a licensed employee is called to serve in the armed forces, the employee will have a leave of absence for military service until the military service is completed.

The leave is without loss of status or efficiency rating, and without loss of pay during the first thirty calendar days of leave.

Adopted: Fall 1969

CLASSIFIED EMPLOYEE MILITARY SERVICE

SERIES 400, CODE 414.7

Leaves of absence are granted to classified employees who may be called to participate in the armed forces including the National Guard but not to exceed the military period. On completion of the military service, the individual is entitled to reinstatement at the same salary the employee would have received had the employee not taken such leave. The employee is not guaranteed to return to the exact position unless the position is available. The employee must submit an application for reemployment within 90 days after completion of the military service, also be physically and mentally capable of performing the job and submit proof of an honorable discharge from the military service or release from active duty.

A leave of absence will be granted for paid reservists or National Guard member for training purposes. The first 30 days of such leave are granted without loss of pay, but if employees have an option, the District would prefer they take such training during times when the schools are not in session.

Adopted: Fall 1969

BENEFITS

INSURANCE

Eligible employees, those who work an average of 30 or more hours per week, may be eligible to participate in group insurance plans determined by the Board and required by law. The Board will select the group benefits and the insurance company or third party administrator, which will provide and administer the program. Plan options can be found online at <https://www.marshalltown.k12.ia.us/our-district/human-resources/insurance-and-benefits/>.

RETIREMENT

Employees are required by law to participate in Social Security and the Iowa Public Employees Retirement System (IPERS).

TRAVEL REIMBURSEMENT

There are certain circumstances in which the District will reimburse employees for District-related travel expenses. Please refer to Board policy [401.7](#).

ADDITIONAL BOARD POLICIES

All employees will have access to the District's current policies and procedures via the District's website at www.marshalltown.k12.ia.us. It is each building administrator's responsibility to designate an available computer to any employee requesting to view the District's policies and procedures.

TUTORING

[SERIES 400, CODE 408.3](#)

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

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

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

Adopted: Fall 1969

PHYSICAL RESTRAINT (CORPORAL PUNISHMENT)

SERIES 500, CODE 503.5

Marshalltown Community Schools District prohibits the use of corporal punishment as a form of student discipline. Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It may be necessary at times, however, to use physical restraint of a student to protect the student, others, or property from harm. No employee is prohibited from:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 1. To quell a disturbance or prevent an act that threatens physical harm to any person.
 2. To obtain possession of a weapon or other dangerous object within a pupil's control.
 3. For the purposes of self-defense or defense of other as provided for in Iowa Code 704.3.
 4. For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
 5. To remove a disruptive pupil from class or area on school premises or from school-sponsored activities of school premises.
 6. To protect a student from the self-infliction of harm.
 7. To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control. Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:
 1. The size and physical, mental, and psychological condition of the student;
 2. The nature of the student's behavior or misconduct provoking the use of physical force;
 3. The instrumentality used in applying the physical force;
 4. The extent and nature of resulting injury to the student, if any;
 5. The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Adopted: January 1991

SUBSTANCE-FREE WORKPLACE

SERIES 400, CODE 403.6

The board expects the school district and its employees to remain substance free. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law.

“Workplace” includes school district facilities, school district premises or school district vehicle, also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

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

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

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

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

NOTE: This is a federally mandated policy and is in compliance with federal law.

Adopted: October 17, 2016

SUBSTANCE-FREE WORKPLACE REGULATION

SERIES 400, CODE 403.6R1

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

- 1. Identification** – the superintendent will document the evidence the superintendent has which leads the superintendent to conclude the employee has violated the Substance-Free Workplace Policy. After the superintendent has determined there has been a violation of

the Substance-Free Workplace policy, the superintendent will discuss the problem with the employee.

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

Adopted: October 17, 2016

SMOKING AND TOBACCO USE ON SCHOOL DISTRICT FACILITIES

[SERIES 900, CODE 905.9](#)

TOBACCO/NICOTINE-FREE ENVIRONMENT

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This policy includes all types of tobacco and nicotine products such as, but not limited to, products such as cigarettes, cigars, dissolvable, spit less, snus, chewing and electronic cigarettes. The requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-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. School district personnel failing to abide by the rule may be subject to disciplinary action. It is the responsibility of the administration to enforce this policy.

Adopted October 17, 2016

VIDEO SURVEILLANCE

[SERIES 800, CODE 804.6](#)

The Marshalltown Community School District Board of Education authorizes the use of video surveillance equipment at school sites throughout the District and on school transportation. Video surveillance will help protect and enhance the safety of students and staff; protect school

property and assets from theft and vandalism; assist school officials in detecting and deterring unacceptable behavior; and assist in identifying intruders or other persons endangering the health, well-being or safety of school community members. The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative regulations to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related regulations, as well as Iowa's Open Record Law, the Family Education Rights and Privacy Act, and all other relevant state and federal laws. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

Adopted: December 5, 2011

EMPLOYEE PHYSICAL EXAMINATIONS

SERIES 400, CODE 403.1

All school district employees, on initial hire, must present a statement from their physician that the employee is physically able to perform the employee's duties.

School bus drivers, at their initial hire and every other year unless otherwise required by law or medical opinion, must present a statement from a physician that they are capable of performing their employee duties.

The school district will provide a form to be completed by the employee's personal physician. The physician's statement that an employee is capable of performing the required duties of employment with or without an appropriate workplace accommodation must be returned to the administration office prior to payment of a salary.

Employees identified as having reasonably anticipated contact with blood or infectious materials will receive the Hepatitis B vaccine or sign a written waiver stating that they will not take the vaccine. It is the responsibility of the superintendent to write an exposure control plan to

eliminate or minimize district occupational exposure to bloodborne pathogens. The plan for designated employees will include, but not be limited to, scope and application, definitions, exposure control, methods of compliance, Hepatitis B vaccination and post exposure evaluation and follow-up, communication of hazards to employees, and record keeping.

Employees whose physical or mental health is in question at any time during their employment, in the judgment of the administration, will submit to additional examinations, when requested to do so, at the expense of the school district.

Physical examination costs not covered by the district-sponsored hospital/medical insurance will be reimbursed according to the employee handbook or bargaining agreement.

Adopted: February 25, 1985

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

SERIES 900, CODE 904.1

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent or designee to determine when this is appropriate. Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent or designee and meet all applicable requirements set by the district. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements;
- The driver possesses a valid drivers' license;
- Proof of insurance has been supplied to the superintendent or designee and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa; and
- When the parents of the students to be transported have given permission to the superintendent or designee.

The school district assumes no responsibility for those students who have not received the approval of the superintendent or designee and who ride in private vehicles for school purposes. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. The superintendent may develop an administrative process to implement this policy.

Adopted: December 3, 2018

ONLINE FUNDRAISING CAMPAIGNS—CROWDFUNDING

SERIES 700, CODE 704.6

The Marshalltown Community School District Board of Education believes online fundraising campaigns, including crowdfunding campaigns, may further the interests of the district. Any person or entity acting on behalf of the district and wishing to conduct an online fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the Building Principal and Director of Instruction. Money or items raised by an online fundraising campaign will be the property of the district and will be used only in accordance with the terms for which they were given.

Approval of requests shall depend on factors including, but not limited to:

- Compatibility with the district’s educational program, mission, vision, core values, and beliefs;
- Congruence with the district and school goals that positively impact student performance;
- The district’s instructional priorities;
- The manner in which donations are collected and distributed by the crowdfunding platform;
- Equity in funding; and
- Other factors deemed relevant or appropriate by the district.

If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign and keeping district administration apprised of the status of the campaign.

The requestor is responsible for compliance with all state and federal laws and other relevant district policies and procedures. All items and money generated are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

Adopted: June 4, 2018

EMPLOYEE POLITICAL ACTIVITY

SERIES 400, CODE 401.9

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

Violation of this policy may be grounds for disciplinary action.

Adopted: March 2, 2020

OTHER

BUILDING KEYS, ACCESS CARDS, AND SECURITY

Building keys and access cards may be checked out to staff from the building principal or his/her designee. By checking out a key or access card, you are accepting responsibility and accountability that accompany access to the building. Never give your key or access card to students or non-school personnel. Please be extremely careful about closing and latching outside doors when entering and leaving the building. Keys and access cards should not be kept in unlocked desk drawers or other places accessible to others. Lost keys or access cards should be reported immediately to your immediate supervisor.

DRILLS

Fire, tornado and other safety drills will be practiced regularly throughout the school year. All staff members are expected to participate in these drills. Continuing to work or staying in your work area during a drill that requires you to leave the building or your work area is strictly prohibited. If you require special assistance to participate in a drill or need special assistance during an actual emergency, please discuss this with your immediate supervisor.

EMPLOYEE NOTIFICATION OF PUBLIC RECORD

Pursuant to Iowa Code Section 22.7(11)(a), certain information relating to individuals employed by the School District contained in personnel records shall be public records, including the fact that the individual resigned in lieu of termination, was discharged, or was demoted as a result of a disciplinary action, and the documented reasons and rationale for the resignation in lieu of termination, the discharge, or the demotion.

Pursuant to Iowa Code Section 22.15, a public employer that takes disciplinary action against an employee that may result in information described above being placed in the employee's personnel record, prior to taking such disciplinary action, shall notify the employee in writing that the information placed in the employee's personnel file as a result of the disciplinary action may become public record.

TECHNOLOGY – ACCEPTABLE USE

All employees sign and agree to the following upon hire and every year thereafter:

I agree to abide by the terms and conditions outlined in this Acceptable Use of Technology Agreement. I understand that unless I have a valid signed Acceptable Use of Technology Agreement on file with the District, I do not have permission to use any District technology including (but not limited to) District computers, wireless network, or District email accounts.

I agree to use the District's equipment and facilities legally, efficiently and in a manner consistent with District purposes and with general standards of decency. I agree not to engage in any activity using District technology that is illegal under local, state, or federal law, or in violation of school district policy.

I acknowledge that some material available through the internet may be offensive, defamatory, graphic, inaccurate, illegal, or otherwise objectionable. However, I agree that the District shall not be held liable for any objectionable materials that I might encounter. I agree that I hold sole responsibility for my conduct regarding network, e-mail and internet accounts. I am also responsible for any materials that I access through the internet, and for any consequences that I incur as a result of improper network use. I agree to immediately report any concerning material accessed through District technology to the District's Director of Technology or Superintendent.

I understand I may be required to sign a receipt for District equipment specifically assigned to me and that in the event that my assigned equipment or property is lost or stolen, I may be financially responsible to reimburse the District for the loss. I authorize the District to deduct from my wages the cost of any lost or stolen technology that was specifically assigned to me. My signature, below, authorizes the District to deduct from my wages any losses due to breakage or damage to District property that arises from my willful or intentional disregard of the District's interests.

I acknowledge I have reviewed the Marshalltown Community School District Board Policies regarding acceptable use of technology and I agree to comply with the terms outlined in Board Policies, including but not limited to, [402.6](#), [402.6R](#), [605.6](#), [605.6R1](#), [605.7](#) and [605.7.R1](#).

EMPLOYEE CONFLICT OF INTEREST

Employees' use of their position with the school district for financial gain is considered a conflict of interest and may subject employees to disciplinary action. See Board Policy [401.2](#) for more detailed information.

WORKPLACE INJURIES

Any employee who seeks medical attention for a work-related accident must inform their immediate supervisor and building nurse as soon as possible. If the injury is severe, seek medical attention right away. All injuries should be reported no matter how minor they seem. After an employee reports an injury, they will need to call the nurse triage hotline posted within their respective building. The nurse triage will do an evaluation over the phone to determine next steps for the employee and will start the necessary worker's compensation paperwork to be forwarded on to the proper channels.