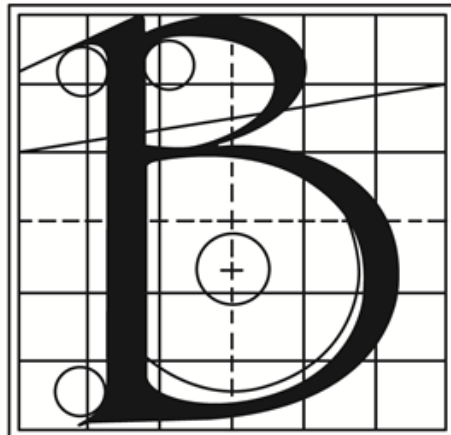


Bettendorf Community School District

Employee Handbook



Educational excellence is the foundation of the Bettendorf Community School District. Working in partnership with the family and community, we will instill and nurture in all students the knowledge, skills, creativity, and confidence to pursue their dreams and to succeed in a global society.

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NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Bettendorf Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, sexual orientation, gender identity, national origin, socio-economic status, disability, marital status, or age (except students) in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, creed, religion, gender, sexual orientation, gender identity, national origin, socio-economic status, disability, marital status, or age (except students) in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

Lana LaSalle, Affirmative Action Coordinator, Thomas Jefferson Elementary School, 610 Holmes Street, , Bettendorf, IA 52722, 563-359-8261 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code § 280.3.

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OPENING STATEMENT

Welcome Letter

Welcome to the Bettendorf Community School District Team! We are happy you have chosen to join our team and look forward to working together with you to offer our students an outstanding educational experience.

The purpose of this handbook is to outline some of our district's policies, procedures, employment benefits and other matters of interest to staff. This handbook is informational in nature and its provisions are subject to change.

The handbook is a general source of information and may not include every possible situation that could arise. It is not intended nor does not constitute a contract between the school district and its employees. It is the employee's responsibility to refer to the district policies and/or administrative procedure for further information. If a conflict exists between information in this handbook and board policies or administrative procedures, the board policies and procedures shall govern.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds, or whether they are during or outside school hours.

School District Mission Statement, Educational Goals and Expected Student Outcomes

Vision

Bettendorf Community School District will link learning to life with passion, purpose and pride so that all students can make a positive difference.

Mission

Educational excellence is the foundation of the Bettendorf Community School District. Working in partnership with the family and community, we will instill and nurture in all students the knowledge, skills, creativity, and confidence to pursue their dreams and to succeed in a global society.

We Believe:

- Excellence in student learning, our measure of accountability, is the hallmark of our school district.
- High expectations for students, staff, parents, and community lead to excellence.
- Although not all students learn at the same time or in the same manner, all students can and shall learn.
- Family and community support are critical to student success.
- To best meet the needs of our students, staff should be motivators, innovators and professional role models.
- Student learning occurs best in a safe, nurturing, respectful, and positive environment, which is supported by quality facilities and resources.
- Basic academic skills are the foundation for successful lifelong learning.
- Rigorous and relevant learning experiences challenge our students to think and solve problems creatively.
- A quality school district embraces diversity and promotes mutual respect.
- A quality school district seeks continuous improvement.
- A quality school district is responsive and accountable.
- Visionary leadership to achieve the goals of our school district is a responsibility shared by staff, students, parents, and community.

Equal Employment Opportunity

Bettendorf Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. The school district will not discriminate against employees or potential employees based upon race, color, national origin, gender, 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. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies.

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

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

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Human Resources Director, Bettendorf Community School District, 3311 18th Street, Bettendorf, IA 52722 or by calling (563) 359-3681.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820, <http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office within each school. A copy of the Affirmative Action Plan can be found online on the Human Resources page of the District website.

<http://bettendorf.k12.ia.us/services/human-resources>

Map of District/School

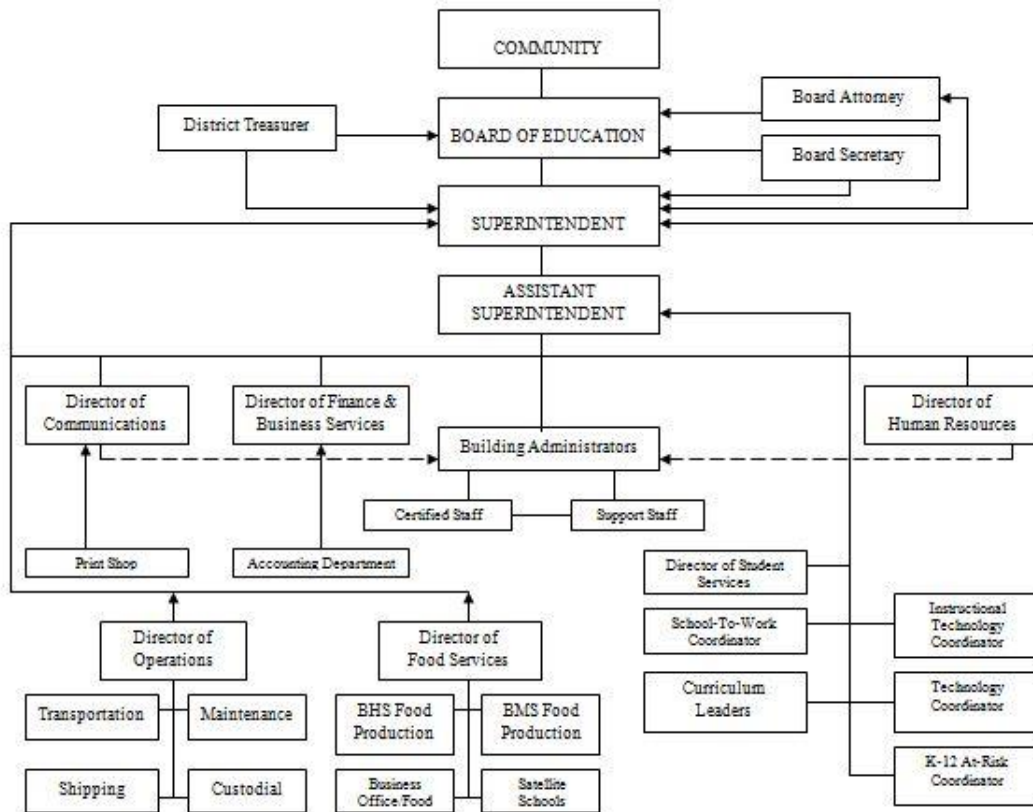
http://bettendorf.k12.ia.us/application/files/5314/6229/9366/2015_BCSD_Boundary_Map.pdf

District Contacts

ADMINISTRATION – 3311 18 th Street	(563) 359-3681	FAX: (563) 359-3685
Michael Raso, Superintendent	Ext. 3001	
Maxine McEnany, Director of Finance/Business Serv.	Ext. 3011	
Heather Stocking, Director of Human Resources	Ext. 3020	
Kay Ingham, Director of Student Services	Ext. 3050	
Kayla Leu, Director of School Nutrition	Ext. 3040	
Celeste Miller, Director of Communications	Ext. 3005	
Travis Hansen, Technology Coordinator	Ext. 3031	
Jennifer Like, Instructional Technology Coordinator	Ext. 3032	
HIGH SCHOOL – 3333 18 th Street		
Joy Kelly – Interim Principal		
<i>Kristy Cleppe</i> , Associate Principal		
<i>Kevin Skillett</i> , Associate Principal/Activities Director		
<i>Colin Wikan</i> , Dean/Interim Associate Principal		
Main Office	(563) 332-7001	
Attendance Office	(563) 332-7000	FAX: (563) 332-8761
Activities/Athletics Office	(563) 332-4516	
Student Services Office	(563) 332-7005	FAX: (563) 332-8761
THOMAS EDISON EDUCATION CENTER		FAX: (563) 332-2326
Edison Academy - 438 16 th Street	(563) 359-9375	
Tammy Chelf, Coordinator		FAX: (563) 359-5565
MIDDLE SCHOOL – 2030 Middle Road	(563) 359-3686	
Lisa Reid, Principal		
<i>Jayme Olson and Lorelei Andedo</i> , Associate Principal		FAX: (563) 359-3855
ELEMENTARY SCHOOLS		
Grant Wood – 1423 Hillside Drive	(563) 359-8277	
John Cain, Principal		FAX: (563) 359-5254
Herbert Hoover – 3223 South Hampton	(563) 332-8636	
Jeff Johannsen, Principal		FAX: (563) 332-5148
Mark Twain – 1620 Lincoln Road	(563) 359-8263	
Caroline Olson, Principal		FAX: (563) 355-2735
Neil Armstrong – 3311 Central Avenue	(563) 359-8275	
Dave Hlas, Principal		FAX: (563) 359-5228
Paul Norton – 4485 Greenbrier Drive	(563) 332-8936	
Julie Tropa, Principal		FAX: (563) 332-9619
Thomas Jefferson – 610 Holmes	(563) 359-8261	
Lana LaSalle, Principal		FAX: (563) 359-6641
MAINTENANCE AND TRANSPORTATION CENTER		
2727 Tanglefoot Lane	(563) 332-8600	
Chris Andrus, Director of Operations	Ext. 6501	FAX: (563) 332-8602

A district wide staff directory is compiled and provided to staff annually, please respect the right to confidentiality for all employees and do not share the contents of the directory for use outside of district employees.

Organizational Chart



Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available online at <http://www.bettendorf.k12.ia.us>. Employees are expected to know existing board policies and know to refer to the policies when necessary.

Handbook Subject to Change

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

COMPENSATION AND BENEFITS

Compensation and Salary Schedule

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

Licensed:

The requirements stated in the master contract(s) between employees in the collective bargaining unit(s) and the board regarding wages and salaries of such employees will be followed.

(BCSD Board Policy-406.1)

Specific information regarding the salary schedule and methods of payment can be found in the Bettendorf Education Association (BEA) Master Contract.

Certified and administrative staff members are paid on the 20th of each month. When a payday falls during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous work day. Staff members who have not enrolled in direct deposit or authorized their paycheck to be mailed and will not be present on payday, must instruct the payroll staff regarding the disposition of the check (e.g., hold for later pick up, mail to specific address). Paychecks will not be given out prior to payday. Overtime is payable to those staff members in the district considered to be covered by the Fair Labor Standards Act (FLSA). Administrative and teaching positions are specifically considered exempt from the FLSA overtime provisions.

Classified:

The board will determine the compensation to be paid for the classified employees' positions, keeping in mind the education and experience of the classified employee, the educational philosophy of the school district, the financial condition of the school district and any other considerations deemed relevant by the board. Classified employees are employees who are not administrators or employees in positions that require an Iowa Department of Education teaching license and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. **(BCSD Board Policy-411.1, 412.1)**

Specific information regarding the salary schedules and methods of payment can be found in the Service Employees International Union, Local 199 (SEIU or SEIU/BESA) Master Contracts.

Classified staff members are paid bi-weekly every other Friday. When a payday falls on a weekend, the checks are usually issued on the preceding Friday.

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

(BCSD Board Policy-412.2)

Each hourly employee paid on an hour-by-hour basis are required to record their time worked using the KRONOS Time Clock system. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action. Questions regarding employee pay or the Kronos system should direct their inquiry to the Classified Payroll Accountant, (563) 359-3681, extension 3010.

Compensation for Extra Duty

An employee may volunteer or be required, depending on a given situation, to assume an extra duty position, with the extra duty being secondary to the major responsibility of the employee. The board will establish a salary schedule for extra duty employee positions, keeping in mind the financial condition of the school district, the education and experience of the employee, the educational philosophy of the school district, and other considerations as determined by the board. **(BCSD Board Policy-406.4)**

Extra duty assignments are those responsibilities not considered “coaching duties.” Staff members who assume extra duty assignments will be paid according to Schedule D of the district and the BEA collective bargaining agreement. Extra duty assignments will be listed on the individual contract with the corollary amount of salary for the contracted duty. Staff members who choose to resign these assignments must provide a letter of resignation to the principal. Efforts will be made to find a replacement for the following year, however, if a suitable replacement cannot be found, the staff member may be required to assume those duties for an additional year. Extra duty assignments are paid out as part of the salary amount each month.

An employee’s supervisor must approve overtime in advance of the employee’s working those overtime hours. Working overtime without the permission of the supervisor may result in grounds for discipline. Overtime is paid for “hours worked” over 40 in a work week and will be paid one and one-half times the staff member’s regular rate as prescribed by the FLSA. Be aware that not all leaves count toward the overtime calculation. Vacation and holiday may count toward the “hours worked” calculation. **(BCSD Board Policy-412.2)**

Continued Education Credit

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

Certified staff members must receive approval from the Assistant Superintendent **prior** to enrolling in a class or program of study if they intend to use the credit to advance on the salary schedule. The course or program of study must be directly related to their job assignment. Course approval forms are available on the Staff Intranet in the Human Resources folder.

Licensed employees who wish to request advancement on the salary schedule must notify Human Resources by **September 10** of the school year when advancement occurs. **(BCSD Board Policy-406.3)**

Continuing Contracts

Contracts entered into with licensed employees, other than an administrator, will continue from year to year unless the contract states otherwise, as modified by mutual agreement between the board and the employee, or the contract is terminated by the board. **(BCSD Board Policy-405.4)**

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is a benefit offered to all employees. The program is available 24 hours a day, seven days a week to help staff and families at no cost. This program offers assistance with work/life concerns addressing addictions, depression, stress, anxiety, marital/family problems, legal and financial issues, elder or childcare issues, grief and life transitions. This program is strictly confidential and is not reflected in personnel records. For more information or to schedule an appointment please call: 1-800-383-7900 or 309-779-2273

Flexible Benefits

The district participates in a flexible benefits program that allows full-time staff to take pre-tax payroll deductions for various un-reimbursed medical and dependent care expenses. Enrollment occurs during the fall or upon hire. After enrollment, election changes may occur if the employee can demonstrate a qualifying "life event status change" pursuant to the IRS regulations.

Group Insurance Benefits

Classified employees who work **30** hours per week or greater and Certified employees who work .75 FTE or greater are eligible for group insurance and health benefits. For additional information, please contact the Benefits Coordinator, (563) 359-3681, Ext. 3012.
(BCSD Board Policy-406.5, 412.3)

Specific information regarding the insurance and other benefits can be found in each employee group's Master Contract.

IPERS

Bettendorf Community School District participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit upon retirement in accordance with a formula based on your age, years of service, and the average of your highest five years of wages. For additional information, please contact IPERS at (800) 622-3849 or visit the IPERS website located at <https://www.ipers.org/index.html>.

Tax Shelter Programs

The board authorizes the administration to make a payroll deduction for employees' tax sheltered annuity premiums purchased from a company or program chosen by the board and collective bargaining units in accordance with legal requirements. Employees wishing to have payroll deductions for tax sheltered annuities will make a written request to the head of payroll.
(BCSD Board Policy-406.6)

Travel Compensation – Outside the District

Employees traveling on behalf of Bettendorf Community School District and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

Travel outside of the school district must be pre-approved by the immediate supervisor. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, is approved by the Superintendent or Superintendent Designee.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose and nature of the expense for each claim item. Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than 5 working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration. The travel reimbursement form is located on the staff intranet; a copy is also located in the Appendix. **(BCSD Board Policy-401.7)**

EMPLOYEE RELATIONS

Background Checks

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

Complaint Procedures

Staff must use the chain of command in resolving district complaints. The procedure is as follows:

1. Attempt to resolve the issue first with those closest to the issue and most directly involved.
2. If the complaint cannot be resolved, take the complaint to the immediate supervisor and attempt to resolve the complaint at that level.
3. If all other attempts to resolve the issue have been exhausted at the building level then a complaint may be made to a district administrator. A complaint should not proceed to the district administrator unless all other attempts to resolve the issue have been exhausted at the building level.

The specific procedure for handling all contractual complaints or grievances is outlined in the grievance section of the applicable collective bargaining agreements. Employees not covered under a specific master contract will follow the same procedures.

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. Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent.

Employees will not act as an agent or dealer for the sale of textbooks, equipment, sports apparel or other school supplies to the school district. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client, or employer originates from information obtained because of the employee's position in the school district. **(IOWA CODE 301.28)**

It is also a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. **(BCSD Board Policy-401.2)**

Employee Orientation

Employees must know their roles and duties. New employees will participate in an orientation program. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the payroll department.

(BCSD Board Policy-401.11)

Employee Records

Bettendorf Community School District will maintain official personnel files for all employees. The records are important for the daily administration of the educational program, implementing board policy, budget and financial planning and meeting state and federal requirements.

The official personnel files will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, licenses, contracts, letter of assignment and other items needed to carry out board policy. Employee personnel files are school district records and are generally considered confidential records and therefore are not open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent or non-confidential records such as an employee's salary or individual contract, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between Human Resources and the employee. The school district may charge a reasonable fee for each copy made.

(BCSD Board Policy-401.5)

Employee Searches

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

Evaluation

Evaluation of employees on their skills, abilities, and competences is an ongoing process overseen by immediate supervisors and conducted by approved evaluators, as required by law. The goal of the formal evaluation process is to improve the education program, to maintain employees who meet or exceed the board's standards of performance, to clarify the employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees. **(BCSD Board Policy-405.8, 411.7)**

Specific information regarding the evaluation process can be found in the Bettendorf Education Association (BEA), Bettendorf Educational Support Association (BESA) and Service Employee's International Union (SEIU) Master Contracts or from your immediate supervisor.

Mandatory Cooperation in Workplace Investigations

Any workplace investigation conducted by administrative staff shall receive complete cooperation of all employees.

Mandatory Reporting of Post-Employment Arrests and Convictions

Any employee who is arrested or convicted of any off-duty criminal charges shall report such information to Human Resources within three (3) business days. Failure to do so shall incur discipline, up to and including termination. **(BCSD Board Policy-404.1R5)**

Probationary Status

The first three years of a newly- licensed employee's contract is a probationary period unless the employee has already successfully completed the three-year probationary period in an Iowa school district. Standard-licensed employees who have successfully completed a probationary period in a previous Iowa school district will serve a one-year probationary period.

Licensed employees may also serve a probationary period based on performance. Such probationary period is determined on a case-by-case basis in light of the circumstances surrounding the employee's performance as documented in the employee's evaluations and official personnel file. **(BCSD Board Policy-405.4 & 405.9)**

The probationary period for classified employees is the first ninety (90) consecutive work days of an employee's assignment unless otherwise stated to an individual employee. **(BCSD Board Policy-411.8)**

Public Complaints about an Employee

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

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved if the following has not been completed:

- (a) Matters concerning an individual student, teacher or administrator or other employee should first be addressed to that person;
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for licensed employees and the supervisor for classified employees;
- (c) Unsettled matters regarding (b) above or problems and questions concerning the school district should be directed to the superintendent;
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board. To bring a concern about a school district employee, notify the Board President in writing, who will bring it to the entire board, or may place it on the board agenda in accordance with Board Policy 214 "Board Meeting Agenda". **(BCSD Board Policy-402.5)**

Release of Credit Information

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income and number of years employed. This information will be released without prior written notice to the employee as it is all public information. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee. **(BCSD Board Policy-402.1)**

Transfers

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the board, which will be in accordance with contractual agreements. In making such assignments, the board will consider the qualifications of each employee and the needs of the school district. **(BCSD Board Policy-405.7)**

Specific information regarding transfers may be found in the Master Contract for that certified collective bargaining unit.

Work Day

The work day for employees will begin at a time established by the superintendent or master contract(s). "Day" is defined as one work day regardless of full-time or part-time status.

Employees are to be in their assignment during the work day. Advance approval to be absent from the school building must be obtained from the principal or supervisor whenever the employees must leave the school building during the work day. **(BCSD Board Policy-405.5)**

Additional information regarding the work day may be found in the Master Contract for that certified collective bargaining unit.

All employees shall arrive at work at their scheduled time. For hourly employees who use the timeclock, the 7 minute buffer is to allow for rare occurrences when one cannot punch at the exact time. If this is abused by employees it may result in discipline based on the District's attendance policy.

DISTRICT PROCEDURES AND GUIDELINES

Breastfeeding

Section 4207 of the Affordable Care Act amends the Fair Labor Standards Act (FLSA) of 1938 ([29 U.S. Code 207](#)) to require an employer to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express milk. The employer is not required to compensate an employee receiving reasonable break time for any work time spent for such purpose. The employer must also provide a place, other than a bathroom, for the employee to express breast milk. For additional information, please visit the "Break Time for Nursing Mothers" section of the United States Department of Labor website located at <http://www.dol.gov/whd/nursingmothers/>.

Building Designated Areas for Nursing Mothers	
Administration Center	HS Student Services Intervention room
Bettendorf High School	Small office near stairwell by the Commons
Bettendorf Middle School	Nurse's office
Grant Wood	Library/PTA Office at rear of library
Herbert Hoover	Room next to gym (former kitchen area)
Mark Twain	Nurse's office
Neil Armstrong	Nursing room located in 2 nd floor teacher's lounge
Paul Norton	Principal's office
Thomas Edison Center	Social Worker's or Administrator's office
Thomas Jefferson	Nurse's office
Operations & Transportation Center	Conference Room w/o windows

Child Labor

Bettendorf Community School District complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 18 are prohibited from working in certain occupations, performing certain duties, and from using certain equipment. For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625 or visit <http://www.iowaworkforce.org/labor/childlabor.htm>.

Copyright

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use." (**BCSD Board Policy-605.7**)

For additional information about copyright and fair use, please visit the "Frequently Asked Questions about Copyright" section of the United States Copyright Office located at

<http://copyright.gov/help/faq/index.html>.

Employee Professional Responsibilities and Discipline Process

The purpose and intent of the Employee Professional Responsibilities and Discipline Policy is to ensure each employee is aware of his/her responsibility in accordance with supporting the mission, vision and beliefs of the district. Employees fulfill their professional responsibilities when they ...

- *Report to work fit for duty and remain fit while on duty*
- *Prepare for and diligently carry out all assigned duties as directed*
- *Comply with justifiable directives issued by duly recognized sources of authority*
- *Identify and control unsafe conditions and/or safety hazards and maintain safe and secure working and/or learning environments*
- *Demonstrate respect, fairness and dignity when interacting with students, staff, community members or others*
- *Comply with federal laws, state statutes and Bettendorf Community School District policies that prohibit conduct that could reasonably be construed as coercive, retaliating, harassing, intimidating, bullying, discriminating or threatening*
- *Communicate truthfully and honestly with regard to any matter of interest to Bettendorf Community School District and ensure that all records, disclosures or other written communications are full, fair, accurate, timely and understandable*
- *Acquire, use, maintain and dispose of Bettendorf Community School District assets in an ethical and responsible manner*
- *Maintain the confidentiality of information as required under federal laws, state statutes and Bettendorf School District policies*
- *Use established protocols to intervene against and/or report actions or behaviors that may represent one or more violations of federal law, state statutes and Bettendorf Community School District policies*
- *Refrain from activities outside the contract day that may reasonably interfere with his/her ability to effectively perform duties as assigned or the legitimate operational interests of Bettendorf Community School District*
- *Comply with all established with all federal laws, state statutes and Bettendorf Community School District board policies as well as established operational routines or procedures*

It is essential that prompt, corrective action is taken whenever Professional Responsibilities are not being met by the employee. In situations where employee actions or behaviors are found to represent one or more violations, disciplinary action must be considered. Authority to issue verbal warnings and written warnings is delegated to those administrators and supervisors directly responsible for planning, directing and supervising the work of others. Authority to issue official reprimands, suspensions and discharges will remain with the superintendent/superintendent designee and/or the board of directors.

Prior to making a disciplinary decision, administrators/supervisors will use the following Employee Discipline Process:

- Establishing grounds
- Verifying grounds
- Determining a course of action
- Assessing the case facts
- Selecting or recommending a specific action
- Considering the need for progressive discipline
- Documenting the action

Employee Recognition

Bettendorf Community School District recognizes and appreciates the services of its employees. Employees who retire or resign may be honored by the board, administration and staff in an appropriate manner. Each quarter the district recognizes two to three staff members for being a role model and inspiration to fellow employees as well as excelling in their job. An employee end of year event is held each year to honor retirees as well as staff with 20, 25, 30, and 35 years of service.

(BCSD Board Policy-401.8)

Employee Publication or Creation of Materials

Materials created by employees and/or the financial gain therefrom are the property of the school district if school materials and/or time were used in their creation and/or such materials were created in the scope of the employee's employment unless prior arrangements are made. The employee must seek prior written approval of the superintendent concerning such activities. **(BCSD Board Policy-408.2)**

Media Relations

Members of the news media seeking information about the school district shall direct their inquiries to the Director of Communications, Superintendent, or the President of the Board of Education.

(BCSD Board Policy-902.1)

Nepotism

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

The employment of more than one individual in a family is on the basis of their qualifications, credentials, and records. **(BCSD Board Policy-401.3)**

School Fees

Iowa law identifies the types of fees schools can charge. School districts only have the authority to charge fees for textbooks, school supplies, eye and ear protective devices, summer school, driver's education and transportation for students not eligible for free transportation. For those that are charged, the fees must be waived or reduced for those students who meet the eligibility requirements for free or reduce priced lunch. Employees cannot charge a student fee for anything without prior consent of the Director of Finance and Business Services.

School Lunch Program

Bettendorf Community School District operates a lunch and breakfast program. Employees may purchase meals and other items, including milk.

Staff Meetings

Staff meetings provide an opportunity for the communication of important school district information to be shared between administration and employees. Employees are expected to attend staff meetings unless they are on leave or excused by an administrator.

Professional Development

High quality teaching is imperative for student success and professional development plays a key role in this success. Employees are expected to attend all professional development opportunities and staff meetings provided by the school district unless they are on leave or have been excused by their administrator/supervisor.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to their administrator/supervisor. Approval must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program. **(BCSD Board Policy-408.1)**

Purchasing

All financial commitments of the district must be authorized through the advance purchase order requisition process, which requires approval from the building principal and business office, except for those requiring direct action by the board of directors. Purchasing goods and supplies is done by first filling out a requisition and getting approval from the building principal or supervisor. A building principal/supervisor must approve every requisition before a purchase order will be approved. Additionally, staff members do not have the authority to enter into a contract for the purchase of goods and services.

Religious Holiday Celebrations in Public Schools

Public school officials need to be respectful of the religious beliefs of employees and students. The Iowa Department of Education has provided the following non-exhaustive checklist for prohibited and permissive activities related to religious holiday celebrations in public schools. This information may be located at <https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools>.

School Publicity and Community Relations

Bettendorf Community School District staff members are the connection between the schools and the community. Employees are expected to work in a professional manner with parents and the community, when appropriate, for their positions. Teachers especially are expected to work closely with parents throughout the school year to ensure the success of all students, as parents are vital partners in the education of their children.

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations operating for a profit is disallowed. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is education related and prior approval has been obtained from the Superintendent or Superintendent Designee. **(BCSD Board Policy-904.2)**

CONDUCT IN THE WORKPLACE

Employee Use of Cell Phones

School district and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls should be made during sanctioned breaks. District telephones are only for official school business. Failure to follow this guideline will result in disciplinary action.

Fighting

Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action.

Fraud/Unlawful Gain

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

Neglect of Duties

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

Offensive or Abusive Language

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

Performing Unauthorized Work While on Duty

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

Use of School Facilities and Equipment

A school district employee may use school equipment for school purposes or activities held during the school day or for school-sponsored events. The building principal or designated facility coordinator must approve, in advance, the request for private use. No school building or equipment may be used to promote private gain. Technology equipment may only be requested for school-related purposes. Use of technology equipment for personal use only will not be approved. **(BCSD Board Policy – 401.17)**

Use of Time

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

Actions such as the following are strictly prohibited by employees and will result in discipline: loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty.

EMPLOYEE STANDARDS OF CONDUCT

Academic Freedom

Bettendorf Community School District's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide a learning environment and assignments for their students.

Cash in the Workplace

The amount of petty cash that may be kept in the school building/district office shall be sufficient to cover up to \$50 per receipt for expenditures made by an individual. The expense must be pre-authorized before the purchase is made. Petty cash is used to pay small amounts owed, such as postage. For any disbursement from petty cash, a receipt or other appropriate documentation should be maintained with the disbursement record.

Petty cash may not be used for disbursements for meals and other travel related expenditures. Those requests are handled through normal disbursement methods. Funds raised by students shall be deposited daily and recorded in the activity accounts. **(BCSD Board Policy-702)**

Break or Meal Periods

Leaving the place of duty during a work shift without permission of the employee's immediate supervisor or designee is cause for discipline, except during unpaid break periods. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break. Additional information regarding the work day may be found in the Master Contract for that certified collective bargaining unit.

Dress and Grooming

All employees should project a professional image for our students, parents, potential employees, and community visitors. If you experience uncertainty about acceptable, professional business casual attire for work, the immediate supervisor should be contacted. **(BCSD Board Policy-404.1R4)**

Employees furnished work uniforms are expected to keep them clean and in good repair. The uniforms must be returned to the district when they become unwearable or upon termination of employment.

Outside Employment

The board believes that the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the school district job. Should a supervisor believe the external position is impacting the internal one; the supervisor will address it with the employee. **(BCSD Board Policy-401.2)**

Employee Political Activity

Employees will not engage in political activity on district property under the jurisdiction of the board. Activities including, but not limited to, posting or distribution of political circulars or petitions, the collection or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited. **(BCSD Board Policy-401.9)**

Ethics – Board of Educational Examiners (BOEE)

School district employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well. For a copy of the ethics code, please visit <http://www.boee.iowa.gov/doc/ethHndot.pdf>.

Failure to Complete Reports

In order to have the school district function in a timely manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including but not limited to: time sheets, grade reports, student records, IEP documentation and testing results. Failure to meet the deadline may result in disciplinary action.

Gifts

Employees will not, either directly or indirectly, solicit, accept or receive any gift or series of gifts, unless the gift is valued at less than three dollars or has a negligible resale value. Honorariums may be received but must be turned over to the school district unless the employee was on his or her own time, the donor does not meet the definition of "restricted donor" or the gift or honorarium does not meet the definition of gift or honorarium. **(BCSD Board Policy-402.4)**

Insubordination

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

Relationships with Co-Workers

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

Staff Technology Use/Social Networking

Usage of the school district's computer resources is a privilege, not a right, and use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific *content* within the information confidential is determined on a case by case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's computer network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job. Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students, and volunteers who do not want school administrators to know their personal information, should refrain from exposing it on the Internet. Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent and must work with the Director of Communications and/or Technology Coordinator in establishing and maintaining the site. **(BCSD Board Policy-401.13)**

Theft

All thefts should be reported immediately to a principal or supervisor. Any finding of theft by an employee will result in appropriate discipline, up to and including termination.

Treatment of Patrons of the District

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

Volunteers

The board recognizes the valuable resources it has in the members of the Bettendorf Community School District community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

STUDENT AND CLASSROOM ISSUES

Abuse of Students by a School District Employee

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

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

Bettendorf Community School District will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. Employees are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigation process. **(BCSD Board Policy-402.3)**

Child Abuse Reporting

Bettendorf Community School District believes in protecting our students and we strive for them to be productive without outside factors weighing on their ability to learn. In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

Child abuse is the result of the acts or omissions of a person responsible for the care of a person under the age of 18 who has suffered one or more of the categories of child abuse as defined in IOWA CODE 232.68 (physical abuse, mental injury, sexual abuse, denial of critical care, child prostitution, presence of illegal drugs, manufacturing or possession of a dangerous substance, bestiality in the presence of a minor, allows access by a registered sex offender, or allows access to obscene material).

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter will orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified. Within forty-eight hours of the oral report, the mandatory reporter will file a written report with the Iowa Department of Human Services.

Upon initial employment, mandatory reporters will submit evidence they have taken the course within the previous five years. The course will be re-taken at least every five years. **(BCSD Board Policy-402.3)**

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip, unless an appropriate reason prohibits attendance. The approved elementary field trips must be approved by the building administrator in advance.

Individuals with Disabilities Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at <http://idea.ed.gov/explore/home>. Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

Searches of Students and Property

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Employees must never search, pat down or otherwise inspect a student and his or her belongings without the notification of the principal. The principal will determine whether there is a reasonable belief that a law, school rule or board policy has been violated to justify the search or whether law enforcement should be contacted. Employees should never search or inspect a student's person or belongings without another adult present and only adults of the same sex of the student should be present during the search or inspection. For additional information regarding searches of students and property, please consult IOWA CODE 808A.1. **(BCSD Board Policy-502.8)**

Standardized Testing and Assessment

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in disciplinary action up to and including termination. For additional information regarding the applicable standard in the Iowa Board of Educational Examiners Code of Professional Conduct and Ethics, please visit The Board of Educational Examiners website located at <http://www.boee.iowa.gov/doc/ethHndot.pdf>. **(BCSD Board Policy-505.4)**

Student Funds and Fund Raising

Student fundraising for school activities may occur upon approval of the principal prior to the fund raising event or the start of a fund raising campaign and with an employee overseeing the fundraising. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised.

Fundraising sites like GoFundMe, YouCaring and Donors Choose, are not allowed within the District. Funds from these online locations do not allow the school district and the board to maintain financial control. Please contact your administrator/supervisor if classroom needs arise.

Student Records

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is to someone who has a legitimate educational interest in knowing the information. Please contact the building principal or designee if you have a request for student records.

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

Transporting of Students by Employees

Generally, transportation of students is in a motor vehicle owned by the school district and driven by an employee. In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's motor vehicle and will be done so after approval of the superintendent. **(BCSD Board Policy-401.6)**

Tutoring

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent. Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent and the fees go to the school district, not the teacher. **(BCSD Board Policy-408.3)**

HEALTH AND WELL-BEING

Administering Medication

The supervision of any medication distribution to students shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy. **(BCSD Board Policy-507.2)**

Anti-Bullying and Anti-Harassment

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Bettendorf Community School District. The board is committed to providing all employees and students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of employees and students by other students, by school employees, and by volunteers will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of employees and students, 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 identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited. **(BCSD Board Policy-104 and related exhibits)**

PRIMARY INVESTIGATOR

Lana LaSalle, Equity Coordinator	Thomas Jefferson Elementary	(563) 359-8261
Kay Ingham, Director of Student Services	District Administration Center	(563) 359-3681

ALTERNATE INVESTIGATORS

Lisa Reid, Principal	Bettendorf Middle School	(563) 359-3686
Joy Kelly, Interim Principal	Bettendorf High School	(563) 332-7001
Kevin Skillet, Activities Director/Associate Principal	Bettendorf High School	(563) 332-7001
Roxanne Schmertmann, Nurse	Bettendorf High School	(563) 332-7001
Jeff Johannsen, Principal	Herbert Hoover Elementary	(563) 332-8636
Caroline Olson, Principal	Mark Twain Elementary	(563) 359-8263

Bloodborne Pathogens

All employees are required to take the bloodborne pathogens training annually.

Each fall, information regarding online training will be sent to every district building. Employees will be required to log into their AEA Online Professional Development profile to complete the training. Once the training is completed, the employee will furnish a certificate of completion to their building nurse or secretary. When all employees in the building have submitted certification of completion, the certificates will be sent to the Office of Human Resources. Employees will normally be requested to complete the training during the first in-service days of each school year.

Communicable Diseases – Employees

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

Prevention and control of communicable diseases is included in the school district’s bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. **(BCSD Board Policy-403.3)**

Substance Free Workplace

Alcoholic beverages, illegal substances, and legal substances used illegally shall not be consumed at any time during the employee’s work shift. It is in violation of school district work rules for an employee to report to work in an unsafe condition, or in a condition which impairs the employee’s judgment or performance of job functions due to the use of alcohol or other substances. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including immediate dismissal.

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

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes off school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who operate school vehicles are subject to mandatory random and scheduled federal drug and alcohol testing if a commercial driver's license is required to operate the vehicle and the vehicle transports sixteen or more persons including the driver. For regulations and forms please visit the Federal Motor Carrier Safety Administration website located at <http://www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm?>

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than three days after the conviction. **(BCSD Board Policy-403.5)**

Smoke and Tobacco Free Workplace

Bettendorf Community School District is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. As required by Iowa Code 142D, the Iowa Smokefree Air Act, and also motivated by a desire to provide a healthy work environment, Bettendorf Community School District prohibits smoking, and the use of tobacco and nicotine products as cited in board policy, on all school grounds and in school vehicles. **(BCSD Board Policy-403.5)**

Employee Injury on the Job

Employee, as well as student safety, is a major district concern, and employees should remove themselves from and report any situations where their safety may be compromised. When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury. If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical employees as quickly as possible.

It is the responsibility of the employee injured on the job to inform the Accounting Supervisor at the Administration Center within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury. **(BCSD Board Policy-403.2)**

Workers' Compensation Insurance covers employees who are injured on the job. The district health insurance carrier does not cover work-related injury.

Procedures for work-related accidents or injury are as follows:

1. Report immediately to the school nurse and building principal or supervisor.
2. Complete an Employee Accident Report/Injury Form even if the injury is minor and follow the direction of the school nurse if follow-up is warranted with the district-approved physician
3. Secure documentation from the physician if time off work is recommended/prescribed and file with the Office of Human Resources

All claims for compensation are handled through the district business office.

Employee Physical Examination

The school district reserves the right to require an employee to produce evidence of the ability to perform the job should there be an issue with an employee's performance. Bus drivers will produce evidence of good health as required to meet DOT regulations. **(BCSD Board Policy-403.1)**

Employee Immunizations

All new employees upon initial employment shall produce their immunity documentation for measles. This documentation can be one of the following:

1. paper record showing two measles vaccinations
2. laboratory evidence demonstrating immunity to measles
3. physician verification employee has had measles
4. employee born before 1957

Hazardous Chemical Disclosure

Designated employees will annually review information about hazardous substances in the workplace. When a new school district employee is hired, the information and training about hazardous chemicals shall be included in the orientation of the employee. When an additional hazardous substance enters the workplace, information about it shall be distributed and training shall be conducted for the appropriate employees. Refresher training will be provided as necessary to ensure that employees are apprised of the hazards of chemicals that are present in their work area. The Superintendent or designee will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place. **(BCSD Board Policy-403.4)**

LEAVES AND ABSENCES

Absenteeism

In order to accomplish the goals and mission of the Bettendorf Community School District, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify the AESOP leave system of all times when they will be absent. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action. Every employee should know to whom they report absences and how to submit leave requests. For additional information regarding leave options, please refer to the Master Contract.

Bereavement Leave

In the event of a death of a member of an employee's immediate family, bereavement leave may be granted. Benefits provided for bereavement leave are prescribed by the Master Contract between the collective bargaining unit and the Board.

An employee shall be granted up to seven (7) working days leave of absence with pay in the event of a death in the employee's immediate family, which is defined as the employee's spouse, child, parent, brother, sister, father-in-law, or mother-in-law. An employee shall be granted up to two (2) days leave of absence with pay in the event of a death of the employee's grandparents, spouse's grandparents, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandchildren, aunts, uncles, nieces, or nephews. Adopted children and step relatives are included in the above leaves. Non-consecutive bereavement leave may be taken with at least five (5) work days' notice to the Office of Human Resources.

All employees with the exception of administrators shall be granted one (1) day of leave with pay per school year in the event of a death of a friend. **(BCSD Board Policy-409.3, 414.3)**

Employee Holidays and Personal Leave

The requirements stated in the master contract(s) between employees in the collective bargaining units and the board regarding holidays and personal leave of such employees will be followed. Holidays for all employees shall be adjusted to the official school calendar should some of the designated holidays be scheduled on workdays for the certified staff. **(BCSD Board Policy-409.1, 414.1)**

Employee Vacation

Vacation may be available for those employees who work twelve months a year or as included in an individual contract. The requirements stated in the master contract(s) between employees in the collective bargaining units and the board regarding vacation leave of such employees will be followed.

Family and Medical Leave

Unpaid family and medical leave will be granted up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year (defined as July 1st through June 30th) to assist eligible employees in balancing family and work life. Requests for family and medical leave will be made to the Office of Human Resources. Employees shall be required to use all existing appropriate paid leave prior to taking unpaid family and medical leave. Paid leave from the District and the twelve (12) weeks of FMLA leave run concurrently. Employees eligible for family and medical leave must comply with the family and medical leave policy and administrative rules prior to starting family and medical leave. **(BCSD Board Policy-403.8)**

For additional information regarding FMLA, please contact the Office of Human Resources or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, located at <http://www.dol.gov/whd/fmla/>. **(See Appendix for Family and Medical Leave Act Summary)**

Jury Duty Leave

The board recognizes employees may be summoned for jury duty. Employees who are called for jury service will notify the direct supervisor within twenty-four hours after notice of call to jury duty and will provide suitable proof of jury service to the school district.

The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours. Any payment received by the employee for jury duty will be deducted from the employee's regular salary. Make sure you have visited the Clerk of Court office and received a verification of service form to send to the Payroll office. **(BCSD Board Policy-409.5, 414.5)**

Military Service Leave

The board recognizes employees may be called to participate in the armed forces, including the National Guard. If an 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 the leave. Depending upon an employee's certified contract group, seniority may or may not continue to accrue during the absence. **(BCSD Board Policy-409.6, 414.6)**

Personal Illness Leave

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the Board regarding the personal illness leave of such employees shall be followed. It shall be the responsibility of the superintendent to make a recommendation on personal illness leave for classified employees not covered by a Master Contract. **(BCSD Board Policy-409.2, 414.2)**

Political Leave

The board will provide a leave of absence to employees to run for elective public office. The superintendent will grant an employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

The employee will be entitled to one period of leave to run for the elective public office, and the leave may commence within thirty days of a contested primary, special, or general election and continue until the day following the election.

The request for leave must be in writing to the superintendent of schools at least thirty days prior to the starting date of the requested leave. **(BCSD Board Policy-409.4, 414.4)**

SAFETY AND SECURITY

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. **(BCSD Board Policy-804.4)**

Building Security

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

Corporal Punishment, Restraint, and Detaining Students

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

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a student. If a student is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. For additional information regarding Iowa law on this issue, please visit the “Timeout, Seclusion, and Restraint” section of the Iowa Department of Education’s website, located at <https://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint>. **(BCSD Board Policy-503.5)**

Drills and Evacuations

Periodically the school holds emergency fire, tornado, and safety drills. Teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms.

Fire and tornado drills are required by law. School districts must have two fire and two tornado drills before December 31 and two fire and two tornado drills after January 1.

Emergency Closings/Inclement Weather/Other Interruptions

When the superintendent decides the weather threatens the safety of students and employees, the Superintendent designee will notify the radio/TV stations to broadcast a school closing announcement. Notifications will also be sent through the School Messenger notification system. Please ensure your phone number and email address on file are kept current.

Staff Identification Badges

An identification badge shall be issued to each employee. Badges shall be worn when the employee is on duty, and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. The loss of a permanent badge shall be immediately reported to their building principal or supervisor.

Threats of Violence

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

Visitors/Guests

The board welcomes the interest of parents and other members of the Bettendorf Community School District and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must check in through the front office and provide a driver's license or government photo ID. All visitors will sign in and out via our visitor management system, Raptor, and wear a visitor's badge while in the school building.

Individuals who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct. **(BCSD Board Policy-903.3)**

Weapons

The Bettendorf Community School District is committed to maintaining a safe and secure learning environment for students and staff. The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Employees who witness or have knowledge about the presence of potential weapons on school property should notify the proper authorities immediately.

The prohibition on weapons does not pertain to those under the control of law enforcement officials.
(BCSD Board Policy-502.6)

TERMINATION OF EMPLOYMENT

Contract Release – Licensed Employees

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

Release from a contract will be contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost of advertising incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. Payment of these costs is a condition for release from the contract at the discretion of the board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court. **(BCSD Board Policy-407.2)**

Resignation – Licensed Employee at Year End

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board. **(BCSD Board Policy-407.1)**

Resignation – Classified Employees

Classified employees who wish to resign mid-year or mid-assignment, must give the school district at least a two week notice. Those resigning at year end or at the end of an assignment must give notice in writing as soon as the intent is known or at least two weeks prior to the end of the school year. **(BCSD Board Policy-413.1)**

Retirement

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

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

Board action to approve an employee's application for retirement is final and such action constitutes nonrenewal of the employee's contract for the next school year. **(BCSD Board Policy-407.3, 413.2)**

Reduction in Force

The board has the exclusive authority to determine the appropriate number of employees. A reduction of employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations, and other reasons deemed relevant by the board. It is the responsibility of the superintendent to make a recommendation for termination to the board. The superintendent shall consider the following criteria in making the recommendations:

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

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

The requirements stated in the master contract(s) between employees in the collective bargaining unit(s) and the board regarding the reduction in force of such employees will be followed.

(BCSD Board Policy-407.5, 413.5)

Family and Medical Leave Summary

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 - Revised February 2013

Employee Expense Reimbursement Report

Professional Leave Request Form

Employee Code of Conduct

Acknowledgement of Receipt

Employee Handbook

I acknowledge that I have received or can access a copy of the **Bettendorf Community School District's Employee Handbook**. I understand the Employee Handbook contains important information about the Bettendorf Community School District and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult the Superintendent or Director of Human Resources with any questions I have about the contents of the Employee Handbook or any questions that I feel were not addressed.

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

Employee's Signature

Date

Employee's Name (Printed)

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

Employee Code of Conduct

I acknowledge that I have read, understood, agreed to abide by and have been given an opportunity to ask questions about the **Bettendorf Community School District's Employee Code of Conduct (ECOC)**. My signature below does not necessarily indicate agreement with the ECOC, but I understand the Board of Education will hold me accountable for the standards referenced.

I also understand that I should consult the Superintendent or Director of Human Resources with any questions I have about the contents of the Employee Code of Conduct.

Employee's Signature

Date

Employee's Name (Printed)

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