

North Tama County

Classified Employee Handbook

2026-2027



It is the policy of North Tama County Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment) , marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's equity coordinator, John Cain, Superintendent, 605 Walnut St. Traer, IA 50675, phone: 319-478-2265 or at email: john.cain@n-tama.k12.ia.us

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Introduction

Our Vision Statement

Opening Doors to Life-Long Learning.

Our Mission Statement

North Tama County Community School District is committed to prepare all students for their future success by providing rigorous academic experiences in a safe, student-centered learning environment, while strengthening relationships through collaborative opportunities within the Redhawk community.

Our Values & Our Beliefs

Fiscal Stability

We believe maintaining the financial stability of the district while planning for an innovative future will allow the district to continue to serve students, families, and the community for future generations.

Community Involvement or Partnerships

We believe strong communication among the school, families, and the community is vital for the success of every student.

Academic Excellence

We believe in a commitment to continuous improvement through a high-quality curriculum that is innovative, rigorous, driven by high expectations while fostering a love of learning within all students.

Career Readiness

We believe in equipping students with the skills, knowledge, and experiences necessary to succeed in the workforce or in higher education.

Safe and Welcoming Environments

We believe in providing safe, secure, and supportive environments where everyone feels valued, respected, and empowered to learn, grow, and thrive.

Strong Character

We believe students and staff should act with integrity, accountability, and respect.

Our Priorities

Academic Improvement & Student Learning

We are dedicated to continuous academic growth through high-quality instruction, innovative opportunities, and support systems that meet every learner's needs.

Career & Future Readiness

We prepare students for success beyond graduation by offering real-world learning experiences, career exploration, and essential skills for the modern workforce.

School Safety

We prioritize the safety and well-being of all students and staff by creating secure, welcoming environments where everyone can thrive.

Facilities & Property

We are committed to maintaining and improving school facilities to ensure a safe, functional, and inspiring learning environment for all students.

Definitions

- “The district” means the North Tama County Community School District (NT).
- "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.
- "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.
- "School facilities" includes school district buildings and vehicles.
- "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.
- “FLSA” stands for the federal Fair Labor Standards Act.

Employment Requirements

Equal Educational and Employment Opportunity ([EEOC](#))

The 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 district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, and socioeconomic status in its employment and personnel 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. Employees will be given notice of this policy annually.

Advertisements and notices for vacancies within the district will contain the following statement: “The district is an Equal Employment Opportunities Employer.” The statement will also appear on application forms.

There is a procedure for processing complaints of discrimination. If you have questions or a complaint related to this policy, please contact John Cain, Equity Coordinator, *605 Walnut St. Traer, IA 50675, phone: 319-478-2265 or at email: john.cain@n-tama.k12.ia.us*

Inquiries by employees or applicants for employment regarding compliance of North Tama County policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1- 800-669-6820 or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416. 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 in each attendance center.

ADA Compliance ([ADA Site](#))

In compliance with the Americans with Disabilities Act (ADA), and the Americans with Disabilities Act Amendments Act (ADAAA), the district will consider reasonable accommodations to enable qualified applicants or employees with disabilities to perform the essential functions of the position. The district encourages applicants or employees to make suggestions regarding reasonable accommodations to their elected officials, department heads, or the district ADA Coordinator.

GINA

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to requests for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual or an individual's family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

District Information

School Calendar

The 2026-2027 school calendar can be accessed on the district website under Calendars.

Map of District/School

A current map of the school district can be accessed on the district website under DistrictInformation, Board of Education, 1-Page Board Information Handout or at [this link](#).

Staff Directory

A North Tama County Staff Directory, including positions held, can be found on the district website (or [access it here](#)).

Policy & Handbook Logistics

Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at the district's central office and on the district's website ([here](#)). Employees are expected to know existing board policies and know to refer to the policies when necessary. If you have questions about board policies, please contact Superintendent John Cain at the district's Central Office (605 Walnut, Traer, IA 50675) phone: 319-478-2265 or john.cain@n-tama.k12.ia.us.

Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, the Board of Education reserves the

right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The Board of Education reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Background Checks

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

Attendance Expectations

The District expects all employees to be present and ready to perform their duties at the start of their duty day and to remain present for their entire duty day, unless they have the prior approval of their supervisor. Employees who exhibit chronic tardiness, or those who fail to call their supervisor or designated representative prior to being tardy, may be subject to progressive discipline up to and including termination of employment.

Employees who will be away from their normal place of work during normal duty hours are expected to report their absences in the absence management software. Except in cases of emergency, absences should be requested and approved in advance.

If an employee is absent without proper notification and authorization, the employee shall be considered to have abandoned one's position. Each day the employee doesn't report to work and does not notify their Principal within 15 minutes of reporting time, is considered a no call no show event. If the employee fails to report for three (3) days, this is considered a voluntary termination by the employee. The three days (events) do not need to be consecutive. 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 even if the employee has not yet exhausted available paid leave.

Confidentiality

School employees frequently have access to confidential information. It is expected that school employees maintain confidentiality and refrain from discussing matters related to students (student conduct, discipline, or performance) with uninvolved staff and others outside of the work environment.

Classified Employee Defined

Classified employees are employees who are not administrators or not employees in positions which require an Iowa Department of Education teaching license. Classified employees are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Classified employees will include, but not be limited to, teacher and classroom associates, aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time.

It is the responsibility of the superintendent to establish specifications for classified employee positions.

Classified Employee Qualifications, Recruitment, Selection

Persons interested in a classified employee position will have an opportunity to apply and qualify for classified employee positions in the school district in accordance with applicable laws and school district policies regarding equal employment. Job applicants for classified employee positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

All job openings shall be submitted to the Iowa Workforce Development for posting on IowaWORKS.gov, the online state job posting system. Additional announcements of the position may occur through means the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.

The superintendent has the authority to hire and sign support personnel employment contracts, without board approval, for bus drivers, custodians, education associates, maintenance staff, clerical personnel, and food service workers. (These positions are the ones listed in the statute. Boards can add or delete from this list and should develop the list as it best reflects their district.)

NOTE: This is a mandatory policy. The board has the authority to delegate hiring of classified staff to the superintendent if it is stated in board policy. The board has to specify in policy the classified positions the superintendent is authorized to hire.

Corresponding North Tama County Board Policy # 411.02

Classified Employee Contracts

The board may enter into written contracts with classified employees employed on a regular basis. The contract will state the terms of employment.

Each contract will include a 14-day cancellation clause. Either the employee or the board must give notice of the intent to cancel the contract at the end of 14 days. This notice will not be required when the employee is terminated during a probationary period or for cause.

The superintendent may employ temporary workers and substitute employees without issuing a contract and without board approval.

Corresponding North Tama County Board Policy # 411.03

Classified Employee Licensing/Certification

Classified employees who require a special license or other certification will keep them current at their own

expense.

Licensing requirements needed for a position will be considered met if the employee meets the requirements established by law and by the Iowa Department of Education for the position.

Corresponding North Tama County Board Policy # 411.04

Classified Employee Assignment

Determining the assignment of each classified employee is the responsibility of the superintendent. In making such assignments each year the superintendent will consider the qualifications of each classified employee and the needs of the school district.

It is the responsibility of the superintendent to assign classified employees.

Corresponding North Tama County Board Policy # 411.05

Classified Employee Transfers

Classified employees are eligible to request a transfer to any vacancy within the system they are qualified to work. A transfer may be initiated by the Principal and approved by the Superintendent or initiated solely by the Superintendent. The Superintendent will consider the following in making final work assignments that are in the best interest of the district:

- Administrator and supervisor recommendation;
- Classified employee adaptability, attendance, interest, longevity, skill, training, and work habits;
- Equal Opportunity Employment and Affirmative Action Policies;
- Immediate and long term needs of the district

Determining the location where a classified employee's assignment will be performed is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent will consider the qualifications of each classified employee and the needs of the school district.

Corresponding North Tama County Board Policy # 411.06

Credit for Past Work Experience

Classified employees transferring to a new job assignment within the district will only be granted credit for past work experience if their work experience is similar or relevant to the new position.

Transfer credit will be determined by the Superintendent.

Classified Employee Evaluation Process

Evaluation of classified employees on their skills, abilities, and competence is an ongoing process. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed standards of

performance, to clarify each classified employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the school, and to develop a working relationship between the administrators and other employees. Classified employees may be evaluated either formally or informally as determined by their supervisor.

Corresponding North Tama County Board Policy # 411.07

Classified Employee Probationary Status

The first 90 working days of a newly employed classified employee's contract is a probationary period. "Day" is defined as one work day regardless of full-time or part-time status of the employee. New employees, regardless of experience, are subject to this probationary period.

"New" employees include individuals who are being hired for the first time by the school district and those who may have been employed by the school district in the past, but have not been employed by the board during the school year prior to the one for which contracts are being issued.

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

Corresponding North Tama County Board Policy # 411.08

Classified Employee Compensation

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 as deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board regarding the compensation of classified employees.

Corresponding North Tama County Board Policy # 412.01

The payroll period for the school district is monthly. Employees are paid on the 15th day of each month. If this day is a holiday, recess, or weekend, the payroll is paid on the last working day prior to the holiday, recess or weekend.

It is the responsibility of the board secretary to issue payroll to employees in compliance with this policy. The requirements stated in the Master Contract between employees in a certified collective bargaining unit and the board regarding payroll periods of such employees will be followed.

Corresponding North Tama County Board Policy # 706.01

Pay Deductions

The district provides leaves of absences to allow employees to be absent from work to attend to important matters outside of the workplace. As public employers, school districts are expected to record and monitor the work that employees perform and to conform to principles of public accountability in their compensation practices.

Consistent with principles of public accountability, it is the policy of the district that, when an employee is absent from work for less than one work day and the employee does not use accrued leave for such absence, the employee's pay will be reduced or the employee will be placed on leave without pay if:

- the employee has not sought permission to use paid leave for this partial-day absence,
- the employee has sought permission to use paid leave for this partial-day absence and permission has been denied,
- the employee's accrued paid leave has been exhausted,
- or the employee chooses to use leave without pay.

In each case in which an employee is absent from work for part of a work day, a deduction from compensation will be made or the employee will be placed on leave without pay for a period of time which is equal to the employee's absence from the employee's regularly scheduled hours of work on that day.

Corresponding North Tama County Board Policy # 706.03

Classified Employee Wage and Overtime Compensation

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt 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 or compensatory time. Overtime will not be permitted without prior authorization of the superintendent or principal.

Each non-exempt employee paid on an hour-by-hour basis must use the school's time clock system to create a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action or termination.

Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of 40 hours in any established work week, shall be compensated for the hours in excess of 40 at the rate of one and one-half (1-1/2) times the regular rate of pay for the service performed. Employees are required to have their immediate supervisor's approval prior to working hours that will result in overtime pay.

Corresponding North Tama County Board Policy # 412.02

Classified Employee Eligibility for Group Insurance Benefits

Classified employees may be eligible for group insurance benefits as determined by the board and required by law. The board will select the group insurance program and the insurance company which will provide the program.

Classified employees who work 30 hours per week are eligible to participate in the group health insurance plan. Regular part-time classified employees who wish to purchase insurance coverage may participate in group

insurance programs by meeting the requirements of the insurer. Regular classified employees who wish to purchase insurance coverage for their spouse or dependents may do so by meeting the requirements of the insurer.

This policy statement does not guarantee a certain level of benefits. The board will have the authority and right to change or eliminate group insurance programs for its classified employees.

The North Tama Voluntary Benefits Plan includes the following items:

- Health Insurance - Each employee shall be required to enroll in health coverage that is paid by the District.
- Life Insurance - Each employee shall be required to elect a \$50,000 plan as described in selection of the benefits plan.
- Disability - Each employee shall be required to take the long term disability insurance policy with scheduled monthly income protection of 60% of covered monthly compensation upon expiration of sick leave.
- Other forms of insurance such as Dental, Vision, Accident and Critical Illness are also available.
- Pamphlets, brochures or other descriptions of the North Tama Voluntary Benefits Plan shall be available from the Main Office.

In addition, an employee may elect to enroll in a Tax Sheltered Annuity Account.

The District has endeavored to provide fringe benefits to employees in compliance with the Affordable Care Act and other state and federal laws. In the event that state or federal authorities issue guidance or take enforcement action suggesting that this plan is not in compliance, then the Fringe Benefits options will be changed and brought into compliance.

Corresponding North Tama County Board Policy # 412.03

Classified Employee Tax Sheltered Programs

Employees may elect to have amounts withheld from their pay for items authorized by law, subject to agreement of the district. The board may authorize the administration to make a payroll deduction for classified employees' tax-sheltered annuity premiums purchased from a company or program selected by the employee.

North Tama contributes \$20.00 a month into the Tax Sheltered Annuity Account of your selection.

Classified employees wishing to have payroll deductions for tax-sheltered annuities will make a written request to the business manager.

Corresponding North Tama County Board Policy # 412.04

Resignation

Classified employees who wish to resign during the school year will give the board notice of their intent to resign and final date of employment and cancel their contract 14 days prior to their last working day. Notice of the intent to resign will be in writing to the superintendent.

Once a resignation has been submitted, the District reserves the right to deny any leave requests or leave may be

approved with Loss of Pay.

Corresponding North Tama County Board Policy # 413.01

Retirement

No classified employee will be required to retire at any specific age.

Board action to approve a licensed employee's resignation at the time of retirement (or at any other time) is final and such action constitutes nonrenewal of the employee's contract for the next school year.

Classified employees and their spouse and dependents who have group insurance coverage through the school district may be allowed to continue coverage of the school district's group health insurance program, at their own expense, by meeting the requirements of the insurer.

Corresponding North Tama County Board Policy # 413.02

Classified Employee Suspension

Classified employees will perform their assigned job, respect and follow board policy and obey the law. The superintendent is authorized to suspend a classified employee with or without pay pending board action on a discharge or during investigation of charges against the employee or for disciplinary purposes. It is within the discretion of the superintendent to suspend a classified employee with or without pay.

In the event of a suspension, due process will be followed.

Corresponding North Tama County Board Policy # 413.03

Classified Employee Dismissal

The board believes classified employees should perform their jobs, respect board policy and obey the law. A classified employee may be dismissed upon 14 days notice for any reason, or immediately for cause. Due process procedures will be followed.

It is the responsibility of the superintendent to make a recommendation for dismissal to the board. A classified employee may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, reduction in force, willful violation of board policy or administrative regulations, or a violation of the law.

Corresponding North Tama County Board Policy # 413.04

Classified Employee Reduction in Force

It is the exclusive power of the board to determine when a reduction in classified employees is necessary. Employees who are terminated due to a reduction in force will be given 14 days notice. Due process will be

followed for terminations due to a reduction in force.

It is the responsibility of the superintendent to make a recommendation for termination to the board. The superintendent will consider the relative qualifications, skills, ability and demonstrated performance through evaluation procedures in making the recommendations.

Corresponding North Tama County Board Policy # 413.05

Holidays

Full time classified employees will have paid holidays on Labor Day, Thanksgiving, Christmas Day, New Year's Day, President's Day, Good Friday and Memorial Day. **Full time** classified employees who are contracted to work during the summer months will have paid holiday on Juneteenth and 4th of July.

Classified employees will be paid only for the hours they would have been scheduled for a normal work day.

Corresponding North Tama County Board Policy # 409.02

Length of Leaves

Classified employees are required to take paid leaves in half or full day increments.

Leaves will be paid at a number of hours that match the number of hours the employee would have been scheduled if the day was a normal work day.

Personal Leave

Part time and full time classified employees will be granted two days of leave for reasons of a personal nature provided that it is not detrimental to the working conditions of the district and a qualified substitute is available. An employee planning to use a personal leave day shall notify his or her principal at least one (1) day in advance. Personal leave by more than five (5) employees on any one day is prohibited.

Personal leave does not carry over to the next work year. Classified employees will be reimbursed for up to two unused personal days at their normal rate of pay. Payment will not be made for increments in less than .5 unused days. Payment for unused personal days will be made in July.

Classified employees will be paid only for the hours they would have been scheduled for a normal work day.

Additional Personal Days

Employees may exchange seven (7) sick leave days for one (1) personal day. An employee may only use five (5) personal leave days in a school year. Personal leave days purchased through the trade-in of unused sick days may not be traded for cash.

Corresponding North Tama County Board Policy # 409.02

Vacation

Full-time Classified Year-Round employees (those with 260 contract days) shall be entitled to vacation with pay according to the following schedule, unless noted otherwise in the employee's contract:

Service Year 1 will receive 5 days vacation.

Service Years 2 thru 10 will receive 10 days of vacation.

Service Years 11 and beyond will receive 15 days of vacation.

Vacation time will be prorated based on days of service compared to contract length and rounded to the nearest half day. (Example: Contract term is 260 days and the employee either leaves 30 days earlier than their contract or starts 30 days after the normal contract term for that position. Vacation will be prorated at $230/260 = 88.46\% * 5$ days is 4.423, rounded to the nearest half day is 4.5 days.)

Vacation will not be accrued from year to year without a prior arrangement with the superintendent or unless noted in the employees individual contract.

Unused vacation at the end of the day on June 30th will be forfeited and not paid out.

Earned vacation days will be prorated and paid out to the employee or paid back to the district should a contract end before its termination date.

Classified employees will be paid only for the hours they would have been scheduled for a normal work day.

Corresponding North Tama County Board Policy # 409.02

Employee Leaves

The district provides leaves of absences to allow employees to be absent from work to attend to important matters outside of the workplace. As public employers, school districts are expected to record and monitor the work that employees perform and to conform to principles of public accountability in their compensation practices.

Consistent with principles of public accountability, it is the policy of the district that, when an employee is absent from work for less than one work day and the employee does not use accrued leave for such absence, the employee's pay will be reduced or the employee will be placed on leave without pay if:

- the employee has not sought permission to use paid leave for this partial-day absence,
- the employee has sought permission to use paid leave for this partial-day absence and permission has been denied,
- the employee's accrued paid leave has been exhausted,
- or the employee chooses to use leave without pay.

In each case in which an employee is absent from work for part of a work day, a deduction from compensation will be made or the employee will be placed on leave without pay for a period of time which is equal to the employee's absence from the employee's regularly scheduled hours of work on that day.

Corresponding North Tama County Board Policy # 409.02

Leave Requests

All leave requests must be scheduled using the district's electronic leave request system prior to taking leave. If the leave is the result of an emergency the employee must record their absence in the system within one (1) work day of the absence.

If the employee starts employment after the first day of school year or separates from the District prior to the last day of the school year, any and all leave time will be prorated based upon the number of days actually worked. If leave days used prior to separation exceed those earned, reimbursement for those days used will be deducted from the employee's final paycheck or the employee will be required to reimburse the District immediately.

Once a resignation has been submitted, the District reserves the right to deny any leave requests or leave may be approved with Loss of Pay.

Sick Leave

The current leave provision shall apply to all employees who work a portion of the school year. Sick leave may be used for personal or immediate family sick time off. All leave absences without loss of pay shall be deducted from cumulative leave of the subject employee. All absences will be computed per the employee's average work day and on standard pay scales. The Iowa Code 279.40 Sick Leave Law shall be in force in as follows:

- The first year of employment.....10 Day
- The second year of employment.....11 Days
- The third year of employment.....12 Days
- The fourth year of employment.....13 Days
- The fifth year of employment.....14 Days
- The sixth and subsequent years of employment15 Days

Leave related to personal and immediate family will be cumulative until a maximum of 100 days have been accumulated.

The employee will provide, upon request, reasonable verification of illnesses. If the employee is absent because of illness, injury, or disability for a period of 3 consecutive working days or more, the employee must present a physician’s statement of approval to return to work. In addition, if excessive amounts of sick/family days are being used, employees may be asked to present a physician’s statement of approval to return to work. Leaves of any type will be closely monitored by administration. Use of any leave for reasons other than personal or immediate family illness is not allowed and could be grounds for progressive discipline including and up to termination.

Immediate family shall be defined as: spouse, children, children legally in the employee's care, brothers, sisters, mother, father, grandparents, sons/daughters-in-law, parent-in-laws, and grandchildren. (The list shall also include “step-relative” in the same categories as listed). The FMLA policy shall apply to sick days for immediate family and personal illness.

Leave for family illness must be an illness requiring the employee's assistance for the ill person if the person resides in the employee's household. For a member of the employee's family not residing in the household, the illness must be a critical illness or severe injury as defined as:

- (a) illness or injury involving hospitalization.
- (b) Illness or injury involving the possibility of death.
- (c) illness or injury that requires immediate emergency medical attention.
- (d) accompany a member of the immediate family to a medical appointment when their presence is needed.
- (e) a normal pregnancy and birth is not included under (d). Personal days may be used for this event.

Pregnancy Leave

Employees who are disabled from performing their duties because of medical reasons associated with pregnancy or post-delivery problems related to pregnancy, shall receive the sick leave benefits provided herein on the same basis as employees whose disability is related to other illness or injury. The FMLA policy outlined in this handbook applies. In addition, pursuant to Iowa Code section 216.6(2)(e), any employee who is not eligible for FMLA leave may utilize up to six weeks of available paid leave with the remainder unpaid leave due to the employee's pregnancy, child birth or related medical conditions. Doctors frequently prescribe a six week post-delivery recovery period if there are no complications. Absence beyond that medically prescribed is without pay. The employee shall contact the Central Office to verify terms for leaves of absence.

Corresponding North Tama County Board Policy # 409.02

Family Medical Leave Act (FMLA)
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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 or 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 with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation 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 a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

BENEFITS AND PROTECTION

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.

JOB ELIGIBILITY REQUIREMENTS

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

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.

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;
- 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.

NOTE: FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures. If you have access to the Internet visit FLMA's website: <http://www.dol.gov/esa/whd/fmla>. To locate your nearest Wage-Hour Office, phone our toll-free information at 1-866-487-9243 or to the Web site at: <http://www.wagehour.dol.gov>.

For a listing of records that must be kept by employers to comply with FMLA visit the U.S. Dept. of Labor's website: <http://www.dol.gov/compliance/laws/comp-fmla.htm#recordkeeping>

Corresponding North Tama County Board Policy # 409.02

Bereavement

Bereavement leave is paid time off from work that employers offer to their employees after the death of a relation, a close family member or a loved one.

In the event of a death of a member of a classified employee's immediate family, bereavement leave may be granted. The maximum amount of bereavement leave is 5 paid days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of employee's parent, spouse, domestic partner, son, daughter, brother, sister, father-in-law, mother-in-law, step-child, step-parent, brother-in-law, sister-in-law, or an equivalent relative of a domestic partner, to handle the necessary family details and attend the funeral. (Includes biological, adopted or foster relations).

The maximum amount of bereavement leave is 3 paid days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the employees daughter-in-law, son-in-law, grandchild, grandparent, aunt, uncle, cousin, niece, nephew.

One paid day of bereavement leave will be granted for the death of an employee's close affinity per year. Close affinity is defined as a friend, "chosen family" or any person with whom the employee has a significant personal

bond that is like a familial relationship, regardless of biological or legal relationship. A copy of the obituary is required and to be submitted to the HR department before issuing payment for bereavement requests.

Any time needed beyond allotted bereavement time may be taken using Personal Days, Vacation or Unpaid Time Off with the approval of Administration.

Corresponding North Tama County Board Policy # 409.02

Political Leave

The Lead Principal will grant an employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

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

The request for political leave must be in writing to the Lead Principal at least thirty days prior to the starting date of the requested leave.

Note: Iowa law gives employees the right to political leave to run for public office.

Corresponding North Tama County Board Policy # 409.02

Jury Duty

Classified employees will be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service will notify their direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented 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.

Classified employees will receive their regular salary for work hours missed. Any payment for jury duty received by the employee is to be turned over to the school district.

Corresponding North Tama County Board Policy # 409.02

Military Service Leave

Employees may be called to participate in the armed forces, including the national guard. If a classified 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.

Note: This Policy reflects Iowa law.

Corresponding North Tama County Board Policy # 409.02

Unpaid Leave

Unpaid leave may be used to excuse an involuntary absence. Personal days for personal absences and sick leave for illness absences must be used prior to any unpaid leave time is granted. Unpaid leave time must be authorized by the Superintendent.

Whenever possible, employees will make a written request for unpaid leave ten days prior to the beginning date of the requested leave. If leave is granted, equivalent deductions in salary will be applied.

Corresponding North Tama County Board Policy # 409.02

Professional Purposes Leave

Professional purposes leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. Application for the leave must be presented to the superintendent 10 days prior to the meeting or conference.

It is within the discretion of the superintendent to grant professional purposes leave. The leave may be denied on the day before or after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operations, or for other reasons deemed relevant by the superintendent.

Corresponding North Tama County Board Policy # 414

Emergency Dismissals

Classified employees will not be paid for scheduled work time missed due to emergency dismissals such as late starts and early dismissals related to weather. Certain job classifications require that an employee report to work at the normal scheduled time. Please speak with your supervisor prior so that you are aware of your classification. Any absences pre-scheduled in the absence management system must be taken in order for missed time to be compensated. Compensation for sick time is allowed for one occurrence per school year. Additionally, classified employees can utilize one personal day a school year for emergency dismissal compensation. Personal day usage requests must be submitted to the Human Resources department prior to the 3rd of the following month.

When school is dismissed for the entire work day and is made up at the end of the school year, the classified employee will be paid for the time when the work is made up. 12 month employees will be compensated for the day without requiring that leave be used **only** when **all** campuses are closed.

Classified employees will not be paid early dismissal time that is pre scheduled on the school work calendar.

Reporting for Duty on Emergency Dismissal

Supervisors may require some classified employees to report for duty on days and remain at work when school is dismissed in order to meet the immediate needs of the district such as snow removal, assistance with displaced students, and other related situations. In most situations this type of action is not necessary and is only enacted when prudent; yet, all classified employees should be prepared to assist as needed and have alternate plans made for personal needs such as child and dependent adult care.

Rest Periods and Meals

Rest Periods

Breaks or rest periods must be counted as hours worked if they last 20 minutes or less. Whether breaks are granted, and the length of a break, such as 5 minutes or 15 minutes, is at the discretion of the Principal or Superintendent.

Meal Periods

Bona fide meal periods are not work time. Meal periods do not include coffee breaks or time for snacks: these are rest periods. During a bona fide meal period, the employee must be completely relieved from duty for the purposes of eating regular meals. Ordinarily, 30 minutes or more is long enough for a bona fide meal period. The employee is not considered to be relieved of duties if the employee is required to perform any duties, whether active or inactive, while eating. For example, if an employee must sit at a desk and incidentally answer the telephone, the time would be compensable. The employee must be free to leave the duty post, but there is no requirement that the employee be allowed to leave the premises or work site. If an employee's time and attention are primarily occupied by a private or personal pursuit, such as relaxing or eating, rather than work responsibilities that prevent the employee from comfortably and adequately passing the mealtime, then the employee is relieved from duty.

All hourly employees are required to take a 30 minute unpaid meal period should the employee work five hours or more consecutively. The time system will automatically deduct a 30 minute lunch after the employee is clocked in for five consecutive hours.

The employee should obtain permission to not take a 30 minute lunch from the Principal prior to missing the lunch period. The Principal will then let the payroll department know to ensure payment is made for the lunch period.

Employee Searches and Personal Property

Employees should have no expectation of privacy in their classrooms, desks, computers, or other space and or equipment provided by the district. The school district may look into these items as warranted. Anything on the school district's computers, server, website, etc. and in school district files, etc. is district property and subject to inspection at any time. 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 public request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability

for any items of personal property which are placed in the desk or work space which is assigned to employees.

Any personal property brought into the District should be approved by building administration. The District will not be held responsible for any lost, stolen, damaged or disposal of personal property.

Harassment Prohibited

Discriminatory harassment of employees and students will not be tolerated in the District. This policy should be used when an employee is the alleged harasser or the alleged victim. "District" includes school district facilities, school district premises, and non-school property if the employee or student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the District or where the employee is engaged in school business.

Discriminatory harassment includes, but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socioeconomic status, and familial status. Harassment by Board members, administrators, employees, parents, students, vendors, and others doing business with the District is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Sexual harassment will include, but not be limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups.

Employees and students who believe they have suffered harassment will report such matters to the investigator for harassment complaints. However, claims regarding harassment may also be reported to the alternate investigator for harassment complaints. Upon receiving a complaint, the investigator will confer with the complainant to obtain an understanding and a statement of the facts. It is the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the Superintendent who will complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment is confidential to the extent possible, and those individuals who are involved in the investigation will not discuss information regarding the complaint outside the investigation process.

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

It is the responsibility of the Board members, administrators, licensed and classified employees, students and others having business or other contact with the District to act appropriately under this policy. It is the

responsibility of the Superintendent and investigator to inform and educate employees or students and others involved with the District about harassment and the District's policy prohibiting harassment.

This policy and accompanying regulations will only apply when an employee is the victim of an alleged harasser or an employee is the alleged harasser. It is the responsibility of the superintendent, in conjunction with the investigator, to develop administrative rules regarding this policy.

DISCRIMINATORY HARASSMENT INVESTIGATION PROCEDURES

Complaint Procedure

An employee or student who believes that they have been harassed will notify the building principal or department director, the designated investigator. The investigator may request that the employee or student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes or pictures. Information received during the investigation is kept confidential to the extent possible.

The investigator has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigation Procedure

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will report to the superintendent. The investigator will outline the findings of the investigation to the superintendent.

Resolution of the Complaint

The superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the investigator's report. Following the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline up to and including discharge.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent will file a written report closing the case. The complainant, the alleged harasser and the investigator will receive a notice as to the conclusion of the investigation.

- Points to Remember in an Investigation
- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including discharge.

The Discrimination Complaint Form can be found via [Board Policy 102 E\(4\)](#).

Employee Injury On The Job

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

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

It is the responsibility of the employee injured on the job and their immediate supervisor to complete a report with the EMC OnCall Nurse at 1-844-322-4668 and inform the board secretary within twenty-four hours of the occurrence.

It is the responsibility of the board secretary to file worker's compensation insurance claims.

Corresponding North Tama County Board Policy # 403.02

Level 1 Investigators Notice

PROCEDURES FOR REPORTING ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

Iowa Code 280.17, Chapter 102.1 provides a uniform procedure for investigating allegations of physical and sexual abuse of students by school employees.

It is the policy of the North Tama County Community School District that school employees and volunteers not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, towards students.

It is the policy of the district to respond to allegations of abuse by school employees or volunteers by investigating or arranging for the full investigation of any allegations and to do so in a reasonably prudent manner.

The Level I Investigator is:

Name Work Phone

John Cain319-478-2265

Corresponding North Tama County Board Policy # 402.03

Out of District Employment

The district recognizes some classified employees may have other employment out of the district. The general work schedule for the district is published well in advance and work hours are normally constant. It is important for classified employees with more than one employer to become familiar with the work schedule and communicate concerns well in advance. Classified employees' work schedules, duties and responsibilities will not be altered by the district to accommodate out of district employment.

Corresponding North Tama County Board Policy # [402.6](#)

Physical Exams

Good health is important to job performance. Employees will present evidence of good health, in the form of a physical examination report, prior to their employment with the school district. The cost of the initial examination will be paid by the employee and will then be reimbursed by the district up to the actual expense or designated amount. The form indicating the employee is able to perform the duties for which the employee was hired must be returned prior to payment of salary.

School bus drivers will present evidence of good health every two years in the form of a physical examination report unless otherwise required by law or medical opinion.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations, when requested to do so, at the expense of the school district.

Corresponding North Tama Board Policy # [403.01](#)

Professional Attire

Employees are role models for students and representatives of the district to the general public. The Board recognizes the positive effect employees can have on students in this capacity. Clothing and appearance can affect staff members' work performance, relationships with their coworkers and effective relationships with students. The Board strongly encourages employees to dress, groom, and conduct themselves in a professional manner appropriate to the educational environment.

Jeans without rips, holes or tears are acceptable. Yoga style pants, as long as the shirt worn covers the person to the thigh, are acceptable. All Fridays or "last days of the week" are School Spirit Days when t-shirts with a district theme are acceptable. Building principals shall have the latitude to designate special days where clothing expectations may be more relaxed than indicated in the policy or procedures. All staff members are asked to respectfully dress in business casual attire while at school and while involved in school activities. In making clothing decisions, it is important to maintain a professional appearance. Employees should dress in attire appropriate for their position. For example, athletic, sportswear and t-shirts may be appropriate for a physical education instructor, but not for a core academic instructor.

When the temperature is extreme, dress shorts, District themed t-shirts or sweatshirts are appropriate.

This policy and corresponding administrative procedures have been developed to describe the district's interests and assist in determining what attire is appropriate and acceptable. At all times, clothing should be neat, clean and

should not interfere with the employee's performance. Discretion and common sense call for an avoidance of extremes which would interfere with or have an adverse effect on the educational process. If an article of clothing does not fall within the parameters of acceptable attire, it should not be worn. Building principals may ask an individual to change clothing if one is not dressed appropriately. It shall be the responsibility of the superintendent, in conjunction with the building principals, to work with staff members in developing a comfortable yet professional working environment for all staff.

Corresponding North Tama Board Policy #404-R(1)

School Fees and Liabilities

Any and all fees, including technology repairs, lunch, or additional school fees must be paid and/or resolved by the end of each school year. When separating from the District, ALL District materials must remain with the District. Employees cannot charge students a fee for anything without prior consent of the superintendent.

Employee Use of Cell Phones

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the school district and to help ensure safety and security of people and property while on school district property or engaged in school sponsored activities.

Employees may possess and use cell phones during the school day as outlined in this policy and as provided in the administrative regulation developed by the superintendent. Employees should not use cell phones for personal business while on-duty, including staff development times, parent-teacher conferences, etc., except in the case of an emergency or during prep time or break/lunch times. Employees, except for bus drivers, see below, are prohibited from using cell phones while driving except in the case of an emergency and any such use must comply with applicable state and federal law and district policies and regulations.

Texting conversations involving confidential student or employee information is prohibited.

School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency, receiving critical work information, or to call for assistance, after the vehicle has been stopped. Any such use must comply with applicable state and federal law and district policies and regulations.

Employees violating the policy will be subject to discipline, up to and including discharge. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Cell Phone Usage

1. Cell phones shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
2. Cell phones should not be used to transmit confidential student or personal information in written form.
3. Employees are prohibited from using a cell phone while driving as part of their work duties, unless in the case of an emergency, unless the vehicle has come to a complete stop and the gear is in park.

Cell Phone Business Procedures

School district employees will not be reimbursed for use of privately owned cell phones to conduct school district business in accordance with board policy and this regulation.

Time Clock

Classified employees are required to use the time clock management software to record their work hours. All work hours (including overtime and compensation time) must be accurately recorded in the system for the employee to be paid.

Misuse of the time clock system such as but not limited to: refusing to use the system, clocking in for another employee, asking another person to clock in for the employee, inappropriately altering hours, or intentionally damaging the system are grounds for termination of employment.

Appendix

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the North Tama County Community School District Employee Handbook available at <http://www.n-tama.k12.ia.us/staff/home>. I understand the Classified Employee Handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult the superintendent 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 Classified Employee Handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended, and does not constitute a contract between the district and any one or all of its employees.

Employee's Signature

Date

Employee's Name (Printed)

Current Position Building

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE