



CLASSIFIED STAFF HANDBOOK
ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

August 2024

INTRODUCTION

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

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

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

DISTRICT MISSION STATEMENT

We are committed to engaging ALL students in a challenging and supportive environment that ensures ALL students learn at high levels

“Experiencing Success Today, Achieving Dreams Tomorrow”

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The Adel DeSoto Minburn Community School District shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment include hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district shall take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees shall be given notice of this policy annually.

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

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the Board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, religion, age, sexual orientation, gender identity, national origin, ethnic background, genetic information, or physical or mental disability. In keeping with the law, the Board shall consider the veteran status of applicants.

DEFINITION OF CLASSIFIED PERSONNEL

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

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

QUALIFICATIONS

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

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

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

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WORK DAY

Attendance

To accomplish the goals and mission of the District, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of work hours. Employees must notify their principal or supervisor when they will be absent. The form of notification required will be set by the supervisor or principal. Employees must create a record of absence through Frontline (the Substitute Placement & Absence Management System) whenever they are absent. Requests for planned leaves shall be completed in advance. Any unplanned leave shall be created through Frontline by 6:00 A.M. on the day of absence when possible. This will allow Frontline time to find a substitute. The amount of leave time recorded for the absence must match the amount of leave time entered in the time tracking system.

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

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

Dress Code

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

Identification Badges

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

Inclement Weather

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

Classified staff members who are contracted to work less than 12 months will not work on snow days but will work on designated “make-up” days.

Job Duties

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

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

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

Leaving the Building

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

Length of Day

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

Lunch Breaks

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

Visitors during Working Hours

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

WORKPLACE RIGHTS AND RESPONSIBILITIES

Acceptable Use of Technology (Board policy 605.06)

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

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

Copies of this Policy shall be posted on the District's website.

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

DISTRICT OWNERSHIP

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

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

No Expectation of Privacy

ADM CSD is a public entity, therefore, all records (except those specifically excluded by law), whether in electronic or hard copy form, are subject to the public records law and may be open to public inspection.

All the District's Network Resources are District property and are not to be considered confidential. The District has the right to access, review, copy, modify, and delete any information transmitted through or stored in the District's systems or devices, including but not limited to email, web postings, text messages, and other electronic communications. Files containing personal information about a student or employee that are transmitted through or stored in the District's systems or devices are treated no differently than the District's other files, and students and employees have no expectation of privacy in such materials.

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

USER'S RESPONSIBILITY

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

NETWORK SECURITY AND SAFETY

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

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

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

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

ACCEPTABLE USES OF TECHNOLOGY

I. Responsible Use

- A. The authority for monitoring acceptable use of electronic Internet resources is delegated to Adel DeSoto Minburn Community School District staff members assigned to classrooms and the technology department.
- B. Instruction in the proper use of the Internet will be provided to staff members who will then provide similar instruction to students.
- C. Students and staff members are expected to practice appropriate use of the Internet, including compliance with applicable laws and District policies. Violations may result in disciplinary action.

- D. The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines that require efficient, ethical and legal utilization of the computer network.
- E. Users are responsible for the content of all text, audio or images that they place on or send over the Internet.
- F. If a user gains access to any service via the Internet, which has a cost involved, or if a user incurs other types of costs, the user accessing such a service will be responsible for those costs.
- G. Any use of the internet or transmission of material, information or software in violation of any federal, state, or local law or regulation, board policy, or building regulation is prohibited.

II. Online Etiquette

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

III. Rules Applicable to Specific Network Resources

1. Internet

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

2. E-Mail

All users of email accounts via the District's Network Resources, regardless of whether they are school-issued or personal, must adhere to the following guidelines:

- A. Use of inappropriate language is prohibited.
- B. Always sign messages.
- C. Always use caution when addressing messages to ensure that messages are not inadvertently sent to the wrong party.
- D. Acknowledge receipt of a document or file when appropriate.
- E. Transmission, creation, or access of bullying or harassing, defamatory, obscene, pornographic, profane, threatening, or discriminatory messages or messages that disclose personal or confidential information without authorization is strictly prohibited.
- F. Use of ADM's Network or ADM-provided accounts or devices to improperly distribute copyrighted materials is prohibited.
- G. Passwords must be kept in a discreet location and shall not be shared with anyone. Any employee identified as a security risk or having a history of problems with information security may be denied access to the ADM Network and ADM-provided accounts and/or devices.
- H. Use of another's username/account to access e-mail or the Internet, with or without that user's permission, is strictly prohibited.

3. Computers, Laptops, Tablets, and Other Similar Devices

- A. Users should log in using their username when possible. Use of another's username and password, with or without that user's permission, is strictly prohibited.
- B. Users who log into a public username should be aware that any documents left on the desktop or in the documents folder could be seen by other users using the same public username, and may be deleted at any time. Users should remove any personal documents on the desktop or in the documents folder before logging out.
- C. Users will handle all physical components of the computing or communication device, including all peripherals with care while using a computer. Keyboards and mice should be kept with computer workstations and not moved. Mobile devices (laptops, iPads, etc.) must be properly stored and plugged in (as appropriate) when not in use.

4. Digital Storage Devices

- A. Users are responsible for ensuring any data stored on such a device is virus-free and should only be used to store the owner's school appropriate material.

5. Cell Phones, Smartphones, and Other Handheld Devices

- A. Student use of cell phones is regulated by each building's administration. Permission for use of all other handheld devices must be obtained from a staff member for students to use them.
- B. Students may only use cell phones, smartphones, or other handheld devices with staff permission in accordance with each building's policy.

6. Peripheral Devices

- A. Students will use peripherals under the direction and/or permission of staff members.
- B. Users should print only when necessary and in quantities necessary.
- C. Color printers may only be used at the appropriate staff member's discretion.
- D. Users should only scan materials that are appropriate and do not violate any federal, state, or local law, rule, or policy.

UNACCEPTABLE USES OF TECHNOLOGY

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

- A. Disclosure of confidential or sensitive information known or entrusted to the District to any unauthorized individual.
- B. Misuse of copyrighted material or other copyright violations.
- C. Communicating in ways that disrespect or improperly disparage others.
- D. Communicating information that could be perceived as an official District position or endorsement without prior approval by proper District officials.
- E. Using disrespectful or improper language or making defamatory statements.
- F. Creating, storing, viewing, or transmitting defamatory, pornographic, obscene, profane, illegal, or otherwise inappropriate material. If a user encounters such prohibited material, the user should immediately terminate contact with the material and notify appropriate District personnel.
- G. Participating in any activity that could be interpreted as bullying, harassment, or discrimination.
- H. Misrepresenting an individual's identity or the source of communications or data.
- I. Attempting to gain unauthorized access to the District Network Resources or break into any other Internet server, network, file, or similar activities.
- J. Accessing confidential information on District Network Resources without authorization.
- K. Promoting political or religious positions (including violations of ethics and campaign disclosure laws).
- L. Participating or engaging in activities that violate any local, state, federal, or international law, or any District policy, rule or standard.

- M. Operating a personal business or using District Network Resources for personal gain.
- N. Exporting or importing of any governmentally controlled technical data (such as software encryption) to or from authorized locations or persons, without appropriate licenses or permits.
- O. Disrupting the use of the District's Network by other users, or wasting system resources.
- P. Sending unsolicited messages (including spam).
- Q. Vandalizing District Network Resources through any malicious act or the attempt to harm, modify, or destroy the computer property or data of the District or another user, the Internet, or District Network Resources, or any other technologies or devices used in the District. This includes but is not limited to causing physical damage to devices as well as participation in hacking or the uploading or creation of viruses or other malicious programs to any District Network Resource.

HARASSMENT AND BULLYING

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

VIOLATIONS AND SANCTIONS

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

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

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

District administration may confiscate any District-owned device from a student or employee, due to violation of this policy, or collect such devices at any time and for any reason.

Reliability

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

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

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

Accidents (Board policy 402.11)

If an employee is injured at work, school personnel may administer minor or emergency first aid. If possible, the employee or a person acting on the employee's behalf shall follow school procedures for reporting the injury immediately and prior to out-of-district medical care. If necessary, a member of the family shall be notified or the employee shall be transported to a medical facility. An injured employee will be turned over to the care of the employee's family or qualified medical professionals as quickly as possible. The school district is not responsible for medical treatment of an injured employee. Employees should maintain an up-to-date emergency contact medical form in the office of the building they are employed. It is the responsibility of the employee to fully cooperate with any investigation into the occurrence.

In the event of a work-related personal injury, the employee or a person on behalf of the employee shall complete the process for worker's compensation. Please refer to the worker's compensation policy included in this handbook.

Assignments & Transfers

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

Cell Phone Usage by Employees

Personal use of cell phones should be kept to a minimum and should take place during the employee's lunch or break time.

Code of Conduct

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

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

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

Confidentiality

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

Conflict of Interest (Board policy 403.03)

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

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

Discrimination/Bullying

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

Substance Free Workplace (Board policy 402.13)

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

Firearms and Weapons

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

Non-Discrimination Statement

Students, parents, employees, applicants for employment, and others doing business with or performing services for the Adel DeSoto Minburn Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in admission or access to, or treatment in, its educational programs and activities and in its hiring and employment practices, as provided by applicable federal and state law.

To review the District's policy please reference - [Non-Discrimination Policy](#)

Or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: [\(312\) 730-1560](tel:312-730-1560), FAX: [\(312\) 730-1576](tel:312-730-1576), Email: OCR.Chicago@ed.gov.

Reporting Child Abuse (Board policy 403.13)

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

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

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

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

- Matt Lohmann @ 515-993-4584
- Amy Hemphill @ 515-834-2424
- Alternate - Travis Wilkins @ 515-993-4283

Safety Procedures

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

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

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

Sexual Harassment

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

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
 - Such a condition has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment.
-
- Sexual harassment may include, but is not limited to the following: Verbal harassment or abuse
 - Pressure for sexual activity
 - Repeated remarks to or about a person with sexual or demeaning implications
 - Unwelcome touching
 - Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job
 - The telling of offensive jokes and stories
 - Display of sexually graphic pictures

Staff and Student Relations

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

PAYROLL

Benefit Deductions

Classified staff members who are contracted to work less than 12 months will have their benefit deductions calculated as follows: deductions for 12 months of coverage spread over a 9 month period. For example, you pay \$60.00 a month for your insurance coverages, 12 months of coverage X \$60.00 = \$720.00 divided by 9 months equals \$80.00. New hire's benefit deduction will be calculated based upon the number of months of coverage divided by the number of paychecks remaining for the school year.

Direct Deposit

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

Garnishments

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

Overtime

It may occasionally be necessary for classified employees to work more than forty (40) hours during a given work week. The work week is defined as 12:00 AM Sunday through 12:00 PM (midnight) Saturday. **All overtime must be approved in advance.** Employees will be paid one and one-half their regular hourly wage for any time worked over 40 hours per week. Holidays, paid vacations, and paid leaves of absence shall not count towards the 40 hours.

Pay Checks/Check Stubs

Copies of previous paychecks may be found at <http://wl.sui-online.com/ADMIA/login.aspx>. Login is the first 4 letters of your last name followed by the first 3 letters of your first name. Your password will be the last 4 digits of your social security number.

Pay Period

Employees are paid once a month on the 25th. Payment will be made on the weekday that immediately precedes a holiday or weekend on which the pay date falls. A pay date schedule may be found on the school website in the Benefits, Salaries and Insurance Center, under the District, Employee Information tabs.

Special Hourly Pay Rates

- Accompanist - \$21.20
- Activity Trip Rate - \$15.00
- Athletic Coach Trip Rate - \$50/Trip (In-Season Only)
- Interpreter - \$25.00
- Saturday School - \$25.00
- Tutoring - \$25.00

Pre-Employment Physical (Board policy 402.08)

Employees that require CDL licensure as a condition of employment must undergo a DOT physical upon employment and every two years thereafter. The District will reimburse up to \$100.00 of the actual expenses incurred in obtaining a DOT physical biannually or annually if so required by the DOT physician.

Requests for reimbursement should be submitted to the Business Services Department and will be made according to IRS regulations.

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

Time Tracking

The time card will be created through Frontline Time and Attendance. Employees will clock in at the start of each day and clock out at the end of each day. All leaves (with the exception of regular holiday pay) must be created through Frontline Absence Management and must match any paid leave entered in Frontline Time and Attendance.

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

Review your time, in the time tracking system, daily for accuracy. Approval of your time should be done at the end of the week on Friday, after clocking out, but no later than the following Monday. Failure to report an accurate record of hours worked or the falsification of such records could result in discipline, up to and including dismissal. Frontline Time and Attendance will automatically approve your time.

BENEFITS

COBRA/Extended Insurance Coverage

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

Dental Insurance

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

Disability Insurance (Board policy 402.06)

Employees who work thirty (30) hours or more per week are eligible for long-term disability income at no cost to the employee. Long-term benefits are 60% of the employee’s basic monthly salary, up to \$5,000, less Social Security and IPERS disability benefits, after a qualification period of 120 consecutive calendar days. Benefits are payable until the disability ceases or the employee is eligible for full retirement benefits. An informational booklet regarding disability insurance may be found on the school website in the Benefits, Salaries and Insurance Center, under the District, Employee Information tabs.

Flexible Spending Accounts (FSA)

Two plans are offered; a medical FSA and a dependent care FSA. These plans allow you to set aside a specified amount of pre-tax dollars from each paycheck to pay for out-of-pocket medical and/or dependent care expenses, such as daycare.

Health Insurance (Board policy 402.06)

Employees who work thirty (30) hours or more per week are eligible for health insurance as provided by the District's group health plan. The District pays an amount, determined by the Board, per month for each employee who is contracted to work forty (40) hours per week for single, two person or family health insurance. The monthly benefit amount may be found on the school website in the Benefits, Salaries and Insurance Center, under the District, Employee Information tabs. The District shall pay a pro rata amount for each employee who is contracted to work at least thirty (30) hours per week but less than forty (40) hours per week. A monthly payroll deduction will be made for any excess premium. The prorated amount set by the contract as of October 1st will not change unless the daily work hours are changed by one hour or more per day.

Coverage shall begin on the first of the month following the commencement of employment and shall terminate at the end of the month in which employment ends. An employee on unpaid leave for longer than thirty (30) calendar days shall be responsible for all premium payment, unless otherwise required by the Family and Medical Leave Act (FMLA). A coverage manual for each of the health plans may be found on the school website in the Benefits, Salaries, and Insurance Center under the District, Employee Information tabs.

IPERS (Iowa Public Employees Retirement System)

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

Life Insurance (Board policy 402.06)

Employees who work thirty (30) hours per week will receive \$40,000 in life insurance coverage at no cost to the employee. The District contributes a combined, prorated amount for health and life insurance with the benefit applying the life insurance first. Life insurance coverage for eligible employees shall begin on the first of the month following the commencement of employment with the District and shall terminate at the end of the month in which employment ends. An employee on unpaid leave for longer than thirty (30) calendar days shall be responsible for all premium payments, unless otherwise required by the Family and Medical Leave Act. A life insurance booklet may be found on the school website in the Benefits, Salaries, and Insurance Center under the District, Employee Information tabs.

Tax Sheltered Annuity (TSA)

Employees have the opportunity to voluntarily participate in the State of Iowa's Retirement Investors' Club (RIC) 403b and/or 457 Program (also known as TSA or Tax-Sheltered Annuity). This is an employer-sponsored voluntary retirement savings program. Your RIC 403b and/or 457 contributions and earnings are available at retirement to supplement your IPERS and Social Security income. You have your choice of:

- 403b and/or 457 Program: Salary reductions in the amount you choose are withheld from your paycheck **before** state and federal taxes and deposited into your selection of RIC investments.
- 403b and/or 457 Roth: Salary reductions in the amount you choose are withheld from your paycheck **after** state and federal taxes and deposited into your selection of RIC investments.

For more information contact the Payroll Specialist and/or go to <https://.das.iowa.gov/ric> or call 866-460-4692.

Vision Insurance

Employees who work thirty (30) hours or more per week are eligible for vision insurance. Participation in the vision plan is voluntary and 100% employee funded. Employees do not have to be enrolled in the group health plan to participate in the vision plan. A vision discount program is also available if you elect dental coverage. Coverage shall begin on the first of the month following the commencement of employment and shall terminate at the end of the month in which employment ends. An employee on unpaid leave for longer than thirty (30) calendar days shall be responsible for all premium payment, unless otherwise required by the Family and Medical Leave Act (FMLA). Information regarding vision insurance may be found in the Benefits, Salaries, and Insurance Center under the District, Employee Information tabs.

Worker's Compensation (Board policy 402.04)

If you are injured while on the job you must **immediately** contact your supervisor, building nurse, or ~~and/or~~ building office staff. If it is an emergency, call 911. Otherwise, the employee or supervisor should call the EMC OnCall Nurse at **844-322-4668**. The EMC OnCall Nurse is a 24/7 days a week, work-injury nurse hotline that allows injured workers to immediately speak with a registered nurse. The nurse will ask what happened and recommend what to do next, whether it is self-care, doctor's office visit, urgent care, or even the emergency room.

Employees are required to visit one of the following facilities if a workplace accident occurs that requires medical attention. If an employee does not use one of the designated facilities, he/she risks having the claim for worker's compensation benefits or medical benefits denied.

Employees are required to follow up with their supervisor and the Payroll Specialist after each medical visit and provide a copy of the patient status report. No employee will be allowed to return to work without a written release from the physician.

LEAVES OF ABSENCE

In the event of an absence from work, employees **must** create an absence through Frontline (the Substitute Placement & Absence Management System) indicating the date and reason for the absence. All planned leave shall be done in advance and any unplanned leave shall be created by 6:00 A.M. on the day of absence when possible to allow Frontline time to find a substitute. Every leave must be created through Frontline except paid holidays.

As a benefit to the employee all Personal Leave and Sick Leave are added to the employee's absence balance in Frontline as a lump-sum. Personal Leave and Sick Leave is given on credit and accrued throughout the year. If an employee's employment is terminated and they have used more time off than what was accrued, they will be required to pay the district back. The difference will be deducted on their final paycheck.

Bereavement Leave (Board policy 402.04)

Employees, except temporary employees, may be granted up to ten (10) days leave per occurrence for a death of a spouse, child, or stepchild and a maximum of five (5) days paid leave per occurrence in the event of the death of a member of the employee's immediate family. Immediate family shall include parent, stepparent, brother, stepbrother, sister, stepsister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild or grandparent of the employee, or permanent household member (excluding pets).

One bereavement day per year may be used for someone other than the immediate family members listed. This would not add an additional day for family bereavement.

If additional travel time is necessary, it may be granted at the discretion of the supervisor. Such action shall not be precedent setting.

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

Personal Leave (Board policy 402.04)

10 month employees, except temporary employees, will be granted up to two (2) days of paid leave per year for personal leave. Personal leave days may be accumulated up to three (3) days.

12 month employees, except temporary employees, will be granted up to four (4) days of paid leave per year for personal leave. Personal leave days may be accumulated up to five (5) days.

The employee must give at least two (2) days advance notice except in the case of an emergency when using personal leave. No more than one employee per department (two associates) will be allowed personal leave on the same day, unless approved for emergency situations at the sole discretion of the building principal or department directors.

Personal days will not be granted the first five or last five days of school or on days immediately preceding or following a holiday or vacation period except in extenuating circumstances as determined by the building principals or department directors.

Family and Medical Leave (FMLA)

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

If you have any questions or concerns please contact the Human Resource Manager.

Family Sick Leave

In the event of an illness within the immediate family, an employee shall be granted up to eight (8) days of absence. The time taken will be deducted from the employee’s personal accumulated sick leave. Immediate family is construed to mean spouse, child, parent, father-in-law, mother-in-law, son-in-law, daughter-in-law, or permanent household member.

If all family sick leave has been exhausted one (1) additional family sick leave day may be used if personal sick leave is available.

One day of unused family sick leave may be carried over from year to year with a maximum accumulation of up to nine (9) days excluding the one additional day granted after all other leave is exhausted.

Holiday Pay (Board policy 402.03)

Employees regularly assigned to work the school year and at least thirty (30) hours per week shall be paid for the following five (6) holidays:

- Labor Day - Monday, September 2, 2024
- Thanksgiving Day - Thursday, November 28, 2024
- Day After Thanksgiving Day - Friday, November 29, 2024
- Christmas Day - Wednesday, December 25, 2024
- New Year’s Day - Wednesday, January 1, 2025
- Memorial Day - Monday, May 26, 2025 (only if the school year extends beyond that date)

Employees regularly assigned to work twelve (12) months and at least thirty (30) hours per week will be paid for the following nine (9) holidays:

- Labor Day - Monday, September 2, 2024
- Thanksgiving Day - Thursday, November 28, 2024

- Day After Thanksgiving Day - Friday, November 29, 2024
- Christmas Eve Day - Tuesday, December 24, 2024
- Christmas Day - Wednesday, December 25, 2024
- New Year's Eve Day - Tuesday, December 31, 2024
- New Year's Day - Wednesday, January 1, 2025
- Memorial Day - Monday, May 26, 2025
- Independence Day (4th of July) - Friday, July 5, 2025

Employees will receive holiday pay for the number of hours they are regularly assigned to work up to 8.00 hours per day.

If an employee works on a holiday, they will be paid for hours worked as well as the number of hours they are regularly assigned to work as holiday pay.

Jury Duty and Court Leave

An employee called for duty during school hours shall be permitted to be absent from their job duties without loss of pay. This provision does not apply to actions in which you are a party. If you are called for jury duty or subpoenaed as a witness in a court proceeding, you may be paid for the time you must be in court.

The employee must give the principal or supervisor two (2) days written notice of the summons for service and may be requested to furnish satisfactory evidence that such service was performed on the days for which leave is taken. An employee not required to perform jury duty shall return to work.

Evening shift employees will receive time off for jury duty served during the day.

Leave without Pay (LWOP)

All accumulated paid personal and/or vacation leave must be used prior to the use of LWOP for non-medical reasons.

In the event that an employee requests a leave of absence from work without pay for non-medical reasons, said request will be made in writing at least five (5) workdays prior to the leave and sent to the Building Principal or Department Director on a case by case basis. No such request will be considered without first exhausting all other appropriate leave balances.

An employee shall be allowed a combination of personal leave and leave without pay not to exceed five (5) days within a contract year. Said leave is not cumulative from one contract year to the next. Leaves without pay will not normally be granted immediately preceding or following a regularly scheduled vacation period or during the first ten (10) or last ten (10) days of school. No more than one (1) employee shall be permitted to be on a leave without pay (for non-medical purposes) from a given building or department at the same time. No leaves without pay will be permitted if the educational program, or business operations would be seriously hampered and/or a suitable substitute is not available.

Leave without pay requests that arise from sudden emergencies, severe and/or catastrophic life events will not follow the above language and will be granted on a case-by-case basis by the Building Principal or Department Director and will not be considered as setting precedence.

Maternity/Paternity Leave (Board policy 402-04)

Maternity and paternity leave shall include three (3) days of paid leave to be used immediately following the birth of a child. This leave shall be paid for by the district and will not exhaust any currently accrued sick leave. The commencement and termination of maternity leave will be as recommended by the employee’s physician.

Military Leave (Board policy 402.04)

Employees, other than employees employed temporarily (six months or less), who are members of the national guard, organized reserves or any component part of the military, naval or air force or nurse corps of Iowa or United States, or who may be otherwise inducted into military service shall, when ordered by proper authority, be entitled to a leave of absence for the period of such service, and without loss of pay for the first thirty (30) calendar days of such leave of absence. Employees shall be afforded re-employment rights and shall retain full seniority benefits for prior service to the District upon re-employment in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Sick Leave (Board policy 402.04)

Classified 10-Month Employees Hired after 7/1/2024

Employees regularly assigned to work ten (10) months per year and hired after 7/1/24 will be granted paid sick leave as follows, not including temporary employees:

Year 1	10 Days
Year 2	11 Days
Year 3	12 Days
Year 4	13 Days
Year 5	15 Days

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

Classified 10-Month Employees Hired prior to 7/1/2024

Employees regularly assigned to work ten (10) months per year and hired prior to 7/1/24 will be granted paid sick leave as follows:

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

Classified 12-Month Employees

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

Time is awarded based upon the number of daily contracted hours.

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

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

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

In the event the employee is absent due to personal injury/illness the supervisor may require the employee to furnish a statement from a licensed physician stating that he/she was unable to perform such duties for the period of his absence and that he/she is now physically able to return to work.

Employees will be subject to disciplinary action for any improper use of sick leave, including, but not limited to, using sick leave when the employee (for family member) is not ill or injured, using sick leave as a substitute for vacation or other absences, or failing to provide a doctor's note when directed to by the supervisor.

Any sick leave taken after receipt of your termination notice, may require a doctor's note. If a doctor's note is requested and is not provided, time gone will be leave without pay.

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

Vacation (Board policy 402.02)

Classified Staff Hired After July 1, 2016

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

Years 1-4	15 Days
Years 5-10	20 Days
Years 10+	25 Days

A full contract year is July 1 to June 30. Employees hired after July 1 of each year will have vacation determined on a prorated basis for the first contract year. If the employee is hired after January 1, the employee will remain on Year 1 for the second contract year and increase one year thereafter. As a new hire, vacation time will not be available until the first of the month following your start date.

Vacation hours will be determined by the number of daily hours as indicated on the employee's contract.

Each employee in the first year of their employment will be on a 30 day probationary period. No vacation days are allowed within this time period unless prior approval by the employee's supervisor.

If an employee terminates employment (voluntary or involuntary), during the contract year, the vacation time will be prorated based on the number of days worked during the contract year. If more vacation time was taken than the determined prorated amount, the excess time taken will be considered unpaid and the employee will have a deduction for the number of excess hours on their paycheck. If there is a balance of vacation, it will be paid to the employee.

Personnel must arrange their vacation time with their immediate supervisor. Employees are expected to give their supervisor sufficient advance notice when requesting vacation time. The supervisor shall have the authority to grant or deny such vacation requests based on the needs of the District. Up to five days of unused vacation may be carried over to the next year.

Classified Staff Hired Before July 1, 2016

All employees who were hired prior to 7/1/2016 will earn vacation time at the end of the contract year to be used in the next fiscal year and may carry over up to 5 days of unused vacation. These employees will receive 25 days of vacation.

Additional days of vacation may be specified in an individual contract.

Upon termination, the employee shall be paid for all accumulated vacation days (carryover and current year). If the termination occurs before the expiration of the contract year, accumulated vacation days shall be prorated based on days of employment.

MISCELLANEOUS

Activity Pass (Board Policy 402.17)

All ADM employees receive a complimentary Adult Activity Pass that is valid only for the admission of the staff member listed on the pass at ADM regular season events. All staff members will need to show their staff badge at the entrance of the event to receive free admission. ADM staff members also have the option of purchasing a family pass for admission for other members of their family. ADM staff members are also given the opportunity to volunteer at ADM sporting events in exchange for a family activity pass for the following school year.

Working For Passes:

ADM community members and staff are given the opportunity to volunteer at ADM sporting events in exchange for a single or family activity pass for the following year.

- ADM staff members will be able to work during the current school year to receive a family activity pass for the following school year.

Working Requirements:

- Family Pass: Required to work for 5 events

How The Process Works:

- Individuals that are working events are working to earn an activity pass for the following year.
 - Example: An individual must work 3 events during the 2023-24 school year in order to earn a free individual pass for the 2024-25 school year.
- The ADM activities department will distribute “work for passes” to individuals that have met the work requirements prior to the start of the next school year.
- Please Note: Working concessions does not count toward fulfilling event requirements.

“Work For Pass” Directions:

- Step 1: Complete the following form to request to work for a pass the following school year: [Work For Pass Request Form](#)
- Step 2: Sign up for events to work throughout the school year. Information will be emailed out in August and throughout the school year with more information about signing up to work events.
 - Use the following link to sign up to work events: [Volunteer Sign Up](#)

Unmet Work Requirements:

- Any individual that intended to work for a pass but did not complete the full work requirement will not receive a “work for pass” for the following school year.

Questions: Please contact Dana Brown at 515-993-4819 or for all questions related to activity passes.

Background Checks

Employees will be subject to background checks every five years.

Bus Driver Drug/Alcohol Testing

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

Employees who require CDL licensure will be tested:

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

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

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

Employee Trainings

Employee trainings are a requirement of employment with ADM CSD. Employees will have the ability to receive online and in-person trainings. New employees are required to complete all online training prior to working in their respective departments. All online employee trainings are required to be completed by September 30 annually for all returning employees.

Copy Requests

Black and white personal copies made on a photocopy machine are permitted with the approval of the principal or supervisor at a charge of \$.05 per page. Staff are not permitted to make personal color copies.

Employee Evaluations

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

Job Postings

As jobs become available, they are listed on the District website at www.admschools.org.

Personnel Records

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

The following information is maintained in a personnel file in Human Resources:

- Application
- Certification documents
- Performance evaluations
- Employment contracts
- Performance related documents
- Background check forms

The following information is maintained in a personnel file in Payroll:

- Direct Deposit Form
- Federal W-4
- I-9 Documents
- Iowa W-4
- Workers Compensation
- FMLA (Maternity Leave Documents)

Personnel files will be considered confidential to the extent of the law. Access to personnel files will be on a need-to-know basis by appropriate District administrators, supervisors, legal counsel or state agencies. Upon

request, and in the presence of appropriate administrative staff, an employee will have the right during regular working hours to inspect their own personnel file.

Resignations (Board policy 401.09)

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

School Mail & Fax Machines

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

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