

**Staff Personnel
400 Series**

Policy Title: Personnel Policies Goals and Guiding Principles

Code No. 400

The Board of Director's goal is to obtain and retain qualified and effective employees. The Board shall have complete discretion to determine the number, the qualifications and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the Board in these areas prior to board action.

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate, or endorsement, unless administrative positions are specifically excluded from the policy. Classified employees' policies included in this series shall apply to positions that do not fall within the definition of licensed employee.

Date of Adoption:

January 10, 2014

Reviewed & Revised:

September 17, 2018

**Staff Personnel
400 Series**

Policy Title: Equal Employment Opportunity

Code No. 401.1

The Colfax-Mingo Community School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of federal, state and local governing bodies and agencies. The District shall take affirmative action in recruitment, appointment, assignment and advancement of women, minorities and the disabled. Employees shall be given notice of this policy annually.

Individuals who file an application with the District will be given consideration for employment if they meet or exceed the qualifications set by the District's administration, the District's Board of Directors and the Department of Education for the position for which they apply. In employing school district personnel, the Board of Directors shall consider the qualifications, credentials, and records of the applicants without regard to age (except for students), gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, race, national origin, color, religion, and creed. In keeping with the law, the Board of Directors shall consider the veteran status of applicants.

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

Employees or applicants for employment having inquiries regarding compliance with equal employment opportunity and affirmative action are directed to contact:

Title Superintendent
Location 204 North League Road, Colfax-Mingo Jr/Sr High School, Colfax, IA
Telephone Number 515-674-3646

~~Inquiries may also be directed, in writing, to the Iowa Civil Rights Department or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Such inquiry or complaint to the state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.~~

Inquiries by employees or applicant for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, 500 West Madison Street, Suite 2000, Chicago, IL, 60661, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoe.gov/field/chicago/> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa , 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.iowa.gov/government/crc>. 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 District's central administrative office and the administrative office in each District attendance center.

Date of Adoption:

January 20, 1992

Reviewed & Revised:

August 1, 1994

February 21, 2000

March 11, 2002

January 15, 2007

January 18, 2010

January 10, 2014

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION COMPLIANCE PROGRAM

Code No. 401.1A

The Colfax-Mingo Community School District has an established policy of Equal Employment Opportunity and Affirmative Action with respect to race, religion, color, sex, age, or national origin. The administration is to know of and fully accept the Equal Opportunity and Affirmative Action policy and to make certain that no employee or applicant for employment shall suffer any form of discrimination because of age, color, religion, sex, race, disability, gender identity, marital status, sexual orientation, socio-economic status, national origin, and creed. In order to effectively communicate and interpret the district's policy to all levels of the administration, and to all other employees, community and education agencies, and the public in general, the following will be undertaken:

A. Dissemination of Policy

1. Employees will be reminded annually of the district's written statement of policy by:
 - a. Description of policy by publication or reference in all issues or re-issues of personnel handbooks.
 - b. When appropriate, publicize the Equal Employment Opportunity and Affirmative Action policy and such activities through news stories or other articles in district publications.
 - c. Detailed discussions at administrative conferences and staff meetings.
2. Employment advertisements will contain assurance of equal employment opportunity.
3. All employment and recruiting sources where jobs are listed by the district will be reminded of our policy, both verbally and in writing..
4. Notices will be posted on bulletin boards and in locations where applicants are interviewed. These will inform employees and applicants of their rights under federal and state civil rights laws.

B. Responsibility for implementing the Equal Employment Opportunity and Affirmative Action Policy.

1. Responsibility is assigned to the Affirmative Action Coordinator, who will render full assistance and support for those seeking help and assistance in taking affirmative action.

C. Recruiting

1. Additional emphasis will be given to seeking and encouraging applicants from minority groups and women's groups.

D. Training

1. All training and in-service programs supported or sponsored by the district will continue to be equally open to minority and female employees on the basis of qualifications.

E. Hiring, Placement, Transfer, Layoff, and Recall

1. The district recognizes that to accomplish the long-range objectives of its Equal Employment Opportunity and Affirmative Action policy, continued affirmative action must be taken to ensure that job opportunities of all kinds are called to the specific attention of members of minority groups and that qualified members of minority groups should be offered positions on the same basis as all other applicants or employees. To assure achievement of the objectives, the district will periodically review its practices in hiring job applicants.

F. Compensation

1. All employees, including women and minority group employees, will receive compensation in accordance with the same standards. Opportunities for performing overtime work or otherwise earning increased compensation will be afforded to all qualified employees without discrimination based on race, religion, color, sex, age or national origin, disability, gender identity, creed, or sexual orientation.

G. General

1. Not only in the above matters, but in all other areas of the employer-employee relationship, the district will continue to cooperate with minority groups because being fair is the best assurance that it is not discriminating or creating the appearance of discrimination.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to: Superintendent, Colfax-Mingo Community School District, Colfax, Iowa; or by telephoning 515-674-3646.

Inquiries by employees or applicant for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, 500 West Madison Street, Suite 2000, Chicago, IL, 60661, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoe.gov/field/chicago/> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa , 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.iowa.gov/government/crc>. 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.

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November 17, 2014

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Employee Conflict of Interest

Code No. 401.2

Employees' use of their position with the school district directly or indirectly for financial gain is considered a conflict of interest with their position as employee and may subject them to disciplinary action.

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

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

It will also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist will include, but not be limited to, any of the following:

1. The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card, or other evidences of office to give the employee or the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.

2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.

3. The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment or activity. If the activity or employment falls under (3), then the employee must do one of the following:

1. Cease the outside employment or activity; or
2. Publicly disclose the existence of conflict and refrain from taking official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further interests of the outside employment or activity.

There shall be no conflict of interest in the supervision and evaluation of employees. Therefore, no administrator or supervisor shall be responsible for the supervision or evaluation of an immediate family member.

It is the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

Date of Adoption:

January 10, 2014

Reviewed & Revised:

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Nepotism

Code No. 401.3

Nepotism is patronage bestowed or favoritism shown on the basis of family relationship. More than one family member may be an employee of the school district. However, no school district employee shall be involved in hiring a family member. The decision to employ more than one individual in a family shall be made on the basis of each individual's qualifications and credentials.

No school district employee shall serve in a supervisory capacity over one of their family members employed by the school district. No school district employee shall attempt to influence the evaluation or conditions of employment of the employee's family member with anyone who serves in a supervisory capacity over that family member.

Family members for purposes of this policy include husbands, wives, mothers, fathers, mothers-in-law, fathers-in-law, sisters, brothers, sisters-in-law, brothers-in-law, daughters, sons, daughters-in-law, and sons-in-law.

Date of Adoption:
January 10, 2014

Revised & Reviewed:
September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Employee Complaints

Code No. 401.4

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Reasonable efforts will be made to make sure complaints will not be made in the presence of other employees, students or outside persons.

Date of Adoption:
January 10, 2014

Reviewed & Revised:
September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Employee Records

Code No. 401.5

The district may maintain personnel records on employees. These records are important for the meeting of the district's overall goals and objectives and mission statement, the daily administration of the educational policy, and meeting state and federal legal requirements.

Each employee's personnel file may include any documentation relating to the employee, including but not limited to, personal information regarding the employee, employee discipline records, employee evaluations, and salary records, and other documentation necessary to carry out the daily administration of the district.

Each employee's personnel file and the contents of such are district records and are considered confidential records, and therefore, are not generally open to public inspection or accessibility.

Employees may have access to their individual personnel files as required by law. Other school administrators and board members will have access to an employee's personnel files as required by law.

It shall be the responsibility of the superintendent to keep employee's personnel files current. The board secretary shall be the custodian of the employee personnel files, and all other employee records.

It shall be the responsibility of the superintendent to develop administrative regulations for the implementation of this policy.

Date of Adoption:

January 10, 2014

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September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Employee Records Regulations

Code No. 401.5R1

Maintenance of Employee Records

Employee personnel records may contain, but are not limited to, the following information:
Personal information including, but not limited to, name, address, telephone number, emergency numbers, birth date and spouse;
Application, resume and references, except those that shall be kept confidential according to state and federal law;
Educational transcripts;
Copy of the employee's license or certificate, if needed for the position;
Individual employment contract;
Job description and/or assignment;
Salary information;
Tax documents, including, but not limited to IRS Form W-4;
Written attendance records;
Evaluation documents;
Complaints;
Performance improvement plans;
Documents concerning any raise, promotion, pay decrease or demotion;
Records of disciplinary matters;
Receipts and/or acknowledgements of any employee-related material, including policies and handbooks;
Letters of termination and/or resignation;
Documentation relating to an employee's unemployment benefits; and
Documentation relating to an employee's employment ceasing.
Employee health and medical records, which are kept separate from employee personnel records, may contain, but are not limited to, the following information:
Employee's medical history, including, but not limited to, medical records and/or notes;
Employee's emergency names and numbers;
Medical professional signed physical form;
Sick or long-term disability leave days;
Family and medical leave request forms;
Worker's compensation claims;
Reasonable accommodation made by the District to accommodate the employee's disability.

Employee immigration forms, specifically Form I-9, are kept separate from employee personnel records, and may be kept in a file that houses all employees' immigration forms for the U.S. Citizenship and Immigration Services.

**Staff Personnel
Series 400**

Policy Title: Travel Compensation for Employees

Code No. 401.7

Employees traveling on behalf of the District and performing approved District business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. Absolutely no alcohol expense will be approved and must not be submitted for reimbursement.

Travel Within the School District

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at the rate designated in each Master Contract. It is the responsibility of the supervisor to approve travel within the school district by employees. It is the responsibility of the board to review the travel within the school district by the superintendent through the board's audit and approval process.

Travel Outside the School District

Travel outside of the school district must be verbally pre-approved by the employee's supervisor. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than ten (10) working days following the date of the expense.

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses, district travel allowances and assignment of school district vehicles. The administrative regulations will include the appropriate forms to be filed for reimbursement to the employee from the school district and the procedures for obtaining approval for travel outside of and within the school district.

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September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Political Activities of Employees

Code No. 401.9

Employees will not engage in political activity upon property under the jurisdiction of the Board or at District activities or events using district owned equipment. Activities include, but are not limited to, posting of political circulars or petitions; the distribution of political circulars or petitions; the collection of or solicitation for campaign funds; solicitation for campaign workers; and the use of students for writing or addressing political materials or the distribution of such materials via email, social media and/or any electronic mailing to or by students are specifically prohibited. Violation of this policy may be grounds for disciplinary action.

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September 17, 2018

**Staff Personnel
Series 400**

Policy Title: EMPLOYEE ORIENTATION

Code No. 401.11

Employees must know their role and duties. New employees may be required to participate in an orientation program for employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by September 15th of each school year. Regular employees ineligible for the school district's group health plan will be given information regarding where they can obtain health care or health care insurance.

Legal Reference: Iowa Code 279.8 (1995)
191 I.A.C. 74

Date of Adoption:
August 7, 1995

Reviewed & Revised:
March 11, 2002
January 15, 2007
January 10, 2014
September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Child Abuse Reporting

Code No. 402.2

In compliance with state law and to provide protection to victims of child abuse, the Board believes incidents of alleged child abuse should be reported to the proper authorities. All of the District's employees are encouraged, and employees who are mandatory reporters are required, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse or submit evidence they have taken the course within the previous five years. The course will be retaken at least every five years.

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**Staff Personnel
Series 400**

Policy Title: Child Abuse Reporting Regulations

Code No. 402.2

Iowa law requires district personnel who are mandatory reporters to report to the Iowa Department of Human Services instances of suspected child abuse which they become aware of within the scope of their professional duties.

The law further specifies that an employee who is a mandatory reporter who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the licensed employee may be subject to civil liability for damages caused by the failure to report.

Iowa law provides that employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report are immune from civil or criminal liability.

Child Abuse Defined

"Child abuse" is defined under Iowa law as:

Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.

Any mental injury to a child's intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed and confirmed by a licensed physician or qualified mental health professional as defined by Iowa law.

The commission of a sexual offense with or to a child pursuant to Iowa law, as a result of the acts or omissions of the person responsible for the care of the child.

The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child.

The acts or omissions of a person responsible for the care of a child which allow, permit, or encourage the child to engage in acts of prostitution.

An illegal drug is present in a child's body as a direct and foreseeable consequence of the acts or omissions of the person responsible for the care of the child.

The person responsible for the care of a child has, in the presence of the child, manufactured a dangerous substance, or in the presence of the child possesses a product containing ephedrine, its salts, optical isomers, salts of optical isomers, or pseudoephedrine, its salts, optical isomers, salts of optical isomers, with the intent to use the product as a precursor or an intermediary to a dangerous substance.

The commission of bestiality in the presence of a minor by a person who resides in a home with a child, as a result of the acts or omissions of a person responsible for the care of the child.

Knowingly allowing a person custody or control of, or unsupervised access to a child or minor, after knowing the person is required to register or is on the sex offender registry.

Teachers in public school are not "persons responsible for the care of the child," under this definition. However, a teacher who abuses a child is subject to civil, criminal, and professional sanctions.

Reporting Procedures

Employees who are mandatory reporters are required to report, either orally or in writing, within twenty-four (24) hours to the Iowa Department of Human Services when, within the scope of their professional duties, the employee reasonably believes a child has suffered from abuse. Within forty-eight (48) hours of an oral report, a written report must be filed with the Iowa Department of Human Services.

Each report should contain as much of the following information as can be obtained within the time limit; however, Iowa law specifies a report will be considered valid even if it does not contain all of the following information:

- name, age, and address of the child;
- name and address of parent(s), guardian(s) or other person(s) believed to be responsible for the care of the child;
- the child's present whereabouts if different from the parent(s), guardian(s) or other person(s) legally responsible for the child;
- description of injuries, including evidence of previous injuries;
- name, age, and condition of other children in the same home;
- any other information considered helpful; and
- name and address of the person making the report.

It is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. The Iowa Department of Human Services is responsible to investigate any incident of alleged abuse.

Date of Adoption:

January 10, 2014

Reviewed & Revised:

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Gifts Given to Employees

Code No. 402.4

Employees may receive a gift on behalf of the school district. Employees will not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;
- Information material relevant to an employee's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the employee;
- Items received from a charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of an employee for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;

--Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;

--Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;

--Funeral flowers or memorials to a church or nonprofit organization;

--Gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the employee

--Gifts which are given to an employee for the employee's wedding or twenty-fifth or fiftieth wedding anniversary;

--Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;

--Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting; or

--Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, an employee as consideration for an appearance, speech or article. An honorarium does not include any of the following:

--Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;

--A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa department of general services; or

--A payment made to an employee for services rendered as part of a private business, trade or profession in which the employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as an employee of the district, but, rather, because of some special expertise or other qualification.

It is the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium.

NOTE: This policy is a reflection of the current Iowa law regarding gifts to school district employees.

Legal References:

Iowa Code ch. 68B (2013).

1972 Op. Att'y Gen. 276.

1970 Op. Att'y Gen. 319.

Cross References:

217 Gifts to Board of Directors

401.2 Employee Conflict of Interest

704.4 Gifts-Grants-Bequests

Date of Adoption:

January 10, 2014

Reviewed & Revised:

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Complaints About Employees

Code No 402.5

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

The Board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the Board it will be referred to the administration to be resolved consistent with the following:

Matters concerning an individual student, teacher or other employee should first be addressed to the teacher or employee.

Unsettled matters from (1) above or problems and questions about individual attendance centers should be addressed to the employee's building principal or immediate supervisor.

Unsettled matters regarding licensed employees from (2) above or problems and questions concerning the school district should be directed to the superintendent.

If a matter cannot be settled satisfactorily by the superintendent, the individual may ask that it be brought to the Board. To ask that a concern regarding an employee be addressed by the Board, the individual must notify the Board President in writing of the concern. The Board President may bring it to the attention of the entire Board by placing it on the agenda or the individual may be able to address the complaint with the Board at the beginning of a meeting in accordance with Board policy.

It is within the discretion of the Board to address complaints from the members of the school district community, and the Board will only do so if they are in writing, signed, and the complaint has complied with this policy.

Date of Adoption:

January 10, 2014

Reviewed & Revised:

September 17, 2018

Staff Personnel

Series 400

Policy Title: SUBSTITUTE TEACHERS

Code No. 402.9

Certified Teacher Substitutes

The rate of pay for certified licensed substitute teachers will be the established rate of pay per day of employment. The hours worked will be 8:00 a.m. to 4:00 p.m. After 10 consecutive work days in the same position, the salary will go to the regular base pay scale.

Non-Certified Teacher Substitutes

A non-certified teacher substitute may be employed provided the individual has obtained a substitute authorization. The substitute authorization will allow an individual to substitute in junior high school, or high school for no more than five consecutive days in one job assignment. In order to be eligible for a substitute authorization, an individual must hold a para-educator certificate AND complete a course provided by the Area Education Agency which will allow that person to substitute in a special education classroom in which the individual para-educator is employed only.

The substitute authorization may be issued to an individual who:

- has successfully completed all the requirements of the approved substitute authorization course.
- has achieved at least one of the following:
 - (1) holds a baccalaureate degree from a regionally accredited institution, or
 - (2) has completed an approved para-educator certification program and holds a para-educator certificate.
- has attained a minimum age of 21 years.
- has successfully completed an Iowa Division of Criminal Investigation background check.
- has successfully completed a National Criminal History background check.

Date of Adoption:

September 3, 1991

Reviewed & Revised:

October 7, 1996
February 21, 2000
November 6, 2000
March 11, 2002
January 15, 2007
March 21, 2016
November 6, 2000
March 11, 2002
January 15, 2007
March 21, 2016
September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Equal Employment Opportunity & Affirmative Action Grievance Procedure

Code No. 403

Employees of the District and applicants for employment with the District have the right to file a formal complaint alleging non-compliance with federal and state regulations requiring non-discrimination in employment.

Level One- Counselor and Nurse as Alternate.

Individuals with a grievance of discrimination on the basis of gender, race, national origin, disability, religion, creed, sexual orientation, gender identity or age may first discuss it with their **Counselor** principal/designee or immediate supervisor, with the goal of resolving the matter informally. An applicant for employment with a complaint of discrimination on the basis of age, color, religion, sex, race, disability, gender identity, marital status, sexual orientation, socio-economic status, national origin, and creed. may discuss it with the instructor, counselor, supervisor, department chairperson, building administrator, or personnel contact person involved.

Level Two- Building Principal

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, he or she may formalize it by filing a complaint in writing.

The complaint shall state the date filed, the name of complainant, home address, home and work phone number, the nature of the grievance, the date the alleged violation occurred, the remedy requested, and the signature of the complainant. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the affirmative action coordinator.

The affirmative action coordinator shall investigate the complaint and attempt to resolve it. A written report from the affirmative action coordinator regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three- Superintendent

If the complaint is not resolved at level two, the grievant may process the complaint to level three by presenting a written appeal to the superintendent/designee within ten (10) working days after the grievant receives the report from the affirmative action coordinator. The grievant may request a meeting with the superintendent/designee. The superintendent/designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent/designee within ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, or the Equal Employment Opportunity Commission for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Date of Adoption:	Reviewed & Revised:
January 10, 2014	November 20, 2017
	September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Background Check on Employee & Volunteers

Code No. 403A

The Board believes in hiring and using quality employees and volunteers and supports appropriate background checks for all employees and volunteers to promote staff and student safety. Therefore, the Board authorizes the superintendent to access and review specific information for each applicant for employment, each applicant to volunteer, every current employee and every current volunteer pursuant to this policy.

Applicants for Employment

For every applicant for employment with the District, the superintendent shall access and review certain background information for the applicant prior to hiring the applicant. The superintendent shall access and review background information regarding the applicant from the following sources:

- the Iowa court information system available to the general public;
- the sex offender registry system available to the general public;
- the central registry for child abuse information;
- the central registry for dependent adult abuse information; and
- the national criminal history database. The superintendent may utilize a background check service that meets the requirements of law to access this information.

If required by law, the superintendent shall also obtain the applicant's fingerprints and submit the fingerprints to the division for submission to the federal bureau of investigation for a national criminal history record check.

The superintendent shall perform an 'initial hire' background check even if the Board of Educational Examiners ("BOEE") has recently conducted a background check of the applicant. The applicant for employment shall not be charged for said background check, except as otherwise stated in this policy and/or permitted by law. If the applicant is an employee who holds a license through the BOEE other than an initial license, the applicant may be charged a fee not to exceed the actual cost incurred by and/or charged to the District for the state and national criminal history checks and registry checks required under Iowa law.

An applicant for employment who is listed on the sex offender registry, the central registry for child abuse information or the central registry for dependent adult abuse information or who has engaged in other behavior that may affect the applicant's position with the district, as provided in the Iowa court information system or the national criminal history database, shall not be considered for employment with the District.

Current Employees

For every current employee employed by the District, the superintendent shall access and review certain background information regarding the employee at least every five (5) years. The superintendent shall access and review background information regarding the employee from the following sources:

- the Iowa court information system available to the general public;
- the sex offender registry system available to the general public;
- the central registry for child abuse information;
- the central registry for dependent adult abuse information; and
- the national criminal history database

The superintendent may utilize a background check service that meets the requirements of law to access this information.

The superintendent shall access and review the above background information regarding the employee at least every five (5) years. For all other employees, the superintendent shall access and review the above background information regarding the employee at least every five (5) years during the twelve-month period preceding every fifth-year anniversary of the employee's date of hire. The superintendent shall establish a schedule to review current employees' background information.

The superintendent is not required to conduct background checks for current employees who are licensed with the BOEE and who have undergone certificate-renewal background checks through the BOEE. The superintendent may rely upon the certificate-renewal background checks conducted by the BOEE for current employees licensed by the BOEE.

The employee shall not be charged for said background check, except as otherwise stated in this policy and/or permitted by law. If the employee holds a license through the BOEE other than an initial license, the applicant may be charged a fee not to exceed the actual cost incurred by and/or charged to the District for the state and national criminal history checks and registry checks required under Iowa law.

An employee who is listed on the sex offender registry, the central registry for child abuse information or the central registry for dependent adult abuse information *or who has engaged in other behavior that may affect the employee's position with the district, as revealed and documented by the background check*, shall be subject to immediate suspension from the employee's duties, pending a termination hearing that shall be conducted pursuant to applicable Iowa law.

Date of Adoption:

January 10, 2014

Reviewed & Revised:

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Universal Precautions

Code No. 403.R1

All employees of the Colfax-Mingo School District must have annual training in Bloodborne Pathogens. Universal precautions ("UPs") are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UPs pertain to blood and other potentially infectious materials ("OPIM") containing blood. These precautions do not apply to other body fluids and wastes ("OBFW") such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the material. However, these OBFW can be sources of other infections and should be handled as if they are infectious.

The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, employees and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. All individuals should respond to situations practicing UPs followed by the activation of the school response team plan. Using common sense in the application of these measures will enhance protection of employees and students.

Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and the hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand surfaces is key. Rinse well with running water and dry hands with paper towels.

Hands should be washed before physical contact with individuals and after contact is completed.

Hands should be washed after contact with any used equipment.

If hands (or other skin) come into contact with blood or body fluids, hands should be washed immediately before touching anything else.

Hands should be washed whether gloves are worn or not and, if gloves are worn, after the gloves are removed.

Barriers

Barriers anticipated to be used at school include disposable gloves, absorbent materials and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with blood, OPIM or OBFW. Gloves should be removed without touching the outside and disposed of after each use.

Disposal of Waste

Blood, OPIMs, OBFWs, used gloves, barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. When the blood or OPIM is liquid, semi-liquid or caked with dried

blood, is not absorbed in materials, and is capable of releasing the substance if compressed, special disposal as regulated waste is required. A band-aide, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. It is anticipated schools would only have regulated waste in the case of a severe incident.

Needles, syringes and other sharp disposable objects should be placed in special puncture proof containers and disposed of as regulated waste. Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer system.

When the blood or OPIM is liquid, semi-liquid or caked with dried blood, is not absorbed in materials, and is capable of releasing the substance if compressed, special disposal as regulated waste is required. A band-aide, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. It is anticipated schools would only have regulated waste in the case of a severe incident.

Needles, syringes and other sharp disposable objects should be placed in special puncture proof containers and disposed of as regulated waste. Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer system.

Clean Up

Spills of blood and OPIM should be cleaned up immediately. The employee should do the following:

- **Wear gloves:**
- Clean up the spill with paper towels or other absorbent material;
- Use a solution of one part household bleach to one hundred parts of water (1:100) or other EPA--approved disinfectant and use it to wash the area well;
- Dispose of gloves, soiled towels and other waste in a plastic bag;
- Clean and disinfect reusable supplies and equipment.

- **Laundry**
Laundry with blood or OPIM should be handled as little as possible with a minimum of agitation. It should be bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. Employees who have contact with this laundry should wear protective barriers.

Exposure

An exposure to blood or OPIM through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up. The employee should do the following:

Always wash the exposed area immediately with soap and water;

If a mucous membrane splash (a splash into the eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.

If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure should be reported immediately, the parent or guardian should be notified, and the person exposed should contact a physician for further health care.

Date of Adoption:

September 3, 1991

Reviewed & Revised:

August 7, 1995

March 11, 2002

January 15, 2007

January 10, 2014

Reviewed & Revised:

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: LICENSED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION

Code No. 405.2

Persons interested in a licensed position, other than administrative positions which will be employed in accordance with board policies in Series 300, "Administration," will have an opportunity to apply and qualify for licensed positions in the school district in accordance with applicable laws and school district policies regarding equal employment. Job applicants for licensed 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 license if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on Teachlowa, the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ licensed employees after receiving a recommendation from the superintendent. The superintendent, however, will have the authority to employ a licensed employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

Legal Reference:

29 U.S.C. §§ 621-634

42 U.S.C. §§ 2000e, 12101 et seq.

Iowa Code §§ 20; 35C; 216; 279.13.

281 I.A.C. 12.

282 I.A.C. 14.

1980 Op. Att'y Gen. 367.

Cross Reference:

401.1 Equal Employment Opportunity

405 Licensed Employees - General

410.1 Substitute Teachers

Date of Adoption:

July 1, 1985

Reviewed & Revised:

February 13, 1995

January 15, 2007

March 11, 2002

January 10, 2014

January 15, 2007

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: ORIGINAL CONTRACTS

Code No. 405.3

Contracts with certified personnel shall be in writing and shall state the length of time the contract is in force, the total compensation for the contract period together with the schedule of periodic payments.

Such contracts shall be consistent with the Master Contract, approved by the Board of Directors, signed by the President and filed with the secretary.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

February 13, 1995

March 11, 2002

January 15, 2007

January 10, 2014

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: CONTINUING CONTRACTS

Code No. 405.4

Contracts for certificated personnel shall automatically continue for equivalent periods unless modified or terminated by mutual agreement, or as provided by law.

Date of Adoptions:
July 1, 1985

Legal Reference: (Code of Iowa)
Chapter 279.13

Reviewed & Revised:
September 3, 1991
February 13, 1995
March 11, 2002
January 15, 2007
January 10, 2014
September 17, 2018

**Staff Personnel
Series 400**

Policy Title: ASSIGNMENT AND TRANSFER

Code No. 405.7

Assignment shall be based upon the qualifications of the candidate and the philosophy and the needs of the school district.

All such re-assignments shall be made with the full knowledge of all parties related to the transfer, and shall be reported to the Board of Directors.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

February 13, 1995

March 11, 2002

January 15, 2007

January 10, 2014

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Licensed Employee Resignation

Code No. 407.1

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

The board may require an individual who has resigned from an extracurricular contract to accept the resigned position for only the subsequent school year when the board has made a good faith effort to find a replacement and the licensed employee is continuing to be employed by the school district.

Legal Reference:

Iowa Code §§ 91A.2, .3, .5; 279.13, .19A (2013).

Cross Reference:

405.3 Licensed Employee Individual Contracts

405.4 Licensed Employee Continuing Contracts

407 Licensed Employee Termination of Employment

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

March 4, 1996

March 11, 2002

January 15, 2007

January 10, 2014

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: RECRUITMENT AND SELECTION OF NON-CERTIFIED PERSONNEL Code No. 407.2

Recruitment and selection of non-certified personnel shall be the responsibility of the administration. Whenever possible the preliminary screening of candidates shall be conducted by the Superintendent who will be directly in charge of the personnel being hired. The administrative team shall have authority to recruit and select personnel. Names and salaries to be paid shall be presented to the Board for approval.

Selection shall be based upon the merits of the candidates without regard to race, religion, age, color, sex, disability, creed, marital status, national origin, sexual identity, gender identity & socio-economic status.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

March 27, 1995

March 11, 2002

January 15, 2007

January 10, 2014

Reviewed & Revised:

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Licensed Employee Early Retirement

Code No. 407.3

The board may, at its discretion, offer an early retirement program.

Date of Adoption:

January 10, 2014

Reviewed & Revised:

September 17, 2018

Applicant for Employment Records

Records on applicants for positions with the District, which are maintained in the central administration office, may contain, but are not limited to, the following information:

Application for employment;

Resume;

References, except those that shall be kept confidential according to state and federal law;

Evidence of appropriate license or certificate, if necessary for the position for which the individual applied;

Affirmative action form, if submitted.

Access to Records

The board shall allow current and former employee's access to their files pursuant to state and federal law.

The board shall allow only authorized school officials access to an employee's records without the written consent of the employee. Authorized school officials may include, but not be limited to, the superintendent, building principal, or board secretary. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to an employee's personnel file without the consent of the employee when necessary for the conducting of board business.

The general public may have access to an employee's personnel records and/or personnel information as permitted by law. Specifically, the general public may have access to the following information:

An employee's name and compensation, including any written agreement establishing compensation or any other terms of employment excluding any information otherwise protected under the law.

Compensation means payment of, or agreement to pay, any money, thing of value, or financial benefit conferred in return for labor or services rendered by an official, officer or employee plus the value of benefits conferred including but not limited to casualty, disability, life, or health insurance, other health or wellness benefits, vacation leave, holiday leave, sick leave, severance payments, retirement benefits, and deferred compensation.

The dates the employee was employed by the District.

The positions the employee holds or has held with the District.

The educational instructions attended by the employee, including any diplomas and degrees earned, and the names of the employee's previous employers, positions previously held, and dates of previous employment.

The fact that the employee was discharged as the result of a final disciplinary action upon the exhaustion of all applicable contractual, legal, and statutory remedies.

Retention of Records

All employee records, except payroll and salary records, are maintained for a minimum of seven (7) years after termination of employment with the District. Applicant records are maintained for a minimum of three (3) years after the position was filled. Payroll and salary records are maintained for a minimum of three (3) years.

Date of Adoption:

January 10, 2014

Reviewed & Revised:

September 17, 2018

Colfax-Mingo Community School District Licensed Employee Early Retirement Plan

This policy is established under the authority of Iowa Code 279.46.

1. Eligible licensed employees include only teachers, school counselors, and administrators. Eligible licensed employees must be a minimum age of 55 by June 30th, and have 20 years of consecutive service in the Colfax-Mingo Community School District. Part-time service will be factored as to Full Time Equivalency.
2. This early retirement policy is intended to be offered in any fiscal year by the board's discretion.
3. An eligible licensed employee must submit an application on the form provided. Deadlines to receive an application will be February 17 of the school year offered.
4. An eligible licensed employee shall not have received a notice of staff reduction or notice of termination prior to submitting the request for early retirement.
5. An eligible licensed employee shall not be on an extended unpaid leave of absence, other than Family Medical Leave Act or Military Leave, prior to submitting the request for early retirement.
6. An eligible licensed employee shall submit a written resignation, which will not be accepted except as a part of and contingent to approval by the Board of Directors for participation in the voluntary early retirement plan. Failure of the Board to approve the licensed employee's early retirement application shall make the licensed employee's current contract with the Board continue in full force and effect.
7. Employees receiving early retirement benefits will not be eligible for re-employment except under terms to be determined by the Board of Directors, in its sole and exclusive discretion.
8. All applications for early retirement under this policy must be approved by the Colfax-Mingo Community School Board of Directors and, once accepted and approved, will become binding unless both parties agree to do otherwise.
9. The retiree shall receive an incentive payment equal to **1%** of his/her present contracted salary less any supplemental pay or extended contract pay for each year of service. Amounts received through TSS and other compensations shall not be included in the calculation of the contracted salary.
10. The incentive payment will be forwarded to the District's Health Reimbursement Arrangement to avoid initial taxation of these monies. The payment will be made in one lump sum on or before July at the end of that school year.
11. In the event of death of the employee, after approval of their early retirement but prior to the payment of the retirement benefit, a lump sum payment of the amount due shall be made to a designated beneficiary, or in the event there is no beneficiary, the benefit shall be paid to the estate.

12. The Colfax-Mingo Community School Board of Directors reserves the sole and exclusive discretion to discontinue or change this early retirement program at any time in the future with or without notice. The Board shall make the final decision on the resolution of any and all disputes regarding the implementation of this policy.

The current incentive package will be discontinued after February 17 of the school year offered.

Date of Adoption:

January 10, 2014

Reviewed & Revised:

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: LICENSED EMPLOYEE TUTORING

Code No. 408.3

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

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

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

Legal Reference:

Iowa Code §§ 20.7; 279.8 (2013).

Cross Reference:

401.12 Employee Conflict of Interest

402.6 Employee Outside Employment

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

March 27, 1995

March 11, 2002

January 15, 2007

January 10, 2014

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: CUSTODIAL Job Description

Code No. 409.3

Custodians shall serve under the direction of the administration and shall be held responsible for the care and maintenance of buildings, grounds, equipment, and such other duties as may be reasonably assigned to them by the building principal.

The custodian is employed to prevent damage or mistreatment of the building and its contents. He/She is to report any disorder/malfunction to the building principal.

Full-time custodians will receive vacation in accordance with the AFSCME contract for the current year.

The purchase of supplies must receive approval from the department head. The custodian shall not dispose of any school equipment, supplies or property.

Custodians shall

- attend all meetings called by the department head, superintendent or building principal,
- appear neat and clean when working with teachers, pupils, or the public,
- courteously fulfill their duties,
- observe all policies and regulations of the school system, and
- obtain permission from building principal before adding additional hours above and beyond his/her contract

Each custodian will be assigned a portion of the building that will be his/her responsibility. In that section of the building, he/she will be expected to do the following:

- vacuum all assigned work areas on a daily basis
- dust furniture and fixtures on a daily basis
- wash all table tops weekly, or more often as needed
- wash all windows monthly or more often as needed
- wash all foyer windows daily
- clean and sanitize all assigned restrooms daily
- clean and sanitize areas where student accidents occur immediately as directed
- pick up hallways at least every 2 hours, or more as needed, when students are present
- clean and dispose of trash daily, or more as needed
- be responsible for opening and/or closing the building as directed by the building principal
- remove snow from grounds, as directed by supervisor
- maintain outside grounds as directed by the principal
- be present in the lunch room during student lunch periods to maintain a clean eating area for students
- perform other duties as assigned by supervisors

Knowledge, Skills and Abilities necessary/desirable for this position:

Knowledge:

- Knowledge of standard cleaning procedures, chemicals, products, and equipment
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products

Skills:

- Team player
- Decision making
- Problem solving
- Effective verbal, written & listening communication
- Time management
- Ability to work with little or no supervision

Personal Attributes:

- Honest and trustworthy
- Respectful
- Flexible and adaptable
- Sound work ethic

Working Conditions:

This can be a physically demanding position. Custodians spend the majority of the time standing, and/or walking, and frequently lifting heavy objects and/or operating equipment. There is the possibility of doing a great deal of stretching and bending, often in awkward positions. Additionally, there are the dangers associated with using cleaning products, if not utilized appropriately.

The Board of Directors reserves the right to annul or terminate any custodian's contract for incompetency or inattention to his/her work, or for personal habits inconsistent with proper rules of conduct.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

April 8, 1996

March 11, 2002

January 15, 2007

February 21, 2011

January 10, 2014

Note: Table this job description until support staff handbook developed

**Staff Personnel
Series 400**

Policy Title: Head District Custodian/Maintenance Employee

Code No 409.3A

The District Custodial/Maintenance Director shall be responsible for providing students with a safe, attractive, comfortable, clean, efficient place in which to learn, play, and develop.

The Head District Custodian/Maintenance employee shall be directly responsible to the Superintendent of Schools, who, in conjunction with the building principal, will evaluate the position annually.

Principal Duties:

1. Will be employed as a Custodial/Maintenance employee of one building in the district. (See Board policy 409.3B for job description)
2. Assume responsibility for the efficient and safe operation of his/her building and equipment related to the operation of the school plant.
3. Establish a schedule for inspection of fire protection equipment in all district buildings.
4. Maintain and oversee a plant operation line item budget for the district's buildings and grounds. He/She will work directly with the Superintendent on this.
5. Facilitate monthly meetings with all district custodial and maintenance staff, in order to Develop or coordinate plans for all summer and break projects.
6. Provide a written report to the Board monthly, reporting activities around the district, obtained at monthly meetings.
7. Other duties, which may be assigned by the Superintendent of Schools.

Date of Adoption:

June 11, 2001

Reviewed & Revised:

March 11, 2002

January 15, 2007

February 21, 2011

January 10, 2014

Table this job description until support staff handbook developed

**Staff Personnel
Series 400**

Policy Title: Custodial/Maintenance Employee

Code No. 409.3B

The custodial/maintenance personnel shall be responsible for providing students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop. Custodial/maintenance personnel are employed to maintain the building and its contents in order that the best learning environment possible will be provided.

This employee will receive vacation in accordance with the AFSCME contract for the current year.

The purchase of supplies must receive approval from the superintendent's office. This employee shall not dispose of any school equipment, supplies or property.

Custodial/Maintenance employees shall

- attend all meetings called by the superintendent or building principal,
- appear neat and clean when working with teachers, pupils, or the public,
- courteously fulfill their duties, and
- observe all policies and regulations of the school system
- obtain permission from building principal before adding additional hours above and beyond the contract
- attend training as directed by the superintendent or building principal to gain further knowledge of plant operations.

Principal Custodial Duties:

1. Vacuum all assigned work areas on a daily basis.
2. Dust furniture and fixtures on a daily basis.
3. Wash all table tops weekly or more often as needed.
4. Wash all windows monthly or more often as needed.
5. Wash all foyer windows daily.
6. Clean and sanitize all assigned restrooms daily.
7. Clean and sanitize areas where student accidents occur immediately as directed.
8. Deliver and pick up mail as directed.
9. Pick up hallways at least every two hours or more as needed when students are present.
10. Clean and dispose of all trash daily or more as needed.
11. Be responsible for opening and closing the building as directed.
12. Remove snow from grounds as directed by supervisor.
13. Maintain outside grounds as directed by the Principal.
14. Be present in the lunch room during student lunch periods to maintain a clean eating area for the students.
15. Perform other duties as assigned by supervisors.

Principal Maintenance Duties:

1. Check maintenance request booklet on a daily basis, completing the request within 5 working days.
2. Plumbing duties:
 - A. Maintain boilers in good working order. Contact service provider as needed.
 - B. Maintain restroom fixtures, water heaters and other building plumbing equipment in good working order.
3. Electrical duties:
 - A. Maintain all minor electrical equipment in good working order. Contact service provider as needed.
 - B. Change light bulbs and ballasts as necessary, according to all pertinent safety standards.
 - C. Maintain electrical systems of heating and air conditioning in good working order. Contact service provider as needed.
4. Carpentry duties:
 - A. Maintain and repair all portable equipment in good working order including cleaning machines and power tools.
 - B. Maintain and repair all classroom furniture and equipment in good working order.
 - C. Maintain and repair all outside playground equipment as needed.
 - D. Maintain an inventory of all maintenance supplies and parts.
5. Complete painting of district facilities as directed.
6. Perform other duties as assigned by supervisors.

Knowledge, Skills and Abilities necessary/desirable for this position:

Knowledge:

- Knowledge of standard cleaning procedures, chemicals, products, and equipment
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products

Skills:

- Team player
- Decision making
- Problem solving
- Effective verbal, written & listening communication
- Time management
- Ability to work with little or no supervision

Personal Attributes:

- Honest and trustworthy
- Respectful
- Flexible and adaptable
- Sound work ethic

Working Conditions:

This can be a physically demanding position. Maintenance employees spend the majority of the time standing, walking, lifting heavy objects, and operating equipment. There is the possibility of doing a great deal of stretching and bending, often in awkward positions. Additionally, there are the dangers associated with using cleaning products, if not utilized appropriately.

Supervisor/Evaluator: Building Principal

Board of Directors reserves the right to annul or terminate this employee's contract for incompetency or inattention to his/her work, or for personal habits inconsistent with proper rules of conduct.

Date of Adoption:

February 26, 2001

Reviewed & Revised:

March 11, 2002

January 15, 2007

February 21, 2011

January 10, 2014

Table this job description until support staff handbook developed

**Staff Personnel
Series 400**

Policy Title: Harassment

Code No. 410

Harassment of employees and students will not be tolerated in the school district. School 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 school district or where the employee is engaged in school business.

Harassment includes, but is not limited to, race, religion, age, color, sex, disability, creed, marital status, national origin sexual identity, gender identity, & socio-economic status. Harassment by board members, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees whose behavior is found 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 found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Sexual harassment shall 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 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 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 shall report such matters to the building principal, who shall be the investigator for harassment complaints. However, claims regarding harassment may also be reported to the school counselor, who shall be the alternate investigator for harassment complaints.

Date of Adoption:

May 17, 1993

Reviewed and Revised:

March 27, 2000

March 11, 2002

January 15, 2007

January 10, 2014

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Harassment Investigation Procedures

Code No. 410A

An employee or student who believes that they have been harassed shall notify the building principal, the designated investigator. The alternate investigator is the school nurse or counselor. 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 shall be kept confidential to the extent possible.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall 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 shall report to the superintendent. The investigator will outline the findings of the investigation to the superintendent. shall be in the investigator.

If the alleged harasser is the superintendent, the alternate investigator shall take the superintendent's place in the investigation process. The alternate investigator shall report the findings to the board.

Date of Adoption:

May 17, 1993

Reviewed & Revised:

March 27, 2000

March 11, 2002

January 15, 2007

January 10, 2014

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Receiving Harassment Complaints

Code No. 410B

Upon receiving a harassment complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

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

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

It shall be the responsibility of the superintendent, in conjunction with the investigator, to develop administrative rules regarding this policy.

Date of Adoption

May 17, 1993

Reviewed & Revised:

March 27, 2000

March 11, 2002

January 15, 2007

January 10, 2014

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Harassment Complaint Form

Code No. 410C

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident(s) : _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible):

Any Other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

**Staff Personnel
Series 400**

Policy Title: STUDENT TEACHERS

Code No. 410.1

It is the policy of the Colfax-Mingo Community School District to cooperate with the higher educational institutions in the practical preparation of future teachers.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

March 27, 1995

March 11, 2002

January 15, 2007

January 10, 2014

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: EDUCATION ASSOCIATE

Code No. 410.4

The Board may employ education associates or other instructional support personnel to assist certified personnel in non-teaching duties, including, but not limited to:

- * managing and maintaining records, materials, and equipment;
- * attending to the physical needs of children;
- * performing other limited services to support teaching duties when such duties are determined and directed by the teacher.

It shall be the responsibility of the Principal to supervise education associates.

Date of Adoption:
September 3, 1991

Legal Reference:
Iowa Code 279.8, 280.3

Reviewed & Revised:
April 8, 1996
March 11, 2002
January 15, 2007
January 10, 2014

**Staff Personnel
Series 400**

**Policy Title: CLASSIFIED EMPLOYEE - QUALIFICATIONS, RECRUITMENT, SELECTION
Code No. 411.2**

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 Department of Education for posting on TeachIowa, 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 will recommend employment of classified employees to the board for approval.]

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.

Legal Reference:

29 U.S.C. §§ 621-634.

42 U.S.C. §§ 2000e; 12101 et seq.

Iowa Code §§ 20; 35C; 216; 279.8; 279.20

281 I.A.C. 12

Cross Reference:

401.1 Equal Employment Opportunity

411 Classified Employees - General

Date of Adoption:

September 3, 1991

Reviewed & Revised:

February 13, 1995

March 11, 2002

January 15, 2007

January 10, 2014

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: NON-CERTIFIED CONTRACTS

Code No. 411.3

Contract with full-time non-certified personnel shall be in writing and shall state the length of time the contract shall be in force and the schedule of payment.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

April 8, 1996

March 11, 2002

January 15, 2007

January 10, 2014

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: CPR Requirement

Code No. 413

An annual CPR certification is required for all coaches. The district will provide training during the first week of in-service. Coaches may take advantage of the free training offered by the district, or locate their own CPR re-certification classes prior to coaching. A copy of CPR certificate must be on file before the coaching season begins.

Date of Adoption:

June 30, 1997

Reviewed & Revised:

March 11, 2002

January 15, 2007

April 16, 2007

January 10, 2014

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Classified Employee Jury Duty Leave

Code No. 414.6

The board will allow classified employees to 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 the 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. Any payment for jury duty is turned over to the school district.

NOTE: This policy reflects the practice that the employee sign over checks received for jury duty to the school district. School districts which let employees keep their checks but then deduct the amount from the employee's salary, should reflect that practice in the third paragraph.

Legal Reference:

Iowa Code §§ 20.9; 607A (2013).

Cross Reference:

414 Classified Employee Vacations and Leaves of Absence

Date of Adoption:

January 10, 2014

Reviewed & Revised:

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Employee Leave for Military Service

Code No. 414.7

Leaves of absence are granted for military purposes, but are not to exceed the enlistment or draft period. On completion of the military service, the individual is entitled to reinstatement at the same position and classification he/she would have received had he/she not taken such leave but subject to the following conditions:

1. That the position was not abolished;
2. That he/she is physically and mentally capable of performing the duties of the position;
3. That he/she makes written application for reinstatement to the superintendent/ designee within 90 days after termination of military service; and
4. That he/she submits an honorable separation from the military service.

A leave of absence will be granted for reservists for training purposes when ordered by proper authority to active state or federal service, but not for a period exceeding a total of thirty (30) days in any calendar year. Leaves for training purposes are granted without loss of pay, but employees are expected to take such training during times the school is not in session whenever possible.

Date of Adoption:

June 7, 1997

Reviewed & Revised:

March 11, 2002

January 15, 2007

January 10, 2014

Reviewed & Revised:

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Abuse of Students by District Employees

Code No. 420

It is the policy of the District that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of the District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of any complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The District has appointed a level-one investigator(s) [**Guidance Counselor and/or Nurse**] and alternate(s) [**Level II: Principals**], and has arranged for or contracted with a trained, experienced professional to serve as the level-two investigator. The level-one investigator(s) [**Guidance Counselor and/or Nurse**] and alternate(s) [**Level II: Principals**] will be provided training in the conducting of an investigation, at the expense of the District. See student handbook for name(s) of level-one and level-two investigator(s).

The superintendent, or a designee of the superintendent, shall prescribe regulations in accordance with the rules adopted by the Iowa Department of Education to carry out this policy.

Date of Adoption:

September 3, 1991

Reviewed & Revised:

June 3, 1996

August 4, 1997

June 1, 1998

March 11, 2002

January 15, 2007

January 10, 2014

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: Abuse of Students by District Employees Regulations

Code No. 420.1

Pursuant to Chapter 102 of the School Rules of Iowa, abuse may fall into either of the two following categories.

1. **Physical Abuse-** The non-accidental physical injury to a student as a result of the actions of a District employee. Physical abuse may occur as the result of intentional infliction of injury or excessive, unnecessary, or unreasonable use of force in discipline.
2. **Sexual Abuse-** Sexual offenses or misconduct as defined by Iowa Code Chapter 709. This definition also encompasses acts or omission of the District employee that allow, permit, or encourage the student to engage in prostitution as defined by Iowa law.

To constitute a violation of the Iowa Code, acts or omissions of the employee must have occurred on school grounds, on school time, on a school-sponsored activity, or in a school-related context.

It shall be the responsibility of the superintendent/designee to annually identify a designated investigator and an alternate investigator. The names and telephone numbers of these investigators shall be included in the employee handbooks.

When an employee receives a report of alleged abuse of a student by a District employee, the report shall immediately be given to the designated investigator or their alternate if the investigator is named in the report. The investigator shall then make and provide a copy of the report to the person filing, the student's parent/guardian and the District employee named in the report. Within five school days of receipt of the report, the investigator shall conduct an informal investigation to determine whether the allegations are true. In the course of this investigation, the investigator shall interview the alleged victim, the District employee named in the report, and any collateral sources who may have knowledge of the circumstances contained in the report. The investigator shall exercise prudent discretion to preserve the confidentiality interests of the individuals involved.

The investigator's role is not to determine the guilt or innocence of the involved party, but whether it is likely that an incident took place between the student and the District employee. If, in the investigator's opinion, the magnitude of the allegations suggests immediate and professional investigation is necessary, the investigator may waive informal investigation. In such cases, the investigator shall contact appropriate law enforcement officials, the child's parent/guardian, and the person filing the report, and shall document in writing the action taken.

Within fifteen (15) calendar days of receipt of the report, the investigator shall complete a written investigative report which shall include those items required by Chapter 102.9 of the Iowa Code. If the report is founded by a preponderance of the evidence, the investigator shall promptly notify law enforcement in case of sexual abuse allegations. The investigator may notify law enforcement authorities in serious cases of physical abuse. In addition, the investigator shall (1) file a copy of the report with the District employee's supervisor, (2) file a complaint with the Board of Educational Examiners in cases involving a licensed District employee, and (3) document all actions taken.

Any record created by an investigation shall be handled subject to formally adopted or bargained policies on the maintenance of personnel records.

Date of Adoption:

September 3, 1991

Reviewed & Revised

June 3, 1996

August 4, 1997

June 1, 1998

March 11, 2002

January 15, 2007

January 10, 2014

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: District Credit Card Use by Employees

Code No. 421

The Colfax-Mingo Community School District's Board of Directors will determine whether the District will obtain and make available credit cards for the use by its employees and/or officers. If the Board determines that the District will obtain credit cards, the Board, upon the joint recommendation of the Superintendent and the Business Manager, will establish reasonable credit limits for each purchase, transaction, card and/or account.

District credit cards will be issued and/or made available to employees and/or officers only for the time period and purpose for which they are needed. The District's administration, in consultation with the Board, will determine which employees and/or officers will be issued and/or provided use of District credit cards and the time period that they are needed. Prior to issuing and/or providing use of a District credit card to an employee and/or officer, the employee and/or officer will be instructed and trained regarding the use of District credit cards. Employees and/or officers will turn District issued and/or provided credit cards back to the District at the end of the time period for which they have been issued and/or provided or upon separation of employment. Use of District issued credit cards is a privilege and the Superintendent may withdraw the privilege of using District issued credit cards at any time.

District credit cards will be used for the actual and necessary expenses incurred by the employee and/or officer in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, fuel for the District transportation vehicles used for transporting students to and from school and for school-sponsored events, professional development of the employees and/or officers, and other expenses required by employees and/or officers in the performance of their duties.

District issued and/or provided credit cards may be used only for business purposes; only in conjunction with the employee's or officer's duties; and only in accordance with District policy and the law. The District will not regard expenses for one's own business-related use, such as lodging and meals while on approved business trips, as personal purchases/transactions, as long as such expenses are consistent with the District's travel and expense reimbursement policies, rules, and/or regulations. Any personal expenses which could and should be segregated from allowable business expense will be segregated from allowable business expense. The employee or officer will be responsible for payment or reimbursement of any personal expenses which could and should be segregated from allowable business expenses, regardless of whether the personal expenses were segregated or were not segregated.

Original itemized receipts for each purchase/transaction that document the purpose for which the card was used and who used the card will be required for all purchases/transactions. All documentation regarding any purchases/ transactions will be required to be turned into the District's business office within five (5) business days of the purchase/transaction.

The District will review and reconcile District credit card statements and purchases/transactions on a monthly basis and will verify that any items that were purchased were actually received. The District will take action to follow up on any identified discrepancies in a timely manner. No employee or officer will be allowed to review and approve their own purchases/transactions. All credit card balances will be paid in full on a monthly basis.

If an employee or officer loses a District issued credit card or has a District issued credit card stolen, the employee or officer must report the loss or theft of the credit card to the District immediately. Upon report of a lost or stolen credit card, the District will notify the issuer of the card of the loss or theft and cancel the card.

If an employee or officer uses a District issued credit card for personal purchases/transactions in violation of this policy, the cost of such purchases/transactions will be the financial responsibility of that employee or officer and the employee or officer will be expected to reimburse the District for the full amount of the unauthorized purchase/transaction. In addition to financial responsibility for any purchases/transactions an employee makes with a company credit card in violation of this policy, such actions may result in revocation of card privileges and/or disciplinary or other legal action, depending upon the severity and nature of the offense.

Date of Adoption:

January 10, 2014

Reviewed & Revised:

September 17, 2018

**Staff Personnel
Series 400**

Policy Title: EMPLOYEE LEAVE FOR COURT SUBPOENA

Code No. 435

Employees may be excused without pay or may use a personal leave day for a court-issued subpoena. If the subpoena is issued for a school-related matter, and not for a personal matter, leave with pay may be granted. The employee must request permission to do such from the superintendent or his designee

Date of Adoption:

January 10, 2014

Reviewed & Revised:

September 17, 2018