

Employee Work Rules

Newton Community School District



DISTRICT MISSION STATEMENT

The Newton Community School District believes individuals should become life-long learners and productive citizens, accepts as its mission the responsibility of challenging all students with an equitable, quality education.

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Employee Work Rules Newton Community School District

FORWARD

This handbook outlines and explains many current personnel rules for staff in the Newton Community School District, Newton, Iowa. This handbook should be used in conjunction with the United Electrical (UE) Collective Bargaining Agreement for Classified Staff, the Newton Community Education Association (NCEA) Negotiated Agreement, and the Meet and Confer Handbook. These agreements may be located on the District's website www.newton.k12.ia.us on the Human Resources page as well as in every building office.

When questions arise regarding conditions of employment, district regulations, policies and practices, or other matters, you may use this handbook as a guide. It is of course, impossible that a handbook includes every item of information and every interpretation to the many unique situations that arise during a school year. Questions not covered in this handbook should be referred to the immediate supervisors. If an answer is not readily available, the supervisors will pursue the matter further.

INTRODUCTION

All employees of the Newton Community School District play a vital role in the education of the district's students. Each and every employee plays an important role in carrying out this task. The willingness of all staff members to take genuine interest and pride in their job contributes to the quality of services provided and to the success of the overall educational program.

EQUITY STATEMENT

It is the policy of the Newton Community School District not to discriminate on the basis of race, religion, national origin, age, sex, disability, sexual orientation, or gender identity, in its education programs activities, or employment practices. If you believe you have been discriminated against or treated unjustly at school, please contact Equity Director James L. Sogard at 807 S. 6th Ave. W., 792-5809. He will discuss the situation with you and help resolve the situation. All employees are valued members of the Newton Community School District family.

ETHICS AND PROFESSIONALISM

All Newton Community School District employees are educators. Educators are caretakers and mentors for our children, our future. Our ethics and professionalism should be exemplary.

- Students always come first! Ask yourself what is best for them and do it!
- We are in an ever-changing world. We change with the changing needs of our students.
- We model appropriate behaviors; we maintain high standards, and we always show respect for others. We look and act like proud professionals. We keep family business in the family – we don't "gossip" about our school family issues out in the community.

Thank you for choosing to work for Newton Schools! By making this choice, you are committing to a high standard of work excellence and to always have a "kids first" approach to your work. I am proud to work along side of you as a fellow member of our NCS D family.

James Sogard, HR Director



RECRUITMENT AND EMPLOYMENT

Recruitment and selection of personnel shall be the responsibility of the superintendent and his/her designees. Recommendations for employment will be made to the Board of Education for approval.

EMPLOYMENT PAPERWORK – SIGN-OFF SHEETS

At the time of hire, employees will receive written information on the following:

- Board Policy 408.8F Substance Free Workplace Notice
- Board Policy 604.5F1 (Technology) Staff Acceptable Use
- Criminal Background Check
- Flexible Benefit Plan Opportunity
- I-9 Employment Eligibility Verification
- IPERS Membership Form
- Job Description
- Paycheck Authorization Form
- Physical Exam Form
- Retirement Investors Club 403b Plan
- UE Master Contract Booklet, NCEA Master Contract Booklet or Meet & Confer Handbook
- W-4 State & Federal Forms

PHYSICAL EXAMINATION

It shall be the policy of the Board of Directors of the Newton Community School District that all employees, in accordance with State Law 3.4(13,14), shall submit to the Office of Human Resources a certificate from his/her physician. This certificate shall state that the individual is found free of contagious disease, and that the individual is physically capable to render service while in no way endangering public health. Board Policy 407.7 states that the physical examination is to be completed prior to beginning employment. See contracts for more details here.

LETTER OF AGREEMENT

The Board of Education has given the superintendent the authority to hire, suspend, and terminate employees. Upon the superintendent's designee's approval of placement, employees will receive a letter of agreement, hourly or annual salary, the base pay, the longevity step, and job classification. Employees not accepting their assignment must contact their supervisor or the Office of Human Resources and submit a letter of resignation.

ASSIGNMENT

Assignment of an employee is the responsibility of the District administration. Consideration is given to the skills and qualifications to ensure the efficient operation of the District's programs. Changes in assignment may be initiated by 1) any employee submitting a written request to their supervisor, 2) the immediate supervisor, or 3) the administration to ensure the efficient operation of the District's programs. It is likely that certain assignments (i.e. paraprofessionals) will change due to our ever-changing student populations.

INITIAL YEAR OF EMPLOYMENT

During this time, the supervisor will be recording work observations and will hold informal meetings with the new employee. A formal evaluation will be completed by April 1st in a "normal" school year of employment. The Human Resources Department will keep all formal evaluations on file.

RESIGNATIONS

Resignations shall be in writing, signed by the resigning employee and given to the employee's supervisor. Final date of employment should be stated in the letter of resignation.

DISMISSAL AND SUSPENSION

Failure on the part of an employee to properly discharge the duties assigned shall be deemed sufficient cause for suspension and/or dismissal. Refusal to perform assigned duties or insubordination to your supervisor shall be considered grounds for disciplinary action that may include suspension and/or dismissal.

PERSONAL HYGIENE

One of the most important responsibilities of all employees is to practice good personal hygiene each and every day. High standards of personal hygiene help safeguard the quality of our programs. Using good personal hygiene habits discourages practices that can lead to unsafe conditions, which may cause illnesses. Hand washing is the most important part of personal hygiene. Hands and exposed portion of arms need to be thoroughly washed with soap and warm water in a designated hand-washing sink for a period of 20 seconds. Hands should then be rinsed and dried with a service towel.

SAFETY

Accidents are expensive to the employer and employee. Safety is the responsibility of everyone – both the employee and the employer. Safety is a habit. A safe work place is the result of safe conditions and safe actions. Since most accidents involve human error, many accidents can be prevented.

Employees must be instructed in the operation of any piece of equipment they are assigned to use. This training is the responsibility of the District. If an employee does not feel properly trained, they must notify their immediate supervisor. Employees are not allowed to use any piece of equipment unless they have had training. Manufacturer's instructions for daily and periodic cleaning and maintenance must be followed. Employees should immediately report malfunctioning equipment to the manager or supervisor.

GENERAL SAFETY RULES

1. Know where Material Safety Data or MSD sheets are located.
2. When lifting, bend your knees, grasp the load firmly, lift slowly and evenly by straightening the legs. Keep your back as straight as possible. Get help for heavy loads, and use carts whenever possible.
3. Use flammable liquids only as directed.
4. Do not store soap or other chemicals in unmarked containers or near food items where a container could be picked up by mistake or leak into food products.
5. Do not overload carts. Make sure you can see where you are going. Always push, do not pull.

PRESCRIPTION DRUGS and OPERATING SCHOOL EQUIPMENT

Vehicles and Machinery

The following information is intended to articulate the District's practice regarding prescription drugs and operating school equipment – vehicles and machinery. This administrative practice statement has been developed with the help of the Iowa Department of Education and is intended to provide a safe environment for our school children and our employees.

Vehicles: Iowa Code, Section 321.375(2) states that any driver may be immediately suspended from driving if there is a "change in circumstances indicating that the driver is no longer physically or mentally competent." Additionally, case law developed under the Americans with Disabilities Act has always given employers the ability to obtain health information – even physical exams – upon reasonable suspicion that the employee has some mental or physical health impairment that adversely impacts the employee's ability to perform his/her job duties.

The District requires drivers to inform the Supervisor of Transportation or the Director of Human Resources when they are taking prescription medication that might affect their physical or mental competence to operate a school vehicle. This does not mean that all drivers are to tell the District about all their prescription drugs. It does mean that drivers should consistently talk with their doctors about the prescription drugs they are taking and whether those drugs could affect their physical or mental competence to drive a school vehicle. If the doctor has concerns that the competence may be compromised by the prescription drugs, the driver must immediately notify the school and must assume the responsibility not to drive a school vehicle until the competence concern is fully resolved.

Machinery: The same details apply to operating school machinery as explained above with school vehicles. Be cautious and safe for our kids, for our school, and for yourself.

Any questions with this administrative practice statement should be directed to the Supervisor of Transportation (641-792-4493), Supervisor of Building & Grounds (641-792-1008), Supervisor of Food Service (641-792-5122), Supervisor of Technology (641-791-3647) or the Director of Human Resources (641-792-5809).

WORKERS' COMPENSATION INSURANCE

The school district provides Workers' Compensation insurance to cover medical treatment for injuries sustained on the job. If injured on the job, an employee is to first report the injury to a supervisor and then seek medical care at Skiff Medical Center Occupational Therapy Department. If an employee chooses to see his/her own physician for treatment for an on-the-job injury instead of Skiff Medical Center, worker compensation **may not** pay for the treatment.

DRESS CODE

1. Clothes
Clothes should be clean and in good repair. Pants, skirts and walking shorts can be worn (length should be appropriate for adults in a school setting). School spirit shirts or shirts with school logos are also encouraged. Tank tops, tube tops, and halter tops are not to be worn. Appropriate-to-the-job shoe ware is required.
2. Grooming
Employees are expected to bath regularly, use a deodorant and practice good oral hygiene. All staff are expected to provide appropriate examples to our students in this area.
3. Smoking, Eating and Drinking
There is no smoking in school buildings or on school grounds. Eating is allowed only in designated areas. While at a workstation, employees may have a drink if it is in a container that is covered. On-the-go employees are not to carry a drink on-the-go with them.

WORK SCHEDULE – Classified Staff

Per UE contract: "Work schedules are defined as an employee's assigned hours, days of the week, and days off. Schedules for all employees shall be posted five (5) days in advance except in emergency circumstances.

Whenever possible, the Employer will provide twenty-four (24) hours notice prior to requiring work outside the normal work schedule. Nothing in this agreement constitutes a minimum guarantee of work for an employee.

Nothing herein shall prevent the Employer and employee from mutually agreeing to a flexible schedule outside the normally scheduled hours."

Food service employees work on all days school is in session for students and meals are served. Breakfast is not served if there is a delay in the start of the school day. The supervisor of food service or designee may schedule additional days of work for in-service training, meetings, or cleaning. The number of hours allotted to each food service location will be established by the supervisor of food service and is based on that building's average daily participation (ADP) for lunch and breakfast and other food service programs offered. Hours and duties assigned to each employee will be based on ADP. Total hours of employment per day will be clearly articulated at the beginning of employment.

Maintenance and custodial employees work per contractual agreement – either year-round or school year.

Work schedules should be posted in specific work sites. Employees are expected to be at their designated work area on time and continue working until the end of their scheduled shift.

WORK SCHEDULES: Starting and Ending Times

Arriving late for work or leaving the job early will not be permitted barring emergency or unusual circumstances. In emergencies, the immediate supervisor must be notified prior to the absence if an employee will not be able to complete any or all of his/her assignment (per bldg policy if supervisor is not present). Failure to follow an assigned work schedule may result in disciplinary action including leave with/without pay, suspension, or termination.

FIRE/TORNADO EMERGENCY SAFETY

It is your responsibility to be aware of the following:

- Know the school's fire signal
- Know what you do in case of fire, so you can safely exit the building.
- Know where the fire extinguishers are kept and how to correctly use the fire extinguisher.
- Know the tornado signal and where to go during a tornado drill.

BOMB THREATS

Follow building policy in caring for our students and insuring the safety of all in the school family. Assist legal authorities per the legal authorities' leadership.

INCLEMENT WEATHER – Causing late starts/early outs/closures (all staff) - No deducts – Typically applies to winter weather situations only

Custodians: Common sense must apply. There will be the “typical” and the “bad” late starts/early dismissals/closures. Custodians communicate and cooperate with their supervisors and work nearly normal hours for the “typical” and reduced hours (no deduct) for the “bad” late starts/early dismissals/closures. The buildings are to be readied to begin the day and for the next day.

Food Service: Late starts (typically 2 hours)

Breakfast Servers (1-1.5 hour workers) – no breakfasts, don't report, full pay.

Baker & Main Dish – May come in late, but the meals must be prepared for regular serving time – common-sense cooperation with managers and supervisor.

Maintenance/Transportation: Per supervisor in order to open or close school at the designated time.

The students are to be transported appropriately and the buildings are to be readied for the day and for the next day.

Paraprofessional: A two-hour late start would mean that paraprofessionals come in either: a) at their regular time if that time is 9:30 or after, or b) if they start before 9:30, they come in with the teaching staff (approximately 25 minutes before the students). Early dismissal: Paraprofessionals leave after the students are gone – approximately 15 minutes after dismissal (or per instructions of the administration).

Teachers: With late starts and early dismissals, teachers are to arrive late and depart early in a corresponding time frame to a normal day. Teachers are not expected to work on weather closures as those days will be added or made up later.

ABSENCES

Absences must be reported to your supervisor by the time the supervisor designates. Be sure you clearly understand who to call, by what time, and what other procedures are expected of you. Late calls regarding absences for that same day cause problems – please call early.

Employees need to fill out leave request forms in prescribed manner. These forms are sent to the Human Resources Department for permanent storage. After final approval by the central office, one copy will be returned to the employee.

The employer may require a medical certificate stating the employee can return to work. Verification of the employee's illness may be requested before paid sick leave (if available) is approved. The employer shall provide the employee the reason for the request.

UNEXCUSED OR NON-REPORTED ABSENCES

If employees are absent from work for three (3) consecutive days without reporting the absence to their supervisor, they shall be considered to have voluntarily resigned. Any unreported absence, excessive tardiness, or leaving work early will be considered grounds for disciplinary action up to and including termination of employment.

DOCTOR AND/OR DENTAL APPOINTMENTS

Every effort should be made to schedule doctor and dental appointments during non-work hours.

BREAKS – (Rest Periods) Classified Staff

Employees shall receive a fifteen (15) minute paid rest period for each four hours of work per day. This break is not to be routinely scheduled at the beginning or end of the workday. Breaks are to be scheduled by the supervisor.

DAILY TIME REPORT/TIME SHEETS/PAY PERIODS/BENEFITS – Classified Staff

Each employee is required to fill out a Newton Community School District Time & Pay Record. The record should be filled out daily, and turned in at the defined time per supervisor.

Hourly employees or employees submitting time worked above their assignment must turn in a department time sheet. If submitting a time sheet for extra hours the reason for extra time must be listed. The immediate supervisor must approve extra time or overtime. All signed time sheets are to be turned into the immediate supervisor each month. If time sheets are turned in late, they may not make payroll until the normal pay period the following month.

Once-per-month payroll is issued on the 22nd of each month for all staff. Overtime pay shall be governed by the UE (United Electrical) agreement. Employees may request information regarding benefits from the Office of Human Resources.

USE OF DRUGS AND ALCOHOL

The use and possession of controlled substances, alcoholic beverages, tobacco products on school property or at school events is prohibited and will result in disciplinary actions. An employee reporting for duty under the influence of any non-prescription drug or alcoholic beverage is subject to disciplinary action such as written reprimand, suspension, and/or termination of employment. (Board Policy 408.8F) All new employees will receive a copy of Board Policy 408.8F upon employment. See procedural attachment.

USE OF TELEPHONES, INTERNET AND EMAIL

These are for official school business only. In special situations, a message may be received or a telephone call made, but should be limited to just a few minutes. If you take a cell phone to work, it must be used very sparingly for private matters. Excessive use of phones, internet, or email for personal business is prohibited. The District monitors the use of the school internet and school email – improper use will result in disciplinary action.

PURCHASES/PURCHASE ORDERS

Clearly understand your department's expectations and policies for making school purchases. A supervisor must always give approval and assist with purchases. District purchase orders must be used.

GIFTS

By state law, an employee of the school district shall not directly or indirectly solicit, accept, or receive from any one donor/vendor in any one calendar day a gift or series of gifts having a value of \$2.99 or more.

CONTACTS BY OUTSIDE AGENCIES

If employees are ever contacted by an agency outside the school district (such as media services-radio, TV, or newspaper) the contact should be referred to your supervisor or director.

LEAVES OF ABSENCE – See Contracts for detailed explanations.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Under specified circumstances, full-time staff may be eligible for leave as described under guidelines for the Family and Medical Leave Act of 1993 (FMLA). Contact the Office of Human Resources for additional information on this leave.

LEAVE WITHOUT PAY – Employer has sole discretion to grant or deny the request. The employee shall be asked to explain the reason for any leave time requested. Accumulated paid leave must be used up before unpaid leave is used (exception – union leave or emergency inclement weather).

CUSTODIANS AND TEACHING STAFF - Help the custodians by keeping your room reasonably neat and clean. At the end of the day, ask students to help pick up, turn off lights, and lock your classroom. Special work that needs to be done in your room should be cleared through the principal. Custodians are instructed never to loan keys to anyone. For safety and security reasons, custodians and teaching staff are to keep classrooms locked when the room is empty and not supervised. Do not leave doors unlocked at the beginning or the end of a school day. Custodians are to be courteous and helpful to everyone.

WORK RULES

The following set of work rules is intended to state the obvious regarding employee expectations in any quality organization. This list does not include all the types of misconduct which may result in disciplinary action. It is to provide documented clarity for issues that happen in the work place which result in some form of disciplinary action.

1. Dishonesty
2. Deliberately falsifying, altering, or supplying false information on School District records. This includes false sick leave claims and falsifying time sheets.
3. Violation of working hours, rest periods, or lunch periods. Sleeping during work hours.
4. Fighting: disorderly, subversive, insubordinate, immoral or indecent conduct during working hours or on School District premises. Obscene or abusive language.
5. Working on personal jobs or carrying on secondary employment on School District time.
6. Deliberate failure to complete School District records.
7. Violation of safety and health rules which may endanger the employee, other employees, or the public.
8. Excessive absenteeism. Failure to begin work at starting time.
9. Failure to notify your supervisor that you will be absent from work.
10. Failure to perform duties as outlined in the employee's job description or carry out reasonable assignments or instructions. Unauthorized break and/or lunch period.
11. Failure to follow the proper procedures of policies of the School District
12. Incompetence. Inefficiency.
13. Failure to perform routine maintenance on equipment assigned to employees.
14. Negligence in the operation or care of any equipment or vehicles which results in damage to the equipment or vehicles. Careless errors or abuse of equipment.
15. Two (2) written warnings for any combination of disciplinary offenses.
16. Theft, willful destruction and/or unauthorized use or altering of property or equipment belonging to the School District or any employee.
17. Violation of any provision of the School District's policy regarding Alcohol and Drugs. The use and possession of controlled substances, alcoholic beverages, tobacco products on school property or at school events is prohibited and will result in disciplinary actions.
18. Obtaining employment or promotions under false pretenses.
19. Conviction of, plea of guilty to, plea of nolo contendere (no contest) to, or deferred judgment or adjudication regarding a crime carrying a penitentiary sentence, regardless of whether a penitentiary sentence is imposed.
20. Disobedience, insubordination, or refusal to comply with reasonable instructions or authorized supervision.
21. Possession of firearms, explosives, or dangerous weapons on School District premises or in School District vehicles without permission of the Employer.
22. Violation of any provision of the School District's policy concerning Sexual and Other Prohibited Harassment.
23. Failure to keep current and valid any necessary licenses and/or certification.
24. Habitual offenders of various School District rules.

GROUND FOR DISCIPLINE, LEVELS AND TYPES OF DISCIPLINE, PROCEDURES FOR DISCIPLINE

Purpose and Scope. Newton CSD and employees recognize that a certain amount of discipline is necessary for the efficiency of operation. Therefore, these certain penalties for infractions of rules and policies have been established:

- A. Oral reprimand or warning
- B. Written reprimand or warning
- C. Suspension
- D. Discharge

Reprimand or Warning. Whenever an employee's performance falls below the required level, or when an employee's conduct falls under one of the causes listed in this Work Rules Manual, the supervisor shall inform the employee promptly and specifically of such lapses. If appropriate and justified, following discussion of the matter, a reasonable time for improvement or correction may be allowed before any further disciplinary action is initiated. In situations where an oral warning has not resulted in the correction of the condition, or where more severe initial action is warranted, a written reprimand shall be sent to the employee and a copy placed in the employee's personnel file folder. An attempt shall be made to have the employee sign receipt of said copy of any written reprimand and failure to do so shall require a statement to that extent from a witness.

Suspensions. In those cases where one or more written reprimands have not been effective, or where the seriousness of the events or conditions warrant, an employee may be suspended without pay by the Superintendent or designee.

When other forms of disciplinary action have proved ineffective or where the seriousness of the offense or conditions warrants it, the Superintendent or designee, with the approval of the Board of Education may dismiss the employee for cause.

Any employee who is subject to an investigatory interview which may lead to a documented disciplinary action shall be given a brief time to arrange for representation.

Appeal. Any employee shall have the right to challenge the propriety of disciplinary action through the regular grievance procedures as stipulated and contained within contract and policy.



Suspicion of Alcohol/Drugs in the Workplace

Management makes the determination regarding probable usage of alcohol or drugs in the workplace by a school employee.

Steps to follow if certain of reasonable suspicion...

1. Management staff member with another adult (preferably school employee and preferably a CO administrator) confront the suspected employee and state: "We believe you have been using alcohol and/or drugs. We are now following procedures detailed by our legal counsel and prescribed by the law. You need to come with us now. We are going to immediately take you to Skiff Medical Center for an alcohol/drug test. The result of refusing this test is: a) police will be called, b) you will be taken home by us or by the police, c) refusal of the test is equivalent to a positive test, and d) the District will suspend you without pay and begin termination proceedings." Do not allow the employee to drive.
2. Call Skiff (791-4804, 7:00a.m.-4:00-p.m./Occupational Health Services/Christy Milligan, and 792-1273 after hours/Main Office) and let the Skiff Occupational Health Services Department (pre-arranged testing lab) know that you are on your way for an immediate alcohol/drug test. Do not let the employee drive to Skiff. Both you and your other adult take the employee immediately to Skiff. Time is critical to get accurate results.
3. Wait for Skiff to complete the testing procedure and release the employee back to you. Take the employee home or release the employee to a relative. Notify the employee that they may not return to work until they receive a call from an administrator. Call the Central Office – give a CO administrator (JSogard preferably) all the details. Immediately document everything that happened from the initial suspicion to the release of the employee (get a copy of this documentation to the HR Office immediately).

Central Office	641-792-5809
James Sogard	Cell 641-831-9192
Steve McDermott	Cell 641-417-9847
Jackie Black	Cell 641-521-2659
Jim Gilbert	Cell 641-990-2439
Wendy Parker	Cell 641-417-8586

EMPLOYEES

SERIES 400

TITLE: Anti-Bullying/Anti-Harassment Policy

Code No. 408.2

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

Refer to Newton Community School District Board Policy, Series 100, Code No. 107 for the complete Anti-Bullying/Harassment Policy.

Date of Adoption: April 27, 2009

Revised:

Reviewed:

LEGAL REF.:

CROSS REF.:

EMPLOYEES

SERIES 400

TITLE: Substance-Free Workplace

Code No. 408.8

The Board of Directors expects the District and its employees to remain substance free. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes District facilities, District premises or District vehicle, also includes non District property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the District or where the employee is engaged in District business.

If an employee is convicted of a violation of any criminal controlled substance offense, the employee will notify the employee's supervisor of the conviction within five days of the conviction.

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

Date of Adoption: April 27, 2009

Revised:

Reviewed:

LEGAL REF.: 41 U.S.C. §§ 701-707 (2004)
 42 U.S.C. §§ 12101 *et seq.* (2004)
 34 C.F.R. Pt. 85 (2004)
 Iowa Code §§ 123.46; 124; 279.8 (2007)

CROSS REF.: Board Policy 408.19 Employee Conduct and Appearance

A Superintendent/designee who suspects an employee has a substance abuse problem will follow these procedures:

1. Identification – the Superintendent/designee will document the evidence the Superintendent/designee has which leads the Superintendent/designee to conclude the employee has violated the Substance-Free Workplace policy. After the Superintendent/designee has determined there has been a violation of the Substance-Free Workplace policy, the Superintendent/designee will discuss the problem with the employee.
2. Discipline – if, after the discussion with the employee, the Superintendent/designee determines there has been a violation of the Substance-Free Workplace policy, the Superintendent/designee may recommend discipline up to and including termination. Participation in a substance abuse treatment program is voluntary.
3. Conviction – if an employee is convicted of a controlled substance or alcohol offense, the employee must notify the employer of the conviction within five days of the conviction.

Date of Adoption: April 27, 2009

Revised:

Reviewed:

LEGAL REF.:

CROSS REF.:

EMPLOYEE

SERIES 400

TITLE: Substance-Free Workplace Notice to Employees

Code No. 408.8F

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

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

The Superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the District and will notify their supervisor of their conviction of any controlled substance statute no later than five days after the conviction.

SUBSTANCE-FREE WORKPLACE ACKNOWLEDGMENT FORM

I, _____, HAVE READ AND UNDERSTAND THE Substance-Free Workplace policy. I understand that if I violate the Substance-Free Workplace policy, I may be subject to discipline up to and including termination. I understand that if I am convicted of a controlled substance or alcohol offense, I must report that conviction to my supervisor within five days of the conviction.

(Signature of Employee)

(Date)

Date of Adoption: April 27, 2009

Revised:

Reviewed:

LEGAL REF.:

CROSS REF.:

Newton Community School District Faculty/Staff Acceptable Use Practices
for the Wide Area Network and the Internet

1. All use of the network must be in support of education and research and consistent with the purposes of the Newton Community School District.
2. Any use of the network for commercial, private business, for-profit, or political purposes is prohibited.
3. Limited personal use of the network is permitted outside of the school hours.
4. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
5. Users shall not intentionally misrepresent other users on the network, seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
6. All communications and information accessible via the network should be assumed to be private property.
7. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network.
10. The illegal installation of copyrighted software for use on district computers is prohibited.
11. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
12. From time to time, Newton Community School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Newton Community School District reserves the right to log Internet use and to monitor file server space utilization by users while respecting, to the extent possible, the privacy of user accounts.

Newton Community School District reserves the right to temporarily remove a user account on the network to prevent further unauthorized activity.

I, the undersigned, have read, understand, and agree to abide by the Acceptable Use Practices for the Newton Community School District Network and the Internet.

Name (please print) _____

Signature _____

Date _____

Date of Adoption: August 12, 1996

Revised:

Reviewed: August 13, 2007



Statement of Appreciation All Staff

Employee Name _____

Date _____

Building _____

Position _____

This Statement of Appreciation is to recognize a staff member who has excelled in a specific area(s) for our Newton Community School District. Thanks to you for going above and beyond!

Specific Areas (Circle those that apply)

Relationships with Adults

Great Patience with our Students

Communication Skills

Relationships with Students

Coachable – Willing Learner

Cool and Calm under Pressure

Attitude toward Job

Role Model for Students and Adults

Adaptability and Flexibility

Independent and Efficient Worker

Quality and Quantity of Work

Other _____

Supervisor's Additional Statement

Thanks to you for being a strong team player and quality member of our Newton CSD family!

_____/_____
Supervisor Date



Classified Staff Warning Notice

Employee Name _____ Date _____

Building _____ Position _____

Types of Violation (circle specific area(s) that apply)

- | | | |
|------------------------------------|----------------------------------------------|-----------------------------------------|
| Other (state concern below) | Carelessness | Insubordination |
| Lateness or Early Quit | Failure to Follow Instructions | Violation of Safety Rules |
| Unsatisfactory Work Quality | Working on Personal Matters | Attendance |
| Rudeness to Employees or Customers | Violation of District Policies or Procedures | Willful Damage to Material or Equipment |

Previous Warnings

	ORAL*	WRITTEN	DATE	BY WHOM
1 st Warning				
2 nd Warning				
3 rd Warning				

Employer Statement

Date of Incident _____ Approximate Time _____

Action to be taken Warning Suspension Dismissal Other

I have read this Employee Warning Notice. _____ I have attached comments.

_____/_____
Signature of Employee Date _____/_____
Signature of Supervisor Date

An employee signature does not signify agreement, only that the contents of this notice have been discussed and the employee has received a copy. A copy of this form will be given to the employee, supervisor, and the Human Resources Office.

*An oral warning is documented by using this Employee Warning Notice. This is done to provide an accurate record that an oral warning took place.



Certified Staff Warning Notice

Employee Name _____ Date _____

Building _____ Position _____

Newton CSD has many outstanding educators! Rarely will this document need to be used. However, when deemed necessary, an administrator will use this procedure/form to address inappropriate actions by certified staff members. This procedure/form has been developed to assist administrators and certified staff members with prescribed, consistent responses to inappropriate certified staff behaviors.

Type(s) of Violation(s) -- (circle specific area(s) that apply)

- | | | |
|------------------------------------------|------------------------------------|------------------------|
| Violation of Board Policies | Improper Supervision | Insubordination |
| Violation of Written/Verbal Expectations | Improper Use of Equipment | Violation of Iowa Code |
| Violation of Work Policies/Rules | Interpersonal Relations Infraction | Other (stated below) |

Previous Warnings

	ORAL*	WRITTEN	DATE	BY WHOM
1 st Warning				
2 nd Warning				
3 rd Warning				

Employer Statement

Date of Incident _____ Approximate Time _____

Board Policy Action to Be Taken Warning Suspension Dismissal Other

I have read this Employee Warning Notice. I have attached comments.

_____/_____
Signature of Employee Date

_____/_____
Signature of Administrator Date

An employee signature does not signify agreement, only that the contents of this notice have been discussed and the employee has received a copy. A copy of this form will be given to the employee, administrator, and the Human Resources Office.

*An oral warning is documented by using this Employee Warning Notice. This is done to provide an accurate record that an oral warning took place.



STATE OF IOWA Criminal History Record Check Request Form



DCI Account Number: _____
(if applicable)

**To: Iowa Division of Criminal Investigation
Support Operations Bureau, 1st Floor
215 E. 7th Street
Des Moines, Iowa 50319
(515) 725-6066
(515) 725-6080 Fax**

From: _____

Phone: _____
Fax: _____

I am requesting an Iowa Criminal History Record Check on:

Last Name (mandatory)	First Name (mandatory)	Middle Name (recommended)
Date of Birth (mandatory)	Gender (mandatory)	Social Security Number (recommended)
	<input type="checkbox"/> Male <input type="checkbox"/> Female	

Waiver Information: Without a signed waiver from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a waiver signature from the subject of the request.

Waiver Release: I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law.

Waiver Signature: _____

<u>Iowa Criminal History Record Check Results</u>	(DCI use only)
As of _____, a search of the provided name and date of birth revealed:	
<input type="checkbox"/> No Iowa Criminal History Record found with DCI	
<input type="checkbox"/> Iowa Criminal History Record attached, DCI # _____	
DCI initials _____	

Waiver Information:

Iowa law does ***not*** require a waiver. However, without a signed waiver from the subject of the request any arrest over 18 months old, ***without*** a final disposition, cannot be released to a non-law enforcement agency.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be released to non-law enforcement agencies without a signed waiver from the subject of the request.

If the “No Iowa Criminal History Record found with DCI” box is checked, it could mean that the information on file is not releasable per Iowa law without a waiver.

General Information:

The information requested is based on ***name*** and ***exact date of birth only***. Without fingerprints, a ***positive*** identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal business hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history record check is of the Iowa Central Repository (DCI) ***only***. The DCI files do not include other states’ records, FBI records, or subjects convicted in federal court within Iowa.

In Iowa, a ***deferred judgment*** ***is not*** considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e. second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

A ***deferred sentence*** ***is*** a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515) 725-6066 between 8:00 a.m. and 4:30 p.m., Monday - Friday.

REMINDER - (1) Send in a separate Request Form for each last name, (2) a fee is required for each last name submitted, (3) a completed billing form must be submitted with all request(s).

Iowa law requires employers to pay the fee for potential employees’ record checks.