MISSION STATEMENT AND VISION
Dedicated to optimizing individual learning and potential for success in a global community.

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INTRODUCTION

This employee handbook provides a summary of employee benefits and guidelines. It does not cover all aspects of employment with Waukee Community School District. Employees are responsible for reading and understanding this handbook annually. Questions concerning this handbook shall be directed to your supervisor or the Human Resources Department.

This handbook does not apply to non-exempt employees covered under a Collective Bargaining Agreement (i.e. CBA with Waukee Education Association).

Waukee Community School District reserves the right to add, modify, or delete provisions of this handbook at any time with or without notice, at its sole discretion. The terms in this handbook supersede any and all prior handbooks. Waukee Community School District intends to comply with all applicable state and federal laws. It is the employee’s responsibility to refer to the Waukee Community School District website for updated policies.
**ACTIVITY PASS**
The first year of employment, new employees will receive a complimentary employee/guest activity pass for attending home sporting events. A employee/guest activity pass for the next school year(s), can be obtained by working at least one event in the current school year.

**ASSIGNMENTS & TRANSFERS**
Changes in assignment may be initiated by an employee submitting an internal application through Waukee Community School District’s website and notifying (in writing) his/her supervisor, or designee, prior to the posted deadline.

If chosen for an open position, the employee should notify the current supervisor of the transfer. A date of transfer will be agreed upon by the managers of the affected areas and the employee. Generally, employees in non-exempt jobs should anticipate at least two weeks formal notice. In all instances, adequate notice of transfer must be given to avoid the risk of disrupting the workflow in the employee’s current area.

All reassignments shall be made only after discussion by those concerned and with the full knowledge of all related parties. Final action on reassignments shall not be taken until approval has been given by the Superintendent. All assignment changes are to be reported to the Waukee Community Board of Education.

Assignment of support staff shall be based upon the qualifications of the employee and the needs of the school district. *(Board Policy 408.2)*

When an employee voluntarily changes to a different job classification, Administration reserves the right to consider years of experience for hourly wage decisions.

**Seasonal/Summer School Employees**
“Seasonal employees” are those employees who are hired for a specific period of time usually related to the seasonal needs of the District. A “summer school employee” is defined as an employee who is hired to work for the District during the summer school session.

- If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employees. The District is free to use outside providers to perform such work.
- The terms and conditions of employment for seasonal/summer school session shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.

**BENEFITS**
Waukee Community School District has established categories of benefits for employees covered by this handbook.

**Insurance**
The district offers employees regularly scheduled to work at least 30 hours per week with:
- Single coverage Health and Dental Insurance
- $50,000 Life and AD&D Insurance
- Long-Term Disability Insurance

Insurance coverage begins the first (1st) of the month following the date of eligibility and will continue through the end of the month in which employment with the district is separated. Enrollment in single coverage HMO or HDHP medical plans is paid by the district. Enrollment in single coverage PPO or any family coverage for PPO, HMO or HDHP will require a monthly premium payment deducted from each monthly paycheck.

**Retirement Plan – IPERS**
The Waukee Community School District is a participant in the Iowa Public Employee Retirement System. In accordance with the statutory guidelines set forth by the Iowa Public Employee Retirement System, a percentage of employee’s gross pay will be deducted from the employee’s wages and sent to IPERS along with an employer’s contribution.

**Retirement Investors’ Club (RIC) 403(b)**
In addition to IPERS, you have the opportunity to shelter additional retirement funds through the State’s 403(b) TSA plan. To start your contributions, contact the Business Office.

**Workers Compensation**
The Waukee Community School District has contracted with Methodist Occupational Health & Wellness – UnityPoint Health Des Moines to provide treatment in the unfortunate case of an employee being injured while on the job.

Employees injured on the job must immediately contact their supervisor or the building nurse (or health associate), if available. If it is an emergency, call 911. Otherwise, the employee or nurse/health associate or...
supervisor should call the SFM Work Injury Hotline at (855) 675.3501. The registered nurse who answers the call will ask what happened and recommend what to do next, whether it is self-care, doctor’s office visit, urgent care or even the emergency room. Employees are required to visit one of the following facilities if a workplace accident occurs that requires medical attention. If an employee does not use one of the authorized facilities/medical providers, he/she risks having the unauthorized treatment not covered under workers compensation.

Between 8:00 a.m. and 5:00 p.m. employees should seek treatment at one of the following facilities. The employee or their supervisor must call to schedule an appointment.

Iowa Methodist Occupational Health & Wellness West at Lakeview Medical Park
6000 University Ave., Suite 124
West Des Moines; P: 241.2020

Iowa Methodist Occupational Health & Wellness East at Penn Medical Place
1301 Pennsylvania Ave., Suite 416
Des Moines; P: 262.7619

UnityPoint Health –Des Moines – Occupational Medicine
1810 SW White Birch Circle, Suite 111
Ankeny; P: 964.6974

For treatment outside the hours of 8:00 a.m. and 5:00 p.m., an employee may visit one of the following facilities. Appointments are not necessary.

Lakeview Family Physicians
6000 University Ave., Suite 101,
West Des Moines; P: 241.2600

- Weekdays 5:00 p.m. – 8:00 p.m.
- Weekends 9:00 a.m. – 3:00 p.m.

Merle Hay Urgent Care
4020 Merle Hay Road, Suite 100
Des Moines; P: 278.0949

- Weekdays 5:00 p.m. – 8:00 p.m.
- Weekends 9:00 a.m. – 3:00 p.m.

Ankeny Clinic Urgent Care
3625N. Ankeny Blvd., Suite E
Ankeny; P: 965.4664

- Weekdays 5:00 – 8:00 p.m.
- Weekends 8:00 a.m. – 3:00 p.m.

For medical emergencies only, an employee may visit the following. Appointments are not necessary.

Iowa Methodist West Medical Center Emergency Dept.
1660 60th St., West Des Moines

Open 24 hours a day, 7 days a week

Employees are required to follow up with their supervisor and the Benefits Analyst after each medical visit. A copy of the patient status report should be provided to the Benefits Analyst. No employee will be allowed to return to work without a written release from Iowa Methodist Occupational Health & Wellness.

If an employee is off work because of an on-the-job injury, the employee will use their accumulated sick leave for the first three (3) days of missed work. If the injury becomes a “lost time injury”, the employee will have the option to receive workers’ compensation insurance payment OR can elect to use their accumulated sick leave. If an employee elects to use their accumulated sick leave, the employee must endorse the workers’ compensation insurance payment over to the district. Doctor appointments and other treatments (i.e. physical therapy) that occur during the normal work hours are coded in payroll and paid as workers’ compensation and not as sick leave.

Employee Assistance Program
The Employee Assistance Program (EAP) is a benefit provided by the Waukee Community School District for all employees and their eligible family members. The EAP provides professional services to assist in addressing life issues that may interfere with an employee’s well-being, job performance or health. In addition, the EAP can help employees set and achieve life goals.

EAP professionals help people manage many of life’s challenges, including: family or relationship issues, emotional or mental health, work/life balance, substance abuse, personal growth, financial or legal issues. Eligible family members are those who live in the employee’s home and legal dependents who may live elsewhere.

Employees and their eligible family members can call the EAP directly 24 hours a day, 7 days a week at 800.327.4692. Website: www.efr.org/eap. Visit www.efr.org/chat to chat Monday-Friday 8am-5pm.

CONTINUOUS NOTICE OF NON-DISCRIMINATION
It is the policy of the Waukee Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment
practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact one of the following:

Executive Director of HR: Roxy Livermore
Waukee Community School District
560 SE University Avenue, Waukee, IA 50263
Phone: 515.987.5161
Fax: 515.987.2701
Email: rlivermore@waukeeschools.org

Director of the Iowa Civil Rights Commission
Grimes State Office Building
400 E. 14th Street, Des Moines, IA 50319
Phone: 1.800.457.4416

Director of the Region VII Office of Civil Rights
Department of Education
Citigroup Center, 500 W. Madison Street, Suite 1475,
Chicago, IL 60661-7204
Phone: 312.730.1560
Fax: 312.730.1576
Email: OCR.Chicago@ed.gov

The Waukee Community School District complaint procedure is outlined in Board Policy 405.51.
(Board Policy 104)

DEFINITION OF NON-EXEMPT STATUS
The term non-exempt employee shall include all hourly employees whether full-time or part-time.

EQUAL OPPORTUNITY EMPLOYMENT
The Waukee Community School District will select for employment qualified applicants for each position without regard to race, color, creed, sex, religion, marital status, parental status, national origin, age, sexual orientation, gender identity, or disability. The District shall take affirmative action, consistent with its adopted affirmative action plan, in recruitment, appointment, assignment and advancement of personnel to accomplish the goals of equal employment opportunity. In keeping with the law, the district shall consider the veteran status of applicants. (Board Policy 401.1)

EVALUATION
All employees shall expect to participate in an annual performance evaluation with his/her direct supervisor. Employee’s annual evaluations are due March 1st.

LEAVES OF ABSENCE
All employees, both full and part-time, are entitled to sick leave, family leave, adoption leave, legal leave, and military service leave proportionate to scheduled work hours. In addition, employees regularly scheduled to work a minimum of 30 hours per week are entitled to personal and bereavement leave.

Employees must enter all leave requests into Absence Management prior to being absent from work. Leave allotments will be prorated on a fiscal year basis according to start date.

Employees utilizing sick, family, adoption, legal, bereavement leave, or unpaid leave(s) are prohibited from obtaining or requesting leave under false pretense or working for another employer when on such leave.

Adoption Leave
An employee may be granted a paid leave of absence, not to exceed a total of twenty (20) working days, in the case of an employee adopting a child. Such paid leave days shall be first charged to the employee’s accrued family sick leave. If/when family sick leave is depleted, then paid leave days shall be taken from the employee’s personal sick leave. Application for a leave of absence due to an adoption shall follow the FMLA guidelines and procedures and be submitted in writing by the employee to the Executive Director of HR as far in advance of the contemplated leave period as possible.

Bereavement Leave
Employees regularly scheduled to work a minimum of 30 hours per week may be granted paid leave at the discretion of the Superintendent. The following shall be a guide in granting bereavement leave:

- Up to ten (10) working days in the event of the death of a spouse/domestic partner, child, or stepchild.
- Up to five (5) working days in the event of the death of an immediate family member. Immediate family shall include the employee’s parent, sibling, as well as corresponding step and in-law relationships.
- Up to two (2) working days in the event of the death of an extended family member. Extended family shall include grandparent, grandchild, aunt, uncle, niece, nephew, as well as corresponding step and in-law relationships.
- Up to one (1) working day in the event of the death of another family member or friend. This shall include relatives not identified as immediate or extended family, and close friends. Leave will be deducted from the
employee’s accumulated sick leave for each occurrence.

The Superintendent’s designee (Executive Director of HR) may extend coverage and/or grant additional days as circumstances warrant. Such action shall not be precedent setting.

The intent of bereavement leave is for the grieving process and to attend services for the passing individual(s). It cannot be used for dealing with matters of estate reconciliation. (Board Policy 410.3)

Emergency Leave
In the absence of a negotiated agreement, the employee may be granted two days of emergency leave. The reason for the leave must be unforeseen and beyond the control of the employee. The administration shall be notified as soon as possible concerning the request for an emergency leave of absence. No deduction of salary will be made if the absence is approved. (Board Policy 404.2)

FMLA
The Family and Medical Leave Act provides up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees with at least one year of service with the Waukee Community School District who have worked at least 1,250 hours during the 12 month period immediately preceding the leave are eligible for FMLA leave. The Waukee Community School District requires the utilization of all paid leave available to you to cover this time away from work. When paid leave is exhausted, leave will be unpaid. All leave taken will run concurrently with FMLA. (Board Policy 410.4)

Types of leaves that are covered under FMLA include:

- incapacity due to pregnancy, prenatal medical care or the birth of a child, and to care for the newborn child
- the placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child
- to care for an immediate family member (spouse, son, daughter, or parent) with a serious health condition
- when an employee is unable to work because of his/her own serious health condition
- for a qualifying urgent need arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation (exigency leave)
- Twenty-six (26) weeks of unpaid leave is available (military caregiver leave) to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member

A serious health condition is an illness, injury, impairment, or physical or mental condition that meets one of the following criteria:

- Hospital Care: Inpatient care (e.g. an overnight stay) in a hospital, hospice, or residential medical facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.
- Absence Plus Treatment (Acute): A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that involves:
  - Two or more treatments by a health care provider
  - At least one treatment by a health care provider which results in a regimen of continuing treatment under the supervision of the health care provider
- Pregnancy: Any period of incapacity due to pregnancy or prenatal care.
- Chronic Health Condition Requiring Treatments: A chronic condition which:
  - Requires periodic visits for treatment by a health care provider,
  - Continues over an extended period of time; and
  - May cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.)
- Permanent/Long Term Conditions Requiring Supervision: A period of incapacity which is permanent or long term due to conditions for which treatment may not be effective, e.g. Alzheimer’s, a severe stroke. The patient must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
- Scheduled Multiple Treatments: Any period of absence to receive scheduled multiple treatments (including any period of recovery) by a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.) severe arthritis
(physical therapy), kidney disease (dialysis).

The Waukee Community School District will require the designation and use of FMLA in all circumstances that qualify. Waukee Community School District can require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at Waukee CSD’s expense) and a fitness for duty to return to work. For the duration of FMLA leave, the employee will not lose any employment benefit that accrued prior to the start of this leave and if the employee is covered under any medical or dental benefits, Waukee Community School District will maintain the employee’s health coverage as if the employee had continued to work. Upon return of FMLA, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms, if possible.

Employees seeking to use FMLA leave are required to provide:
- 30-day advance notice of the need to take FMLA leave when the need is foreseeable;
- notice “as soon as practicable” when the need to take FMLA leave is not foreseeable;
- sufficient information for the Waukee Community School District to understand that the employee needs leave for FMLA-qualifying reasons; or
- where Waukee Community School District was not made aware that an employee was absent for FMLA reasons and the employee wants the leave counted as FMLA, timely notice that leave was taken for an FMLA-qualifying reason.

**Birthing Parent Leave**
An employee who is the birthing parent may be granted a paid leave of absence of 6 calendar weeks from date of delivery for a standard delivery, or 8 calendar weeks from date of delivery for a non-standard delivery with appropriate medical documentation. Such paid leave shall be charged to the employee’s accrued sick leave. Application for a leave of absence due to a child’s birth shall follow the FMLA guidelines and procedures and be submitted in writing by the employee to the Executive Director of HR as far in advance of the contemplated leave period as possible.

**Non-Birthing Parent Leave**
An employee who is the non-birthing parent may be granted a paid leave of absence, not to exceed twenty (20) working days, in the case of their child’s birth. Such paid leave days shall be first charged to the employee’s accrued family sick leave. If, when family sick leave is depleted, then paid leave days shall be taken from the employee’s personal sick leave. Application for a leave of absence due to a child’s birth shall follow the FMLA guidelines and procedures and be submitted in writing by the employee to the Executive Director of HR as far in advance of the contemplated leave period as possible.

**Holidays**

**Holiday Pay** is based on the following guidelines:

- **Full-time, (minimum of 7.5 hours per day (37.5 hours per week))**, 12 month employees (260 day) – 9 paid holidays
  - July 4 (determined by administration if date falls on a weekend)
  - Labor Day
  - Thanksgiving Day and the following Friday
  - December 24th & December 25th (determined by administration if date(s) fall on a weekend)
  - January 1st & January 2nd (determined by administration if date(s) fall on a weekend)
  - Martin Luther King Jr. Day
  - Memorial Day

- **Full time, (minimum of 7.5 hours per day (37.5 hours per week)) but less than 12 month employees (less than 260 days))** – 7 paid holidays
  - Labor Day
  - Thanksgiving Day and the following Friday
  - December 25th (determined by administration if date falls on a weekend)
  - January 1st (determined by administration if date falls on a weekend)
  - Martin Luther King Jr Day
  - Memorial Day

Flexibility will be considered for custodial employees during two day holiday periods so Waukee Community School District events can be covered. All deviations from the above schedule of holidays must have prior approval from the Director of Operations.

**Legal/Jury Duty Leave**
Employees who are subpoenaed to testify in any judicial or administrative procedure will be granted release time only to the extent as required to fulfill the legal responsibilities. Employees shall produce appropriate documentation of the above request, such as copies of the subpoena or summons, to their immediate supervisor and Human Resources prior to being absent from work. Employees appearing in their own case as a plaintiff or defendant or for a non-subpoenaed court appearance, or in the event that an employee is involved in or brings a legal action against the Waukee Community School District, no paid legal leave will be granted.
Personal leave and/or vacation may be utilized for these purposes or the employee can request unpaid leave.

Classified personnel will be excused for jury duty. Employees shall produce appropriate documentation of jury duty to their immediate supervisor prior to being absent from work. In order that no one shall suffer financial loss because of such absence, the employee shall receive his/her normal hourly wage. When released from jury duty during working hours, the employee will report to work and work the remainder of the day. The employee will submit to the district any compensation or reimbursement, besides mileage, received for jury duty. (Board Policy 410.5)

Military Service Leave
Leaves of absence for military purposes will be granted. The leave will be without loss of pay during the first 30 calendar days of the leave. (Board Policy 410.6) Employees required to take military training will be asked to take it during the time school is not in session, if possible.

Personal Leave
Employees regularly scheduled to work a minimum of 30 hours per week shall be allowed two (2) days of personal leave per year. A request for approval of the personal leave absence must be submitted to the Superintendent or designee two days prior to the absence with appropriate approval from immediate supervisors. Personal leave can be denied if excessive absences on a particular day should create a shortage of qualified substitutes or otherwise be detrimental to the operation of the district. Personal leave will be deducted in half or full day increments. (Board Policy 410.2)

An employee with half and/or full personal days remaining at the end of the year may choose to carry over personal days to the following year. Total personal days shall not exceed four (4) days in any given fiscal year. In case of accidents that cause long term absences and chronic life-threatening illness (for employee or employee’s immediate family member only) employees who have exhausted all leave can have personal days donated to them by other staff members. Donated personal days cannot carry over from year-to-year. Requests for donated personal leave should be directed to the Human Resource Department.

No personal leave days will be paid out at any time.

Sick Leave
Employees shall be granted leave of absence for personal illness or injury with full pay at a rate of:

- The first year of employment 10 days
- The second year of employment 11 days
- The third year of employment 12 days
- The fourth year of employment 13 days
- The fifth year of employment 14 days
- The sixth year of employment 15 days

The above amounts shall apply only to consecutive years of employment in the Waukee School District and unused portions shall be cumulative. The carryover sick leave is limited to a total of 115 days. Sick leave may not be used where deferment of medical service would be possible at a time other than during the work year. Sick leave shall be granted in ¼ day increments.

Sick leave benefits are intended to provide income protection in the event of illness or injury to you or your immediate family members. If you are absent for three or more consecutive workdays, or are intermittently absent for a total of three or more work days for the same medically related reason, you must contact Human Resources to determine eligibility for leave under the FMLA.

The Superintendent or designee, in each instance, may require such reasonable evidence, as it may desire confirming the necessity of such leave of absence. When on leave due to illness or injury, employees who have outside employment opportunities may be required to present a physician’s statement showing that said outside employment will not extend the employee's absence or rehabilitation time away from the Waukee Community School District.

An employee who is a new hire shall be permitted to transfer up to 15 days of sick leave which was accumulated at another school district at the end of the last school year or at the current time. It is the responsibility of the employee to present verification of accumulated sick leave to the Human Resources Department within 120 days of hire. (Board Policy 410.1)

FAMILY SICK LEAVE
An employee may use up to ten (10) days of accumulated sick leave in a fiscal year for the care or support of an ill member of the employee’s immediate family. The definition of immediate family shall include spouse/domestic partner, children, siblings, parents, grandparents, grandchildren, as well as corresponding step-relationships and in-law relationships.

The Superintendent or designee, in each instance, may require such reasonable evidence, as it may desire confirming the necessity of such leave of absence.
Unpaid Leave
When necessary an absence without pay may be authorized by the Superintendent or designee. For such absences, deductions from the employee’s salary will be made in accordance with the Waukee Community School District’s pay deduction regulations. The employee shall make written application to the Superintendent or designee for authorization in advance of the occurrence or, if advance application is not possible, not later than two days after the occurrence. (Board Policy 410.7). Applicable paid leaves should be exhausted prior to being approved for unpaid leave.

Vacation
Twelve month (260 days) employees are entitled to vacation. Vacation leave is based on the fiscal year July 1 through June 30.

Vacation requests shall be granted in ¼ day increments and be made to the immediate supervisor no less than five (5) days in advance of the requested leave except in emergency situations. Vacation requests may be denied if it exceeds accrued amount, if excessive absences on a particular day should create a shortage of qualified substitutes or otherwise be detrimental to the operation of the district.

- The first year of employment through 4th year of employment: 15 days per year available July 1 of each year
- 5th year of employment through 10th year of employment: 17 days per year available July 1 of each year
- 11th year of employment: 20 days per year available July 1 of each year

Vacation for eligible employees beginning employment after July 1 in any year will be prorated for the fiscal year. The district will consider full-time, benefitted years of employment when placing an employee who transfers into a vacation-eligible position.

Employees may carry over to the next fiscal year no more than 20 days of earned vacation unless otherwise stipulated. Any carryover vacation from the previous year will need to be used by April 12.

Employees who leave the district or leave a vacation-eligible position voluntarily will be compensated for their current year vacation earned, on an annually prorated basis, at the date of separation. If employees leaving the district use over their accrued vacation amount, this will be deducted from their final paycheck.

Volunteerism
Waukee Community School District (WCSD) encourages year round staff to become involved in our schools. WCSD shall provide two (2) paid hours per month of their regularly scheduled work time participating in various programs and daily events in our school buildings.

WCSD also believes in employees participating in their communities, lending voluntary support to programs that positively impact the quality of life within the communities in which we live and work.

The intention of the outside-of-district volunteer program is to create community engagement opportunities for WCSD employees that are meaningful, purposeful, and help those in need. At the same time, WCSD recognizes this participation also enriches and inspires the lives of our employees.

The following guidelines are for WCSD’s employees who serve as volunteers in 501(c)(3) non-profit community programs that are either of personal interest or are corporate-sponsored initiatives.

Employees may take up to 4 non-accruing hours of paid time each fiscal year (July 1 - June 30) to participate in their specific volunteer opportunity.

Volunteer time must be requested in advance to HR and scheduled according to other work-related responsibilities. This time should not conflict with other work-related responsibilities, create a need for overtime or cause conflicts with other employees’ schedules. Once the leave is approved by HR, it should be entered in the leave management system listing general volunteer opportunity details.

Eligibility
- All 260 day/year-round employees are eligible.
- Interested employees should have expected performance or above.
- Interested employees should meet with their supervisors to discuss their volunteer choice, schedule, and receive approval before submitting a request to HR.

Mandatory Training
All employees are required to complete all assigned trainings in the SafeSchools online training platform.

*All employees who possess an Iowa license are required by Iowa law to complete approved mandatory reporter trainings for child and dependent adult abuse every three years based on certificate expiration date. The Child Abuse: Mandatory Reporter course provided via SafeSchools may not be used for recertification and therefore, that course must be taken through the
Department of Human Services online system. There is no charge for these trainings.

Contact Human Resources for information and directions for these trainings.

**PHYSICAL EXAMS**

Employees in identified positions require evidence of good health in the form of a written physical examination report from qualified medical personnel prior to their employment with the school district. Employees whose physical or mental health, in the judgment of the administration, may be in doubt, shall submit to additional examinations at the expense of the school district when requested to do so. The board, in its discretion, may authorize the district to pay for all or part of the cost of an employee’s physical examination. The Superintendent or designee may require an employee to provide evidence of fitness to perform tasks assigned as part of their position. ([Board Policy 402.10](#))

**REASONABLE ACCOMMODATION**

Reasonable accommodations can apply to duties of the job and/or where and how job tasks are performed. For all reasonable accommodation requests, it is the employee’s responsibility to submit his/her request in writing to the Human Resources Manager for consideration prior to the accommodation being needed.

**Lactation**

The Waukee Community School District is committed to (1) providing a reasonable break time for an employee to express milk for her nursing child for 1 year after the child’s birth each time such employee has need to express the milk, and (2) a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

**RECRUITMENT & SELECTION**

Recruitment and selection of non-exempt personnel shall be the responsibility of the administration. Whenever possible the preliminary screening of candidates shall be conducted by the employee who will be directly in charge of the personnel being hired. The Superintendent of Schools shall have the authority to delegate recruitment and selection responsibilities to staff members.

**RESIGNATIONS, REHIRE & DISMISSALS**

Resignations shall be in writing, signed by the resigning party and directed to the Superintendent. A 14-day notice is required from classified personnel. ([Board Policy 409.2](#))

Employees who leave in good standing with proper notice may be considered for rehire. Former employees must follow the normal application and hiring processes and must meet all minimum qualifications and requirements of the position. Rehired employees will not retain previous tenure when calculating leave accruals or any other benefits, unless required by law.

Employees who are involuntarily terminated for cause or who resign in lieu of termination are ineligible for rehire. In addition, employees who resign without providing adequate notice or who abandon their job will not be considered for rehire.

Employees resigning from a benefits eligible position (regularly scheduled 30 hours per week) are not eligible to transfer into or rehire into a non-benefits eligible position for a period of 6 months following last day of benefit eligibility. The Superintendent or designee has the authority to suspend the services of any non-certificated employee. At the next meeting of the Board of Directors, action may be taken by the district school board as to whether or not the employee may be reinstated or dismissed. The employee shall have the right to a hearing before the Board if the employee so desires. ([Board Policy 409.3](#))

**STANDARDS OF CONDUCT**

**Administrative Leave**

If an employee is suspected of violating the district’s policies, procedures, or work rules, he/she may be placed on administrative leave, with or without pay, pending an investigation of the situation.

**Anti-Bullying/Harassment Policy**

Harassment and bullying of students and employees are against federal, state and local policy. The district school board prohibits harassment, bullying, hazing, or any other victimization, of students and employees, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
This policy is in effect while students or employees are on property within the jurisdiction of the district school board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

Harassment, sexual harassment, and bullying may include, but are not limited to, the following behaviors and circumstances:

Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim;

Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;

Implied or explicit threats concerning one’s grades, achievements, property, etc. That have the effect of causing injury, discomfort, fear, or suffering to the victim;

Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or

Unreasonable interference with a student’s performance or creation of an intimidating, offensive, or hostile learning environment.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature

Individuals who feel that they have been harassed should report it to the Executive Director of HR and write down exactly what happened, including:

○ what, when and where it happened;
○ who was involved;
○ exactly what was said or what the alleged bully/harasser did;
○ witnesses to the bullying/harassment;
○ what the complainant said or did, either at the time or later;
○ how the complainant felt; and
○ how the alleged bully/harasser responded.

The Executive Director of HR, lead investigator, may request that the individual complete the Harassment/Bullying Complaint form (and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The investigator will interview the complainant and the alleged harasser and other witnesses as deemed appropriate. The alleged harasser may file a written statement in response to the complaint. The school or school district will promptly and reasonably investigate allegations of bullying or harassment. Information received during the investigation is kept confidential to the extent possible. The investigator has the authority to initiate an investigation in the absence of a written complaint.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. (Board Policy 103 & 103-E)

Attendance
Reliable, consistent attendance is a requirement and essential function of all employees. Absenteeism and tardiness place an undue burden on other employees and the district. Employees are expected to be punctual and dependable in order to meet the needs of the district. Employees who are unable to meet their obligations of regular and reasonable attendance and punctuality are subject to disciplinary action, even if the employee has not yet exhausted available paid leave.

Employees must enter their leave time into Absence Management in advance according to leave policy. Additional requirements such as contacting the supervisor may be required within specific departments. An employee who does not report to work and does not enter their leave into Absence Management, or personally contact his/her supervisor, is subject to disciplinary action, up to and including termination.

Company Vehicle Usage
Waukee Community School District seeks to safeguard its employees and others when driving a motor vehicle is required while conducting company business. Company
business is defined as driving at the direction, or for the benefit, of the employer. It does not include normal commuting to and from work.

Driver Criteria & Administration

There are two types of district drivers:

Category 1: Employees that have been determined by the district to drive a district vehicle for their essential job functions on a continuous basis.

Category 2: Employees that need a district vehicle for work purposes on an occasional basis.

Driver Guidelines and Reporting Requirements

1. Company vehicles are to be driven by authorized employees only with a valid and current driver’s license. Authorized employees are determined by the criteria above. The Operations department will obtain copies of authorized employees’ driver’s licenses.

2. The employer expects each driver to drive in a safe and courteous manner. All State and Local laws must be obeyed.

3. Drivers play a major role in the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. Drivers must immediately report any damage or problems to your assigned vehicle to the Director of Operations.

4. Personal use of company vehicles is prohibited. The only personal use allowed is for assigned work breaks during work time and to commute between the workplace and home, if approved. All work safety rules continue to apply when a company vehicle is used for personal purposes.

5. No unauthorized personnel are allowed to ride in company vehicles, unless required by an emergency.

6. Any employee, covered by this policy, who has a driver’s license revoked or suspended shall immediately notify HR and immediately discontinue operation of the company vehicle.

7. All accidents in company vehicles, regardless of severity, must be reported immediately to the Director of Operations and the CFO to contact the district’s insurance provider. Accidents involving the employee’s personal injury must be reported to the Benefits Analyst for Workers’ Compensation purposes.

8. Drivers must report all ticket violations received during the operation of a company vehicle within 72 hours to HR.

9. Driving a company vehicle while under the influence of intoxicants and other drugs which could impair driving ability, is forbidden. In addition, no driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.

10. Cell phone use while driving should be kept to a minimum and remain within state and local laws. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed.

11. As stated in the district Tobacco Free Board Policy 1003.7, school vehicles are off limits for tobacco or nicotine use, including the use of look-alikes where the original would include tobacco or nicotine.

12. Motor Vehicle Record Checks will be obtained on drivers that fall in Category 1 prior to employment and yearly thereafter. HR and Operations departments will review motor vehicle record checks and decide as to drivers’ status for applicants and employees according the criteria listed below:

- **Acceptable:** The individual is eligible to drive while conducting company business. His or her driving record indicates not more than one moving violation in the past 12 months.

- **Unacceptable:** An applicant for employment will not be qualified due to an unsatisfactory driving record at the discretion of WCSD.

A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy, will result in a withdrawal of employment offer or other disciplinary action. If driving is an essential job function and the employee cannot be reasonably accommodated, employment may be terminated.

Employees who violate company vehicle rules are subject to disciplinary action which may include discipline, up to and including termination.

Employee Badges & Building Access Cards

All district staff will be given a district-issued employee badge. They must clearly display their identification badge at all times.

Buildings in the district are programmed for keyless access. Designated employees will be provided with an access card into their assigned work site. Deviations from protocol must be approved by the building or district administration.
The Human Resources Department should be notified as soon as possible when access cards and/or employee badges are lost or stolen. Once an employee leaves employment with Waukee Community School District, access cards and employee badges must be turned into your supervisor or the Human Resources Department.

**Employee Conduct**

Waukee Community School District employees shall maintain high standards of conduct and act in a mature and responsible manner at all times. Employees shall not engage in activities which violate federal, state or local laws, or which in any way diminish the integrity or efficiency of the Waukee Community School District.

Employees must notify Human Resources of any arrest, the filing of any criminal charges, and the disposition of any criminal charges pending against them within five (5) business days of notification to the employee.

Employees must notify Human Resource of any child abuse complaints filed against them as well as the findings in any complaints against them alleging child abuse. Notification of Human Resources of any complaints and findings should occur within five (5) business days of notification to employee.

Employees who do not notify the district as required under this policy may be subject to disciplinary action up to and including termination. ([Board Policy 413.9](#))

**Professional Appearance & Attire**

All employees shall dress in a manner appropriate to the educational environment and their positions. Administrators and supervisors shall interpret and enforce this policy. It shall be the responsibility of the Superintendent in conjunction with administration and supervisors to develop administrative procedures regarding this policy. ([Board Policy 413.15](#))

**Uniforms For Custodials & Maintenance Staff**

Waukee Community School District shall project an image that emphasizes the professional services provided to students, staff and the community. It is desirable that these employees be distinguishable from other individuals, authorized or unauthorized, who are located on school grounds, as a safety issue. As such, a uniform look is required and sets and supports a significant safety standard. Therefore, all employees in the custodial & maintenance department shall be required to wear a uniform shirt with the Waukee Community Schools logo that will be provided by the District. In addition, the employee must wear appropriate covered-toe, non-slip footwear.

**Severe Weather/School Closings**

Staff should be familiar with building safety procedures in case of severe weather conditions. The Superintendent has the authority to close schools & buildings, dismiss them early, or keep them open beyond the regular work hours in case of extreme weather or other emergency conditions. As soon as possible after the decision has been made, the Superintendent shall arrange to announce the closing via the news media. ([Board Policy 504.7](#))

In the event of a district closure due to inclement weather, year-round hourly staff will be paid as normal and no leave will be deducted given applicable federal and state laws. Other hourly staff may use personal leave or remain unpaid. Sick leave may be used, however, the Superintendent or designee may require reasonable evidence confirming the necessity of such leave.

In the event the district closes early or has a late start due to inclement weather, all hourly staff scheduled to work will be paid for their normal shift. This payment doesn’t count as hours worked (not towards overtime).

**Substance Free Workplace**

The Waukee Community Board of Education expects the school district and its employees to remain substance-free. No employee shall unlawfully manufacture, distribute, dispense, possess or use in the workplace 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 school district facilities, school district premises or school district vehicles. Workplace also includes non-school property if the employee is at any school sponsored, school approved or school related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is charged of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee’s supervisor of the conviction within five days of the conviction. An employee who violates the terms of this policy shall be subject to discipline up to and including termination.
The Superintendent or designee shall be responsible for publication and dissemination of this policy to the employees. In addition, the Superintendent or designee shall oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of the availability of substance abuse treatment programs.

It is the responsibility of the Superintendent to develop administrative regulations to implement this policy. (Board Policy 413.2)

**Tobacco-Free Environment**

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-alikes where the original would include tobacco or nicotine. This policy applies at all times, including school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine, or other product, or leave the school district premises immediately. (Board Policy 1003.7)

**STATEMENT OF GUIDING PRINCIPLES**

The goal of the Board of Directors of the Waukee Community School District is to provide an educational program of the highest standards possible. Success in attaining this goal is dependent in large measure upon the competency of the professional staff and of those who serve in direct supporting positions to the instructional program of the school.

It shall be the policy of the Board of Directors to recruit and retain the highest caliber of employees.

It shall be the policy of the Board of Directors to appoint all personnel only upon the recommendation of the superintendent of schools. (Board Policy 400)

**TECHNOLOGY**

The Board of Directors of the Waukee Community School District provides its employees with access to Internet and electronic communication to support the educational mission of the District. Employees are to utilize district computers, networks, telecommunication devices and Internet services for school-related purposes and performance of job duties and responsibilities. District computers and computer systems are owned by the District and are intended for educational purposes and District business. Incidental personal use of school computers is permitted; as such use does not interfere with such job duties and performance. “Incidental personal use” is defined as use by an individual for occasional personal communication. It is imperative that users of such technology conduct themselves in a responsible and ethical manner. All users shall comply with by all local, state and federal laws.

By using Waukee Community School District network, users acknowledge their understanding that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. The Waukee Community School District reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring of downloaded materials, files and documents stored in users folders, observe screens of users, and read email and block what the district considers to be inappropriate sites. The district cannot and does not guarantee user privacy or system reliability and is not liable for any loss or corruption of data resulting from using the Internet. Any employee who violates this policy or applicable state and federal laws may be subject to disciplinary action as determined by the superintendent or designee. (Board Policy 605.6,401.3 & 413.17)

All records of or belonging to the school district are public records and available for public examination and reproduction, except those records which are defined by law as confidential and those records which are copyrighted. (Board Policy 805.1a)

**Cell Phone Usage**

Employees may possess and use cell phones intermittently during the work day. Employees should not use cell phones for personal business while on-duty, except in the case of an emergency, during break/lunch times or when required for work-purposes.

Cell phones shall be used in a manner that does not disrupt work and should not be used during meetings or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.

**Computer Support & Troubleshooting**

For assistance with computer support and troubleshooting, please use the School District’s IT support ticket system, HappyFox. A link can be found on the main school district website as well as the Staff Intranet webpage. To open a ticket, simply send a request to ticket@waukeeschools.org.
Email Signature
Your email signature should be factual in nature and only include the following information: name, title, relevant contact information, board approved district logos and confidentiality notice.

TERMS OF EMPLOYMENT
Non-exempt (hourly) employees serve at the will of the Superintendent. Hourly employees will receive a terms of employment document which is an “at-will” agreement between the employee and the Waukee Community School District. This document may state the number of workdays, position title, hourly rate, and provisions of employment. Individual terms of employment documents will be sent to employees and filed in the Human Resources office.

WAGES & SALARIES

Compensation
The Board of Directors shall establish annually, the hourly wages for all non-exempt employees. Following the adoption of these wages, the administration shall use them as a guide in assigning compensation for non-exempt employees.

Hours & Duties
The employee’s immediate supervisor shall establish normal scheduled hours of work, specific responsibilities, and assigned duties. Supervisors have the authority to alter scheduled hours in an emergency. Employees are required to maintain an accurate daily record of his/her hours worked through the district’s timeclock system. All employees working six (6) hours per day or more are required to take a 30 minute unpaid lunch break somewhere near the middle of their shift. If the employee leaves the job for any non-school related business, the employee must clock out and the absence will be considered unpaid unless approved under a specific paid leave.

Employees may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the required communication mediums might include cell phones, text messaging devices, computers and handheld computers. As with other types of authorized work, all time spent by nonexempt employees using electronic communications for work purposes is considered hours worked; the time is compensable and will count toward overtime eligibility as required by law. Therefore, to avoid incurring unnecessary expenses, electronic communications should not be used outside regularly scheduled work hours unless required by management. This includes all types of work-related communication. Nonexempt employees should not check for, read, send or respond to work-related e-mail outside their normal work schedules unless specifically authorized based on job duties or direction by management to do so.

Overtime Pay
Overtime is paid for “hours worked” over 40 in a work week and will be paid at one and a half times the staff member’s regular rate as prescribed by the Fair Labor Standards Act (FLSA). All overtime must be approved by the employee’s immediate supervisor in advance. This includes email communications, accessing proprietary systems, and/or working remotely on projects/documents. Employees working unapproved overtime may be subject to disciplinary action. All overtime will be paid based on the regulations of the FLSA. Overtime will be paid at 1½ times the employee’s regular hourly wage for hours worked in excess of 40 hours per week. A normal workweek begins on Sunday and ends on Saturday. Vacations, holidays, sick leave, and other paid leave are not normally considered time worked. Exceptions may be made for operations staff who work more than forty (40) hours during a week in which a holiday(s) occurs, at the discretion of the employer.

Paychecks
All paychecks will be distributed on the 25th of each month or the previous banking day should the 25th fall on a weekend or holiday. The cut-off date for payroll is the 12th day of each month as established by the Business Office. All new employees are required to have direct deposit for their paychecks. For those grandfathered employees who chose not to have direct deposit, checks will be available on the 25th of the month or the first workday following the 25th of the month at the District Administration Office.

On-Call Procedure
Departments may request volunteers for employees to be placed on an on-call list to come back to work outside of the employee’s regular shift. Management should provide employees who are placed on the on-call list with a schedule of the time and date that the employee must be on-call. In addition, the following guidelines apply:

- Unless otherwise advised, the employee is not required while on-call to remain on the WCSD premises. The employee must remain available by telephone, text or pager while off site and respond to any message within thirty (30) minutes. If an emergency requires the employee
to return to campus, he or she must do so within 1 hour of responding to the message. Commuting time to WCSD is not counted as hours worked if the employee is on-call and called back to work.

- The employee is not required to restrict his or her activities while on-call, but the employee must remain free of the influence of alcohol or illegal drugs. In addition, the employee should not take any prescription drug that adversely affects his or her ability to safely and effectively perform his or her job duties. If an employee has a medical condition and has concerns about complying with this requirement, the employee should consult with Human Resources.

- If the employee has a conflict and is unable to be on-call during the assigned time, it is the employee’s obligation to collaborate with others on the on-call list to find a replacement to cover the employee’s on-call shift and let the supervisor know of the change.

- Employees who fail to respond when called and/or who fail to notify of scheduling conflicts are subject to disciplinary action.

Employees will receive 2 hours of on-call pay for each 24 hour shift of on-call status. If an employee is called to come back to work while he or she is on-call, the employee is paid for hours actually worked, subject to a minimum of 1 hour of call-back pay for the incident. On-call and call-back pay shall be considered time worked for purposes of calculating overtime and is paid in addition to the on-call pay.