



## Monticello Community School District

# 2019-20 Administrative Staff Handbook

### *Notice of Nondiscrimination-Policy #102.0E2*

*Students, parents, employees, and others doing business with or performing services for the Monticello Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age, national origin, religion, sex, sexual orientation, disability, creed, marital status, gender identity, socio-economic status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information in admission or access to, or treatment in, its programs, activities, or in its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District's Equity Coordinator, Brent Meier at 217 South Maple Street, Monticello, Iowa, 319-465-3000, [brent.meier@monticello.k12.ia.us](mailto:brent.meier@monticello.k12.ia.us). Any person having inquiries concerning the school district's compliance with state and federal laws and regulations concerning discrimination is directed to contact: Superintendent of Schools, 711 South Maple Street, Monticello, Iowa 52310, (319) 465-3000. This individual has been designated by the school district to coordinate the school district's efforts to comply with all state and federal laws and regulations concerning discrimination.*

***Approved: June 24, 2019***

# Monticello Community School District

## Mission Statement:

The Mission of the Monticello Community Schools, a District striving for educational excellence, is to prepare students through challenging experiences, to be caring, productive, creative citizens who will possess a desire to be lifelong learners.

## Vision:

Providing rigorous, authentic personalized learning utilizing the local and global community

## Core Values:

Effective Instruction ~ Technology & 21<sup>st</sup> Century Learning ~ Collaborative Relationships

**2019-2020**

## **Monticello Board of Education**

Bud Johnson-President

John Schlarmann-Vice President

Dave Melchert

Mandy Norton

Craig Stadtmueller

## **Handbook Guidelines**

This document is provided as a guideline to administrative staff employees concerning their benefits and related procedures as well as rules and responsibilities related to employment. It is not intended to be, nor should be understood to be, a contract between the district and any of these employees individually or as a group. This handbook cannot anticipate every situation or answer every question about policy or employment. The school board allows the Superintendent the discretion to interpret and apply the rules in this handbook. In addition, the school board reserves the right to interpret and apply the rules in this handbook, if necessary. Additional information related to this handbook may be included in Board Policy. All Board policies are on the district website at [www.monticello.k12.ia.us](http://www.monticello.k12.ia.us).

The District may from time to time adopt and publish changes in these work rules. Such changes shall become effective only after they have been board approved and communicated to employees. All employees shall comply with the work rules. To receive all listed benefits, full time employment is implied. Benefits will be pro-rated for part-time employment.

**This handbook covers the following administrative staff:** Activities Director/SAM, Business Manager, Curriculum Director, Director of Buildings & Grounds, Director of Transportation, Food Service Director, Principals, Special Education Director, Director of Technology, and Superintendent.

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**Anti-Bullying and Harassment (Policy 503.10)** - Harassment and bullying of students or employees are against federal, state, and local policy and are not tolerated by the board. The board is committed to providing all students and employees with a safe and civil school/work 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 or employees by students, school employees, or volunteers who have contact with students will not be tolerated in the school or school district.

**Bloodborne Pathogens – Exposure to Bloodborne Pathogens (Policy 408.3)** - The Superintendent shall be responsible to insure that the district implements, reviews and updates at least annually an exposure control plan to eliminate or minimize employees, occupational exposure to bloodborne pathogens in accordance with OSHA requirements. The plan shall designate a response team at each building. Failure of an employee to comply with the plan shall be grounds for disciplinary action, up to and including discharge.

Employees identified as having reasonably anticipated occupational contact with blood or infectious materials shall receive training and education on safety precautions and shall be provided the Hepatitis B vaccine at district expense or shall sign a written waiver declining the vaccine. Following a report of an exposure incident, the district shall make immediately available to the exposed employee a confidential medical examination and follow-up. This training is normally done at the beginning of the school year.

**Board Policies** - Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at the district office and on the district website. Staff is responsible for carrying out the policies established by the board of education and the internal rules and regulations administered by the building principals/Superintendent for the operation of the school.

**Cell Phones/Electronic Devices** - Personal cell phone use or electronic devices or texting should only be done during sanctioned break periods. District and personal phones and message devices are to be used appropriately at times that do not conflict with the employee's duties. Texting or cell phone use is prohibited while operating a school owned vehicle (bus, van, or car) unless otherwise designated by the Superintendent. When using the cell phone in an emergency situation, the school vehicle will be at a complete stop.

### **Confidentiality Guidelines for All School Personnel**

1. Do not voluntarily discuss personal information about students except with other professions who need to know the information to help students.
2. Do not repeat rumors or gossip that you hear regarding the personal lives of students, their families, or faculty/staff.
3. If you know a student is experiencing a problem, send or accompany that student to the appropriate district employee (counselor, nurse, and administrator).
4. Do not discuss personal situations regarding students in public areas. Go to a private office.
5. Never give any type of information regarding students to non-school parties. Refer those requesting information to the administrative offices.
6. Avoid personal involvements with students. Refer students who request help with personal problems to those within the district whose jobs are to provide assistance.
7. Limit discussions of students and written statements about them or contents you know to be true or have reason to believe is true. Remember, people outside the school might see what you have written or hear what you have said.
8. Always assume statements made in front of others will be repeated.
9. If you believe a student poses a threat to themselves or others, inform the appropriate administrator immediately.

**Dress Code & Personal Hygiene** – All employees are required to dress in a professional and appropriate manner. Clothing deemed inappropriate will be discussed with the employee. Any clothing which could be deemed unsafe or otherwise inappropriate should not be worn. As role models for students, all staff members are expected to not only to dress appropriately, but to practice exemplary hygiene. The dress code for staff is business casual attire.

**Drug and Alcohol Free Workplace (Policy 409.0)** - No employee engaged in work for the district shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance as defined by federal or state law. “Workplace” is defined as the site for the performance of work done in the capacity as a District employee. This includes a school building or school premises; a school-owned vehicle or a school-approved vehicle used to transport students to and from school or school activities; and off school property during a school sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the district.

Employees shall notify their supervisor of the employee's conviction under any criminal drug status for a violation occurring in the workplace as defined above, no later than five (5) days after such conviction.

Employees shall abide by the terms of this policy respecting a drug-free workplace. Failure to abide by this policy may lead to discipline, including termination from employment with the district. An employee who violates the terms of this policy may be required to participate in a drug abuse assistance or rehabilitation program approved by the board. If the employee fails to successfully participate in such a program, the employee may be subject to discipline, including termination. Furthermore, the district may choose not to require participation in a drug abuse assistance or rehabilitation program and move directly to discipline, including termination.

**Drug and Alcohol Testing (Policy 409.1)** - The district may conduct random drug and/or alcohol testing if suspicious activity is suspected.

**Duties**-An employee work assignment is defined by a job description. Employees will follow the job description in the performance of their work assignment. Other duties may be assigned. Summer duties may differ from school-year duties.

**Email Communication and Iowa’s Open Records Law** - Iowa Code Chapter 20 is Iowa’s Open Records Law. A public record includes e-mail messages sent and received by a school district employee on a school owned computer. Because e-mails to and from a district employee on a school computer comes under the jurisdiction of the Open Records Law, it is important that school district employees exercise a high level of responsibility when using e-mail as a communication tool.

## **Evaluations**

- All administrative employees will be evaluated yearly.
- At any point an evaluation can be conducted per employee or supervisor request.
- The employer’s immediate supervisor will meet with the employee to discuss the evaluation.
- The employee’s evaluation will be reviewed and filed in the employee’s personnel file.

**Hazardous Chemicals (Policy 408.4)** - The District shall maintain a comprehensive hazardous chemical communication program to disseminate information about hazardous chemicals in the workplace. Each employee shall review annually information about hazardous substances. Further, when a new employee is hired or transferred to a new position or worksite, orientation shall include information and training, if necessary. When an additional hazardous substance enters the workplace, information about it shall be distributed to all

employees and training shall be conducted for the appropriate employees. The Superintendent shall maintain a file indicating when training and informing takes place. Employees who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals they will be working with as part of the instructional program. This training is normally done at the beginning of the school year.

**Holidays – Administrative staff will receive the following paid holidays:**

*(Food Service Director and Director of Technology receive paid holidays when school is in session.)*

*New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day and New Year’s Eve Day.*

**Injury at Work (Policy 408.6)** - If an employee is injured at work, school personnel may administer minor or emergency first aid. If necessary, a member of the family shall be notified or the employee shall be transported to a medical facility as stated on the workers compensation medical treatment form.

- Each employee shall maintain an up-to-date confidential emergency medical form on file in the building office.

**Steps to follow for a workers’ compensation injury/incident:**

- Notify your immediate supervisor **and** School Business Manager of the injury **immediately**.
- Complete the “Employee’s Work Injury Report” within the first 24 hours following the injury/incident.
- Proceed to the designated physician/clinic listed on the “Physician Authorization Form for Medical Treatment”. Take the “Work Related Injury/Illness” form with you as well.
- Give both forms to the physician/clinics’ receptionist.
- Receive treatment.
- For any subsequent treatment, pick up a “Work Related Injury/Illness” form from your supervisor to take to the medical provider. It shall be the responsibility of the employee to cooperate with any investigation into the occurrence.

**Insurance**

**Medical Insurance** –To be eligible for district paid health insurance, you must work for an average of thirty (30) hours per week.

The District will contribute an amount equal to the single premium per month for the current established group health plan for each full time administrative employee (other than the Superintendent). This is currently for the Alliance Select \$1,000 deductible plan. Administrative employees may have the additional premiums for family insurance coverage or different plan coverage deducted from their salary. The employee may elect to have this salary reduction on a pre-tax basis. For the Superintendent, the District shall pay the premium for the family PPO \$500/\$1,000 deductible plan for health and major medical coverage.

\*Insurance coverage will begin on the first day of the first full month of employment and end with the last day of the last month of employment.

**Life Insurance** – The Board will provide a \$50,000 term life insurance policy for the Superintendent and \$40,000 term life insurance policy for the Principals and Curriculum Director.

**Long Term Disability Insurance** - The Board of Education will provide a Long Term Disability insurance benefit for employees working a minimum of 20 hours per week. The policy will provide 60% of basic monthly earnings to a maximum benefit of \$4,000 per month.

**Voluntary Insurance/Benefits**-(Offered to those that work for an average of 20 hours per week)

Dental Insurance

Vision Insurance  
AFLAC (short-term disability, accident/critical care insurance, cancer insurance, or long-term care insurance)  
Flexible Spending Accounts  
Voluntary Group Life Insurance  
Identity Theft Protection/Legal Guard  
403b Retirement Investment

*The open enrollment period for all insurance is in May of each year.*

**Keys/FOBS** – District-issued keys/fobs are used to gain access to district property solely for legitimate, job-related purposes. All school keys must be recorded with the Buildings & Grounds Department. Loss of keys/fobs should be reported immediately to the Buildings & Grounds Department. A replacement cost may be issued. Do not duplicate or lend any keys/fobs to other individuals (including school employees) without the express permission of the Buildings & Grounds Department. Students should NEVER be given keys/fobs to the schools. Keys/FOBS must be turned in at the end of employment to your building secretary.

**Leaves** - You must request leave each time you plan to be gone. To request leave, the employee must complete an appropriate leave request in the time clock system and contact the Superintendent in advance or as soon as it is practical. The Superintendent's leave shall be approved by the Board President. If the leave is due to an unexpected illness or an emergency that requires immediate departure from work, the leave request is to be completed immediately upon your return. The Superintendent is to be notified as soon as possible when an emergency situation is present. Leave may be taken in ¼-hour increments. We suggest you try to make personal appointments outside of work time when possible.

*The following number of days is based on a full year of employment. During the first year of employment, leaves will be prorated accordingly if employment is not a full year. Leave is based on a July 1<sup>st</sup> to June 30<sup>th</sup> calendar, except for the High School, Middle School, and Elementary Principals, their leave will be based on an August 1<sup>st</sup> to July 31<sup>st</sup> calendar to match their contract dates.*

### **1. Sick Leave**

All employee accumulated sick leave days may be used for personal illness or family illness (family defined as the spouse, children or stepchildren, father, or mother of the employee or as approved by the Superintendent). Sick leave days in excess of 10 days must be approved by the Superintendent. If the Superintendent requests sick leave days in excess of 10 days, the request must be approved by the Board President.

**Superintendent & Principals:** 25 sick days each year.

**Other Administrative Staff:** Activities Director/SAM, Business Manager, Curriculum Director, Director of Buildings & Grounds, Director of Transportation, Food Service Director, Director of Technology, and Special Education Director.

Part-time administrative staff that hold other positions in the district will be granted sick leave at the appropriate percentage for each position. Staff members who transfer to an administrative position within the Monticello Community School District will maintain the sick days accumulated in their sick leave bank, up to 120 days.

1st year of employment	10 days
2nd year of consecutive employment	11 days
3rd year of consecutive employment	12 days
4th year of consecutive employment	13 days
5th year of consecutive employment	14 days
6th year of consecutive employment and each year thereafter:	15 days

Unused annual sick leave is cumulative to a maximum of 120 days. The Administration may require a statement from the individual's physician for any absence. **A statement shall be brought from a physician for sick leaves of three days or longer.** Sick leave is accumulated on consecutive years of employment. To request paid sick leave, the employee must complete a sick leave request in the time clock system and contact the Superintendent by phone call in advance or as soon as is practical.

## 2. Personal Leave

Administrative staff shall be granted two (2) days of paid personal leave per year for the purpose of conducting personal business. The Business Manager, Director of Buildings & Grounds, Director of Transportation, and Director of Food Service will be allowed to use one (1) personal day before or after a vacation day or holiday if prior approval is secured from the Superintendent of Schools fourteen (14) days in advance of the day of leave. Weekends are not considered vacation days unless they are immediately preceded or followed by summer vacation days or vacation days or holidays, which are in the current calendar. The employee must complete a proper leave request in the time clock system and have approved by the Superintendent. The Business Manager, Director of Buildings & Grounds, Director of Transportation, and Director of Food Service will be allowed to accumulate up to four (4) Personal Leave days.

## 3. Bereavement Leave

In case of death in any employee's immediate family, the employee will be granted up to a five (5) day leave with pay. Immediate family shall be defined as the employee's: spouse, children, stepchildren, parents, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, spouse's grandparents and grandchildren. The employee must complete a proper leave request in the time clock system and have approved by their supervisor. In the event of a death of a significant other person not listed as immediate family, the employee may be allowed to utilize up to five (5) days of bereavement leave, with pay, as approved by the Superintendent.

## 4. Unpaid Leaves (Policy 406.3)

*Unpaid leave requests may be requested after personal leave or other applicable leaves have been exhausted.*

Unpaid leaves of absence must be arranged in advance with the Superintendent. Employees may be asked to give a reason for the requested unpaid leave of absence and restrictions may be imposed on the leave of absence. The Superintendent has discretion to grant or deny the unpaid leave, except that the Board shall approve unpaid leaves of absence in excess of twenty (20) workdays. Whenever possible, the employee shall make a written request for unpaid leave at least ten (10) workdays prior to the beginning of the requested leave of absence. The employee shall have deducted from his/her salary an amount equal to one day's pay for each day of absence. For unpaid leaves in excess of twenty (20) workdays, the District shall not continue fringe benefits, but the employee may continue the fringe benefits for the duration of the leave at his/her own expense.



**5. Jury Duty/Subpoenas (Policy 406.1)**

Employees called for jury service or subpoenaed to testify in a judicial proceeding on a school-related matter, and not a personal matter, shall be permitted to be absent from duties with pay. Pay received for jury service, except travel expense, shall be remitted to the district. In order to receive payment, the employee must give at least one days' prior notice of the summons for service and must furnish satisfactory evidence that such service was performed on the days for which payment is claimed. An employee not required to perform jury duty all day shall return to work.

**6. Emergency Services Leave (firefighter, EMT, paramedic, police, etc.)**

Paid Emergency Services Leave may be granted to non-certified employees who serve as a volunteer for emergency services in an emergency situation on a case-by-case basis approved by their Supervisor for up to 40 hours per fiscal year. (Paid emergency leave will not be granted for those who want to attend a meeting or convention related to their volunteer service.) If an employee is paid for their services outside of the school district, they will need to reimburse the school district for their time absent. The employee must complete a proper leave request in the time clock system and have approved by their supervisor.

**7. Leaves of Absence for Military Service (Policy 406.0)**

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

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

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

**8. Professional Leave:**

Professional leave may be granted for the purpose of attending meetings, trainings, and conferences related to their assignments. Employees will be paid for the time that they are in attendance at the specified meeting and their travel time (to and from place of meeting only, no personal stops). Application for the leave must be presented to the Superintendent five (5) days prior to the meeting date. We recommend you use a school vehicle, but if one is not available you may be reimbursed at the state approved rate.

**9. Family and Medical Leave Act (Policy 405.0)** – The district will grant up to twelve (12) weeks per year in *unpaid* family and medical leave pursuant to state and federal laws. For purposes of this policy, a year is defined to begin on July 1 of each year, and to end on June 30 of each year. Requests for family and medical leave shall be made to the Superintendent. See Appendix A.

Who can take FMLA leave?

In order to be eligible to take leave under the FMLA, an employee must:

- work for a covered employer;

- have worked 1,250 hours during the 12 months prior to the start of leave; (special hours of service rules apply to airline flight crew members)
- work at a location where the employer has 50 or more employees within 75 miles; and
- have worked for the employer for 12 months. The 12 months of employment are not required to be consecutive in order for the employee to qualify for FMLA leave. In general, only employment within seven years is counted unless the break in service is (1) due to an employee's fulfillment of military obligations, or (2) governed by a collective bargaining agreement or other written agreement.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules and the family and medical leave regulations in these policies prior to starting family and medical leave. Please see Board Policy #405.0 for complete policy guidelines.

**10. Vacation Leave – *To be eligible for vacation, you must work 12 months and at least 30 hours per week***

- **Superintendent, Principals, and Curriculum Director:**  
5 weeks of paid vacation per fiscal year upon initial employment
- **Other Administrative Staff:** Business Manager, Director of Buildings & Grounds, Director of Transportation, (*Food Service Director is excluded from vacation benefit due to 9 month contract and the Activities Director/SAM is excluded from vacation benefit due to 9 month SAM contract and less than full time status as Activities Director and Director of Technology is excluded from vacation benefit due to less than full-time employment status.*):

5 days – earned after completion of the 1st year\*\*  
10 days - 2nd year through 9th year  
15 days- 10th year and after

\*\*Vacation time is accrued during the 1<sup>st</sup> year of employment, but not available for use until the second year. Likewise for subsequent years of employment. Vacation time may not accrue from one year to the next. Employees entering the system during any fiscal year will have the first year's vacation entered on the vacation log as a proration from the time of hire to June 30 of the first year rate.

Vacation time is based upon the July 1 to June 30 calendar.

To request vacation time, the employee must complete a proper leave request in the time clock system and have approved by the Superintendent in advance.

Vacation time is based on consecutive years of full time, 12-month employment.

**Pay Periods** - Payment will be made on the 25th of each month for the preceding month's pay period for actual hours worked. When a pay date falls on or during a school holiday or vacation weekend, employees shall receive their paychecks on the last previous working day. Pay periods end on the last Saturday of each month. Payment will be by direct deposit. Notification of a change in your payroll direct deposit must be in the business office by the 25th of the preceding month.

**Physicals (Policy 408.0)** - Employees will be required to submit to an employment physical examination after an offer of employment has been made and before the beginning of service if possible. A written report of

the physical examination shall be submitted to the district. The district will provide the standard examination form to be completed by an appropriately licensed health care provider who performs the physical examination. The date by which any such physical examination report shall be submitted to the district shall be determined the superintendent, but in no case shall be any less than thirty business days after the first working day. The District will accept a physical examination if it was completed 3 months prior to employment. The district shall pay up to \$35.00 if insurance does not cover the physical.

Fitness-for-duty examinations may be required following an absence from work due to illness, if there is a reasonable belief that the employee is unable to perform the essential functions of the job or if there is a reasonable belief that the employee poses a direct threat to the employee or others because of a health condition. A direct threat occurs when an individual poses a significant risk of substantial harm to him/herself or others and the risk cannot be reduced below the direct threat level through reasonable accommodations.

**Possession of Weapons (Policy 503.5)** - The board believes weapons, look-a-likes, other dangerous objects and any instrument used as a weapon in district facilities cause material and substantial disruption to the school environment and present a threat to the health and safety of students, employees, and visitors on the district premises or property within the jurisdiction of the district.

District facilities are not an appropriate place for weapons, look-a-likes, dangerous objects or any instrument used as a weapon. Weapons, look-a-likes, dangerous objects, and any instrument used as a weapon shall be taken from students, employees and others who bring them onto district property or onto property within the jurisdiction of the school district.

**Prohibition of Harassment (Policy 401.2)** - It is the policy of the district to maintain a learning and working environment that is free from harassment. The district is committed to promoting positive intercultural and intergroup relationships. The district, therefore, prohibits acts of intolerance or harassment toward others on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, marital status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socioeconomic status, familial status, disability, religion, creed, and/or genetic information. Such acts may be treated as just cause for purposes of discipline, including discharge.

All members of the district, including, but not necessarily limited to, the board, the administration, the faculty, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a harassing nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Sexual harassment may include, but is not limited to the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to or about a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job;

- telling of offensive jokes or stories; or
- display of sexually graphic images.

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

**Salary** - The Board of Education establishes salaries for administrative staff on an annual basis.

**Smoke and Tobacco-Free Environment (Policy 409.2)** - It is the goal of the board to have a smoke and tobacco-free environment in all district-controlled motor vehicles, buildings, and property. All district-controlled motor vehicles, buildings and property shall be off limits for smoking and/or using tobacco products. This ban extends to all employees and all other individuals, including spectators at outdoor school sponsored or school approved events.

Persons violating this policy shall be asked to refrain from smoking and/or using tobacco products. Persons failing to abide by this request shall be required to leave the district-controlled premises/property immediately.

It shall be the responsibility of all school personnel to adhere to and to enforce this policy. It shall be the responsibility of the Superintendent/designee to develop administrative regulations in concert with this policy.

**Travel Reimbursement & Use of District Vehicle (Policy 412.0)** - The Board of Directors of the Monticello Community School District shall reimburse employees at the state rate for travel in the employee's personal vehicle which has been approved by the Superintendent. Each employee requesting to use his/her personal vehicle on school business shall have a valid Iowa driver's license and shall have personal liability insurance.

Employees may be authorized to use a school vehicle to conduct business for the district or to attend district-related conferences or activities. The vehicle shall be checked out from the Director of Transportation after completion of an authorization form. The vehicle shall not be used for personal use. Only the person(s) authorized on the form shall be allowed to drive the vehicle. The employee shall record the mileage and other pertinent information as requested by the Director of Transportation. All authorized drivers must have a valid Iowa driver's license and must be insurable under the district's liability insurance. No tobacco products shall be used in the vehicles, and no alcoholic beverages or illegal substances shall be placed in the vehicle or consumed in the vehicle.

**Use of District Technology, Network Systems and Internet Access (Policy 605.1)** - The board is committed to making available to students and staff members access to a wide range of electronic learning facilities, technology (including, but not limited to, computers, tablets, and hand held devices), equipment and software, network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication. The district's technology, network and/or internet connection is not a public access service or a public forum. The district has the right to place reasonable restrictions on the material accessed and/or posted through the use of its technology, network and/or internet connection, including the use of personal technology brought into the district by students and staff and the ability of students and staff to access the district's network systems and internet access using personal technology.

The district's technology, network systems, and internet access shall be available to all students and staff within the district. However, access is a privilege, not a right. Each student and staff member must have a signed

acceptable use agreement on file prior to having access to and using the district's technology, network and the internet. The amount of time and type of access available for each student and staff member may be limited by the district's technology and the demands for the use of the district's technology. Even if students have not been given access to and/or use of the district's technology, network and the internet, they may still be exposed to information from the district's technology, network and/or the internet in guided curricular activities at the discretion of their teachers. Please refer to the full policy for more information. All Board policies are on the district website at [www.monticello.k12.ia.us](http://www.monticello.k12.ia.us).

**Use of Video Cameras- (Policy 703.1)** - The Monticello Community School District Board of Directors has authorized the use of video cameras in the school district's buildings and on school property. The video cameras will be used to monitor student and employee behavior to maintain a safe, secure, and healthy environment for students and staff. Employees are hereby notified that the content of the video recordings may be used in an employee disciplinary proceeding. The content of the video recordings may be confidential records and, if so, will be retained in the employee's personnel file. Video recordings will only be retained if necessary for use in an employee disciplinary proceeding or other matter as determined necessary by the administration. Employees may request to view video recordings if the video recordings are placed in the employee's personnel file. Any such request shall be processed by the school district in accordance with applicable law. All audio and video recordings will require permission of the building principal.

# APPENDIX A

## YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

### Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### Benefits and Protection

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### Job Eligibility Requirements

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

### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken.

## Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

## Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**NOTE: FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.**

If you have access to the Internet visit FLMA's website:  
<http://www.dol.gov/esa/whd/fmla>.

To locate your nearest Wage-Hour Office, phone our toll-free information at 1-866-487-9243 or to the Web site at:  
<http://www.wagehour.dol.gov>.

For a listing of records that must be kept by employers to comply with FMLA visit the U.S. Dept. of Labor's website:

[http://www.dol.gov/dol/allcfr/ESA/Title\\_29/Part\\_825/29CFR825.500.htm](http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_825/29CFR825.500.htm)

U.S. Department of Labor – Revised July 2009

Date: \_\_\_\_\_

I, \_\_\_\_\_, request family and medical leave for the following reason: *(check all that apply)*

- \_\_\_\_\_ for the birth of my child;
- \_\_\_\_\_ for the placement of a child for adoption or foster care;
- \_\_\_\_\_ to care for my child who has a serious health condition;
- \_\_\_\_\_ to care for my parent who has a serious health condition;
- \_\_\_\_\_ to care for my spouse who has a serious health condition; or
- \_\_\_\_\_ because I am seriously ill and unable to perform the essential functions of my position.
- \_\_\_\_\_ because of a qualifying exigency arising out of the fact that my \_\_\_spouse; \_\_\_ son or daughter; \_\_\_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- \_\_\_\_\_ because I am the \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent; \_\_\_next of kin of a covered service member with a serious injury or illness.

I acknowledge my obligation to provide medical certification of my serious health condition or that of a family member in order to be eligible for family and medical leave within 15 days of the request for certification.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the district.

I request that my family and medical leave begin on \_\_\_\_\_ and I request leave as follows: *(check one of the three (3) options)*

\_\_\_\_\_ continuous, and I anticipate that I will be able to return to work on \_\_\_\_\_.

- \_\_\_\_\_ intermittent leave for the:
  - \_\_\_\_\_ birth of my child or adoption or foster care placement subject to agreement by the district;
  - \_\_\_\_\_ serious health condition of myself, parent, or child when medically necessary;
  - \_\_\_\_\_ because of a qualifying exigency arising out of the fact that my \_\_\_spouse; \_\_\_ son or daughter; \_\_\_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
  - \_\_\_\_\_ because I am the \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent; \_\_\_next of kin of a covered service member with a serious injury or illness.

Details of the needed intermittent leave:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I anticipate returning to work at my regular schedule on \_\_\_\_\_.

- \_\_\_\_\_ reduced work schedule for the:
  - \_\_\_\_\_ birth of my child or adoption or foster care placement subject to agreement by the district;
  - \_\_\_\_\_ serious health condition of myself, parent, or child when medically necessary;
  - \_\_\_\_\_ because of a qualifying exigency arising out of the fact that my \_\_\_spouse; \_\_\_ son or daughter; \_\_\_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.



\_\_\_\_\_ because I am the \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service member with a serious injury or illness.

Details of needed reduction in work schedule as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I anticipate returning to work at my regular schedule on \_\_\_\_\_.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize interruptions to district operations.

While on family and medical leave, I agree to pay my regular contributions to employer sponsored benefit plans. My contributions will be deducted from moneys owed me during the leave period. If no monies are owed me, I will reimburse the district by personal check or cash for my contributions. I understand that I may be dropped from the employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the district for any payment of my contributions with deductions from future monies owed to me or the district may seek reimbursement of payments of my contributions in court.

I acknowledge that the above information is true to the best of my knowledge.

**Employee Signature:** \_\_\_\_\_

Date \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Approval:** \_\_\_\_\_ YES, pending medical approval                      \_\_\_\_\_ NO

**Superintendent Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

## APPENDIX B

### Staff Technology Acceptance Form and Consent to Use of District Technology, Network Systems and Internet Access – Board Policy #605.2E1

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Computer and/or Tablet Serial # \_\_\_\_\_

Equipment Description and Serial # \_\_\_\_\_

I hereby certify that I have received, read, understand and agree to all of the terms and conditions in the Monticello Community School District's Appropriate Use of Technology Policy.

I understand that the laptop computer, tablet, and related equipment I am being issued is the property of the Monticello Community School District. I will return the laptop computer and/or tablet and any related equipment I am issued in the same condition in which I receive it, excluding normal wear and tear and unforeseen system breakdowns, i.e. hard drive failure, etc. I understand that I may be responsible for any damage or loss of any component of the laptop computer, tablet, and/or related equipment I am issued. In case of damage or loss, I agree that I may be required to reimburse the district for any damaged or lost component and/or equipment with components.

I accept full responsibility for my use of the district's computers, computer-like equipment, computer network systems, and the internet through the district in accordance with the terms, conditions, and guidelines as stated by the district in its policies and regulations and as set out in federal and state law. I understand that violation of these provisions will result in the restriction and/or termination of my ability to use the district's computers, computer-like equipment (such as tablets), computer network systems, and internet access and may result in further discipline up to and including termination of my employment with the district and/or other legal action.

I will not hold the district responsible in any way for materials accessed through the district's computers, computer-like equipment, computer network systems, and/or the district's internet access. I relieve the Monticello Community School District and its officers and employees from any and all financial responsibility that may be incurred by my use of the district's computers, computer-like equipment, computer network systems, and the internet.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name