



# Waterloo Community School District Employee Handbook

2024-2025

*Updated May 1, 2024*

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## Welcome to the Waterloo Community School District



**Dr. Jared Smith**

### **Superintendent's Welcome**

Dear Employee,

Welcome to the Waterloo Community School District! We hope you find your experience in our district both rewarding and enjoyable. Our goal is to hire talented and committed individuals to meet our goal of providing exceptional learning opportunities in every classroom.

This handbook is intended to be a handy reference of general personnel policies and all employees are expected to become familiar with its contents.

The Waterloo Schools appreciate your dedication to our students, but we understand you can only be as good as the work environment in which you are placed. Therefore, our goal is to make your experience in the Waterloo Schools as positive as possible.

If you have any questions about the contents of this document, I encourage you to contact your direct supervisor or the Human Resources Department.

I look forward to working with you!

Dr. Jared Smith

A handwritten signature in black ink that reads "Jared R. Smith". The signature is written in a cursive, flowing style.

Superintendent

## Preface

This handbook is a general source of information and may not include every possible situation that could arise. It is not intended, and does not constitute a contract between the school district and employees. The policies contained in this handbook may be changed or amended at any time with or without notice for many employees. Most often, a mid-year change would be due to a change in board policy that is also included in this handbook. Employees are required to review this handbook annually and certify that they understand their responsibility to comply with District policies, practices and work rules. Violations of this responsibility may constitute cause for disciplinary action.

If a conflict exists between information in this handbook and the board policies or administrative procedures, the board policies and procedures shall govern. If a conflict exists between information in this handbook and a negotiated employee master agreement, the master agreement/contract shall govern. It is the employee's responsibility to refer to district policies, the master agreement/contract, and any other district administrative guidelines.

## Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated vehicles and chartered buses and school buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## Guiding Principles for Employees

Employees provide a variety of important services for the children of the school district community. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the Board's goal is to obtain and retain qualified and effective employees. The Superintendent shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance as long as it does not conflict with the master contract. It shall be the responsibility of the Superintendent to make recommendations to the Board in these areas prior to board action. The Board recognizes its duty to bargain collectively with duly certified collective bargaining units.

Board policies in the 400 series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are



specifically excluded from the policy.

## Mission

The Waterloo Schools community commits to a comprehensive system of education and support to assure that each and every student will graduate prepared for college, career, and citizenship as evidenced by continuing education, pursuing a career path, and contributing to a community.

Note: For a full statement of our strategic focus areas and objectives please visit:

<https://www.waterlooschools.org/board/strategic-plan/>

## Equal Opportunity Employment

*(Series 400, No. 402.4)*

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

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

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

Prior to final offer of employment, the school district will perform the background checks required by law. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check may be waived.

Advertisements and notices for vacancies within the district shall contain the following statement: "The Waterloo Schools is an equal employment opportunity/affirmative action employer." The statement shall also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator, Waterloo Schools, Education

Service Center, 1516 Washington Street, Waterloo, Iowa 50702; or by telephoning (319) 433-1800. Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Ste. 1475, Chicago, IL, 60661-4544, (312) 730-1560 or the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th Street, Des Moines, Iowa, 50319-1044, (515) 281-4121. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

## 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 in each attendance center and administrative office. Employees are expected to know existing board policies and refer to the policies when necessary. All board policies can be found online at <https://www.waterlooschools.org/newpolicies/>

**Board policies for employees and employment conditions are contained in series 400. Some policies will be included in this handbook in their entirety.**

## Collective Bargaining

There are three collective bargaining units within the Waterloo Community School District. The Waterloo Education Association (WEA) represents instructional employees. The Waterloo Educational Support Personnel (WESP) represents paraeducators and some clerical employees. The American Federation of State, County, and Municipal Employees (AFSCME) represents custodial, maintenance, and food service employees. The comprehensive agreements between the District and the respective units can be found here <https://www.waterlooschools.org/hrs/employee-manuals/>

All labor unions will have an opportunity to nominate members to serve on any future handbook committee. The overall size of the committee will be decided by the district.

## Employee Groups

**The School District has four employee classifications:**

### Administrative

This group includes employees who perform management functions. Responsibilities are typically district-wide or building-wide. Included in this group are the superintendent, associate superintendent, chief officers, executive directors, directors, principals, assistant principals, and others who perform management tasks.

### Classified

This group includes educational support personnel whose job responsibilities are neither instructional nor administrative. Included in this group are paraeducators, secretaries, clerk typists, home-school workers, food service workers, custodians, and maintenance workers.

### **Certified**

This group includes employees whose positions require certification including but not limited to teachers, teacher librarians, family support workers, and counselors.

### **Administrative Support**

This group includes employees whose positions are excluded from the collective bargaining units due to the nature of their work: confidential secretaries, administrative assistants, technicians, specialists, managers, coordinators, staff accountants, academic deans and interpreters.

## **Attendance and Leaves of Absence**

### **Absenteeism**

In order to accomplish the goals and mission of the District, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. The minimum expectation for absence notification is to enter it in the Frontline Absence Management system prior to the start of your shift. However, some buildings and departments have additional absence reporting protocols that must be followed. If an employee is absent for three consecutive workdays, without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated.

Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action. Leaves of absences without pay are not encouraged. Requests for leave of absence without pay will generally be denied.

Every effort should be made to report an absence as soon as the employee is aware of their need to be absent. This is especially important for employees whose assignment requires a substitute. Oftentimes a greater advanced notice of an absence will lead to a higher probability of the assignment being filled. Employees shall be responsible for verifying in the Frontline Absence Management system, the number of days of leave used and the balance remaining each month, and notify the Human Resources Department if there is a discrepancy between Employee records and District record.

### **Notification of Leave Balance**

Accumulated leave balances are electronically available to each employee in the Frontline Absence Management System.

## Reporting Absences

Employees who will be away from their normal place of work during normal duty hours must report their absences to the Frontline Absence Management system and notify their immediate supervisor or designee. Except in cases of emergency, absences should be requested and approved in advance.

Except for illness leaves, leave requests for other reasons require approval from the employee's supervisor and Human Resources. Please double-check that your leave request has been approved at both levels before taking leave.

## Tardiness

The District expects all employees to be present and ready to perform their duties at the start of their duty day and to remain present for their entire duty day, unless they have the prior approval of their supervisor. Employees who exhibit chronic tardiness or those who fail to call their supervisor or designated representative prior to being tardy, may be subject to discipline.

## Bereavement Leave

An employee may apply for personal leave in case of death of a member of the immediate family (spouse, parent, step-parent, guardian, sibling, child, stepchild, foster child, grandchild, grandparent and comparable relatives of the spouse/partner/significant other.) The employee may be granted leave without loss of pay for as many days, not to exceed five (5) days. An additional five (5) days may be granted in the event of a death of spouse, parent, or child of the employee as may be necessary.

In case of a funeral of any other relative or person of unusually close relationship, the employee will be granted one-half (1/2) day with pay. One (1) day with pay may be granted if the situation makes it necessary.

## Business and Personal Leaves

Employees working less than a 12-month contract are eligible for business and personal leave as outlined below.

- Employees may apply for and will be granted temporary leaves of absence, without loss of pay, on the basis set forth below: (The District may limit such leaves to fifteen (15) for any one day.)
- One (1) day may be used to transact strictly important personal matters of a mandatory nature such as a summons to appear before the Internal Revenue Service, participation in a court proceeding or hearing in which the employee is either a party plaintiff or a party defendant or a directly interested person as an estate beneficiary where presence is required by official court notification, appointment with an attorney to settle a legal matter or an appointment involving a real estate mortgage matter with a financial institution. To qualify under this category, the personal business matter must be of timely importance which cannot be transacted by telephone, after school hours or on weekends and the District may require reasonable substantiation of the matter requested.

- Employees that receive personal days will receive two (2) days personal leave for no reason given, providing that no more than one such leave for each ten (10) employees in a particular building per day will be granted per day OR at the discretion of the building supervisor or administrator.
- One (1) day personal leave that can be elected by employees who have used three (3) or fewer sick leave days in the previous year AND the employee has elected in writing to trade five (5) of their current year's allotment of sick days for said personal day on or before September 1<sup>st</sup> of the current contract year. This personal day can be used with no reason given, provided that no more than one such leave for each ten (10) employees in a particular building per day will be granted per day. This personal day is not available to first year employees.
- None of said personal business or personal leave days shall be approved:
  - When both are scheduled immediately before or after a weekend during the final six weeks of the school year
  - On the day before or the day following a vacation period
  - Or when the District has limited such leaves to fifteen (15) for any one day
  - The District can consider application for leaves of absence on said days in cases of emergency to be granted at the discretion of the District.
- In the event an employee needs not more than one of the personal leave days provided for in conjunction with the personal business day provided for, the employee shall state the reasons therefore in the application and the District will grant it, subject to substantiation if requested and the other applicable provisions of this leave.
- Applications for personal and/or business leaves shall be requested by the employee at least 7 calendar days in advance, unless of an emergent nature.
- The District shall promptly either approve or deny each request and if denied, the District shall state the reasons therefore.

Personal or business leave days are not cumulative from year to year.

### **Educational Leave**

A leave of absence without pay of up to one (1) year may be granted to any employee upon application for the purpose of engaging in study at an accredited institution of higher learning reasonably related to the employee's professional responsibilities or the district mission. An employee may be granted, upon request, an extension of such leave up to one (1) additional year. Employees on such educational leave shall carry a minimum of six (6) hours of credit per semester. This leave will be limited to those employees with more than three (3) years of service in the district.

### **Family and Medical Leave Act (FMLA)**

Unpaid family and medical leave will be granted up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year to assist eligible

employees in balancing family and work life. Requests for family and medical leave will be made to the employee's supervisor and the Human Resources Department. Employees eligible for family and medical leave must comply with the family and medical leave policy and administrative rules prior to starting family and medical leave.

For additional information regarding FMLA, please contact Korey Minard, Employee Relations and Liability Specialist at [minardk@waterlooschools.org](mailto:minardk@waterlooschools.org) or 319-433-1800. More information on FMLA can be found on the United States Department of Labor's website, located at <http://www.dol.gov/whd/fmla/>.

For board policies regarding FMLA leave, please see series 400 nos. 409.7 *Family and Medical Leave*, 409.7R *Family and Medical Leave*.

### **Good Cause Leave**

An extended leave of absence without pay of up to one (1) year may, in the District's sole discretion, be granted for good cause. This leave will be limited to employees with more than five (5) years of service in the district.

### **Illness Leave**

#### **Personal Illness Leave**

Sick leave is defined as the absence of an employee from the regularly assigned duties as a result of the employee's illness, injury, or disability for which the employee does not lose pay or other benefits.

Sick leave may be taken in ½ day increments. Leave balances are available in the absence reporting system. Sick leave should be considered as a form of "insurance" and not a "benefit." It is intended to be used only as needed and not considered as a "use it or lose it" benefit. Employees who request to use sick leave for less than an hour should talk with their supervisor as it may be granted if it does not affect students.

#### **Family Illness Leave**

In the case of illness of a member of the immediate family, the employee shall be granted a paid leave of absence for a period not to exceed five (5) days per year as may be necessary. An additional two (2) days may be granted by the Human Resources Department with pay minus the actual cost of a substitute.

Family illness is defined as a member of the immediate family calling for the services of a physician of such nature that the immediate presence of the employee is required during the work day.

Verification of illness may be required.

#### **Sick Bank**

A Sick Leave Bank will be established for the use of employees who choose to participate. Upon approval, use of the Sick Leave Bank days will commence on the first day after accumulated Sick Leave is

exhausted. The individual use of Sick Leave Bank days may not exceed 30 work days per school year. The Bank year will be the contract year. Use of the Bank will continue until the employee reaches the maximum usage, becomes eligible for long term disability insurance or the end of the contract year.

Participation in the Sick Leave Bank will be on a voluntary basis and each participating individual employee's contribution will be made in the form of one (1) day of Sick Leave from his/her current year's allocation. Participation is available to employees as long as a Sick Leave day is available to donate. The days contributed to the Bank become the property of the Bank and will not be returned to the employee.

New hires and employees returning from an approved leave of absence may sign up for participation in the Bank within thirty (30) calendar days of their initial hire/return from leave. Employees may enroll during annual open enrollment (by August 1st for employees with 12-month contracts and by September 1st for all other employees).

Assets of the Bank will accumulate, but the maximum carryover is 300 days. The following year's Bank will consist of the days carried over from the previous year in addition to all contributed days for the year's participation.

Use of Sick Leave Bank days will be on a daily use basis; e.g., each eligible employee will draw each day until the total Bank Leave days have been exhausted. An eligible employee is one who has timely volunteered for participation in the Sick Leave Bank and is absent at least 10 work days as a result of the same serious health condition and has exhausted his/her personal Sick Leave without being eligible for long term disability, workers' compensation, and/or social security disability. Use of the Sick Leave Bank shall be limited to those absences where the treating physician verifies the serious health condition. The Sick Leave Bank may not be used for standard pregnancy related absences, but may be used for complications during an employee's pregnancy and/or delivery.

An employee who qualifies for Sick Leave Bank and returns to work may be eligible for additional Bank days later in the year for an absence related to the original qualifying serious health condition. A statement from the treating physician will be required for additional Bank days.

Bank grants will not automatically be carried over from one contract year to another. All Bank grants will end June 30 or the last regular duty day of the contract year, whichever is sooner.

### **Jury Duty or Legal Appearance Leave**

Employees required to serve on jury duty shall be released from their assignment to so serve. This absence must be submitted on the Frontline Absence Management System within **24 business hours of notice of call to jury service is received**. Employees required by law to testify in criminal or civil court or administrative proceedings shall be released from assignment to so testify when the appearance so required is related to the performance of the employee's contract duties or is a non-job-related appearance in which the employee is not a defendant or plaintiff. If an employee is released from jury duty more than **two** (2) hours before the end of their scheduled work day, they are required to return to work. If a second shift employee is released at least **two** (2) hours prior to their work shift, they should

report to work at their regular scheduled work time. Second shift employees need to report to work two (2) hours after being released from jury duty. Any fees or remunerations the employee receives during such leave shall be turned over to the District. This includes payment received for jury duty service, except for mileage and parking meter. All employees must submit a slip from the Clerk of Court listing time served as a juror.

### **Leave for Health and Family Responsibility**

Extended leaves without pay may be granted upon the request of the employee who has exhausted all paid leave for the following reasons: personal health or disability, illness or death of a member of the immediate family or childcare. In the event that this leave is taken for the employee's own personal health or disability, once the employee is released from a physician's care, the employee will need to submit a request to return to work or apply for another applicable leave option. An employee may request an extension of such leave for up to one additional year. The duration of the leave may be dictated by the District to meet the educational needs of students.

### **Military Service Leave**

The board recognizes employees may be called to participate in the armed forces, including the National Guard. If an employee is called to serve in the armed forces, the employee will have a leave of absence for military service until the military service is completed.

The leave is without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave.

### **Parental Leave**

Provided that the employee has time available in their sick leave balances, up to ten (10) days of sick leave may be used by the non-birth giving parent in the event of birth or adoption of a child.

### **Political Leave**

The board will provide a leave of absence to employees to run for elective public office. The superintendent will grant an employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

The request for leave must be in writing to the Human Resources Department at least thirty days prior to the starting date of the requested leave.

### **Unpaid Leave**

All requests for unpaid leaves of absence shall be submitted in writing to the Human Resources Department. Any request shall state the reason for the leave of absence and the approximate length of time off that the employee is requesting. A written request to return to work must be submitted to the Human Resources Department a minimum of seven (7) calendar days prior to the requested return date. Human Resources will notify the employee of their approved return date.

The Chief Human Resources Officer or designee will have complete discretion to grant or deny the requested unpaid leave. In making this determination, consideration will be given to the effect of the



employee's absence on the education program and school district operations, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the Chief Human Resources Officer believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period will be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations.

Whenever possible, employees will make a written request for unpaid leave at least seven (7) working days prior to the beginning date of the requested leave.

Unpaid leave for purposes other than covered by, educational leave, FMLA, and/or good cause leave will also be considered upon the following merits:

- Emergency or unforeseen circumstances that cannot be attended to outside of the employee's regular work hours and/or at another date and time.
- Once-in-a-lifetime opportunity/experience that can only occur at the time requested.

Generally, the following will not be considered as a qualifying reason for the approval of unpaid leave:

- A surprise trip purchased by another person or party.
- The cost of travel accommodations in general.
- Travel accommodations purchased prior to making an unpaid leave of absence request.

Employees should be aware that the district may need to schedule make-up days at the end of the school year and should not schedule trips to begin in the few days after the originally scheduled end of the school year.

### Verification of Leave

The employee will provide, upon request from the District, reasonable verification that the employee is unable to work for any type of leave (medical or otherwise). This verification must be received in the Human Resources Department within two (2) business days. If the employee is absent because of illness, injury, or disability for a period of five (5) consecutive working days or more, they shall present a physician's statement of approval to return to work. The District has the right to request an independent opinion from a physician of its choice, at District expense.

## COMPENSATION & BENEFITS

### Compensation Disputes

Any employee who has any dispute regarding payment of their wages, leave provided, or any other compensation the employee believes they are owed (including overpayments) should raise the issue with Human Resources as soon as possible. Generally, any such disputes must be raised within two years.

## Licensed Employee – Requirement to Maintain Valid License

An employee required to hold a license, authorization, or certification for his/her position is solely responsible for ensuring its continued validity. Failure to do so could, and likely will, result in termination because by law the district cannot pay an employee who does not have a current and valid license, authorization, or certification. Specific information regarding an employee's license, authorization, or certification may be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE may be contacted by calling 515-281-3245 or by visiting their website, located at <http://www.boee.iowa.gov/>.

## Placement on Compensation Schedule

### Initial Placement

The initial placement of an employee on a compensation schedule is based on the employee's preparation, quality, and experience and at the discretion of the district.

### Credit for District Experience

Employees who leave the district and choose to return may be granted credit for past Waterloo Community School District Experience.

## Payroll

### Direct Deposit

All employees hired after July 1, 2005 are required to receive payment via direct deposit of their paychecks. Pay stubs may be accessed at the Employee Portal on the district website.

### Overtime

Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of 40 hours in any established work week, shall be compensated for the hours in excess of 40 at the rate of one and one-half (1-1/2) times the regular rate of pay for the service performed. It is the fiscal responsibility of the district to consider other options prior to approving work that results in overtime pay.

### Overtime Guidelines

Overtime and compensatory time must be documented using the Overtime Record form. The form can be found in the Human Resources Shared Drive in the Employee Forms folder.

**All overtime and compensatory time must be preapproved by the employee's immediate supervisor.**

Approval requires that the employee and administrator/supervisor initial the Overtime Record form prior to the employee working overtime.

At the time of approval, it must be decided if the overtime is to be paid or taken as compensatory time. Generally, the district will choose to pay overtime rather than award compensatory time, unless otherwise stated and subject to approval of the Chief Human Resources Officer.

If the time is to be paid, the employee must complete an extra pay sheet and attach a copy of the Overtime Record form. The completed extra pay sheet and Overtime Record must then be provided to the administrator/supervisor for approval.

The administrator/supervisor will then sign the extra pay sheet and Overtime Record and submit them to the Financial Services office with the proper approvals by the 25<sup>th</sup> of the month will be paid on the next payroll.

### **Payday Schedule**

All employee groups with the exception of substitutes, non-district coaches and AFSCME employees will receive payment of salary and wages in twelve (12) equal installments on the fifteenth (15<sup>th</sup>) of each month via direct deposit. When a pay date falls on or during a school holiday or weekend, each employee shall be paid on the last previous working day via direct deposit of their paychecks.

The pay days for payment of salary and wages for the AFSCME group shall be on the fifteenth (15<sup>th</sup>) and the last day of the month. In the event that pay day falls on a holiday or on a day which work is not normally scheduled (except spring break) the preceding work day shall be the pay day for that week.

Substitutes and non-district coaches shall receive payment of salary and wages on the last day of the month.

### **Payroll Accountability**

The district believes in taking appropriate measures to ensure the accurate expenditure of district funds through payroll. All district employees shall be responsible for accurately and timely reporting their time worked. The Chief Financial Officer shall be responsible for the timely and accurate disbursement of payroll for the district.

### **Use of Personal Vehicles**

The district shall continue to provide auto liability insurance protection for employees when their personal automobiles are used for district duties. Such insurance serves as excess coverage to vehicle owner's liability insurance but does not cover deductibles.

### **Benefits**

#### **Core Benefits**

The following benefits are provided to eligible employees:

- Employee Health Insurance
- Employee Dental Insurance

- Long Term Disability Insurance
- Life Insurance
- Worker's Compensation
- Employee Assistant Program (EAP)
- Iowa Public Employee Retirement System (IPERS)

### **Optional Benefits**

- Dependent Health Insurance
- Dependent Dental Insurance
- Vision Care Plan
- Tax-Deferred 403(b) Retirement Plan
- Health Care Flexible Spending Account
- Dependent Care Flexible Spending Account
- Non-Employer Sponsored Insurance Flexible Spending Account

### **Health Insurance**

A comprehensive major medical program will be provided by the District. Specific plan information is available in your health plan manual. The District will contribute per month beyond single coverage towards family insurance for eligible employee.

Employees desiring to change from one option to another may do so by contacting the Benefits Coordinator in the Human Resources Office prior to or during the annual open enrollment period.

### **Dental Plan**

Each qualifying employee shall be provided at the District's expense a dental insurance program. Family dental insurance is available at the employee's cost.

### **Vision Care**

The District offers two vision plans for all qualifying employees and their immediate families. Each plan is voluntary and available at the employee's expense. All employees have an annual eye exam that is covered under their Health Partners plan.

### **Long Term Disability Insurance (LTD)**

LTD insurance is provided at no cost to the employee. The disability benefit replaces 66 and 2/3 percent of your base salary if you become disabled for an extended period of time from a covered illness or accidental bodily injury. If you wish to file a claim under the LTD plan, please contact the Benefits Coordinator in the Human Resources office.

## **Life Insurance**

Each qualifying employee is provided group term life insurance at no cost. If you wish to make a change in your beneficiary designation, you may do so by contacting the Benefits Coordinator in the Human Resources Department. Life insurance beneficiary changes may be made at any time during the year. If you do not designate a beneficiary, proceeds of the insurance will be paid according to applicable state law. Employees may purchase additional portable insurance coverage.

## **Iowa Public Employee Retirement System (IPERS)**

The Waterloo Community School District participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to you upon retirement in accordance with a formula based on your age, years of service, and the average of your highest five years of wages. For additional information, please contact IPERS at 1-800-622-3849 or visit the IPERS website located at <https://www.ipers.org/index.html>.

## **403(B) Tax Sheltered Annuities**

The School Board currently supports a 403(b)-retirement savings plan. These plans are available only to employees of public-school systems and certain other nonprofit organizations. These employee accounts are commonly referred to as Tax Sheltered Annuities or TSAs. All regularly scheduled employees may elect to contribute a limited portion of their salary to one of the authorized plans available through their employer.

## **Health Care Flexible Spending Account**

This account is made available for persons who expect to incur health care expenses for themselves or their dependents during the plan year (January 1 through December 31) which will not be covered under their medical, dental, vision, or other health care plans. Examples include co-payments for office visits, prescriptions, or anything medically necessary not covered by the plan. The main advantage of the Health Care Flexible Spending Account is that expenses reimbursed through this account are paid on a pre-tax basis.

## **Dependent Care Flexible Spending Account**

The Dependent Care Flexible Spending Account is a benefit which covers expenses for the care of your dependents while you (and your spouse, if you are married) work. The benefit allows you to pay for day care and other qualified expenses for your preschool children, after-school care for older children, and care for elderly parents or other disabled dependents with pre-tax payroll deductions.

## EMPLOYEE RELATIONS

### Abuse

#### **Abuse of Students by School District Employees (*Series 400, No. 402.3*)**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook published annually, in the local newspaper, and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy

#### **Child Abuse Reporting (*Series 400, No. 402.2*)**

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The definition of child abuse is in the accompanying regulation.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter will orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified. Within forty-eight hours of the oral report, the mandatory reporter will file a written report with the Iowa Department of Human Services.

Within 30 days of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child and dependent adult abuse. The course will be re-taken at least every three years.

Mandatory reporter training completed prior to July 1, 2019, will still be valid for five years from the date of completion. Report Abuse and Fraud section of the Iowa Department of Human Services website: <http://dhs.iowa.gov/report-abuse-and-fraud>

## **Regulations**

Please see board policies 402.3-R and 402.2-R for the full regulations on abuse reporting and abuse of students by school district employees: <https://www.waterlooschools.org/newpolicies/2017/04/21/400-employees/>

## **Background Checks**

### **Conducting Background Checks**

The Waterloo Community School District is committed to the selection of quality staff and to providing a safe environment for all people in the district. As part of that commitment, the district will obtain a criminal history background check on all new employees and may obtain a criminal history background check and/or public sex offender database (i.e. Raptor) on any prospective volunteer. Sexual, child abuse, and dependent adult abuse registries will be part of the background checks. The checks will be repeated on a periodic basis, in accordance with law.

It is the responsibility of the Chief Human Resources Officer to develop administrative guidelines and assure this policy is enforced.

### **Current Employee Background Checks**

All district employees are subject to criminal, dependent adult abuse and child abuse checks at least every five years. The background check will be conducted by the school district via a third-party agency.

## **Employee Appearance**

The Board of Education believes that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. Employees shall dress as professionals on a daily basis, in businesslike attire in order to set a good example for students, co-employees, and the general public. Employee dress and grooming shall not detract from the learning/educational environment of students in their classes, school programs or other school-related activities. Visible tattoos shall not be obscene, vulgar, profane, representative of drug/alcohol use or gang affiliation, or distracting to the educational environment.

It is the responsibility of principals or supervisors to assure that all employees are properly dressed. Supervisors may make exceptions to the mode of dress in specific situations where deemed appropriate. Any concern of grooming or dress judged by the principal to be inappropriate shall not be allowed. Buildings can implement a more restrictive dress code.

## **Uniforms for Custodial and Maintenance Workers**

Waterloo Community School District Central Stores Department 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 Waterloo Community Schools logo that will be provided by the District. In addition, the employee must wear appropriate footwear. The maintenance and custodial staff may wear caps when appropriate.

## **Uniforms for Food Service Workers**

Waterloo Community School District Food Service employees shall project a professional image and comply with all Department of Health regulations. Food Service employees are required to follow the guidelines provided in the annual Food Service procedures booklet.

## **Employee Dress Code Regulation**

It is the responsibility of principals or supervisors to assure that all employees are properly dressed. Supervisors may make exceptions to the mode of dress in specific situations where deemed appropriate. Any concern of dress as judged by the principal or administrator to be inappropriate shall not be allowed.

### **Tops**

- Necklines and collars must be appropriate
- No spaghetti straps or shirt with straps less than two inches wide, unless covered by a jacket or top that is worn at all times
- No novelty T-shirts or sweatshirts with logos or sayings inappropriate for school
- Staff may wear Waterloo-themed t-shirts at any time

### **Bottoms**

- Jeans may be worn on Fridays or the last day of the week on which students attend. Torn, frayed or patched jeans are not permitted. Jeans are not permitted on parent-teacher conference days.
- At the building principal's discretion, staff may participate in fundraising activities that would allow staff to wear jeans on days other than Fridays or the last day of the week on which students attend.
- Skirts, shorts, capris or pants must be knee length or longer
- No leggings unless worn with a knee length dress

### **Dresses**

- Must cover the entire back
- Must be knee length or longer
- Sleeveless dresses that allow for an exposed shoulder when not worn under a jacket, overshirt or sweater must have a shoulder strap of two inches or more



## Shoes

- No flip flops at any time (defined as flat rubber or plastic footwear with a toe strap making a “Y” strap)

## Additional

- Headwear: no hats, caps, scarves, visors or bandanas may be worn
- During special activities such as field trips and other similar events, staff may be exempted from the regulations but are expected to adhere to standards of professional appropriateness.
- Certain areas of instruction such as physical education will be allowed to wear knee-length shorts, jogging suits and sweat suits while teaching physical education. However, coaches or others shall wear outer pants or wind suits when going into settings other than gyms and practice fields.
- Employees performing duties in lab settings or extracurricular activities shall dress in a manner befitting their profession or befitting the occasion (which may require work-type clothes, aprons or other protective items, as approved by the principal or supervisor).

## **Employee Complaints**

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints shall be brought directly to the immediate supervisor or the principal, and shall be made in a constructive and professional manner. Issues that cannot be resolved can be submitted to the **Human Resources Department** for review. **If the complaint is about the principal or supervisor, the employee should contact the Human Resources Department. If an employee disagrees with the disposition of a complaint, or a decision made by the Chief Human Resources Officer, they may request a review by the Superintendent.** Complaints shall never be made in the presence of other employees, students or outside persons. This process does not apply for complaints of bullying and harassment which are addressed as per Policy 403.51-E1.

## **Employee Conduct**

### **Employee Badge/Activity Pass**

All district employees will be issued a picture ID badge which must be worn at all times while on school property. The employee badge serves as an activity pass which provides the employee and a guest entrance to most District-sponsored athletic events. The badge is not transferrable to other family members and the employee must be present to use the badge for free admission for their guest.

### **Employee Discipline**

**Employee violations of board policy and work rules may result in discipline, up to and including termination. All employees who do not have a 279.13 teaching contract or 279.24 administrator contracts are considered "at-will" employees and serve at the will of the board. Employees whose employment is terminated will be given the appropriate level of due process as required by law.**

## **Insubordination**

Insubordination is the disobedience, failure or refusal to follow written or oral instructions of supervisory authority to carry out work assignments and will not be tolerated. Insubordination may result in disciplinary action up to and including termination.

School district employees shall contact their principal or immediate supervisor if there are concerns regarding working conditions.

## **Mandatory Cooperation in Workplace Investigations**

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees. It shall be considered a violation of employee conduct to refuse to participate, interfere with an investigation, and/or provide untruthful information (by lying or purposeful omission of facts) as part of an investigation.

## **Notification of Arrest, Criminal Charges, or Child Abuse Complaints (*Series 400, No. 400.4*)**

Employees of the District must notify the Chief Officer of Human Resources and Equity of any arrests, the filing of any criminal charges (serious misdemeanors, aggravated misdemeanors, and felonies), and the disposition of any criminal charges pending against them within three (3) business days.

Employees must notify the Chief Officer of Human Resources and Equity of any child abuse complaints filed against them. Employees must report the findings in any complaint against them alleging child abuse within three (3) business days of notification to the employee.

Current employees shall report any felony convictions of founded complaints of child abuse that occurred within five (5) years of the date this policy was adopted.

Information relating to arrests, criminal charges, and child abuse complaints shall be treated confidentially and maintained as part of the employee's confidential file.

Employees who do not notify the District as required under this policy may be subject to disciplinary action up to and including termination.

## **Retaliation**

The district prohibits retaliation against an individual, who, in good faith, files a complaint, or assists or participates in a complaint investigation, or opposes language or conduct that violated District policies. Any individual engaged in retaliation in connection with a complaint may be subject to disciplinary action up to and including termination.

## **Violations of Employee Conduct**

The Waterloo Community School District has expectations for the behavior of all staff. Employees need to be aware of all Board policies and other District procedures applicable to employee conduct. Most staff-related policies can be found in the 400 series of the Board Policy Manual available on the District

website. Each year you are asked to acknowledge that you understand your responsibility to comply with policies related to employee conduct. It is your responsibility to understand and comply with policies in this handbook, any applicable appendix, those in the Board Policy Manual, and any that may appear in your respective Master Contract.

The following items are examples of employee conduct violations and corrective action/disciplinary solutions that can be administered. This list should not be considered a complete listing.

The penalty categories for violations are intended to be the penalties for the normal type of violations having normal consequences. The District may take more severe corrective/disciplinary action where a violation has serious consequences. Conversely, the District may take less severe corrective/disciplinary action when there are less serious consequences. The District will report offenses to the Iowa Board of Educational Examiners as required by law. Staff should be aware that certain offenses may result in licensure suspension or termination.

Offenses that may result in corrective/disciplinary action include but are not limited to the following:

- Careless, negligent, or improper use of property
- Failure to enforce District policy, rules and/or administrative regulations
- Failure to fully cooperate or provide truthful information in a District investigation
- Failure to fully cooperate or provide truthful information to an administrator and/or supervisor as part of an inquiry
- Failure to maintain records as required by law, District policy and administrative regulations
- Failure to maintain satisfactory and harmonious working relationships with the public, other employees, students, and/or parents/guardians.
- Failure to report to work without notification for a period of one or two days
- Failure to complete required training by the established deadline.
- Foul and abusive language
- Gambling in District facilities or on District property
- Inefficiency, incompetence, or negligence in the performance of duties
- Insubordination, intentional disregarding of instructions or refusal to perform task assigned
- Soliciting, distributing, circulating, posting, or removing literature, notices or signs or collecting contributions on District property without prior approval of the employee's supervisor
- Smoking, using tobacco and/or e-cigarettes (vaping) on District property
- Sleeping on the job
- Tardiness
- Unauthorized or improper use of any type of leave of absence reason including leaving the work assignment without authorization or just cause
- Unauthorized use of District equipment, property and/or resources
- Unauthorized use of District e-mail, internet and/or network
- Uncivil conduct
- Use of unapproved learning materials that are inappropriate for student consumption

Offenses that may result in unpaid suspension or immediate discharge include, but are not limited to the following:

- Any other act which endangers the safety, health, or well-being of another person, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or gross discredit to the organization
- Conviction of a felony charged by court of proper jurisdiction, provided the felony is relevant to the position
- Failure or inability to complete a required training program that is part of a job assignment
- Failure to obtain or maintain a current license or certificate required by law or organizational standards as a condition of employment
- Failure to report to work without notifying a supervisor of an appropriate reason for a period of three consecutive work days
- Falsification, fraud, or omission of information in applying for a position or in completing job responsibilities
- Falsifying reported time cards or inappropriately altering payroll and/or leave of absence information
- Gross insubordination
- Gross misconduct unbecoming of an employee
- Indecent conduct or inappropriate conduct of a sexual nature
- Intentionally releasing confidential information without proper authority
- Interference in a District investigation or the intentional frustrating of District purposes and goals
- Possession of alcohol and/or controlled substance on District property
- Reporting to work under the influence of alcohol or a controlled substance by admission of the employee or as verified by medical authorities
- Retaliation
- Refusal to work
- Theft
- Threatening, intimidating, coercing or fighting on District premises at any time • Unauthorized possession of weapons on District property
- Use of undue influence to gain or attempt to gain promotion, leave, favorable assignment, or other individual benefit
- Violation of, or failure to comply with, an executive order or published rules and regulations of the District, i.e., Chapter 102 (student abuse), Chapter 103 (seclusion and restraint), discrimination, hostile work environment harassment, sexual harassment, etc.

## Substance Free Workplace

### Illegal Substances and Alcohol

The District provides a drug and alcohol-free workplace. No employee shall possess, use or be under the influence of any illegal substance or alcohol in the workplace. Any employee who exhibits behavior that suggests being under the influence of drugs or alcohol will be required to undergo testing. Violation of the drug and alcohol policy will result in discipline up to and including termination.

### Tobacco/Nicotine Products-Free Environment

School district property (owned or leased) including facilities, school buildings, vehicles, stadiums and parking lots shall be off limits for use of tobacco or nicotine use, including the use of look-alikes where the original would include tobacco or nicotine and nicotine products that are not FDA (Federal Drug Administration) approved for tobacco cessation. The use of any electronic device that can be used to deliver nicotine or other controlled substances to the person inhaling from the device also is prohibited. (See Policy 901.1 Tobacco/Nicotine Products Free Environment)

## Theft

All thefts should be reported immediately to a principal or immediate supervisor. Any employee found to be involved in theft of the district's or another person's property will result in appropriate discipline, up to and including termination.

## Use of Time

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate backtracking or poor usage of time. This requires initiative and planning on the employee's part.

Actions such as the following are strictly prohibited by employees and will result in discipline, up to and including termination: loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty.

## Employee Evaluation

### Purpose of Evaluation

The purpose of the evaluation process is to improve performance. All employees will be formally evaluated. Administrators are responsible for the evaluation of designated district employees in accordance with procedures described by the personnel practices and procedures, or state law. Specific evaluation protocols will be communicated by your administrator.

Additional information and resources on the evaluation process can be found on the Human Resources Shared Drive in the "Guide to Evaluation."

## Schedule

Employee Group	Notification/Dates-Evaluator	Cycle
Teacher	Notice of evaluation within first 3 weeks of term. (Notified of evaluator, criteria, procedure and instrument.)	Evaluated during the first 2 years then every third year.
Administrator	Evaluator is named. Criteria, procedure and instrument shared within the first 30 days.	Annually
Administrative Support	Evaluator is named. Criteria, procedure and instrument shared within the first 30 days.	Annually
Para/BIS/Clerk Typist	Evaluator is named. Criteria, procedure and instrument shared within the first 15 days.	Annually for year 1 and year 2 employees. Every other year afterward.
Secretarial	Evaluator is named. Criteria, procedure and instrument shared within the first 15 days.	Annually
Custodial/Maintenance	Notice of evaluation at least 15 days in advance. Evaluator is named. Criteria and instrument reviewed.	Annually
Food Service	Notice of evaluation at least 15 days in advance. Evaluator is named. Criteria and instrument reviewed.	Annually

## HEALTH AND WELL-BEING

### Employee Assistance Program (EAP)

An Employee Assistance Program (EAP) is an employer-sponsored benefit program providing free, confidential assistance to all employees of the District, their spouses and dependents. The District has partnered with UnityPoint Health – Allen Hospital to provide this service.

EAP helps when personal problems disrupt your work, your life, or both. Professional counselors address issues like marital and family problems, parenting challenges, separation and divorce, alcohol or drug abuse and addiction, depression and anxiety, grief and loss, and job stress. Your EAP counselor will help you assess your concern and identify resources and assistance.

Call (319) 235-3550 or toll-free (800) 303-9996 to access the EAP or visit <https://www.unitypoint.org/locations/allen-hospital-counseling-center-and-eap>

## Lactation

Section 4207 of the Affordable Care Act amends the Fair Labor Standards Act (FLSA) of 1938 ([29 U.S. Code 207](#)) to require an employer to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express milk. The employer is not required to compensate an employee receiving reasonable break time for any work time spent for such purpose. The employer must also provide a place, other than a bathroom, for the employee to express breast milk. For additional information, please visit the "Break Time for Nursing Mothers" section of the United States Department of Labor website located at <http://www.dol.gov/whd/nursingmothers/> .

## Worker's Compensation

The Waterloo Community Schools has established procedures for addressing how ALL work-related injuries/illnesses should be treated. There are specific medical facilities which are designated workers' compensation treatment centers. If you choose to be treated by any other treatment center and/or physician, you may not qualify for any workers' compensation insurance benefits and you may be responsible for all medical costs related to this incident. This is in accordance with Iowa's Workers' Compensation statute which provides that the employer must have notice or knowledge of an alleged injury within 90 days of its occurrence, if not, benefits may be denied.

Please remember if you have an on-the-job injury that requires medical attention beyond what the staff in your building can provide, you must seek medical services at an approved treatment site. It is at the discretion of the employee to seek medical treatment.

### Employees must:

1. **Complete First Report of Injury Form ([Follow this link to complete the Workman's Compensation First Report of Injury](#))**
2. **Contact Korey Minard in HR so she can contact Occupational Health to approve you to be seen.**

## OTHER DISTRICT PROCEDURES AND GUIDELINES

### Child Labor

The Waterloo Community School District complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 18 are prohibited from working in certain occupations, performing certain duties, and from using certain equipment. For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625 or visit <http://www.iowaworkforce.org/labor/childlabor.htm>.

## Copyright

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use.”

*For additional information about copyright and fair use, please visit the “Frequently Asked Questions about Copyright” section of the United States Copyright Office located at <https://copyright.gov/help/faq/index.html>.*

## Employee Publication or Creation of Materials

Materials created by employees and/or the financial gain therefrom are the property of the school district if school materials and/or time were used in their creation and/or such materials were created in the scope of the employee’s employment unless prior arrangements are made. The employee must seek prior written approval of the superintendent or superintendent’s designee concerning such activities.

## Employee Records

The district will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references and other items needed to carry out board policy. Employee personnel files are school district records and are generally considered confidential records and therefore are not open to public inspection or accessibility.

Only in certain limited instances will employee records be made available to the public. This occurs when the employee gives signed consent or records are non-confidential records such as an employee’s salary, an employee’s individual contract, or the fact the employee resigned in lieu of termination, was discharged, or was demoted as a result of a disciplinary action, and the documented reasons and rationale why.

Employees may have access to their personnel files, except for letters of reference, and copy items from their personnel files at a time mutually agreed upon between the Chief Human Resources Officer and the employee. The school district may charge a reasonable fee for each copy made.

## Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other school district provided space, or equipment. The school district may examine these items when needed. Anything on the school district’s computers, server, website, online learning platform, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district



conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or workspace which is assigned to employees.

### Limitations to Employment References

School employees shall not assist another co-worker, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative personnel files, if the employee knows, or has probable cause to believe, that such co-worker, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

This limitation does not apply if the matter has been properly reported to law enforcement and any other regulatory authorities required by law, and either:

- The matter has been officially closed by the law enforcement agency;
- The individual is acquitted or otherwise exonerated of the alleged misconduct; or
- More than four years has passed since the case was opened, and no charges or indictment have been filed.

### Nepotism

#### Nepotism (Series 400, No. 401.3)

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records. More than one family member may be an employee of the school district. Assignment of members of one family to the same building shall be avoided if possible. No person shall directly supervise or evaluate a member of their immediate family. Immediate family includes spouse, parent, step-parent, guardian, sibling, child, stepchild, foster child, grandchild, grandparent, and comparable relatives of the spouse.

### School Lunch Program

The Waterloo Community School District operates a lunch and breakfast program. Employees may purchase meals and other items, including milk. Staff are encouraged to create a meal account with the nutrition department at their preferred site location and deposit funds that can be debited as they make purchases. Cash can also be used. Staff are not allowed to charge or carry a negative account balance.

### Use of School Property and Equipment by Staff

The district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property only to be used for conducting school district business. After use, school facilities and equipment are to be sanitized by custodial staff in accordance with public health guidelines.

Abuse or misuse of school district or non-district owned property is to be reported immediately to Director of Facilities for physical property/equipment and the Director of Technology for computer or electronic property/equipment. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected all employees will use care and caution when using district and non-district property.

Abuse or misuse or unauthorized use of district property, private property, materials and/or equipment is subject to discipline, up to and including termination.

For more information, please see board policy 402.8.

## SAFETY AND SECURITY

### Asbestos Awareness Procedures

Compliance with the Standards of the Iowa Occupational Safety and Health Act requires that the Waterloo Community Schools notify and train all staff who will work in or adjacent to areas containing Asbestos Containing Materials (ACM) or Presumed Asbestos Containing Materials (PACM). Staff must be aware of the presence, the location, and the quantity of such materials. Each building in the Waterloo Community School District has a HERA manual located in the Main Office that describes the location of ACM or PACM within the building. All staff is required to review the manual for the materials present in their areas.

Any employee who finds or suspects that asbestos is damaged or disturbed should follow the procedures as outlined:

- Do not touch or handle the material.
- Evacuate and secure the areas (lock the door or shut off the area in question)
- Contact the first available person, respectively from the following list:
  - Building Principal
  - Head Custodian
  - Central Stores at 319-433-1828 or
    - Zach Kelly, Director of Operations

The Director of Operations will immediately direct trained personnel to the site for evaluation of the situation, follow the necessary procedures to contain or remove any asbestos, and will contact the Building Principal to advise him/her when the work has been completed and it is safe to return to the area. Failure by any employee to follow the above procedures may result in disciplinary action being taken. An asbestos awareness session will be conducted for all employees prior to the beginning each school year. Staff will be notified as to the date and location of said training.

### Building Security

All Waterloo Community School District school buildings are secured buildings. After all the students have arrived, the exterior doors will be locked throughout the day until a few minutes before dismissal times.

Each school has a camera to screen visitors before entering the school. All visitors are asked to check in with the front office before entering other parts of the building. Cameras may be present inside the building and on other parts of school grounds.

### **Corporal Punishment, Restraint, and Detaining Students**

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain.

Board policies defines when it is and is not acceptable to use physical force. Policies 504.7 and 504.7-R can be found here: <https://www.waterlooschools.org/newpolicies/2017/05/05/500-students/>

### **Drills and Evacuations**

Periodically the district holds emergency fire and tornado drills. In addition, the district will hold emergency operations drills. At the beginning of each semester, teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms. When drills are staged, every staff member and student must follow procedures.

For more information on your specific building emergency operations plans, contact your building administrator.

### **Emergency Closings/Inclement Weather/Other Interruptions**

#### **Closings, Delays, Dismissals**

The superintendent/designee, will have the authority to close, dismiss and delay the opening of schools because of extreme weather or other emergency conditions for the length of time the emergency exists. The superintendent/designee will make provisions to publicly announce such closings, dismissals or delayed opening via available mass communication media as soon as possible after the decision is made, typically no later than 6:00 a.m.

#### **Essential Personnel**

If the District is closed, only those employees needed to clear the walkways and parking lots or attend to building maintenance will report to work. It may, however, be necessary for other staff to act to ensure students and families are aware of the school closings and safely returned home.

## Staff Procedures

JOB TITLE	2 HOUR LATE START	EARLY DISMISSAL	NO SCHOOL/VIRTUAL LEARNING DAYS	OPTIONS
12-Month Secretary	Regular start time	Leave after completing necessary tasks.	Report to building unless all offices closed.	Work or vacation
12-Month Administrator	Regular start time	Leave after completing necessary tasks.	Report to building unless all offices closed.	Work or vacation
225-Day Administrator	Regular start time	Leave after completing necessary tasks.	Report to building unless all offices closed.	Work or Non-duty (made up at end of contract year)
218-Day Secretary	Regular start time	Leave after completing necessary tasks.	Report to building on virtual learning days otherwise do not report to building. (Made up at end of contract year.)	None
Paraeducators, Special Needs Paraeducators, BIS, Clerk Typists, Study Hall Monitors, Building/District Interpreters	30 minutes before students	Leave after completing necessary tasks.	May work from home on virtual learning days otherwise do not report to building. (Made up at end of contract year.)	None
Food Service Staff	Follow late start schedule provided by managers	Leave after completing necessary tasks.	Do not report to building. (Only no school days made up at end of contract year.)	None
Central Stores Staff, Custodians, Campus Safety Monitors	Regular start time	See guidelines established for this employee group.	Report to building unless all operations closed – contact Director of Operations	Work or vacation
ESC Administrative Support Staff, TAP , Technology, Print Services Coordinator, Food Service Office Staff	Regular start time	Dismissal at discretion of supt.	Report to building unless all offices closed.	Work or vacation
Teachers, Academic Deans, Building Administrative Assistant	30 minutes before students	Leave after completing necessary tasks.	May work from home on virtual learning days otherwise do not report to work. (Made up at end of contract year.)	None
12 Month Food Service Managers	Regular start time	Dismissal at discretion of supt.	Report to building unless all offices closed.	Work or vacation
All other Food Service Managers	Regular start time	Leave after completing necessary tasks.	Report to building on virtual learning days otherwise do not report to building. (Made up at end of contract year.)	None

## Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Employees engaging in threatening behavior will face disciplinary consequences up to and including termination.

## Visitors/Guests

The board welcomes the interest of parents and other members of the community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Individuals who wish to visit a classroom, whether in person or remotely, while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors will also be required to follow district rules on health and safety as well as social distancing and other public health guidelines. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee is responsible for taking the action necessary to cease the inappropriate conduct.

## Weapons

The district believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy.

## STUDENT AND CLASSROOM ISSUES

### Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip, unless an appropriate reason prohibits attendance. For more information on field trips and administrative regulations regarding field trips please refer to Board policies 604.3 and 604.3-R.

### Individuals with Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at <http://idea.ed.gov/explore/home>. Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students. For more information on district procedures, please contact your building administrator.

### Searches of Students and Property

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Employees must never search, pat down or otherwise inspect a student and his or her belongings without the notification of the principal. The principal will determine whether there is a reasonable belief that a law, school rule or board policy has been violated to justify the search or whether law enforcement should be contacted. Employees should never search or inspect a student's person or belongings without another adult present and only adults of the same gender of the student should be present during the search or inspection.

For additional information regarding searches of students and property, please consult Iowa Code 808A.1. For additional information on district policies regarding searches of students and property, please refer to board policies 502.9, 502.9-E, and 502.9-R.

### Standardized Testing and Assessment

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in disciplinary action up to and including termination. For additional information regarding the

applicable standard in the Iowa Board of Educational Examiners Code of Professional Conduct and Ethics, please visit The Board of Educational Examiners website located at <http://www.boee.iowa.gov/doc/ethHndot.pdf>.

## **Student Records**

School employees are entrusted with confidential information – whether it is about students or fellow employees. Generally, student information may only be disclosed to the student’s parent or legal guardian. Employees must not disclose confidential student information to another employee unless that employee has a legitimate educational interest in knowing the information. Please contact your building administrator if you receive a request for student records or have a question about sharing student information.

Give careful thought to what you discuss concerning school matters whether with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring community members to the school principal or appropriate staff member. Much care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action, up to and including termination, and expose the employee to personal liability for violation of Iowa’s privacy law.

## **Student Disclosure of Gender Identify**

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. This includes transparency and collaboration with parents in an effort to support their students. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student’s gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student’s registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is then required by Iowa law to report the request to the student’s parent/guardian. This requirement also applies to all nicknames.

# **STAFFING**

## **Hiring and Onboarding**

### **Qualifications, Recruitment, and Selection**

Job applicants for all positions will be considered on the basis of the following: training, experience, and skill; nature of the occupation; demonstrated competence; and possession of, or ability to obtain, state license if required for the position.

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

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

The board may employ temporary teachers for a period of up to six months and temporary administrators up to nine months. Temporary employees will be employed to fill a vacancy created by a leave of absence or unexpected termination of a licensed employee.

## **Probationary Status**

### **Probational Status of Teachers (*Series 400, No. 408.2*)**

The first three years of a newly licensed teacher's contract is a probationary period unless the teacher has already successfully completed the three-year probationary period in an Iowa school district. Teachers who have successfully completed a probationary period in a previous Iowa school district will serve a two-year probationary period.

The Board may waive the probationary period for any teacher who previously served a probationary period in another Iowa district, and the Board may extend the probationary period for an additional year with the consent of the teacher.

In the case of the termination of a probationary teacher's contract, the provisions of sections 279.15 and 279.16 shall apply. However, if the probational teacher is a beginning teacher who fails to demonstrate competence in the Iowa teaching standards in accordance with Chapter 284, the provisions of sections 279.17 and 279.18 shall also apply.

## **Separation of Employment**

### **Classified Employee Dismissal (*Series 400, No. 415.2*)**

The Board of Education believes classified employees should perform their jobs, follow Board of Education policy, and obey the law. A classified employee may be dismissed upon thirty (30) days' notice or immediately for cause. Due process procedures will be followed.

It is the responsibility of the Superintendent or Superintendent's designee to make a recommendation for dismissal to the Board of Education. A classified employee may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, reduction in force, willful violation of Board of Education policy or administrative regulations, or violation of the law.



### **Employee Retirement (*Series 400, No. 408.9*)**

Employees who will complete their current contract with the Board may apply for retirement. No employee will be required to retire at a specific age.

Application for retirement will be considered made when the employee states in writing to the Superintendent, no later than the date set by the Board for the return of the employee's contract to the Board, the intent of the employee to retire. The letter must state the employee's desire to retire. Applications made after the date set by the Board for the return of the employee's contract to the Board may be considered by the Board if special circumstances exist. It shall be within the discretion of the Board to determine whether special circumstances exist.

Board action to approve an employee's application for retirement shall be final and such action constitutes nonrenewal of the employee's contract for the next school year. Employees who retire under this policy may qualify for retirement benefits through the Iowa Public Employees Retirement System.

Employees and their spouse and dependents shall be allowed to continue coverage in the school district's group health insurance program at their own expense by meeting the requirements of the insurer.

### **Exit Interviews**

At the end of your employment relationship with the District you will be asked to complete an Exit Survey. We use the information to understand why people leave our organization and review our programs and policies to encourage long-term retention. We will use the information provided in this process to improve our District climate and our overall retention rate.

### **Final Pay for Retirees**

An employee upon retirement shall have the option of receiving all of his/her earned, contracted salary less authorized deductions within thirty (30) days after termination.

### **Licensed Employee Contract Release (*Series 400, No. 408.81*)**

Licensed employees who wish to be released from an executed contract must give at least twenty-one days' notice to the Superintendent. Licensed employees may be released at the discretion of the Board.

Release from a contract may be contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be charged by the District a minimum of \$500 or up to a maximum of \$5,000. Upon written mutual agreement between the employee and the Superintendent, the costs may be deducted from the employee's salary. Payment of these costs shall be a condition for release from the contract at the discretion of the Board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court.

The Superintendent is required to file a complaint with the Board of Educational Examiners against a licensed employee who leaves without proper release from the Board consistent with applicable statutes and regulations.

#### **Resignation (*Series 400, No. 408.8*)**

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

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

All other employees who wish to resign during the school year must give the board notice of their intent to resign to the superintendent in writing with final date of employment and cancel their contract 14 calendar days prior to their last working day.

#### **Teacher Dismissal (*Series 400, No. 415.1*)**

A teacher may be discharged at any time during the contract year for just cause. The Superintendent, or the Superintendent's designee, shall notify the teacher. A copy of the process and relevant code sections will be provided.

For purposes of this section, "just cause" includes but is not limited to a violation of the code of professional conduct and ethics of the board of educational examiners if the board has taken disciplinary action against a teacher, during the six months following issuance by the board of a final written decision and finding of fact after a disciplinary proceeding.

The teacher may be represented by legal counsel, or another representative of their choice. This representation is at the expense of the teacher.

The Superintendent or superintendent designee may suspend a teacher under this policy pending hearing and determination by the Board.

#### **Transferring to a New Position**

All open positions will be posted online. AFSCME positions will be posted on the Careers page of the district website under AFSCME job openings. The District will grant interviews based on applicant experience, qualifications and preparation. Final selection of the qualified candidate will be at the discretion of the district.

## TECHNOLOGY USE

### Acceptable Use Policy

The District's expectation is that staff will use maturity, common sense, and sound professional judgment in all interactions with students, parents, and community members.

#### **Internet and Computer Network-Appropriate Use and Safety (*Series 600, No. 604.2*)**

Because technology is a vital part of the school district curriculum, the Internet and an internal computer network will be made available to employees and students. Appropriate and equitable use of these resources will allow employees and students to access resources unavailable through traditional means. This Policy is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, ensure technology access is used for educational and district related purposes, and to comply with the Children's Internet Protection Act ("CIPA") and the Children's Online Privacy Protection Act ("COPPA").

Students will be able to access the Internet and other network resources at the discretion of their teachers. Individual student network accounts, Google Apps for Education accounts, and electronic mail addresses will be issued to all students. Additionally, teachers periodically use other online tools with students as needed to achieve their curricular objectives. Parents who wish to prevent their student from accessing online tools using accounts provided by the district must complete the appropriate opt out form available from their child's school. Access to the district's network is provided via an assigned username and password. It is the responsibility of users to maintain the privacy of their password. Users should never give out their account credentials under any circumstances and should never reply to an unsolicited email seeking account credentials or other personal information.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. The district will use technology protection measures to block or filter, to the extent practical, access of material which is obscene, pornographic, and harmful to others over the network. The district reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of district property, network, and/or Internet access or files, including email, as district email may be a public record.

Students at all ages will be engaged in age-appropriate instruction on internet safety and appropriate online behavior, including interacting with other individuals on social networking sites and chat rooms.

This will include awareness and appropriate response to cyber bullying. The foundations for this instruction are found in our Media Standard 3: Seeks multiple perspectives, shares information and ideas with others and uses information and resources ethically, Objective 8: Follows Internet safety rules and guidelines as outlined in policy and OnGuard Online curriculum.

The network is to be used in support of education and research and consistent with the purposes of the Waterloo Community Schools District. It is not to be used for commercial or for-profit purposes, and should not be used extensively for personal and private business. Additionally, the network should not be used for product advertisement or political lobbying. Users must not use the network to access or process pornographic material, threatening or obscene material, inappropriate files, or files dangerous to the integrity of the network. Additionally, hate mail, harassment, discriminatory remarks, or other antisocial behaviors must not be used on the network, and copyright laws must not be violated. Users must not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. As the use of the internet and the district's network is a privilege, inappropriate use may result in cancellation of those privileges and may also lead to disciplinary and/or legal action for both students and employees.

Staff members may be given access to confidential or protected information through the district's information systems or through other mediums. Staff cannot disclose this information to any outside individual or group without consent from technology services or student services. Additionally, staff must only access information relevant to their job function within the Waterloo Community School District. Further, staff must understand that user IDs and passwords are personal keys to provide access to confidential information. These credentials must not be shared with anyone, as staff members are liable for information retrieved, altered, or shared from their account.

Staff members should also take appropriate measures to protect and safeguard confidential data they create, modify, or access. Confidential information, such as but not limited to social security numbers and bank account information, should never be stored on removable media such as flash drives. Staff should also ensure that confidential information is never transmitted over insecure or unencrypted mediums. If there is any question whether a medium, service, or site is secure, staff members should consult with technology services. The staff member sharing data is responsible for ensuring only relevant individuals can access the data being shared. Staff should take particular caution when sharing data via cloud-based services to ensure they have set security permissions appropriately to restrict access to confidential information. Any suspected data breaches should be reported immediately to the staff member's supervisor and to technology services.

### **Staff Use of District Laptop Computers and Mobile Devices (*Series 800, No. 802.7*)**

This Staff Laptop Computer and Mobile Device Policy is a supplement to the Waterloo Community School District's Internet and Computer Network Appropriate Use Policy and the District's Tech Support policies. The District's Internet and Computer Network Appropriate Use Policy, Staff Laptop Computer and Mobile Devices Policy, and Tech Support policies apply to the use of all technology inside and

outside the school premises and staff members are expected to follow all of these policies when using the District's technology.

The Waterloo Community School District has decided to allow staff to use the District's laptop computers, tablets, and other technology inside and outside the school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. District technology is to be used as a productivity tool for school related business, curriculum enhancement, research, and communications. Staff members may use the District's devices for limited personal purposes subject to this policy, the District's Appropriate Use Policy, and the District's Tech Support policies. Staff members also shall exercise appropriate professional judgment and common sense when using District technology.

## **Social Media and Electronic Communication**

### **Staff Use of Social Networking and Other Forms of Electronic Communication (*Series 400, No. 418*)**

#### **Statement of Use**

The District promotes all staff to utilize social media tools and other electronic communication to teach, communicate, and bring the real world into the classroom. It supports uses of current technology in ways that promote, support, and maintain strong, appropriate relationships between staff and students. Staff is encouraged to use District-approved accounts, such as classroom communication apps, to communicate with students. The use of personal networking pages is discouraged. To protect all parties, it is important that staff, students, and parents understand the boundaries of professional decorum in the use of ever-changing on-line, digital learning possibilities. Staff must conduct themselves in ways that do not distract from or disrupt the educational process and in ways that protect students and staff members alike from inappropriate use or the appearance of inappropriate use. The District's expectation is that staff will use maturity, common sense, and sound professional judgment in all interactions with students, parents, and community members. District employees entrusted with the responsibility of posting photographs/videos of staff, students or community members within school district, staff-maintained official social media pages are required to verify whether parents have approved their student's likeness be shared publicly. This information can be found in the student's record on file in their respective school office under the Release of Student Directory Information form.

#### **Student Photographs/Videos**

The Waterloo Schools notifies all parents of current students officially through our Release of Student Directory Information and student handbooks that students are potentially subject to having their likeness displayed on our official school website ([www.waterlooschools.org](http://www.waterlooschools.org)) and other school district official social media accounts, solely for educational purposes. Student photographs/videos may also be posted within our school district, staff-maintained official social media pages and accounts unless parents mark they do not want their child's likeness to be displayed at school, in any school publication, or in any media or electronic coverage related to school. This option can be found on the Release of Student Directory Information Form. A student who chooses to participate in any extracurricular activity

where the public is invited to attend may have this or her likeness shared publicly via electronic or social media coverage.

### **Practical Guidelines**

1. District employees are encouraged to not “friend” or follow their students on any personal social media outlet.
2. Staff members are encouraged to use District-provided accounts to create a classroom presence or site for legitimate educational purposes (separate from personal sites). a. District staff can use social media outlets for educational purposes as long as they use a separate account for personal use.
3. Postings that contain content that disrupts the educational program are strictly prohibited. Examples include, but are not limited to content that: a. is sexually provocative or flirtatious in nature; b. exhibits or advocates for use of drugs and alcohol; c. would be defined by a reasonable person as obscene, racist, or sexist; d. promotes illicit, illegal, or unethical activity; e. violates the district’s affirmative action and/or bullying and harassment policies.

### **Security**

Waterloo Schools reserves the right to remove followers from our official social media pages for any reason including inappropriate commenting, inappropriate pictures or video posting, etc. By interacting with any Waterloo Schools official social media pages, depending on your personal account and privacy settings, you may be subject to having your profile picture, name, and comments visible to the public. Waterloo Schools does not take responsibility for such actions because such settings are only within the control of the account holder that is a follower of our page, not the District.

### **Legitimate Educational Purposes**

As used in this policy, legitimate educational purposes include:

1. Answering academic inquiries regarding homework, other classroom work or assignments;
2. Scheduling appointments for school-related conferences and/or extra help;
3. Clarifying classroom expectations and/or assignments;
4. Notifications related to classroom, club or sports schedules, safety, attendance, events, trips, assignments, and/or deadlines.

### **Consequences**

Failure to exercise good judgment in on-line conduct can lead to discipline up to and including suspension and dismissal from employment. When inappropriate use of electronic contacts is suspected, administrators will immediately investigate. Misconduct that rises to the level of criminal activity will be reported to law enforcement. Misconduct that violates professional ethics will be reported to the Board of Educational Examiners.

## **Implementation**

This policy shall be contained in all staff handbooks and posted on the District website under our policies section.

## **Staff Use of Social Networking and Other Forms of Electronic Communication (Regulation) (*Series 400, No. 418.0-R*)**

### **Internal Policies and Procedures Statement**

Social media is a powerful communications and marketing tool that may have a significant impact on organizational and professional reputations.

In professional roles, employees need to follow the same, if not better, behavioral standards online as they would in life. The same laws, professional expectations and guidelines for interacting with your target audiences apply online as in the real world. Employees are personally liable for anything they post to social media sites.

### **Policy for all social media sites, including personal sites**

- Protect confidential and proprietary information: Do not post confidential or proprietary information about Waterloo Schools, employees, or students. Adhere to all applicable district confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action or termination.
- Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others.
- Do not use the Waterloo Schools logo or any other district iconography on personal social media sites.
- Terms of Service: Obey the Terms of Service of any social media platform used.