

Certified Personnel

Series 400

Policy Title: Statement of Guiding Principles

Policy No. 400

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

It shall be the policy of the Board of Directors to recruit and retain the highest caliber of professional personnel and non-certified employees.

It shall be the policy of the Board of Directors to appoint all personnel only upon the recommendation of the Superintendent of Schools.

Equal Employment Opportunity

Policy No. 401.1

The MFL MarMac Community School District 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, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and major job categories where women, men, minorities and person 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 class or position for which they apply. In employing individuals, the board shall consider the qualifications, credentials, and record of the applicants without regard to race, color, creed, sex, national origin, religion, GLTB, SES, age (for employment), marital status (for programs) sexual orientation, gender identity, socioeconomic status (for programs) or disability in its employment practices. In keeping with the law, the board shall consider the veteran status of applicants. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Dale Crozier, Superintendent, Address: 700 South Page, Monona, IA 52159, Telephone 563-539-4795, Email: dale.crozier@mflmm.k12.ia.us

Advertisements and notices for vacancies within the district shall contain the following statement: "The MFL MarMac Community School District is an equal 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, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, (414)291-1111 or the Iowa Civil Rights Commission, 211 E. Maple, Des Moines, Iowa, 50309, (515) 281-4121. This inquiry or complaint to the federal office may be done instead of, or in addition to, and inquiry or complaint at the local level. At

the local level, write to- Affirmative Action Coordinator, MFL MarMac CSD, PO Box D, Monona, Iowa, 52159. Or call @ 563-539-4795.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Revised: 2013, November 11, 2019

Staff Personnel

Series 400

Policy Title: Superintendent Qualifications, Recruitment, Appointment

Policy No. 401.2

The board shall employ a superintendent to serve as the chief executive officer of the board, to conduct daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board shall consider applicants that meet or exceed the standard set by the State Department of Education and the qualifications established in the job description for the position. In employing a superintendent, the board shall consider the qualifications, credentials and records of the applicants without regard to race, color, age, national origin, gender (sex), sexual orientation, gender identity, marital status, socio-economic status, disability, religion, or creed. In keeping with the law, however, the board will consider training, experience, skill and demonstrated competence.

In choosing a superintendent, the board shall also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Revised: 2013; November 11, 2019

Staff Personnel

Series 400

Policy Title: Administration Qualifications, Recruitment, Appointment

Policy No. 401.3

The board shall employ building principals and other administrators, in addition to the Superintendent, to assist in the daily operations of the school district.

The board shall consider applicants that meet or exceed the standards set by the State Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board shall consider the qualifications, credentials and records of the applicants without regard to race, color, age, national origin, gender (sex), sexual orientation, gender identity, marital status, socio-economic status, disability, religion, or creed. In keeping with the law, however, the board will consider training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board shall also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It shall be the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board shall act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

LICENSED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a licensed position, other than administrative positions, will have an opportunity to apply and qualify for licensed positions in the school district in accordance with applicable laws and school district policies regarding equal employment. Job applicants for licensed positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state license if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on Teach Iowa, 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.

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

In all employment practice the District will not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's equity coordinator, Dale Crozier, Superintendent, Address: 700 South Page, Monona Iowa 52159, Telephone 563-539-4795 email dale.crozier@mflmm.k12.ia.us.

Certified Personnel

Series 400

Policy Title: Definitions

Policy No. 401.5

Classified employee: One who is employed to fulfill those duties listed on a specific job description, either on a monthly or hourly basis.

Full-Time employee: One who works a forty-hour week but not less than a thirty-hour week in twelve months.

Part-Time employee: One who works less than thirty hours a week or less than 12 months.

Temporary employee: One who has been employed in a position that has an ending date.

Reviewed: 2013; November 11, 2019

Certified Personnel

Series 400

Policy Title: Original Contracts

Policy No. 402.1

Contracts with certified personnel shall be in writing and shall state the length of time the contract will be in force and the total compensation for the contract period.

Such contracts shall be approved by the Board of Directors, signed by the President and filed with the Secretary.

Reviewed: 2013; November 11, 2019

Certified Personnel

Series 400

Policy Title: Continuing Contracts and Initial Contracts

Policy No. 402.2

The contract shall remain in force and effect for the period stated in the contract and shall be automatically continued for equivalent periods except as modified or terminated by mutual agreement of the Board of Directors and the teacher or as terminated in accordance with provisions specified in Chapter 279. A contract shall not be offered by the employing board to a teacher under its jurisdiction prior to March fifteenth of any year. A teacher who has not accepted a contract for the ensuing school year tendered by the employing school board may resign effective at the end of the current year by filing a written resignation with the secretary of the board. The resignation must be filed not later than the last day of the current school year or the date specified by the employing board for return of the contract, whichever date occurs first. However, a teacher on a continuing contract shall not be required to return a contract to the board or to resign less than twenty-one days after the contract has been offered.

Initial contracts shall have a return date as determined between the employee and the Superintendent, which may be as long as both agree, or as short as the day of the interview.

Certified Personnel

Series 400

Policy Title: Compensation and Notification for Extra Services

Policy No. 402.3

The rates of pay set out in the basic salary schedule, including extra allowances, are applicable to a teaching year consisting of 190 days of service.

Teachers employed more than 190 days each year shall be paid for such additional time (if the duties are comparable to those of the regular school year) at daily rate not to exceed 1/190th of their annual basic salary, exclusive of extra-curricular allowances, time the extra days employed.

Reviewed: 2013; November 11, 2019

Policy Title: Annuities

Policy No. 402.4

It shall be the policy of the Board of Directors that premiums for payment of annuities may be deducted from the salaries of certified personnel provided that written application for such deduction shall be on file with the secretary.

Reviewed: 2013; November 11, 2019

Series 400

Policy Title: Relationship Between Teachers

Policy No. 402.5

1. A teacher shall refrain from unfavorable public criticism of other teachers except such as is formally presented to a school official in the interest of the school.
2. A teacher shall not interfere between another teacher and a student in matters such as common discipline or grading.
3. Students and teachers have a right to expect a degree of dignity from each other.
4. No partisan political activity or agitation shall be permitted on the part of any school employee at any time during school hours.

Certified Personnel

Series 400

Policy Title: Physical Examinations

Policy No. 402.6

Physical examinations shall be required of all certified personnel upon initial appointment

Personnel whose physical well-being may be in doubt in the opinion of the administration shall present satisfactory examination results when requested to do so.

Reviewed: 2013; Revised November 11, 2019

LICENSED EMPLOYEE PROFESSIONAL DEVELOPMENT

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board will maintain and support an in-service program for licensed employees.

The Board shall maintain and support an inservice program for certified personal. As part of this in-service program, the Board shall establish through annual budget expenditures a library and media materials collection that support the Boards in service program and that can be used by certified personnel.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, shall be made to the superintendent, or designee. Approval of the superintendent or designee must be obtained prior to attendance by a licensed employee in a professional development program.

The superintendent will have discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the superintendent.

The district may engage in reasonable expenses at professional development activities. These expenditures may include, but is not limited to, fees for speakers, food and meals as is necessary to expedite and properly carry out the professional development activity, workbooks, and other books and manuals as is necessary.

Certified Personnel

Series 400

Policy Title: Resignations

Policy No. 403.1

Resignations shall be in writing, signed by the resigning party and directed to the Superintendent of Schools and referred by him to the Board of Directors with recommendations, as provided by statute.

The Board recognizes that there are some circumstances which force an employee to request a release from a contract before the expiration date of the contract. The Board may use its discretion in granting such requests if a suitable replacement can be secured. After July 1, the Board, in its discretion, may require the resigning employee to pay all expenses incurred by the school district in the recruiting and hiring of a suitable replacement, and such sums may be withheld from any monies owed by the district to the employee.

In the event a personnel member terminates employment without proper release, (breach of contract) the board shall consider options. The board may direct the superintendent to advise the State Department of Public Instruction for appropriate action by the Department.

Certified Personnel

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Policy Title: Dismissal

Policy No. 403.2

The Board of Directors may, by a majority vote, discharge any personnel member through the appropriate due process procedures and as outlined in the Iowa Code; Chapters 279.24 and 279.15.

Reviewed: 2013; Revised November 11, 2019

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Policy Title: Sexual Harassment

Policy No. 403.3

Sexual harassment will not be tolerated in the school district by the board in matters over which it has jurisdiction. Sexual harassment by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is prohibited. Persons found in violation of this policy will be subject to discipline, including, but not limited to reprimand, probation, demotion, suspension, or termination, or other sanction as determined appropriated by the board.

Sexual harassment shall include, but not be limited to , unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment:
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affection such individual; or
- such conduct has the purpose of effect of unreasonably interfering with an individual's work performance or creating an intimidation, hostile, or offensive working environment.

Employees, who believe they have suffered sexual harassment, shall report such matters to the superintendent, who shall be complaint officer for sexual harassment complaints.

Complaints reported to a superintendent shall be handled by the superintendent in a timely and confidential manner. Information regarding an investigation of sexual harassment shall be confidential, and those individual who are involved in the investigation shall not discuss information regarding the complaint outside the investigation.

It shall be the responsibility of the superintendent to have investigated claims of sexual harassment and determine their validity. Upon receiving a complaint, the superintendent may confer with the person making the complaint, to obtain an understanding of and a statement of the facts from the person filing the complaint, the superintendent may attempt to meet with the person charged with sexual harassment to obtain as often as the superintendent determines to be necessary. Upon completion of the investigation, the superintendent may make a recommendation to the Board of Directors.

Reviewed: 2013; November 11, 2019

CHILD ABUSE REPORTING

Policy No. 403.4

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 six months of their employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse. The course will be re-taken at least every five years.

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Policy Title: Jury Duty

Policy No. 404.1

In the absence of extraordinary circumstances teachers in the school system may be excused for jury duty, and will receive regular pay during that time. However, teachers will be required to return to the district either their regular pay at the rate of 1/190th of their salary for each day missed, or their jury duty pay, whichever is less.

Reviewed: 2013; November 11, 2019

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Policy Title: Military Service

Policy No. 404.2

Leaves of absence are granted for military purposes but not to exceed the enlistment or draft period. On completion of the military service the individual is entitled to reinstatement at the same salary he would have received had she/he not taken leave but subject to the following conditions: That the position was not abolished, that she/he is physically and mentally capable of performing the duties of the position, that she/he makes written application for reinstatement to the Superintendent of Schools at time contracts are offered and that she/he submits an honorable discharge from the military service.

A leave of absence will be granted for reservists for training purposes but not for a period exceeding a total of 30 days in any calendar year. Leaves for training purposes are granted without loss of pay but employees are expected to take such training during times when the schools are not in session whenever possible. However, employees will be required to return to the district either their regular pay at the rate of one day's pay for each day missed, or their reservists' pay, whichever is less.

Reviewed: 2013; November 11, 2019

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Policy Title: Religious Holidays

Policy No. 404.3

Any employee whose religious affiliation requires the observance of holidays other than those regularly scheduled in the official school district calendar may be excused without loss of salary.

Reviewed : 2013; November 11, 2019

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Series 400

Policy Title: Communicable Diseases-Employees

Policy No. 405.1

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term “communicable disease” shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district’s bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent, administrative team members and school nurse(s).

The health risk to immunodepressed employees shall be determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee’s personal physician, a physician chosen by the school district or public health officials.

Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personal file.

It shall be the responsibility of the superintendent, in conjunction with administrative team members and the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

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Series 400

Policy Title: Substitutes

Policy No. 406.1

In all cases of absence, the substitute teacher is to be secured by the school officials. If a substitute teaches continuously in one assignment for a period in excess of 10 school days, a new pay schedule will be arranged.

Certified Personnel

Series 400

Policy Title: Student Teachers

Policy No. 406.2

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

Reviewed: 2013; November 11, 2019

Certified Personnel

Series 400

Policy Title: Hazardous Chemical Disclosure

Policy No. 407.1

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. The superintendent or designee will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Employees who will be instructing or otherwise working with students will disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

It is the responsibility of the superintendent to develop administrative regulations regarding this program.

Policy Title: Substance-Free Workplace

Policy No. 407.2

MFL MarMac is a Smoke-Free work place and appropriate postings will be placed in proper places as required by state law

Revised: 2013; November 11, 2019

Policy Title: Arrests and Criminal Notification

Policy No. 407.3

All employees have an affirmative duty to notify the school administration if the employee is arrested/charged with a crime. This does not include non-alcohol related traffic violations. All employees also have an affirmative duty to notify the school administration if the employee has had a child abuse complaint, or a domestic abuse complaint filed against them. Failure to notify may include disciplinary action that may be up to and including termination.

Reviewed: 2013; November 11, 2019

Policy Title: Employee Conflict of Interest

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

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

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

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

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

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

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

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

Cease the outside employment or activity; or

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

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

EMPLOYEE RECORDS

The school 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 considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy made. However, employees will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

It is the responsibility of the superintendent to keep employees' personnel files current. The board secretary is the custodian of employee records.

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

EMPLOYEE RECORDS REGULATION

Employee Personnel Records Content

1. Employee personnel records may contain the following information:
 - Personal information including, but no limited to, name, address, telephone number, emergency numbers, birth date and spouse
 - Individual employment contract
 - Evaluations
 - Application, resume and references
 - Salary information
 - Copy of the employee's license or certificate, if needed for the position
 - Educational transcripts
 - Assignment
 - Records of disciplinary matters

2. Employee health and medical records are kept in a file separate from the employee's personnel records. Health and medical records may contain, but are not limited to:
 - Medical professional signed physical form
 - Sick or long-term disability leave days
 - Worker's compensation claims
 - Reasonable accommodation made by the school district to accommodate the employee's disability
 - Employee's medical history
 - Employee emergency names and numbers
 - Family and medical leave request forms

Applicant File Records Content

Records on applicants for positions with the school district are maintained in the central administration office. The records will include, but no be limited to:

- Application for employment
- Resume
- References
- Evidence of appropriate license or certificate, if necessary for the position for which the individual applied.
- Affirmative action form, if submitted.

EMPLOYEE RECORDS REGULATION

Record Access

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

Employee Record Retention

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

RECOGNITION FOR SERVICE OF EMPLOYEES

The board recognizes and appreciates the service of its employees. Employees who retire or resign may be honored by the board, administration and staff in an appropriate manner.

If the form of honor thought appropriate by the administration and employees involves unusual expense to the school district, the superintendent will seek prior approval from the board. Normally the Board will provide a plaque and offer an activity card.

RELEASE OF CREDIT INFORMATION

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

It is the responsibility of the board secretary or superintendent to respond to inquiries from creditors.

Policy Title: Public Complaints About Employees

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

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action, however, the following should be completed:

- (a) Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for licensed employees and the superintendent for classified employees.
- (c) Unsettled matters regarding licensed employees from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president in writing, who may bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy 214.1.

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

Policy Title: Employee Outside Employment

The board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment.

It is the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district.

Non-Certified Personnel

Series 400

Policy Title: Equal Opportunity Employment/Affirmative Action

Policy No. 412.1

It is the policy of the MFL MarMac Community School district that appropriate qualifications for and performance of specific duties are the basic criteria for the employment of all certified and non-certified personnel. Equal opportunity and treatment shall be provided in the recruitment, employment, and placement, training, development, promotion, demotion and termination, pay compensation, and working conditions of all employees, without discrimination on the basis of, or regard to race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's equity coordinator, Dale Crozier, Superintendent, Address: 700 South Page, Monona Iowa 52159, Telephone 563-539-4795 email dale.crozier@mflmm.k12.ia.us.

In carrying out this policy, this district recognizes that it must act affirmatively to guarantee equal employment opportunity. It shall be the recruitment policy of this school district to seek and encourage employment applications from qualified minority applicants and to assist and encourage under-qualified persons who are presently employed by the district to become qualified for new positions.

In addition, the district will periodically review and, if necessary, revise personnel qualifications, standards, policies, and procedures so that discriminatory practices will not be permitted to develop within the framework of existing personnel policies and procedures.

The implementation, development, and monitoring of this program shall be the responsibility of the Superintendent of Schools, and as delegated by the Superintendent, the Title IX Compliance Officer. All persons responsible for employment procedures and practices shall initiate and support the principles set forth in this policy.

Revised: 2008

Reviewed & Revised

Fall of 2013; Revised November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Definitions

Policy No. 412.2

Classified employee: An employee who is employed to fulfill those duties as listed on his/her job description either on a monthly or hourly basis.

Full-Time employee: An employee who works a forty-hour week, for a minimum of ten (10) months.

Part-Time employee: An employee who works less than thirty hours per week.

Temporary employee: An employee who has been employed in a position that has an ending date, i.e., usually six months or less.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

Recruitment and selection of no-certified personnel shall be the responsibility of the school administration. Whenever possible the preliminary screening of candidates shall be conducted by the director who will be directly in charge of the personnel being hired. The Superintendent of Schools shall have the authority to delegate recruitment and selection responsibilities to staff members. Names and salaries paid shall be presented to the next monthly meeting of the Board for the confirmation of contract by the Board.

Selection shall be based upon the merits of the candidates without regard to race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's equity coordinator, Dale Crozier, Superintendent, Address: 700 South Page, Monona Iowa 52159, Telephone 563-539-4795 email dale.crozier@mflmm.k12.ia.us.

Non-Certified Personnel

Series 400

Policy Title: Qualifications

Policy No. 412.4

Selection shall be determined by the following factors:

1. Training, experience, and skill.
2. Demonstrated competency.
3. Must possess or be able to qualify for state license if this is required by law.
4. Health and physical capability required for the position.

Non-certified personnel qualifications shall be evaluated upon the merits of the candidates without regard to race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's equity coordinator, Dale Crozier, Superintendent, Address: 700 South Page, Monona Iowa 52159, Telephone 563-539-4795 email dale.crozier@mflmm.k12.ia.us.

Revised: 2008

Reviewed & Revised

Fall of 2013; Revised November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Business Manager

Policy No. 412.5

The business manager shall:

1. Be directly responsible to the Superintendent.
2. Assist the Superintendent in the administration of the financial accounting system as directed by the Department of Public Instructions and, at the Superintendent's discretion, render any assistance desired in carrying out the responsibilities of his/her office.
3. The Business Manager shall assist the Board of Directors in performing their functions.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Bookkeeper(s) – Clerical Accounting

Policy No. 412.6

The bookkeeper shall:

1. Be directly responsible to the Business Manager.
2. Assist the Business Manager and the Superintendent in the administration of the financial accounting system as directed by the Department of Public Instruction and, at the Business Manager's or the Superintendent's discretion, render any assistance desired in carrying out the responsibilities of his/her office.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Director of Maintenance

Policy No. 412.7

The Director of Maintenance shall:

1. Be directly responsible to the Superintendent.
2. Assist the Superintendent in the maintenance of the buildings and grounds as directed by the Board of Directors, the Iowa Department of Education, and in accordance with the law and regulations of the Cities of Monona and McGregor, the state of Iowa, and the federal government of the United States.
3. Render any assistance desired by the Superintendent in carrying out the responsibilities of his/her office.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Custodians

Policy No. 412.8

1. Line of Authority Custodians shall follow such general directions as given by the Superintendent and the Director of Building and Grounds, and shall in all other matters by under the direction of the Principal. During vacations, however, the Superintendent shall have general supervision over custodians.
2. Fire Prevention The custodian shall allow no accumulation of rubbish or paper in the buildings, and shall, immediately after use, burn all cloths or waste used in wiping any fresh paint, or other linseed oil products, or see that they are placed in a safe container.
3. Custodians to Remain on School Premises So that the building will have constant supervision, custodians shall not leave while school is in session except in the case of an emergency, and in such event shall notify the principal immediately.
4. Purchase of Supplies Custodians will be authorized to purchase supplies by using a signed purchase order. This purchase should be signed by the Superintendent or Principal. However, in cases of emergency, the custodian is empowered to write and sign a purchase order, giving full information concerning the purpose of the purchase and filing a copy in the Superintendent's or Principal's office.
5. Personal Neatness Custodians shall attend all meetings called by the Superintendent, appear neat and clean when working with teachers, pupils, or public, courteously fulfill their duties, and observe policies of the school system.

Reviewed & Revised

Fall of 2013; Revised November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Director of Transportation

Policy No. 412.9

The Director of Transportation shall:

1. Be directly responsible to the Superintendent.
2. Assist the Superintendent in the determination of bus routes, the assignment of bus routes to drivers, the assessment of weather and road conditions, and various other aspects of the transportation program.
3. Be responsible for implementing and carrying out the responsibilities which have been delegated to him/her by the Superintendent.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Bus Drivers

Policy No. 412.10

1. The bus drivers shall carry out their duties under the supervision of the Director of Transportation. The Director of Transportation reports to the Superintendent of Schools.
2. The bus driver is responsible for seeing that his or her bus is kept clean and reporting any non-operating mechanical condition at all times to the supervisor.
3. The bus driver is responsible for the conduct of youngsters on his or her bus. In case of discipline difficulties, he or she is to report to the Director of Transportation and he/she will work with the Principal and Superintendent.
4. Substitute drivers will be procured by the Director of Transportation.
5. All bus routes shall be scheduled by the Director of Transportation and the Superintendent, subject to the approval of the Board of Directors.
6. Bus Drivers shall be subject to Drug Testing, as outlined in state mandates.

Reviewed & Revised

Fall of 2013; Revised November 11, 2019

Series 400

Policy Title: Drug and Alcohol Testing Program

Policy No. 412.11

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons, including the driver, or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the Superintendent.

Employees who violate the terms of this policy are subject to discipline up to and including termination.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy in compliance with the law. The superintendent will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent will also be responsible for publication and dissemination of this policy and its supporting administrative regulations and forms to employees operating school vehicles. The superintendent will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

Policy Title: Director of Food Services

Policy No. 412.12

The Director of Food Services shall:

1. Be directly responsible to the Superintendent.
2. Assist the Superintendent in the administration of the school nutrition program and at the Superintendent's discretion, render any assistance desired in carrying out the responsibilities of his/her office.
3. Be responsible for the accurate record keeping as directed by the Iowa Department of Education.
4. Be responsible for implementing and following all directives of the Iowa Department of Education.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Educational Aide

Policy No. 412.13

1. The Board may employ education aides or other instructional support personnel to assist certified personnel in non-teaching duties, including, but not limited to:
 - a. Managing and maintaining records, materials and equipment,
 - b. Attending to the physical needs of children,
 - c. Performing other limited services to support teaching duties when such duties are determined and directed by the teacher.
2. Education aides who hold a teaching certificate shall be compensated at the rate of pay established for their position as an educational aide.
3. It shall be the responsibility of the principal to supervise educational aides.
4. Educational aides shall meet all requirements of state standards.

Reviewed & Revised

Fall of 2013; Revised November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Board Secretary

Policy No. 412.14

The Board Secretary shall:

1. Be directly responsible to the Board of Directors.
2. Assist the Board of Directors in performing their function by, but not limited to:
 - a. Maintain minutes and articles related to all meetings of the Board of Directors.
3. Assist the Superintendent in the administration of the school district.
4. The position of Board Secretary and Business Manager may be performed by the same person at the option of the Board of Directors.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Contracts

Policy No. 413.1

Contracts with full-time and part-time non-certified personnel required by state statute, shall be in writing and shall state the length of time the contract shall be in force and the schedule of payment.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: **Worker's Compensation** Insurance

Policy No. 413.2

District employees are covered under the Workers' Compensation Act, and are entitled to its benefits under the terms of the law. Premiums for participation in the Workers' Compensation Insurance Plan are paid directly by the district. All benefits will be coordinated with sick leave payments.

Reviewed & Revised

Fall of 2013; Revised November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Physical Examination

Policy No. 413.3

All full-time and regular part-time employees are to present evidence of good physical health prior to their initial employment.

The administration may request any employee to have a physical examination if it appears that the person's physical condition is impairing his/her performance.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

The retirement date of non-certified employees of the school district shall be the last day of their current contract.

The board will pay \$20.00 (twenty dollars) per day for any unused sick leave on retirement to classified employees who meet the following conditions:

1. The classified employee has worked at least 15 (fifteen) consecutive years in the District.
2. The classified employee's work week is 30 hours per week or greater.
3. The employee is not a full-time bus driver.

The board will pay \$15.00 (fifteen dollars) per day for any unused sick leave on retirement of full-time bus drivers who meet the following conditions:

1. The bus driver has worked at least 15 (fifteen) consecutive years in the District.
2. The bus driver has held both an A.M. and P.M. route during the duration of the fifteen years.

Non-Certified Personnel

Series 400

Policy Title: Resignations

Policy No. 414.2

Resignations shall be in writing, signed by the resigning party, and directed to the Superintendent of Schools.

The Board recognizes that there are some circumstances which force an employee to request a release from an employment agreement before the expiration date of the employment agreement; therefore, personnel will be released from their employment agreements, at the discretion of the Board of Directors, when suitable replacements can be secured.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Sexual Harrassment

Policy No. 414.3

Sexual harassment will not be tolerated in the school district by the board in matters over which it has jurisdiction. Sexual harassment by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is prohibited. Persons found in violation of this policy will be subject to discipline, including, but not limited to reprimand, probation, demotion, suspension, or termination, or other sanction as determined appropriate by the board.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees, who believe they have suffered sexual harassment, shall report such matters to the superintendent, who shall be the complaint officer for sexual harassment complaints.

Complaints reported to a superintendent shall be handled by the superintendent in a timely and confidential manner. Information regarding an investigation of sexual harassment shall be confidential, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation.

It shall be the responsibility of the superintendent to have promptly investigated claims of sexual harassment and determine their validity. Upon receiving a complaint, the superintendent shall confer with the person making the complaint to obtain an understanding of and a statement of the facts from the person. The superintendent may meet with the parties involved in the complaint as often as the superintendent determines to be necessary. Upon completion of the investigation, the superintendent shall make a recommendation to the Board of Directors.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

Non- Certified Personnel
Series 400

Policy Title: Military Service

Policy No. 415.1

Leaves of absence are granted for military purposes, but not to exceed the enlistment or draft period. On completion of the military service, the individual is entitled to reinstatement at the same salary she/he would have received had she/he not taken such leave, but subject to the following conditions: That the position was not abolished, that she/he makes written application for reinstatement to the Superintendent of Schools at the time contracts are offered and that she/he submits an honorable discharge from the military service.

A leave of absence will be granted for reservists for training purposes but not for a period exceeding a total of 30 days in any calendar year. Leaves for recall to active duty (two week training excluded) are granted without loss of pay for thirty days. Employees are expected to take two week training during times when the schools are not in session whenever possible.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Absence Without Pay

Policy No. 415.2

Absence without pay may be authorized by the Superintendent and/or his representative. For such absences, deductions from the employee's salary will be made in accordance with the district's pay deduction regulations.

The employee shall make application for authorization in advance of the occurrence, or, if advance application is not possible, not later than ten days after the occurrence. Length of service, previous record of absence other than for personal illness, and the purpose of the absence shall be factors in the deduction as to authorization.

Involuntary absence not heretofore provided for may be excused. The employee shall make application immediately for excuse of such absence, and deductions in salary shall be made unless such deduction be specifically waived.

Other absences than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Religious Holidays

Policy No. 415.3

Any employee whose religious affiliation requires the observance of holidays other than those regularly scheduled in the official school district calendar may be excused without loss of salary.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Relations to Pupils and Public

Policy No. 416.1

In general, students are the responsibility of the professional staff. Except as noted below, non-certificated personnel should assume no authority in this matter:

1. A bus driver is responsible for the students on his/her bus when she/he is alone and in charge of the students.
2. Certain clerks, Food Service staff, and secretaries are designated to deal with students in attendance and related matters.
3. A custodian is in charge of a building during “off hours” when he/she is present.
4. When students are being destructive of public property and no professional staff member is immediately present.
5. Paraprofessionals have Supervision Duty when assigned to monitor a classroom, or other educational event
6. All other staff have supervision duties when assigned by a principal.

Reviewed & Revised

Fall of 2013; Revised November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Communicable Diseases - Employees

Policy No. 416.2

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term “communicable disease:” shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district’s bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent, administrative team members and school nurse(s).

The health risk to immunoexpressed employees shall be determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee’s personal physician, a physician chosen by the school district or public health officials.

An employee who is at work and who has a communicable disease which creates a substantial risk of harm to a student, coworkers, or others at the workplace shall report the condition to the Superintendent any time the employee is aware that the disease actively creates such risk.

Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personal file.

It shall be the responsibility of the superintendent, in conjunction with administrative team members and the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019

Non-Certified Personnel

Series 400

Policy Title: Staff Development

Policy No. 416.3

The Board encourages non-certified personnel to attend and participate in staff development activities to maintain, develop, and extend their skills.

The Board shall maintain and support an in-service program for non-certified personnel. As part of this in-service program, the Board shall establish through annual budget expenditures, the opportunity for staff development.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, shall be made to the superintendent or designee. Approval of the superintendent must be obtained prior to attendance by a non-certified employee in a development program.

The superintendent or designee shall have the discretion to allow or disallow non-certified employees to attend or participate in the requested event.

Reviewed & Revised

Fall of 2013; Reviewed November 11, 2019