

## **EMPLOYEES**

### **SERIES 400**

- 401            Employment and Internal Relations
  - 401.1        Equal Employment Opportunity
  - 401.2        Employee Conflict of Interest
  - 401.3        Nepotism
  - 401.4        Employee Complaints
  - 401.5        Employee Records
  - 401.5R1     Employee Records Regulation
  - 401.6        Transporting of Students by Employees
  - 401.7        Employee Travel Compensation
  - 401.8        Recognition for Service of Employees
  - 401.9        Employee Political Activity
  - 401.10      Credit Cards
  - 401.11      Employee Orientation
  
- 402            Employees and Outside Relations
  - 402.1        Release of Credit Information
  - 402.2        Child Abuse Reporting
  - 402.2R1     Child Abuse Reporting Regulation
  - 402.3        Abuse of Students by School District Employees
  - 402.3E1     Complaint Form
  - 402.3E2     Level 1 Investigation Report Form
  - 402.3R1     Abuse of Students by School District Employees Regulation
  - 402.4        Gifts to Employees
  - 402.5        Public Complaints About Employees
  - 402.6        Employee Outside Employment
  
- 403            Employees' Health and Well-Being
  - 403.1        Employee Physical Examinations
  - 403.2        Employee Injury on the Job
  - 403.3        Communicable Diseases – Employees
  - 403.3E1     Hepatitis B Vaccine Information and Record
  - 403.3R1     Universal Precautions Regulation
  - 403.4        Hazardous Chemical Disclosure
  - 403.5        Substance-Free Workplace
  - 403.5E1     Substance-Free Workplace Notice to Employees
  - 403.5R1     Substance-Free Workplace Regulation
  - 403.6        Drug and Alcohol Testing Program
  - 403.6E1     Drug and Alcohol Testing Program Notice to Employees
  - 403.6E2     Drug and Alcohol Program and Pre-Employment Testing Acknowledgement Form
  
- 404            Employee Conduct and Appearance
  - 404.1        Employee Conduct and Appearance
  - 404.1R1     Code of Professional Conduct and Ethics Regulation
  - 404.1R2     Code of Rights and Responsibilities Regulation

- 405 Licensed Employees – General
  - 405.1 Licensed Employee Defined
  - 405.2 Licensed Employee Qualifications, Recruitment, Selection
  - 405.3 Licensed Employee Individual Contracts
  - 405.4 Licensed Employee Continuing Contracts
  - 405.5 Licensed Employee Work Day
  - 405.6 Licensed Employee Assignment
  - 405.7 Licensed Employee Transfers
  - 405.8 Licensed Employee Evaluation
  - 405.9 Licensed Employee Probationary Status
  
- 406 Licensed Employee – Compensation and Benefits
  - 406.1 Licensed Employee Salary Schedule
  - 406.2 Licensed Employee Salary Schedule Advancement
  - 406.3 Licensed Employee Continued Education Credit
  - 406.4 Licensed Employee Compensation for Extra Duty
  - 406.5 Licensed Employee Group Insurance Benefits
  - 406.6 Licensed Employee Tax Shelter Programs
  
- 407 Licensed Employee – Termination of Employment
  - 407.1 Licensed Employee Resignation
  - 407.2 Licensed Employee Contract Release
  - 407.3 Licensed Employee Retirement
  - 407.4 Licensed Employee Suspension
  - 407.5 Licensed Employee Reduction in Force
  - 407.6 Licensed Employee Early Retirement Incentive
  
- 408 Licensed Employee – Professional Growth
  - 408.1 Licensed Employee Professional Development
  - 408.2 Licensed Employee Publication or Creation of Materials
  - 408.3 Licensed Employee Tutoring
  
- 409 Licensed Employee – Vacations and Leaves of Absence
  - 409.1 Licensed Employee Vacation – Holidays – Personal Leave
  - 409.2 Licensed Employee Personal Illness Leave
  - 409.3 Licensed Employee Family and Medical Leave
  - 409.3E1 Licensed Employee Family and Medical Leave Notice to Employees
  - 409.3E2 Licensed Employee Family and Medical Leave Request Form
  - 409.3E3 Licensed Employee Family and Medical Leave Certification Form
  - 409.3R1 Licensed Employee Family and Medical Leave Regulation
  - 409.3R2 Licensed Employee Family and Medical Leave Definitions
  - 409.4 Licensed Employee Bereavement Leave
  - 409.5 Licensed Employee Political Leave
  - 409.6 Licensed Employee Jury Duty Leave
  - 409.7 Licensed Employee Military Service Leave
  - 409.8 Licensed Employee Unpaid Leave
  - 409.9 Licensed Employee Sick Leave Bank
  
- 410 Other Licensed Employees
  - 410.1 Substitute Teachers
  - 410.2 Summer School Licensed Employees

- 410.3 Truancy Officer
- 410.4 Education Aide
  
- 411 Classified Employees – General
  - 411.1 Classified Employee Defined
  - 411.2 Classified Employee – Qualifications, Recruitment, Selection
  - 411.3 Classified Employee Contracts
  - 411.4 Classified Employee Licensing/Certification
  - 411.5 Classified Employee Assignment
  - 411.6 Classified Employee Transfers
  - 411.7 Classified Employee Evaluation
  - 411.8 Classified Employee Probationary Status
  
- 412 Classified Employee – Compensation and Benefits
  - 412.1 Classified Employee Compensation
  - 412.2 Classified Employee Wage and Overtime Compensation
  - 412.3 Classified Employee Group Insurance Benefits
  - 412.4 Classified Employee Tax Shelter Programs
  
- 413 Classified Employee – Termination of Employment
  - 413.1 Classified Employee Resignation
  - 413.2 Classified Employee Retirement
  - 413.2 Classified Employee Suspension
  - 413.4 Classified Employee Dismissal
  - 413.5 Classified Employee Reduction in Force
  - 413.6 Classified Employee Early Retirement
  
- 414 Classified Employee – Vacation and Leaves of Absence
  - 414.1 Classified Employee Vacations – Holidays –Personal Leave
  - 414.2 Classified Employee Personal Illness Leave
  - 414.3 Classified Employee Family and Medical Leave
  - 414.3E1 Classified Employee Family and Medical Leave Notice to Employees
  - 414.3E2 Classified Employee Family and Medical Leave Request Form
  - 414.3E3 Classified Employee Family and Medical Leave Certification Form
  - 414.3R1 Classified Employee Family and Medical Leave Regulation
  - 414.3R2 Classified Employee Family and Medical Leave Definitions
  - 414.4 Classified Employee Bereavement Leave
  - 414.5 Classified Employee Political Leave
  - 414.6 Classified Employee Jury Duty Leave
  - 414.7 Classified Employee Military Service Leave
  - 414.8 Classified Employee Unpaid Leave
  - 414.9 Classified Employee Professional Purposes Leave
  
- 415 Use of Computers, Computer Network and the Internet
  - 415.1 Appropriate Use of Computers, Computer Network and the Internet - Employees
  - 415.1R1 Appropriate Use of Computer Network and the Internet - Employees

## EQUAL EMPLOYMENT OPPORTUNITY

The East Sac County Community School District will 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 will 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 will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the boards 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 will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any teaching position the school district will perform the background checks required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district will also require background checks. 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 is waived.

Advertisements and notices for vacancies within the district will contain the following statement: "The East Sac County Community School District is an EEO/AA employer." The statement will 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, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, East Sac County Community School District, 801 Jackson, Lake View, IA, 51450, ph 712.664.5000.

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, 400 E. 14<sup>th</sup> Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416. 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.

## EQUAL EMPLOYMENT OPPORTUNITY

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.

Legal Reference: 29 U.S.C. §§ 621-634 (2004).  
42 U.S.C. §§ 2000e et seq. (2004).  
42 U.S.C. §§ 12101 et seq. (2004).  
Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8; 692.2; 692.2A; 692.2C(5); 235A.15;  
235A.6e(9) (2007).  
281 I.A.C. 12.4; 95.  
28 I.A.C. 14.1.

Cross Reference: 102 Equal Educational Opportunity  
104 Bullying/Harassment  
405.2 Licensed Employee Qualifications, Recruitment, Selection  
411.2 Classified Employee Qualifications, Recruitment, Selection

Approved:

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Revised: 11/07

## 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.

### EMPLOYEE CONFLICT OF INTEREST

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.

Legal Reference: Iowa Code §§ 20.7; 68B; 279.8; 301.28 (2005).

Cross Reference: 203 Board of Directors' Conflict of Interest  
402.4 Gifts to Employees  
402.7 Employee Outside Employment  
404 Employee Conduct and Appearance

Approved:

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Revised:

NEPOTISM

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district [subject to the approval of the board].

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

Legal Reference: Iowa Code §§ 20; 71; 277.27; 279.8 (2005).

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment Selection  
411.2 Classified Employee Qualifications, Recruitment Selection

Approved:

Reviewed: 5/11 , 2/13

Revised:



## EMPLOYEE COMPLAINTS

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

Legal Reference: Iowa Code §§ 20.7, .9; 279.8 (2005).

Cross Reference: 307 Communication Channels

Approved:

Reviewed: 5/11 , 2/13

Revised:

## 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.

Legal Reference: Iowa Code chs. 20; 21; 22; 91B (2005).

Cross Reference: 402.1 Release of Credit Information  
403 Employees' Health and Well-Being  
708 Care, Maintenance and Disposal of School District Records

Approved:

Reviewed: 11/07, 10/11 , 2/13

Revised: 10/11

## EMPLOYEE RECORDS REGULATION

### Employee Personnel Records Content

1. Employee personnel records may contain the following information:
  - Personal information including, but not 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.
3. The following are considered public personnel records available for inspection:
  - The name and compensation of the individual, including any written agreement establishing compensation or any other terms of employment, except for that information that is otherwise protected. "Compensation" includes the value of benefits conferred including, but not limited to: casualty, disability, life or health insurance, other health or wellness benefits, vacation, holiday and sick leave, severance payments, retirement benefits and deferred compensation;
  - The dates the individual was employed by the government body;
  - The positions the individual holds or has held with the government body;
  - The educational institutions attended by the individual, including any diplomas and degrees earned, and the names of the individual's previous employers, positions previously held and dates of previous employment;
  - The fact that the individual was discharged as the result of a final disciplinary action upon the exhaustion of all applicable contractual, legal and statutory remedies; and,
  - Personal information in confidential records of government bodies relating to student employees shall only be released pursuant to the Family Educational Privacy Rights Act (FERPA).

### *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 not be limited to:

## EMPLOYEE RECORDS REGULATION

- 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.

### *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 minimum of three years after the position was filled. Payroll and salary records are maintained for a minimum of three years after payment.

## TRANSPORTING OF STUDENTS BY EMPLOYEES

Generally, transportation of students is in a motor vehicle owned by the school district and driven by an employee. In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's motor vehicle.

Employees who transport students for school purposes must have the permission of the superintendent.

This policy statement applies to transportation of students for school purposes in addition to the regular bus route transporting students to and from their designated attendance center.

Legal Reference: Iowa Code chs. 285; 321 (2005).

Cross Reference: 401.7 Employee Travel Compensation  
711 Transportation  
904.1 Transporting Students in Private Vehicles

Approved:

Reviewed: 5/11, 2/13

Revised:

## EMPLOYEE TRAVEL COMPENSATION

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

### *Travel Outside the School District*

Travel outside of the school district must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, is approved by the superintendent.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

Failure to have a detailed receipt will make the expense a personal expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration.

If a school district vehicle is not available, the employee will be reimbursed at the rate approved by the federal Internal Revenue Service.

Pre-approved expense for lodging within the state and outside the state is limited to the rate of a medium priced hotel in the area. Lodging may be pre-approved for a larger amount if special circumstances require the employee to stay at a particular hotel. Meal reimbursement will be made by pre-approval only. Receipts must accompany the request for reimbursement of meals. If there are no receipts the request is the personal expense of the employee.

### *Travel Within the School District*

Employees required to travel in their personal vehicle between school district buildings/attendance centers to carry out the duties of their position may be reimbursed at the rate approved by the federal Internal Revenue Service. Reimbursement will not be made for staff reassigned to a building within the district. This policy applies to travel within a school day. It is the responsibility of the superintendent to approve travel within the school district by employees. It is the responsibility of the board to review the travel within the school district by the superintendent through the board's audit and approval process.

Employees who are allowed an in-school district travel allowance will have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

## EMPLOYEE TRAVEL COMPENSATION

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses, in-school district travel allowances and assignment of school district vehicles. The administrative regulations will include the appropriate forms to be filed for reimbursement to the employee from the school district and the procedures for obtaining approval for travel outside of and within the school district.

Legal Reference: Iowa Constitution, Art. III, § 31.  
Iowa Code §§ 70A.9-.11 (2005).  
1980 Op. Att'y Gen. 512.

Cross Reference: 216.3 Board of Directors' Member Compensation and Expenses  
401.6 Transporting of Students by Employees  
401.10 Credit Cards  
904.1 Transporting Students in Private Vehicles

Approved:

Reviewed: 5/11, 2/13

Revised: 2/13

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.

Legal Reference: Iowa Const. Art. III, § 31.  
Iowa Code § 279.8 (2005).  
1980 Op. Att'y Gen. 102.

Cross Reference: 407 Licensed Employee Termination of Employment  
413 Classified Employee Termination of Employment

Approved:

Reviewed: 5/11, 2/13

Revised:



EMPLOYEE POLITICAL ACTIVITY

Employees will not engage in political activity upon property under the jurisdiction of the board. Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited.

Violation of this policy may be grounds for disciplinary action.

Legal Reference: Iowa Code §§ 55; 279.8 (2005).

Cross Reference: 409.5 Licensed Employee Political Leave  
414.5 Classified Employee Political Leave

Approved:

Reviewed: 5/11, 2/13

Revised:

## CREDIT CARDS

Employees may use school district credit cards for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored events, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

Employees and officers using a school district credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt will make the employee responsible for expenses incurred. Those expenses are reimbursed to the school district no later than ten working days following use of the school district's credit card. In exceptional circumstances, the superintendent or board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

The school district may maintain a school district credit card for actual and necessary expenses incurred by employees and officers in the performance of their duties. The superintendent may maintain a school district credit card for actual and necessary expenses incurred in the performance of the superintendent's duties. The transportation director may maintain a school district credit card for fueling school district transportation vehicles in accordance with board policy.

It is the responsibility of the superintendent to determine whether the school district credit card use is for appropriate school business. It is the responsibility of the board to determine through the audit and approval process of the board whether the school district credit card use by the superintendent and the board is for appropriate school business.

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses and use of a school district credit card. The administrative regulations will include the appropriate forms to be filed for obtaining a credit card.

Legal Reference: Iowa Constitution, Art. III, § 31.  
Iowa Code §§ 279.8, .29, .30 (2005).  
281 I.A.C. 12.3(1).

Cross Reference: 219.3 Board of Directors' Member Compensation and Expenses  
401.7 Employee Travel Compensation

Approved:

Reviewed: 5/11, 2/13

Revised

## EMPLOYEE ORIENTATION

Employees must know their role and duties. New employees may be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the business manager. Regular employees ineligible for the school district's group health plan will be given information regarding where they can obtain health care or health care insurance.

Legal Reference: Iowa Code §§ 20; 279.8 (2005).  
191 I.A.C. 74.

Cross Reference: 404 Employee Conduct and Appearance  
406 Licensed Employee Compensation and Benefits  
412 Classified Employee Compensation and Benefits

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Reviewed: 5/11, 2/13

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