



Employee Expectations and Rules of Work

The following expectations and rules will allow all employees the respect and professionalism deserving of employment within the Burlington Community School District. The District expects that all of our employees will serve as role models for our students in the educational process.

<p>Attendance and Promptness</p>	<ul style="list-style-type: none"> • In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. The district expects consistent and on-time attendance from the employees of the district. • Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday or outside of the school year. • Employees must notify their supervisors or principals (and co-workers when necessary) of all times when they will be absent. A building principal or supervisor may designate the district's Aesop absence management system as proper notification for their building or department. • Employees must complete the required absence documentation in advance when possible. Absences arranged in advance (i.e. vacations and personal days) do not require notification on the day of absence or when returning to work, unless outside the previously-scheduled time off. • If an employee is absent for three consecutive workdays without proper notification and authorization, the employee shall be considered to have abandoned his or her position
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	<p>and it will be recognized as a resignation.</p> <ul style="list-style-type: none"> • Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. • Leaves of absence without pay are generally not granted. Exceptions to this must be approved by the Superintendent or Human Resources Director. • For any absence beyond ten consecutive work days, the employee must contact the Human Resources office to initiate FMLA paperwork or the appropriate leave of absence request. • Employees are expected to be at the job site and ready to begin work at the designated starting time. Arriving late for work or leaving the job early is not acceptable unless prior arrangements have been made with the supervisor or building principal. Absence or tardiness because of obligations to another job or outside activity is not acceptable as an excuse. No other income-producing activity takes precedence over your District job. • Employees who are required to keep a time card or clock in to a time clock will do so accurately. Failure to do so will result in discipline, up to and including termination.
Break or Meal Periods	<p>Employees are expected to return to work immediately upon the defined completion of a paid or sanctioned unpaid break. Leaving the place of duty during a work shift without permission is cause for discipline, except during unpaid break periods or break periods covered by a negotiated contract. Employees should sign out of the building when leaving during the work day, except for approved or negotiated lunch breaks.</p>
Board Policies	<p>Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties and it is expected that employees become familiar with the policies that pertain to them. Board policies are available in school offices and libraries, at the Central Administration Building and at the Burlington Public Library.</p>
Care of District or Co-worker Property	<p>It is expected all employees will use care and caution using district and non-district property. Abuse or misuse of district or non-district owned property is to be reported immediately. Failure to do so will limit district responsibility or increase employee responsibility. Abuse, misuse or unauthorized use of district property, private property, materials and equipment is subject to disciplinary action.</p>

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<p>Computer Use</p>	<p>It is expected that all employees use district computers and associated technology to assist and benefit the educational process in accordance with Board Policy #406.8 on Computer/Internet Usage. Computers and associated technology are the property of the district and are for the use of district-related activities only. District equipment is not for employee personal or business use. Misuse of district technology may impact an employee's ability to perform his or her essential job functions. Misuse of district technology may incur disciplinary action. Any unlawful use of district technology will be dealt with to the full extent of the law. Any document or website created using district computers become the property of the district. Any files stored on district data systems (including email correspondence) become the property of the district. District employees are urged to use great care and discretion when using social networking and blogging venues such as MySpace, Facebook, Twitter, etc. These venues should not be used in the school district, unless for an administrator-approved educational use. District issued technology is subject to inspection at any time. In use of social networking and blogging venues, district employees should conduct themselves in a manner that does not disrupt and/or damage the educational process.</p>
<p>Contact Information</p>	<p>All employees are expected to maintain accurate contact information (name, address, phone number, emergency contact information) on file with the district Human Resources Office. Employees must notify Human Resources if they choose to not have personal address or phone information posted in the employee directory.</p>
<p>Confidential Records</p>	<p>It is expected that all employees maintain the confidentiality of information they receive about students or fellow employees. Employees must not disclose confidential student information. Give careful thought to what you discuss concerning school matters with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring critical community members to the school principal or other staff members. Much care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action and expose the employee to personal liability for violation of privacy laws.</p>

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Cooperation in Workplace Investigation	<p>It is expected that any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees.</p>
Drug & Alcohol Policies for Employees	<p>It is expected that district employees' judgment and performance of job functions is not impaired due to the use of alcohol or other substances. Alcoholic beverages, illegal substances and legal substances used illegally shall not be consumed at any time during the employee's work shift. Reporting to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances, is a violation of school district work rules. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, up to and including immediate dismissal.</p>
Efficient and Attentive Performance of Duties	<p>It is expected that employees demonstrate efficient and attentive behavior in the educational setting. An employee is responsible for the time on the job to which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.</p> <p>Inattentive behavior such as loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty is strictly prohibited and will result in discipline. This does not apply to transportation employees who are expected to rest or sleep between driving assignments (wait time).</p> <p>All employees are mindful that students are not to be left unattended and they (employees) should not place themselves in any position where student safety is at risk or neglect of duty could be claimed.</p> <p>All district employees are prohibited from performing work that is not related to school district business while on duty. Doing so could result in discipline, up to and including termination.</p> <p>Guidelines in the Fair Labor Standards Act state non-exempt (non-salaried, hourly) employees are not to begin work prior to their scheduled start time. Employees are expected to be at their designated work area ready to begin work at their scheduled start time, and the start and stop time should be accurately reflected on timesheets or time clock records. To be paid overtime,</p>

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	that time must be pre-approved by the employee's supervisor.
E-Mail and Voice Mail	It is expected that employees with access to e-mail and voice mail accounts within the district check them on a daily basis when school is in session and when the employee is present. These are important communication tools used within the district. Employees are also expected to update e-mail and voice mail "out of office" features when they will be absent from the district.
Employee Identification	District employees are expected to identify themselves as employees of the district by wearing their employee name badge at all times while in the school buildings.
Ethics and Honesty	It is expected that district employees perform their jobs in an ethical and honest manner. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Ethics of the Iowa Board of Educational Examiners. It is available at http://www.iowa.gov/boee/doc/ethHndot.pdf . Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. Any licensed employee will also be charged with fraud as a violation of the Iowa Board of Educational Examiners' Code of Ethics and the district will petition for license revocation.
Following Work Instructions	It is expected that employees will follow work instructions or assignments given by their immediate supervisor. Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority, or to carry out work assignments will not be tolerated. Insubordination will result in discipline, up to and including termination.
Fundraising	It is expected that any fundraising effort within the district must follow the procedures established by the district's Business Office. Persons responsible for fundraising efforts should contact the Business Office prior to the start of the fundraising event.

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<p>Licensure/Certification</p>	<p>Employees in positions that require licensure or certification are expected to maintain current licensure at all times. Employees are expected to apply for renewal at least thirty days before license expiration. Employees are expected to send a copy of their current license to the Human Resources office.</p>
<p>Personal Profit</p>	<p>It is expected that district employees and students are not coerced to purchase or contribute to any product or cause that benefits any employee personally. Employees are not to engage in soliciting or selling for personal benefit or profit – this does not include school district fundraisers. For any licensed employee, soliciting or selling for personal benefit or profit violates the Iowa Board of Educational Examiners' Code of Ethics, and the district shall report such.</p>
<p>Procedure for Hearing and Review of Discipline</p>	<p>It is expected that employees follow the established procedure for hearing and review of discipline under Board Policy #400. 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.</p> <p>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.</p> <p>A formal, written complaint must be filed with the immediate supervisor if the concern is not resolved and a more formal investigation is requested. If the complaint is not resolved, the appeal process may be implemented by contacting - in order - the next supervisor in the line of responsibility, then the Superintendent. The issue may be resolved at any step in the appeal process. The Board of Education is the final appeal body. If specific information is shared with an individual board member, he or she may be recused from participating in an appeal hearing.</p> <p>No appeal will be heard by the Board of Education and no concerns regarding staff members will be investigated or acted upon unless the concern is submitted in written form, signed by the</p>

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	<p>person lodging the complaint and submitted to the board through the Superintendent. Due process rights dictate that information should not be shared with the board until it formally convenes as a hearing or appeal body.</p>
<p>Professional Dress/Grooming and Hygiene</p>	<p>It is expected that district employees maintain a professional appearance at all times, due to the frequent interaction with students, parents and the general public. The way employees look, dress and act is vitally important to our organization and the employee's ability to serve as a role model for our students.</p> <p>Employees' attire while at Burlington Community School District is to be appropriate to the extent that no distracting or disruptive attention or reaction on the part of others is anticipated or caused. Any clothing that has words, terms or pictures that may be offensive to other employees is unacceptable.</p> <p>All employees should choose clothing and hair styles appropriate for a professional business setting. For example, garments with spaghetti straps, tube tops, athletic suits or pants (except for participation in physical education classes), halter tops, etc. are not appropriate. Torn, dirty or frayed clothing is unacceptable. Unsafe footwear, such as rubber beach sandals, is not appropriate. Clothing, body adornments, unnatural hair color, tattoos and piercings that attract undue attention to the extent of distraction or disruption in the educational setting are not appropriate. As role models for students, all staff members are expected to not only dress appropriately, but to maintain good hygiene.</p> <p>Any aspect of professional dress or grooming/hygiene which could be deemed inappropriate or unsafe will be discussed with the employee. Continued violations of this workplace expectation will result in disciplinary action.</p> <p>Employees who are furnished work uniforms, are expected to keep them clean and in good repair. The uniforms must be returned to the district when they become unwearable or upon termination of employment.</p>

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<p>Procedure for reporting Harassment, Including but Not Limited to, Sexual Harassment</p>	<p>It is expected that employees follow the procedure outlined in Board Policy # 400.3 for reporting incidences of harassment within the district. Harassment and bullying of students, employees, volunteers and visitors are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students and others by other students, by school employees, by volunteers and visitors who have direct contact with students will not be tolerated in the school or school district.</p>
<p>Prompt Completion of Reports</p>	<p>In order to have the district function in a timely manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including time sheets, grade reports, student records, compliance reports and testing results. Failure to meet the deadline may result in disciplinary action.</p> <p>All on-the-job injuries shall be reported to the immediate supervisor and the principal or principal's secretary in a timely manner within 24 hours of the incident. This shall be done regardless of whether medical attention is required.</p>
<p>Relationship with Co-Workers</p>	<p>It is expected that district employees maintain a professional relationship with all co-workers. Employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a responsible attitude toward their jobs and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt their work. It is important that collaboration for student achievement is accomplished through open communication.</p> <p>Any verbal or physical altercations between or among employees or others will not be tolerated and will subject the employee(s) to disciplinary action.</p> <p>Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated and will subject the employee to disciplinary action.</p>

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Relationship with Students	District employees are encouraged to create professional relationships with students so as to assist with their learning. Employees should be wary of creating a relationship that is unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships. This would include any relationships created through electronic social networking.
Reporting of Post-Employment Arrests and Convictions	It is expected that any employee who is arrested or convicted shall report such to the district administration. Failure to do so shall incur discipline, up to and including termination.
Use of Telephones and Electronic Devices	It is expected that district phones and any electronic communications devices are used appropriately for business reasons. Phones and devices are to be used appropriately at times that do not conflict with the employees' duties. The district understands that employees may choose to use their personal cell phones or electronic devices for business reasons. All personal calls and electronic communications should be made during sanctioned breaks. District telephones are for official school business. In case of an emergency, a personal message may be received or telephone call made, but the call should be limited to no more than five minutes. Employees will not be called to the phone during the workday except in an emergency. Failure to follow this guideline will result in disciplinary action, up to and including termination.
Theft	It is expected that all thefts will be reported immediately to a principal or supervisor. Any conviction of theft will result in appropriate discipline, up to and including termination.
Treatment of Patrons of District	It is expected that patrons of the district and other members of the community are treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by district patrons. Employee safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised.
Treatment of Students	It is expected that students of the school district are treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by students. Employee as well as student safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised. Employees must report any incident of mistreatment of students by a school employee.

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<p>Use of District Vehicles</p>	<p>It is expected that district vehicles are operated in a safe and responsible manner. Only employees who possess a valid driver's license and have appropriate insurance coverage may operate a district vehicle in their work performance. Drivers of district vehicles must be on the approved drivers list through the Transportation department. Drivers of district vehicles will be responsible to pay fines received, including parking tickets. Unsafe use, breaking motor vehicle laws, or personal use of district vehicles will not be tolerated.</p>
<p>Violence and Weapons in the Workplace</p>	<p>It is expected that employees maintain a business and educational environment that protects the safety of students and other employees. Violence in the workplace will not be tolerated in any form, and violent acts will be punished to the full extent of the law. Acts deemed violent, even if not covered specifically in board policies, may incur discipline, up to and including termination. In accordance with Board Policy #502.6, the board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. Violations will lead to discipline including discharge. School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from anyone who brings them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.</p>
<p>Workplace Privacy</p>	<p>It is expected that employees understand the limits of workplace privacy in the Burlington Community School District. The school district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property and are only to be used for conducting school district business. As a part of their employment, the school district may make a desk, computer or work space available to employees. The desk, computer and the work space are school district property. Because the desk, computer and the work space are District property, not the personal property of the employee, they are subject to being inspected by the District at any time, with or without</p>

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	<p>notice to the employee.</p> <p>The District assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.</p> <p>If the District conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.</p>
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Disclaimer: This handbook is not a contract. It is not an offer of an employment contract. This handbook is intended by the District for informational purposes only. It is not intended to promise any terms or conditions of employment. The information in this handbook may change at any time, with our without notice to employees.

Notification of Changes: The District may from time to time adopt and publish changes in these work rules. Such changes shall become effective only after they have been board approved and communicated to employees (i.e. email notification and prominent posting on appropriate employer bulletin boards for a period of seven (7) work days.) All employees shall comply with the work rules. Any unresolved complaint as to the reasonableness of new or existing work rules, or any complaint involving discrimination in the application of such rules shall be resolved through the district’s employee complaint procedures (Reference Board Policy 400.4 – Employee Complaint Procedures).

Disciplinary Procedures: In accordance with Board Policy 401.7 (Discipline and Discharge), all employees shall perform their assigned duties cooperatively and competently and in accordance with district policies, rules, regulations and directives. Administration may impose the following disciplinary sanctions for breach of expected behavior: verbal or written warnings or reprimands, disciplinary probation, and disciplinary suspensions not to exceed ten (10) work days (with our without pay). The nature and duration of the disciplinary sanction shall depend upon the seriousness of the offense, extenuating or exacerbating circumstances and the employee’s prior work record. The sanctions listed in this policy are not intended to provide a rank ordering of sanctions, and probation or suspension may be imposed without first imposing a warning or an employee may be discharged without first applying any of these sanctions.