

Des Moines Public Schools

**Employment  
Information  
Handbook**

for

**All Employees**



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## **WELCOME**

Welcome to an inspiring and rewarding new year as an employee in the Des Moines Public Schools. Whether you came to the District only recently, or forty years ago, we would like to congratulate you for being selected to take part in the essential work of helping educate the youth of Des Moines.

The successful education of today's youth takes an entire "community" of staff. We are thankful that you have chosen to share your talents, skills, knowledge, and abilities with the students of Des Moines Public Schools. Your contribution is vital to help meet the individual needs of each child and achieve the District's goal that every graduate possesses the knowledge, skills, and abilities to be successful at the next stage of their lives.

Although each new school year brings its fair share of challenges, each year also brings forth a multitude of special rewards. We appreciate your part in making this the best school district in America.

The purpose of the Employment Information Handbook is to provide you with general and specific information that will be of assistance to you in your efforts to learn about the policies, practices, procedures, and overall philosophy of the Des Moines School District. Of course, any handbook is only as good as its implementation. Therefore, we encourage you to have discussions with your supervisors and other District staff if you have any questions regarding the contents of this Handbook.

We hope your employment in the Des Moines Public Schools will be a long, fulfilling, and rewarding experience.

Sincerely,

Scott R. Mikesh, J.D.  
Executive Director for Human Resources Management

## PREFACE

This handbook is prepared for informational purposes. It does not constitute a contract of employment between the Des Moines Public Schools and its employees, and it should not be construed as such. The *Employment Information Handbook* is a resource that helps inform employees of expectations and services available. By thoroughly reading this resource and any applicable contract and/or *Comprehensive Agreement*, employees will be informed of benefits and opportunities as well as of potential consequences of failure to meet the expectations of the Des Moines Public Schools.

The policies contained in the *Employment Information Handbook* may be changed or amended at any time with or without notice for many employees. For other employees, agreements for specified time periods may be entered into only with the recommendation of the Superintendent, the Associate Superintendent(s), the Chief Financial Officer, or an Executive Director with the approval of the Executive Director of Human Resources Management.

Employees are required to review this handbook annually and to certify that they understand their responsibility to comply with District policies, practices, and work rules. Violations of this responsibility may constitute cause for disciplinary action.

**Employees will receive one copy of the *Employment Information Handbook*, and new employees will also receive a current copy of the *Comprehensive Agreement* for their employee group.**

**A copy of each will also be placed on Share Point to facilitate efficient notification of amendments throughout the year.**

Each year all employees must read, complete and return to the principal or department supervisor a signature form called “**VERIFICATION THAT EMPLOYEES UNDERSTAND THE CONTENTS OF THE EMPLOYMENT INFORMATION HANDBOOK**”, indicating they understand the contents of the *Employment Information Handbook*. Each employee is expected to fill out and return to the principal or department supervisor a copy of the signature form by October 15. The signature form will then be retained by your building principal or department supervisor.

**A copy of the signature form is also on Share Point.**

## ADMINISTRATIVE OFFICES

The following is the office address for administrative and support staff of the Des Moines Independent Community School District.

**Des Moines Public Schools  
901 Walnut Street  
Des Moines, Iowa 50309-3506**

Office hours are 8:00 a.m. until 4:30 p.m. Offices are closed on Saturday and Sunday except by appointment.

You may also reach any employee by e-mail: **first.last@dmschools.org**

When teachers need specialized assistance in working with curriculum and other related instructional areas, Central Office personnel are available to assist. Please feel free to call them whenever you believe they can be of assistance.

All forms referenced in the *Employment Information Handbook* can be accessed through **Share Point** which is accessible through a link on [DMPSToday](#).

## EQUAL OPPORTUNITY

The Des Moines Public Schools prohibits discrimination in educational and employment programs and activities based on age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, gender identity or disability. In addition, the District prohibits acts of intolerance or any form of harassment toward employees or students. Complaints of discrimination may be filed with the District's Investigator, Human Resources Management, Des Moines Public Schools, 901 Walnut Street, Des Moines, Iowa 50309, (515) 242-7841. For information regarding Title IX and Section 504, contact the District's Legal Department, Des Moines Public Schools, 901 Walnut Street, Des Moines, Iowa 50309, (515) 242-7837.

## HARASSMENT AND DISCRIMINATION

Series 400

Code 402.1

**Title: Non-Discrimination and Equal Opportunity Employment**

It is the policy of the Des Moines Public School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) 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:

Director of Human Resources  
901 Walnut Street  
Des Moines, Iowa 50309  
515.242.7911

The district will provide a non-discriminatory work environment for all employees regardless of their age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, or disability. Discriminatory harassment is defined as unwelcome verbal or physical conduct relating to age, race, creed, color, marital status, national origin, religion, disability or sexual orientation when made by any member of the school staff to a student, when made by any member of the staff to another staff member, when made by a student to a staff member or when made by any student to another student when:

- a. Submission to such conduct is made directly or indirectly a term or condition of an individual's employment or education, or when:
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Inquiries related to discrimination may be directed to General Counsel, 901 Walnut Street, Des Moines, Iowa 50309, 242-7837. Complaints can also be directed to the Director of the Iowa Civil Rights Commission; to the Director, United States Equal Employment Opportunity Commission in Milwaukee, Wisconsin; or to the Region VII Office for Civil Rights within the United States Department of Education, in Kansas City, Missouri.

*Administrative Procedures: Code 402.1*

*Adopted August 7, 1990; revised February 4, 1992; revised January 9, 2006*

*Last review: 2011*

**Series 400**  
**Code 406**  
**Title: Hostile Work Environment**

In order for the District to accomplish its mission and goals, it is necessary that positive, respectful and productive human relationships be maintained among people employed by, representing and receiving service from the District. Any person who purposefully and without legitimate purpose engages in conduct that creates an intimidating, hostile, or demeaning work environment will be in violation of this policy related to hostile work environment harassment. Such conduct will be a violation of this policy if it is severe, persistent or pervasive and unreasonably interferes with an individual's professional performance.

“Severe” conduct is conduct which inflicts physical discomfort, hardship, pain, or distress. Examples of behaviors that would be considered severe include, but are not limited to, the following:

- Aggressive and unwelcome physical contact;
- Abrupt, physically confrontational behavior which implies imminent danger;
- Overtly hostile, injurious, or destructive behavior;
- Verbal threats of physical harm; and
- Acts of retaliation against a staff member for filing a complaint or offering testimony during an investigative process.

“Persistent” conduct is conduct which is continuous or has existed for a long or longer than usual period of time without sufficient change in function. The following conduct, if persistent, could constitute hostile work environment harassment:

- Raising one's voice above conversational tones in anger, frustration, rage or with the intent of intimidating the listener;
- Directing profane and/or abusive language at others, including name-calling and/or personal, direct and intentional insults; and
- Mocking, taunting or ridiculing others.

Pervasive conduct is conduct which occurs frequently and without sanction in the work environment because it has become an accepted part of the culture of the environment.

Conduct that humiliates, intimidates, excludes, bullies, frightens and or isolates another and is sufficiently severe, persistent and/or pervasive is a violation of this policy.

Inquiries related to hostile work environment harassment or how to file a complaint may be directed to the District's Investigator, 901 Walnut Street, Des Moines, Iowa 50309, 242-7841.

Adopted January 9, 2007

**Series 400**  
**Code 407**  
**Title: Sexual Harassment**

The District is committed to maintaining a learning and working environment free of any form of sexual harassment or intimidation toward personnel and students on school grounds, on school time, at a school-sponsored activity or in a school-related context.



Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the staff to another staff member, when made by a student to a staff member or when made by any student to another student when:

- a. Submission to such conduct is made directly or indirectly a term or condition of an individual's employment or education, or when:
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Administrative procedures shall be developed to process sexual harassment complaints filed by employees, parents or guardians, students and volunteers.

Inquiries related to sexual harassment when an employee is the alleged harasser, including how to file a complaint, may be directed to the District's Investigator, 901 Walnut Street, Des Moines, Iowa 50309, 242-7841. Complaints can also be directed to the Director of the Iowa Civil Rights Commission; to the Director, United States Equal Employment Opportunity Commission in Milwaukee, Wisconsin; or to the Region VII Office for Civil Rights within the United States Department of Education, in Kansas City, Missouri.

Administrative Procedures: Code 407

Legal reference: Iowa Code §§ 402.1, 452 (1995)

Revised February 19, 1991; July 12, 1994; January 9, 2007

Last review: 2006-2007

# NEPOTISM

## **Series 400**

### **Code 402.3**

#### **Title: Nepotism**

The school district may employ more than one family member. Assignment of members of one family to the same building shall be avoided, if possible.

No person shall directly or indirectly supervise a member of his or her immediate family. Immediate family includes spouse, children, siblings, parents, step-children or in-laws. Exceptions to this policy must be approved in writing by the Superintendent.

As with all employees, no employee's family member shall be given preferential treatment unrelated to that person's qualifications, credentials, and record.

Legal reference: Iowa Code Ch. 71 & § 279.8  
Adopted August 16, 1994; Revised: January 10, 2003  
Last Review: 2005-06

Administrators, specialists, and others in a position to influence hiring decisions are prohibited from hiring directly or indirectly, or through a subordinate, member(s) of their immediate family (spouse, children, siblings, parents, step-children or in-laws).

Family members can, and do, work within the District. However, direct or indirect supervision will be avoided if at all possible. When a potential circumstance arises, it must be submitted to the Executive Director of Human Resources Management and receive final approval in writing by the Superintendent. This policy applies to full-time, part-time temporary, casual and intermittent positions as well as private contractors not subject to bidding procedures.

Failure by an employee to disclose a familial relationship of a candidate during the hiring process is grounds for disciplinary action, up to and including discharge.

#### **District Employees as Independent Contractors**

Employees of the District cannot also serve as an independent contractor for the District, paid through purchase order or check request in the same tax year. Individuals cannot be paid as both an employee and as an independent contractor.

Determination must be made regarding the need to have a signed contract. Only the Board of Directors has the authority to sign a contract on behalf of the District. In many cases, scope of work agreement is sufficient.

In order to be paid as an independent contractor, appropriate tax forms must be on file in the Business and Finance Office.

#### **Hiring Staff**

Part-time, casual, or temporary hiring practices are the same as those for full-time or regular positions. All hiring must be authorized through Human Resources. This includes filling an existing vacant position or a new position approved by the Superintendent or his/her designee. New positions will be advertised, interviews held,

and the best qualified candidate selected. The same practice will be followed when selecting individuals for grants. Human Resources sets the salaries for all positions, including those paid for by grants.

The Executive Director of Human Resources Management may authorize temporary emergency hiring, either through a temporary agency or direct hiring.

The offer of a job or a promise of a job without authorization from a Human Resources administrator is prohibited.

## **PROBLEM-SOLVING PROCEDURE FOR VIOLATIONS OF EMPLOYMENT HANDBOOK**

### **Definition**

A complaint is a claim by an employee that one of the specific provisions of this *Employment Information Handbook* has been violated.

### **Procedure**

**Step 1:** A complaint should be presented orally to the immediate supervisor within ten working days of the alleged violation for the purpose of resolving the matter informally. The supervisor shall render a written decision within ten working days after receiving the complaint.

**Step 2:** If the employee is not satisfied with the decision at Step 1, an appeal may be forwarded within ten working days to the Executive Director of Human Resources Management. The Executive Director of Human Resources Management may conduct a conference with the complainant and issue a written decision regarding the complaint within ten working days following the conference.

### **Personnel Investigations**

In the event that a District employee is asked to participate in an on-going investigation of alleged wrongdoing by another employee or a student, the employee must cooperate with the District investigator(s). Failure to do so may result in disciplinary action, up to and including discharge. Information regarding the complaint process for violations of provisions in the comprehensive agreement is detailed in the respective comprehensive agreement.

*If you are an employee who is covered under a Comprehensive Agreement and you have a complaint that a provision of the Comprehensive Agreement has been violated, please refer to the "Grievance Procedures" section of the Comprehensive Agreement.*

## PERSONAL HELP

### **Advice and Counseling**

If you have a problem in your job or a problem in your personal life that is affecting your job, please feel free to discuss it with your principal or department supervisor and with Human Resources Management personnel. Sometimes what seems like an insurmountable problem can be solved by talking with people who have experience in dealing with difficult situations. If you would like additional assistance, please consider calling the **Employee Assistance Program**, a free confidential service provided to Des Moines School District employees and their families. The Employee Assistance Program phone number is (515) 243-4200 and the website is [www.efr.org](http://www.efr.org).

### **Employee Assistance Program**

The Des Moines Public Schools participate in a counseling service supported by the School District, the County, the State, and United Way. The initial contact with Employee Assistance Program is free to school employees and their immediate family members. The purpose of the program is to assist employees and family members identify community agencies that can provide on-going assistance with personal or family problems such as marital or financial problems, alcoholism, drug abuse, or any other personal or family problems. After you have spoken with an Employee Assistance counselor, you may feel that you need additional services that can be provided by other outside agencies. The Employee Assistance counselor can help you connect with those fee-based agencies. Some of the outside agencies have sliding fee scales that can be adjusted to the client's ability to pay.

Free confidential help from the Employee Assistance Program is available at (515) 243-4200 or on their website at [www.efr.org](http://www.efr.org).

# HUMAN RESOURCES MANAGEMENT CONDITIONS OF EMPLOYMENT

## **New Certified Staff**

All new certified employees must send or deliver the following information to Human Resources Management, 901 Walnut Street, Des Moines, Iowa, 50309-3506, prior to starting employment:

1. employment application
2. a cancelled check for automatic deposit, Federal W4, and State W4.
3. physical examination (All new employees are required to take a pre-employment physical examination at their own expense. An official copy of the physician's report must be sent to Human Resources Management.)
4. verification that the employee has been approved for an Iowa teaching license
5. Driver's license, copy of Social Security card and other Form I-9 acceptable documents.

**Before October 15** of the year they are employed, all certificated staff (in order to avoid being placed on unpaid leave) will have the following documents on file:

1. a photo copy of their birth certificate
2. a photo copy of their Iowa teaching license
3. official transcripts of all college coursework (All certified employees must file a complete official transcript of all their collegiate work. Acknowledgement of the receipt will be issued by Human Resources Management as soon as the records are posted and filed. If an error or discrepancy is found, a special notice will be attached to your receipt. Please correct any errors immediately to avoid misunderstandings or complications later.)

**NOTE:** *Teachers who need conditional or emergency certification must have the application, fee, and course of study on file with the Teacher Licensure Division of the Iowa Board of Educational Examiners by October 15. For more information, you can contact the Iowa Board of Educational Examiners at 281-3245 or at [www.state.ia.us/educate/boee](http://www.state.ia.us/educate/boee).*

By law, Human Resources Management must receive these documents according to the above timelines. Once filed, these records become the property of the District. Failure to respond to this requirement in a timely manner may result in disciplinary action up to, and including, termination.

## **Step Ten Training Increment – Certificated Staff**

To advance on the salary scale certified staff members on Step Ten of the salary scale wishing to advance to Step Eleven must submit an official transcript indicating they have earned six semester hours of credit during the previous five years. Advancement to Step Eleven cannot be achieved until this information has been received by Human Resources Management. Please feel free to discuss the training increment step with your principal or the staff at Human Resources Management or *see the Comprehensive Agreement for more details*.

## **Advancement on the Salary Schedule**

### Certificated Staff Members

Continuing certified staff members (including administrators) must submit an official transcript for reclassification to Human Resources Management by February 15 to receive the pay increment. Transcripts received after February 15 but before September 15 of the following school year will count on the reclassification schedule,

but retroactive payments will not begin until the first check in December. *Please see the Comprehensive Agreement for more details.*

### Non-Certified Staff

To receive extra pay for semester hour credits earned, eligible non-certified employees must turn in official transcripts **no later than September 15**. *Please see the Comprehensive Agreement for more details.*

### **Licensure**

By law, current licenses showing the proper endorsements for the current teaching or administrative assignment must be on file in Human Resources Management. The Iowa Board of Educational Examiners no longer provides school districts with a copy of employee licenses. ***It is the obligation of each certified staff member to renew their license with the Iowa Board of Educational Examiners at the proper time and mail (or FAX 242-7545) a copy of the renewed license to:***

**Human Resources Management  
Des Moines Public Schools  
901 Walnut Street  
Des Moines, IA 50309-3506**

Human Resources Management will respond via e-mail to you verifying that your license has been received.

Applications and instructions for renewal are available on the internet at [www.state.ia.us/educate/boee](http://www.state.ia.us/educate/boee) or by calling the Iowa Board of Educational Examiners at 281-3245. In order to renew a license, the employee must submit an application and renewal fee to the state along with documentation indicating the number of additional credit hours taken, including child and elder abuse training.

**Reminder:** The employment of any certified employee whose license has expired may be in jeopardy. Many teachers have spent countless hours trying to track down transcripts for their renewal application. To avoid this unpleasant situation, ***please keep all official transcripts and certificates current and on file at home.***

### **Employee Physicals**

Iowa law requires all public school employees to receive a physical examination upon initial employment. The examination must be completed following the offer of employment and prior to the first day of work. Certain categories of school employees are required by law to submit to periodic physicals throughout their employment with the District. Currently those employees that require CDL licensure as a condition of employment must undergo a DOT physical examination every two years. Metro Kids employees and preschool child care workers are required to undergo a physical that includes testing for tuberculosis every two years. Completed physicals are submitted to the Health Services Department for processing and are placed in the employee's health file. Employees are encouraged to retain a copy of the physical for their records.

### **Wearing Apparel**

Any employee who deals with the public should ensure that he or she is appropriately dressed for the occasion. We trust we can rely on the professional judgment of our staff in choosing attire that is appropriate for their particular job responsibilities. Staff is

expected to wear attire that is considered acceptable in a business environment. Your attire should help project a professional atmosphere with students, staff, parents and other guests at our offices and schools. Individual buildings or departments may maintain a more detailed dress code than the general guidelines contained in the *Employment Information Handbook*.

Employees shall not wear apparel that reveals bare midriffs or cleavage. Shorts should be “dress-casual” and cut-offs are not allowed. Screen-printed T-shirts and tops with inappropriate pictures and phrases are also not allowed. Denim dresses, skirts, and slacks are appropriate if worn in a casual setting. Barefoot sandals are appropriate for summer, however, thongs and flip-flops are not allowed in the interest of safety.

Shirts and tops that endorse or oppose any political or religious affiliation or otherwise express personal opinions or beliefs of an employee that may be reasonably considered controversial or inflammatory by other employees or constituents of the District are strongly discouraged.

Supervisors may require that apparel they deem inappropriate not be worn again by an employee on duty in the workplace.

### **Use of Personal Equipment on District Property**

The District recognizes the generous and hard-working employees across the District that care about the quality of their work. Occasionally employees bring personal items to work in an effort to help them with the performance of their job.

Presently, the District does not have a policy or procedure that addresses the use of personal equipment, however, we do not encourage relying on personal equipment to perform District work functions. The District asks that all personal equipment be removed from District facilities and requests for needed equipment should be forwarded to the attention of the immediate supervisor if replacement equipment is needed. If personal equipment has mistakenly been identified with a DMPS tag, it should not be removed from the District until the issue is resolved.

The District shall not be responsible for lost, stolen or damaged personal property that employees have not been required to bring with them to the workplace.

### **Change of Address and Telephone Number**

It is the responsibility of the employee to keep a current and up-to-date address and telephone number with the District. Changes are **not accepted over the telephone**. Employees should access Employee On-Line located on the District’s website to make changes.

Direct deposit is required as a condition of employment. Change of bank information for direct deposit is **necessary**. Allow up to 30 days for direct deposit after providing new bank information. Leave the old bank account open until direct deposit has been made in the new account.

If an employee is receiving a paper check in the mail, the District is not responsible for lost or undelivered mail. A new check will not be issued until 6 working days following pay day.



## **Requests for Copies**

You may be charged a minimal fee for copies of records, check stubs, W-2s or other requested documents. Receipts will be provided for all payments.

## **Voluntary Early Retirement for Teachers and Administrators**

***(This section applies to Administrators and Certified Staff Only)***

*Refer to Article XXI: Voluntary Early Retirement in the Comprehensive Agreement for certified staff for complete information and “Early Retirement Benefits Plan” section in the Administrator Handbook.*

To qualify for Voluntary Early Retirement an employee must meet the following criteria:

1. have a minimum of 10 consecutive years teaching or administrating in the Des Moines Public Schools prior to retirement
2. have reached 55 years of age before the beginning of the subsequent academic year
3. must be in “good standing” July 1<sup>st</sup> at the time of retirement
4. have worked a minimum of 100 days during the last year before retirement

In addition, the plan requires:

1. retirement must occur at the end of the employee’s contract year
2. confidential retirements are not permitted. (This allows positions to be advertised and filled in a timely manner.)
3. the original *Notification of Intent to Early Retire* form must be received by the Executive Director of Human Resources Management no later than November 1 of the year of retirement (no faxes)
4. that the employee must apply for retirement benefits under Iowa Code, Chapter 97B or Iowa Code 294 as appropriate
5. Board of Directors must approve the request for retirement

## EMPLOYEE WORKDAY

Determination of the work schedule and assignment of work will be made by the Des Moines Public Schools and may be changed from time to time to meet the changing needs of the school or department.

The following is an abbreviated explanation of policies and guidelines that have proven in the past been to be the most important for staff members to know. The list is not meant to be all-inclusive.

### **Length of Day**

#### Certified Staff

Certified Staff are expected to be on duty during the time the office in the facility where he/she is assigned is normally open. The total required workday for certified employees is 7 hours and 45 minutes including a 30-minute duty-free lunch. Most certified employees choose to spend more than 7 hours and 45 minutes working each day preparing for students, doing paper work, having parent meetings, etc. The extra time spent is at the certified employee's discretion (except in cases of required meetings and activities) and is not to be accumulated as compensatory time nor is it paid time except when it has been pre-approved by the employer and is paid through such sources as grants when they are available.

#### Non-Certified Staff

Non-certified staff includes, but is not limited to, executive secretaries, secretaries, associates, and employees working in food service, transportation, operations, crafts, child care, and any hourly wage jobs.

The total workday and workweek for non-certified staff members is to be determined by each department. *Please refer to Comprehensive Agreement for specific hours for each group.*

### **Arrival and Dismissal Time**

Arrival and dismissal times for each employee will be determined by the needs of the school or the department.

### **Lunch Period**

Unless the *Comprehensive Agreement* for a certain group has other stipulations, each employee will be provided a 30-minute uninterrupted lunch break. Lunchtime is to be duty-free with no supervisory requirements except in an unusual situation such as one involving student safety.

### **Leaving the Building**

Employees may leave the building during the workday with the permission of the principal or department supervisor. When leaving your work area for more than a few minutes, notify the office secretary or a supervisor (1) that you are leaving, (2) where you are going, and (3) how long you plan to be gone. This serves as protection for you and the District.

## **Rest Periods**

Non-certified staff members are entitled to one 15-minute break in the morning and one 15-minute break in the afternoon of a full workday. Breaks not taken within the day will not be accumulated or added to comp time. The 15-minute breaks cannot be added together to make a 30-minute break, and they cannot be combined with the 30-minute lunch period to make a longer lunch period. Breaks may not be used at the end of the day to leave early.

## **Visitors during Working Hours**

Employees' guests and children are not normally allowed at work during your regularly scheduled hours or while you are working paid overtime. Employees should not bring their children to work when daycare or other supervision is not available. Both your work and your children require your full attention.

Special occasions may arise, however, when it is important for a member of your family or a friend to see you during office hours, and this may be allowed at the principal's or department supervisor's discretion. Such occasions should occur rarely and should not distract others or interfere with your work duties and responsibilities.

## **Gifts**

Public employees are not allowed to receive gifts which may present a conflict of interest.

## **Tutoring**

Teachers may not tutor students enrolled in their own class for a fee during the school year without permission from the office of Human Resources Management. Nor may teachers tutor students on District property for pay or use District materials to tutor for pay.

## **Policy Regarding Staff Providing Respite Services**

Respite Care Services in the community are important to children with special needs and their families. Staff have special skills and sometimes the interest in providing respite services during non-contract hours.

The decision to provide respite care services during non-contract time is a personal decision of each staff member. However, staff should not provide such services to students for whom they have responsibility during the school day.

In the rare case that an exception to the policy is desired, a request should be made in writing to the principal. The principal will confer with the special education supervisor and convene the educational team that serves the child, including the parent, to discuss the merits of an exception to the policy as it relates directly to the individual student's needs.

Exceptions, when granted, are temporary. The sponsoring respite care agency along with the parent will work to identify other respite care providers who might be of assistance to the family as soon as possible. School staff will provide relevant information to the respite care provider as appropriate.

## **Meetings and Night Activities**

### Certified Staff

According to the *Comprehensive Agreement*, certified employees may be required to remain after the regular workday to attend faculty meetings or activities no more than twice a month. Attendance at the meetings shall not be required longer than one hour and fifteen minutes after student dismissal time.

An exception applies to first year teachers who are on a 199-day contract. The requirement of two days has been spread out in after-school hourly increments throughout the academic calendar.

In addition to staff meetings, certified staff may be required to attend up to two night or early morning activities per semester.

### Non-Certified Staff

Non-certified staff will not be required to attend night or early morning meetings each semester beyond the possible two staff meetings a month.

## **Compensatory Time for Eligible Employees**

Employees in some non-certified positions may accumulate and use *pre-approved* compensatory (comp) time under certain conditions as determined by the employer. Eligible employees may include secretaries, associates, and employees working in food service, transportation, operations, crafts, child care, and any hourly wage jobs.

The decision to grant compensatory time for a special project by an individual remains the discretion of the employer and must be pre-approved by the school principal or the department supervisor. When an eligible employee requests to accumulate compensatory time in order to complete a certain project, the rationale and expected length of time necessary to accomplish the assignment must be specified within the written request. If the principal or department supervisor approves the accumulation of compensatory time for the project, a designee must record the pre-approved time on the employee's time sheet on the day comp time is to be accumulated. ***Under no circumstances will an employee accumulate compensatory time without pre-approval from the principal or department supervisor.***

Taking a 30-minute lunch break for the sake of building up comp time toward taking time off at a later date is not allowed. Everyone is encouraged to take a lunch break. Under no circumstances will unused breaks be included as accumulated compensatory time. Unused break times may not be used to acquire comp time.

Requests to start work early or staying later if you are aware of an upcoming appointment which will require less than a half-day is appropriate. If you will need to be out a half or full day, you are encouraged to use appropriate leave, including accumulated comp time, emergency, special leave, or vacation, depending upon the reason for the absence.

Comp time should not be accumulated or used to extend a vacation or holiday period.

Comp time should not be accumulated for use in the event you would need to be absent from District duties because of a second job.

In the event of a reduced work day, comp time is not earned until after the normal work hours have been worked. Example: If a normal work day is 7.5 hours and the employee is allowed to leave after 7 hours, before comp time is earned 7.5 hours must be worked.

When transferring from one assignment to another, all comp time must be used before the effective date of the transfer. No comp time can be carried from one assignment to another.

### **Use of Compensatory Time**

Employees are required to secure the approval of the building principal or immediate supervisor before using accumulated compensatory time. Accumulated compensatory time is to be taken when it will cause the least interruption of instruction or disruption of the school or department. The decision about when compensatory time is used must be *pre-approved* by the school principal or department supervisor. The principal, department supervisor, or a designee must record the pre-approved use of compensatory time on the time sheet.

ALL accumulated comp time must be used by June 30<sup>th</sup> of the same fiscal year.

### **Holiday Pay for Secretarial/Clerical Employees**

Interpretation of the *Secretaries/Clerical Comprehensive Agreement* regarding pay to secretaries/clerical staff that are not in pay status the working day before or after a holiday is as follows:

The contract states: *“An employee will be eligible for holiday pay if the employee would have been scheduled to work on one of the specified holidays and if the employee worked the last scheduled day prior to the holiday and the next scheduled day following unless excused by his/her immediate supervisor.”*

The intent of the language is to ensure that management has adequately protected the right to direct the work of its employees and to maintain the efficiency of governmental operations.

It has been the consistent intent of the contract that in the event an employee has exhausted all compensated leave benefits and is allowed to forfeit salary (deduct) to extend their holiday, the employee also forfeits holiday pay.

### **Holiday Pay for All Employees**

The consistent intent and interpretation of the contract is to require an employee to be in pay status the afternoon of the working day prior to the holiday or spring recess if applicable, and the morning of the working day following the holiday or spring recess if applicable in order to be eligible for holiday pay.

# ATTENDANCE

## Employee Absence Reporting Policy

*It is important that you understand the absence reporting steps to follow now, since it may be confusing to try to figure it out in an emergency or when you are sick.*

All Des Moines Public Schools' employees must be registered with the Automated Absence Reporting System. Call the Employee Attendance Center at 242-8100 immediately if you have not registered and do not have the Employee's Quick Reference pamphlet to help you register. When you register with the automated calling system, you will receive your P.I.N. (Personal Identification Number).

**All sick days and emergency absences must be reported** to the Automated Absence Reporting System and receive a job number. The principal or supervisor will report all other absences such as bereavement, special leave, deduct, etc. Every absence gets a job number, and all absences except for illness will need to have paperwork filled out and signed.

**An employee's failure to get a valid job number for a sick or emergency absence before the workday begins may result in disciplinary action or deduction of salary.** You will be considered absent if you miss work during regularly scheduled working hours for any reason other than an authorized absence. Please notify your office secretary or supervisor regarding your whereabouts. This serves as protection for you and the District. **An employee who is absent from work for three consecutive work days without providing notification for a valid reason to the Employer will be considered to have voluntarily terminated their employment.**

## Absence Reporting Procedures

### Teachers, Associates, Nurses

- Report your absence for **illness** or **emergency** to the Automated Absence Reporting System (619-6231) to get a job number and request a sub.
- Inform principal or supervisor if you need bereavement, or other leave. The principal or designee will then call the Automated System to get a job number and request a sub for any reason except illness or emergency.
- Call supervisor or principal with job number.
- Notify your school by 1:00 p.m. on the day you are absent:  
    **"Yes"**, I am returning or **"No"**, I am not returning

*The principal or designee will extend your absence on the Automated Absence Reporting System and retain the substitute when necessary. If you are returning but you do not notify your principal or department supervisor and a substitute reports the next day, the substitute will be paid for half a day, and this will be deducted from your salary.*

### Counselors, Speech Pathologists, Physical Therapists, Office Managers, Clerical Staff, Support Staff, Other Traveling Staff

- Report your absence for **illness** or **emergency** to the Automated Absence Reporting System (619-6231) to get a job number.
- Inform principal and supervisor if you need bereavement, or other leave. The principal or designee will then call the Automated System to get a job number for any reason except illness or emergency.
- Call supervisor or principal with job number.
- Notify your school and department by 1:00 p.m. on the day you are absent:  
    **"Yes"**, I am returning or **"No"**, I am not returning

*The principal, supervisor, or designee will extend your absence on the Automated Absence Reporting System. For some positions, a substitute is used only for a long-term or extended absence. If you need a substitute, you or your supervisor will contact the Employee Attendance Center at 242-8100. If you are returning, but you do not notify your principal or department supervisor and a substitute reports the next day, the substitute will be paid for half a day, and this will be deducted from your salary.*

Automated Absence Reporting System .....	619-6231
Employee Attendance Center Fax Number .....	242-8265
Employee Attendance Center Number .....	242-8100

All absences except those for illness must also be recorded on an Absence Approval Form (Form 495) in addition to being called in to the Automated Absence Reporting System. The Absence Approval Form must be faxed to the Employee Attendance Center at FAX number 242-8265.

<b><i>Accurate Information is Very Important</i></b>
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A teacher's workday is 7 hours and 45 minutes. A half-day absence is up to 3 hours and 50 minutes. A teacher's absence for 4 hours will charge the employee with a full day. If a substitute is involved, the substitute will be paid a full day.

An associate's workday is 7 hours and 30 minutes. A half-day absence is up to 3 hours and 45 minutes. An associate's absence entered for 4 hours will charge the employee with a full day. If a substitute is involved, the substitute will be paid a full day.

If the Automated Absence Reporting System information regarding your location or job description is incorrect, please call the Employee Attendance Center immediately at 242-8100 so we can correct the information. It is very important to have this information entered correctly.

You may review your PIN or information by following the instructions on the back of the Employee's Quick Reference pamphlet. A bright orange card is also provided to you with the system phone number, the Employee Attendance Center staff number, and a place to record your P.I.N. It is small enough to carry in a wallet or purse. If you are still having trouble, you may call the Employee Attendance Center at 242-8100.

## LEAVES OF ABSENCE

*Please refer to the Comprehensive Agreement for your employee group for more information.*

**NOTE: The *Absence Approve Form 495* and also the *Request to Change/Cancel Absence Form 496* are both located on Share Point.**

**IT IS THE RESPONSIBILITY OF EMPLOYEES to check ALL leave balances with each paycheck and prior to requesting leave.**

### **Sick Leave**

The purpose of sick leave is to prevent employees who are medically disabled from suffering any loss of pay because of an illness or accident. Sick leave is available for situations when an employee is not capable of performing the duties of the job. Sick leave should not be abused and excessive sick leave may result in your supervisor requiring a doctor's excuse for absences. Sick leave is not intended for use for routine doctor and dental appointments, however, employees may use sick leave for doctor and dental appointments for which the employee has no control; e.g., broken caps, abscessed or broken tooth, medical testing that can only be scheduled during the normal workday. It is expected that employees will schedule routine doctor and dental appointments on a personal business/special leave day or during non-working time when possible.

If you find that you must be absent because of illness or any other cause, promptly notify the Employee Attendance Center and your supervisor prior to your regularly scheduled starting time. Your supervisor will want to know why you are absent, and about how long you expect to be gone in order to properly reschedule your work or arrange for a substitute. For absences of more than three days, it is the District's expectation that you provide regular updates to the District regarding your absence and your expected return to duty. If you are out of the office for five or more consecutive days due to an illness, you must bring a "return to work" release from your doctor. Failure to provide this release may lead to denial of benefits and discipline, up to and including discharge. Your supervisor may ask you to bring a doctor's release after any period of illness, and may ask you to report to the Health Services Department at any time. It is your responsibility to notify the Benefits Department if you need to use FMLA leave.

An employee who is absent from work for three consecutive work days without providing notification for valid reason to the Employer will be considered to have voluntarily terminated their employment.

Unused sick leave accumulates from one year to the next. Sick leave may not be transferred from one employee to another. *Please refer to the Comprehensive Agreement for your employee group for more information.*

### **Family Illness Leave**

In the event of an illness within the immediate family, an employee shall be granted up to **three** days of absence. Such leave shall be granted without loss of salary. However,



the days taken shall be deducted from the employees personal accumulated sick leave. The immediate family shall be construed to mean father, mother, son, daughter, wife, husband, brother, sister, mother-in-law, father-in-law, son-in-law, or daughter-in-law and step relatives of the same degree. A statement from the attending physician may be required as proof of illness.

### **Emergency Leave**

Full-time staff members are allowed a total of three days of emergency leave or two emergency days and one personal business/special leave day each year.

An emergency is defined by the District as “an incident over which the employee has no control and for which there is no reasonable alternative but to require the presence of the employee.” Illness within the immediate family is the most common reason for using emergency leave. According to “most” comprehensive agreements, spouses, parents, children, step-parents, and step-children, brothers, sisters, step-brothers, and step-sisters are considered immediate family. Some comprehensive agreements include legal dependents and grandchildren as immediate family. **Please refer to the Comprehensive Agreement for your employee group.**

A problem may be important but still not be eligible for emergency leave. Household disasters such as fire, flood, or furnace problems may be approved as emergencies. Court subpoenas or necessary court appearances may also be approved for emergency days. Car problems that prevent the trip to work can be approved as a half-day emergency. Weather-related reasons are eligible for emergency only if school is closed and staff is asked to report. The *AFSCME and Crafts Comprehensive Agreements* offer a “civic duty” leave of absence for subpoenaed court appearances. Therefore, these are not eligible for emergency leave. Any District staff subpoenaed because they are witnesses to work-related court actions for the District may be accorded professional leave. For a non-work court appearance or subpoena, an employee must use emergency or personal business leave.

### **Special Leave/Personal Business**

Full-time staff members may use one day or two half days of the allotted three emergency days as personal business/special leave day. A personal business/special leave day may be used only if the third emergency day has not been used. The day may be used for bona-fide personal or business activities that cannot reasonably be accomplished outside the normal workday. A personal business/special leave day may be used for such things as problems with pets, and scheduled doctor, dentist, or attorney appointments. Some employee groups are restricted on what can be charged to a personal business/special leave day. **Please refer to the Comprehensive Agreement for your employee group.** Once again, a personal business/special leave day may be used only if the third emergency day has not been used.

### **Jury Duty**

When an employee is summoned for jury duty, the District does not automatically deduct vacation, emergency or personal leave. The District will continue to pay an employee for days missed on jury duty. However, an employee is required to reimburse the District for the amount the County pays a juror for service, minus mileage. In addition, the employee must submit proof of jury attendance provided by the court (see SharePoint for complete guidelines related to employee jury duty.)

Any amounts in excess of the per diems are considered mileage and parking reimbursements and may be kept by the employee.

If the Business Office has not been reimbursed and documentation of service not provided within 30 days of the completion of service the employee will be docked one day's pay for each day served.

Reimbursements of jury duty compensation shall be sent to:

**Des Moines Public Schools  
Business & Finance Dept.  
901 Walnut St.  
Des Moines, Iowa 50309**

### **Bereavement Leave**

Contact your principal or department supervisor if you have suffered a death in your family. Bereavement leave is available in case of the death of a wife, husband, or (step) child of an employee or the employee's or spouse's (step) father, (step) mother, (step) brother, (step) sister, (step) grandchild or grandparent. The employee must apply by submitting a completed Absence Approval Form (Form 495) to the Executive Director of Human Resources Management. Employees may request approval of absence from duty for up to five days to attend the funeral or take care of other matters directly related to the death.

Sometimes there is misunderstanding about which in-law is considered immediate family. In the case of the death of your or your spouse's (step) mother, (step) father, (step) brother, (step) sister, you would be eligible for up to five days of bereavement leave. However, in the case of the death of the brother's or sister's spouse, you would be eligible only for either a half-day or one full day as explained below.

<b>Relationship to Employee*</b> <i>(Ask yourself, "Is it my...?")</i>	<b>Relationship to Spouse of Employee*</b> <i>("Is it my husband's/wife's...?")</i>	<b>Number of Days Allowed for Bereavement Leave</b>
Mother	Mother	Up to 5 days
Father	Father	Up to 5 days
Brother	Brother	Up to 5 days
Sister	Sister	Up to 5 days
Grandparent	Grandparent	Up to 5 days
Brother's wife	Brothers' wife	½ - 1 day
Sister's husband	Sister's husband	½ - 1 day
*Some comprehensive agreements include legal dependents and grandchildren as immediate family.		

*Please check the Comprehensive Agreement for your employee group to be clear about which relatives are included.*

### **Funeral Leave**

In the case of the death of another relative or person of unusually close personal relationship, one-half day of absence is allowed for attendance at the funeral if the funeral is within a 50-mile radius of the Des Moines area. This would include Ankeny, Pleasant Hill, Waukee, Norwalk, Indianola, West Des Moines, Ames, Urbandale, Adel,

Altoona, Carlisle, Johnston, Dallas Center, Bondurant, Panora etc. One day of absence is allowed if the funeral is outside the Des Moines area, farther than a 50-mile radius.

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

### Eligibility

- Employees employed at least 12 months (in total) with DMPS are eligible for FMLA leave
- Employees must have worked at least 1,250 hours during the 12 months immediately preceding the commencement of the leave

### When can you take FMLA?

- Birth of a child, in order to care for the child
- Placement of a child with the employee for adoption or foster care
- To care for the spouse, parent (not in-laws) or child (under 18) of employee, if the spouse or parent has a serious health condition
- Employee's own serious health condition
- Qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on active duty (or called to active duty) in the Armed Forces in support of a contingency operation
- To care for a "covered service member" who is the employee's spouse, parent, child or "next of kin"

### When should the employee apply?

- When an absence is expected to last in excess of 3 days
- If the absence is foreseeable, the employee should apply 30 days prior
- Unforeseeable, within 2 business days

### What forms need to be completed?

- A request for FMLA needs to be completed by the employee
- A medical certification must be completed by the treating health care provider when the absence is due to a serious health condition
- Certification of military leave requests

### How long can an employee use FMLA?

- With proper certification, employees may be eligible for a maximum of 12 weeks of FMLA leave in a 12-month period
- Employees may also apply for leave on an intermittent or reduced work schedule basis
- Employees utilizing leave to care for a "covered service member" are eligible for 26 weeks of FMLA in a 12-month period

### What is required for the employee to return to work?

- A release from the treating health care provider (if absent for own health condition)
- When an employee returns he/she will be restored to the same position or to an equivalent position with equivalent benefits, pay and conditions of employment (Some exceptions may apply for "key employee" as defined by the provisions of FMLA)

### When is FMLA leave paid vs. unpaid?

- Employees must use available sick leave for an absence for the employee's own health condition provided certification is provided from a health care provider
- Employees using FMLA for a family member may use family sick leave (maximum 3 days), personal business, emergency and vacation. The remainder of the leave will be unpaid.

**Direct questions re FMLA to:  
Benefits Department  
242-7624**

## **Professional Leave and Job-Related Meetings**

One of the main goals of the District is to have a quality teacher in every classroom, every day. This is key to student achievement. We do all we can to protect the instructional day from interruption. Everyone is aware of the continued shortage of substitute teachers and the District's limited resources. Unless required by the employer, job-related meetings outside the school are considered professional leave.

Student activity leave is for accompanying students on a field trip, an academic meet, or an athletic event as a coach. This leave is for a specific event on a specific day and is not counted against professional leave.

Approval for your request is not automatic and requires the signature of a principal or an executive director. A Professional Leave Request form must be completed and submitted for approval to your supervisor **10 days in advance** of the requested leave. *Please refer to your Comprehensive Agreement for details.*

Appeals may be sent to the Executive Director of Human Resources Management.

## **Religious Leave**

Any employee whose religious affiliation requires observance of a holiday not recognized in the school calendar and which cannot be reasonably observed outside of normal working hours shall submit a request for leave to the Executive Director of Human Resources Management no later than ten [10] calendar days prior to the date in question. Leave that is granted shall be allocated as vacation or personal business. In the event the employee has neither available, leave without pay may be permitted at the discretion of the Executive Director of Human Resources Management. Requests for leave that are religious in nature shall be considered on a case-by-case basis weighing accommodation versus the working circumstances in the affected department at the time of the request. In no case shall such leave be granted in excess of two [2] days per employee per contract year.

## **Vacation**

Check departmental guidelines and your *Comprehensive Agreement*. All vacation requests must have the approval of your immediate supervisor. The employee should check balance available prior to request for use.

## **Cancellations**

As soon as you know a day or event has been cancelled, ask your administrator to cancel the job number on the Automated Absence Reporting System. Fill out a Request to Change/Cancel Absence Form 496 and FAX (242-8265) it immediately to the Employee Attendance Center so that you will not be charged for the day.

## **Changing Leave Type**

Fill out the Request to Change/Cancel Absence form. FAX (242-8265) it immediately to the Employee Attendance Center. All leave type changes must be made prior to the record being verified and uploaded to Payroll. This happens 48 hours from the absence date.

After the Payroll Department has the information, an absence type **will not be changed** without the approval of the Executive Director of Human Resources Management. A

letter must be submitted to the Executive Director of Human Resources Management requesting this change. ***Request for changes outside of the 45-day window will not be approved.***

### **Denial of Request to be Absent**

Approval for a request to be absent is not automatic. A principal, immediate department supervisor, or a Human Resources Management administrator may deny or approve an application for a request to be absent. The supervisor may request or require documentation of absences before deciding or approving the request. *Please refer to your Comprehensive Agreement for details.*

### **Approval of Leave**

An Absence Approval Form (Form 495) requires the signature of a principal or immediate supervisor. It is important that leave provisions be uniformly interpreted in accordance with negotiated comprehensive agreements. If there is a difficult decision, please feel free to call the office of Human Resources Management for interpretation.

Absence Approval Forms (Form 495) will be kept on file for one year ***at the building or department site.*** Vacation forms will be kept for three years plus current year. In addition to being called in to the Automated Absence Reporting System, the leave type must be indicated on the biweekly payroll report.

### **Work from Home**

Working from home in lieu of time spent on duty at the workplace, in the event of inclement weather or otherwise, is not permitted except with the expressed consent of the employee's immediate supervisor.

### **Termination of Employee Due to Excessive Absence**

#### Excessive Absenteeism

An employee may be subject to termination if he or she is absent from work when he or she has exhausted all available paid or unpaid leave and no other approved leave is available. Special consideration may be given to first-year employees.

#### Extended Medical/Disability

When an employee has been absent and has not performed active service for DMPS for 120 calendar days and all available paid and unpaid leaves have been exhausted, the employee may be subject to termination.

#### Filling Positions Left Vacant Due to an Employee's Prolonged Absence

The District has the right to fill any vacancy that occurs as a result of an employee's leave pursuant to the Family and Medical Leave Act (FMLA) after the time period mandated by the FMLA has expired. If an eligible employee, who has exhausted his or her FMLA leave and all other sources of paid or unpaid leave, is unable to return to work after 120 calendar days of inactive service to the District, the employee may be subject to termination. If an employee who has exhausted his or her FMLA leave is released to return to work prior to 120 calendar days of inactive service and his or her position has been filled, he or she will be offered the next available position for which he or she is qualified.

## EVALUATIONS

*Please refer to the Comprehensive Agreement for your employee group for complete evaluation information.*

### **Probationary Teachers**

Under the provisions of the Code of Iowa, the first three years of regular full-time teaching are designated as probationary. Each probationary teacher shall be formally observed for the purpose of evaluation at least two times during the first semester of employment, one time during the second semester of employment, and at least once every year after that for the remaining period of probation. Any employee may receive additional evaluations any time during their employment with the District.

### **Non-Probationary Teachers**

All non-probationary teachers shall be observed and effectiveness evaluated at least once every three years. Any employee may receive additional evaluations any time during their employment with the District. Each non-probationary teacher whom the principal or appropriate supervisor considers likely to be evaluated as less than “meets” shall be formally observed at least three times prior to the final conference with the Executive Director of Human Resources Management and the appropriate Executive Director or Associate Superintendent.

### **Non-Certified Staff**

New employees will be evaluated at least once during the first 12 months of employment and then will be scheduled for formal evaluation at least once every three years. Any employee may receive additional evaluations any time during their employment with the District.

## **RE-EMPLOYMENT RIGHTS FOR MILITARY PERSONNEL**

Employers are now facing the increasing prospect that some of their employees will either be called to active duty in the reserve units of the U.S. Armed Forces or the National Guard, or will enlist in a branch of the Armed Forces. The right of these military personnel to be reinstated in their jobs when they return from active duty is governed by the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA).

### **Military Service**

According to negotiated Comprehensive Agreements, leaves of absence are granted for military purposes, not to exceed the enlistment or draft period. On completion of the military service, the salary of the employee shall be the salary stated on the salary schedule for the step and class for which the employee was appointed at the time of the commencement of the leave, but subject to the following conditions: That the position was not abolished, that the returning person is physically and mentally capable of performing the duties of the position, that the returning person makes written application for reinstatement to the Executive Director of Human Resources Management within ninety (90) days after termination of military service, and that the returning person submits an honorable or general discharge from the military service.

### **Military Reserve Duty**

A leave of absence will be granted for military reservists for required training purposes, but not for a period exceeding a total of thirty days in any calendar year and will either be paid his/her current salary or his/her military salary, whichever is higher. You cannot be paid both. Reservist leaves in excess of 30 days will be unpaid leaves. Employees are expected to take such training during the times when school is not in session whenever possible.

## BENEFITS

### Retirement Systems

#### Certified Staff

Certified staff and administrators may choose to participate in either the Des Moines Teachers Retirement System or IPERS. Certified staff and administrators must make a decision on the choice of retirement system ***during the first week of employment and the choice cannot be changed.*** Information detailing each retirement plan is given to each new contract employee. Forms must be filled out and returned during the first week of employment.

#### All Other Employees

Employees are required by law to participate in Social Security and in Iowa Public Employees Retirement System (IPERS).

### Insurance

Des Moines Public Schools offers a comprehensive benefit package for employees. Please refer to your *Comprehensive Agreement* for information on medical insurance, life insurance, disability coverage, dental insurance, workers compensation, auto liability, and part time employee benefits.

### Salary Information

Please refer to the *Comprehensive Agreement for your employee group* for salary and other compensation information.

### Credit Union

Any District employee may belong to the Edco Credit Union. The credit union office is located at 609 – 38<sup>th</sup> Street. (274-4100)

### Payroll Direct Deposit

It is a condition of employment that all employees hired after July 1, 2005 have their payroll checks automatically deposited into their checking and/or savings account. Please contact the Payroll Department (242-7909) for the form and additional information.



## EMPLOYEE CONDUCT

The Des Moines Public School District has expectations for the behavior of the staff, as does any organization. Some of these expectations are written in the Board Policy Manual (most staff-related policies are in the 400 series) available in the principal's office. Others may be found in the *Comprehensive Agreement*. All staff members are expected to be familiar with the pertinent policies and guidelines in these documents.

Employees need to be aware of all Board policies applicable to employee conduct. By signing and returning the Verification Form in your *Employment Information Handbook* to your administrator (or a similar form given to you by your administrator), you are acknowledging that you have read and understood the following employee conduct stipulations. Violations of conduct expectations can result in disciplinary action, up to and including termination.

Following are examples of offenses and disciplinary solutions that can be administered and should not be considered a complete listing.

### Offenses that can result in disciplinary action:

1. Uncivil conduct
2. Tardiness
3. Unauthorized absence from the employee's job assignment
4. Personal use of e-mail or Internet
5. Failure to maintain satisfactory and harmonious working relationships with the public or other employees
6. Smoking on District property
7. Foul and abusive language
8. Inefficiency, incompetence, or negligence in the performance of duties
9. Gambling in District facilities or on District properties
10. Careless, negligent, or improper use of property
11. Unauthorized or improper use of any type of leave
12. Unauthorized use of District equipment
13. Failure to report to work without notification for a period of one or two days
14. Releasing confidential information without proper authority
15. Sleeping on the job
16. Violation of, or failure to comply with, an executive order or published rules and regulations of the District, i.e. sexual harassment, intolerance, or abuse

### Offenses that may result in immediate discharge:

1. Fighting
2. Refusal to work
3. Theft
4. Willful destruction of property
5. Gross insubordination
6. Gross misconduct unbecoming an employee
7. Conviction of a felony charged by court of proper jurisdiction, provided the felony is relevant to the position
8. Falsifying time cards
9. Use of undue influence to gain or attempt to gain promotion, leave, favorable assignment, or other individual benefit
10. Falsification, fraud, or omission of information in applying for a position or in completing job responsibilities
11. Failure to report to work without notification, for appropriate reason, for a period of three consecutive days
12. Failure or inability to complete a required training program that is a part of a job assignment

13. Possession of a controlled substance
14. Possession of weapons on District property
15. Failure to obtain or maintain a current license or certificate required by law or organizational standards as a condition of employment.
16. Any other act which endangers the safety, health, or well-being of another person, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or gross discredit to the organization

## **Drug and Alcohol Use or Possession**

The use, possession, sale, transfer and purchase of alcohol or drugs by employees on District property or engaged in District business are prohibited. Any employee in violation of this policy, or who is found to be impaired by intoxicants while in the workplace shall be subject to disciplinary action up to and including termination. Drugs prescribed by a licensed physician for an employee may be possessed and used by that employee in the workplace in accordance with terms of their prescription as long as such usage does not limit the employee's ability to perform their job efficiently and safely in the considered judgment of the immediate supervisor.

### **Series 400**

#### **Code 418**

#### **Title: Notification of Arrest, Criminal Charges or Child Abuse Complaints**

Employees of the District must notify the office of Human Resources of any arrests, the filing of any criminal charges, and the disposition of any criminal charges pending against them. Notification to Human Resources should occur within three (3) business days of notification to the employee. Except for employees whose duties require possession of a Commercial Drivers License, simple misdemeanors do not need to be reported by employees.

Employees must notify the office of Human Resources of any child abuse complaints filed against them. Employees must notify Human Resources regarding the findings in any complaint against them alleging child abuse. Notification of Human Resources of any complaints and findings should occur within three (3) business days of notification to employee.

Current employees shall report any felony convictions or founded complaints of child abuse that occurred within five (5) years of the date this policy was adopted. Information relating to arrests, criminal charges and child abuse complaints shall be treated and maintained as part of the employee's confidential file.

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

Legal references: Iowa Code §§ 232.68-69; 235A; 279.8; and 280.17 (1999)  
441 I.A.C. § 152, 155 and 175  
Adopted August 18, 2000; revised February 7, 2006  
Last Review: 2005-06

Upon receipt of notice, the office of Human Resources Management shall require employees to complete a *Notification of Arrest Form* outlining the date, nature, and

current status of the charge, arrest, or complaint. Additionally, the form shall require employees to provide any information they may have with regard to future court dates and/or disposition proceedings. It shall be the responsibility of the employee to supplement and update the information originally provided on the *Notification of Arrest Form* with any new or changed information.

The Executive Director of Human Resources Management or designee shall have the authority to verify any and all information provided on the *Notification of Arrest Form*. If any information provided on the form is determined to be incomplete, false, or misleading for any reason other than a clerical mistake, the employee may be subject to discipline, up to and including termination.

The District may consider and use the information contained in the *Notification of Arrest Form* for any purpose which protects the District's interests. However, all information provided to the District on the *Notification of Arrest Form* will be treated and maintained as part of the employee's confidential file.

The following terms as used in these procedures and corresponding Board Policy are defined as follows:

**Child Abuse or Abuse *means harm occurring through:***

1. Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child under 18 years of age.
2. The commission of a sexual offense with or to a child, including but not limited to sexual abuse, incest, and sexual exploitation of a minor.
3. The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, or other care necessary for the child's health and welfare.

**Criminal Charges**

All charges of committing a public offense, such as a felony or a misdemeanor, when such offense is prohibited by statute or ordinance, and punishable by fine or imprisonment.

**Simple Misdemeanor**

Crime resulting in a penalty of either imprisonment not to exceed thirty days, or a fine of at least fifty dollars, but not to exceed one hundred dollars.

<b>NOTE: <i>Notification of Arrest Form</i> is located on Share Point.</b>
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# **TECHNOLOGY – ACCEPTABLE USE**

(excerpted from Network Access Guide)

## **Acceptable Use of Technology Policy**

Series 400 – Code 445 – Title: Acceptable Use of Internet and Network Technology by Employees

The Des Moines Independent Community School District will maintain a computer network for use by employees. The internet is a worldwide computer network. The most basic functions provided by District network and the internet are access to local and remote informational facilities, file transfer, and electronic mail. The District is committed to making an advanced network and internet technology and increased access available to all employees. The goal of the District in providing access to administrators, teachers, and other employees is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications. The use of computers, the District's computer network, the internet, and other on-line services shall be consistent with the governmental, educational and business objectives of the District.

To ensure all District employees understand the appropriate use of District computers, the District network, the internet, and other on-line services, the District shall establish guidelines and monitor acceptable use. Those employees who violate the District's established guidelines for acceptable computer, internet and network use shall be subject to disciplinary action, up to and including termination.

It is the responsibility of the superintendent or designee to develop administrative procedures to implement this policy by establishing standards of acceptable use by employees and publishing and disseminating this information to all employees.

## **Acceptable Use of Technology Procedures**

Series 400 – Code 445 – Title: Acceptable Use of Internet and Network Technology by Employees

The following are the established expectations and standards of the Des Moines Independent Community School District regarding the acceptable use by employees of district computers, the district computer network, the internet and other on-line services:

1. The school district encourages employees to learn to use computers, the computer network, electronic mail and telecommunications tools and apply them in the appropriate ways to the performance of tasks associated with their positions and assignments.
2. Employees shall communicate with telecommunications tools in a professional manner consistent with the law and district policies, including those governing the behavior of school employees and federal laws governing copyrights, confidentiality of employee records, student records and other information confidential under the law.
3. Communication over networks should not be considered by employees to be private. The district's network administrator(s) or other administrators from time to time may examine all computers and computer network activities and review directories, messages and files to ascertain compliance with network guidelines for acceptable use. In addition, network administrator(s) or other administrators may inspect the contents of any and all electronic mail or files and may disclose the contents to others. Such disclosure may occur at the discretion of the district administration and/or when required to do so by law, by policies of the district, or to investigate complaints regarding electronic mail which is alleged to contain inappropriate material. The network administrator(s) may copy, disclose, move, alter or delete files as may be necessary in the sole judgment of the network administrator(s) or the district administration.

4. Individual staff members may not allow anyone else to access or use the district's computer network or the internet by using the employee's personal identification number or password. Employees will be responsible for the security of their own e-mail and network access, and employees will be held responsible for any misuse of their e-mail or network access by themselves or by others.
5. Employees authorized to allow student access to the district's computer network and internet may do so only according to the student access policy and are responsible for supervising student access. Employees who allow student access to computer networks and the internet in violation of the student access policy may be subject to disciplinary action up to and including termination.
6. The following uses of district network and internet access are not permitted on the part of district employees:
  - a. Accessing, uploading, downloading, transmitting or distributing pornographic, obscene, profane, abusive, threatening, or sexually explicit material, or material encouraging or promoting discrimination towards individuals or groups of individuals based upon age, race, creed, color, sex, sexual orientation, marital status, national origin, religion or disability.
  - b. Violating any local, state or federal statute.
  - c. Accessing another individual's materials, information, or files without permission.
  - d. Violating copyright or otherwise misusing the intellectual property of another individual or organization without permission.
  - e. Unauthorized use of another's password.
  - f. Any unauthorized access or malicious attempts to damage computer hardware/software or networks, or destroying the data or another user, including creating, loading or intentionally introducing viruses.
  - g. Using the network for commercial purposes, personal purposes which interfere with job performance or function of the workplace, or other purposes not consistent with the educational objectives of the district.
  - h. Harassing, insulting, or threatening harm or embarrassment of others.
  - i. Gaining unauthorized access to others' resources or entities.
  - j. Invading the privacy of individuals.
  - k. Altering the operation of computers as set by the network administrator.
  - l. Failing to follow district policy while using computers or failing to follow any other policies or guidelines established by district administration or the employee's supervisor and failure to follow instructions of supervisors.
  - m. Seeking to gain or gaining unauthorized access to information resources or other computing devices.
  - n. Using the system to communicate, publish or display information, rumors, disparaging portrayals or any other information which is known to be false or misleading.
7. Employees are responsible for maintaining a safe and secure environment. This includes the computers and the computer network. Employees must keep passwords secure. Employees will change passwords when directed by the network administrator. Any employee identified as a security risk or having a history of problems with any computer systems may be denied access.
8. The district makes no warranties of any kind, whether expressed or implied, for the access it is providing. The district is not responsible for any damages suffered by employees or by third persons. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the district or employee errors or omissions. Use of any information obtained via the internet is at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system.
9. Any statement of personal belief found on the computer network or internet or other telecommunication system is implicitly understood to be representative of the author's individual point of view, and not that of the Des Moines Independent Community School District, its administrators, teachers, staff, or the participating school.
10. Employees who violate any part of this policy will be subject to disciplinary action, which could include loss of the privilege of access to the system, and employment consequences up to and including termination.

Last Updated: 08/25/2005

Revised: 07/25/2007

## **DISTRICT POLICIES AND PROCEDURES**

All employees will have access to the District's current Policies and Procedures via the District's website at **[www.dmschools.org](http://www.dmschools.org)**. It is each building administrator's responsibility to keep and maintain current Policies and Procedures in the building and to inform all supervisory personnel where such information is kept. A computer should be made available to any employee requesting to view District Policies and Procedures.