



Muscatine Community School District

Work Rules

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MCSO WORK RULES

Introduction

The employer may establish reasonable work rules. By definition, work rules regulate the personal conduct of employees. Work assignments, procedures or directives for completion of work activities, and post (or general) orders relating to work activities are not work rules. Muscatine Community School District (MCSO) does not intend these work rules to be considered by any employee:

- To be all inclusive
- To in any way limit the rights of Muscatine Community School District or its employees to terminate the employment relationship at any time, with or without cause.

The MCSO Work Rules are rules as they exist at the time of publication. These Work Rules are not intended to represent all possible rules, contexts, or interpretations of the rules that govern employee conduct. Muscatine Community School District will apply and change these work rules at its discretion at any time.

Affirmative Action / Employment Equity & Non-Discrimination

See also Board Policies 402.1, 402.1(R1) & 402.2

Muscatine Community School District (MCSO) reaffirms its commitment to provide equal opportunity to applicants and employees without regard to age, race, creed, color, sex, sexual orientation, gender identity, national origin, ancestry, religion, disability, actual or potential parental, family or marital status, or any other status protected by relevant law. Equal employment opportunity shall apply to all personnel, practices and procedures.

It is the policy of the Muscatine Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status 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: Jaime Kroeger, Director of Human Resources & Equity, 2900 Mulberry Avenue, Muscatine, IA 52726; Telephone (563) 262-4174; Fax (563) 262-4187; Email: Jaime.kroeger@mcsdonline.org.

Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204; Telephone (312) 730-1560; Fax (312) 730-1576; Email: OCR.Chicago@ed.gov.

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Absenteeism

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify their supervisors or principals of all times when they will be absent. Absences arranged in advance (*vacations and personal days*) do not require a call when absent or when returning to work, unless outside the 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 and may be terminated. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action or termination. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to notify the supervisor of impending absence or tardiness in a timely manner, prior to designated starting time, is reason for disciplinary action. Every employee should know to whom they report absences and submit leave requests.

The Human Resources Director or his/her designee, or the employee's supervisor may request a doctor's note for any health-related absence unless such request violates the FMLA law. Failure to comply with this request may result in the absence not getting approved, and/or discipline up to and including termination.

Employees returning from an injury or illness may be required to undergo a fitness for duty exam prior to returning to work; such exam is at the District's discretion and expense.

Temporary Leave without pay (absence without pay/Dock Leave)

Temporary leaves of absence without pay are not encouraged. Requests for unpaid absences or temporary leave of absence without pay will generally be denied. In all cases, temporary leaves of absences or unpaid leave/dock days are approved at the discretion of the district only and in accordance with the Hourly Employee Handbook. Unpaid absences are excused absences only with prior approval by the Director of Human Resource Services. All absences without appropriate leave and approval are considered unexcused and subject to disciplinary action up to and including termination. Unless otherwise stipulated in a collective bargaining agreement or hourly handbook, a doctor's note may be required for health-related absences.

Proper documentation for non-health related unpaid leave requests may be required in order for the unpaid leave to be approved.

Abuse of Break or Meal Periods

Leaving the place of duty during a work shift without permission is cause for discipline, except during unpaid break periods. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break.

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Unless otherwise stated in a collective bargaining agreement or hourly employee handbook, a minimum of a 30-minute duty-free, unpaid lunch break is required of all employees each workday. Occasional exceptions may be made with mutual agreement of the employee and immediate supervisor. Generally paid breaks and unpaid lunch periods are not to be combined. The purpose of paid breaks is to break up segments of the workday before and after the unpaid lunch break.

No employee may take it upon him/herself to alter his/her work schedule, including unpaid lunches and paid breaks, without prior authorization from the supervisor.

Abuse of District or Co-worker 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. It is expected all employees will use care and caution using district and non-district property. Abuse or misuse or unauthorized use of district property, private property, materials and equipment is subject to disciplinary action.

It is the responsibility of all employees to notify their immediate supervisor within 48 hours of loss/damage/theft to any District-owned/issued item(s), as well as the occurrence and/or explanation of the situation.

Animals on District Property

Pets and other unauthorized animals are not to be brought to school and/or work without prior approval from the Principal/supervisor. In order for approval to bring a pet or other animal to school/work to be granted, proper documentation of the animal's vaccinations must be made available to administration. The owner of the animal assumes all responsibility for control of, and liability coverage on the animal at all times the animal is present on property.

Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available on the district's website.

Change of Contact Information

It is the responsibility of the employee to keep a current and up-to-date address and telephone number on file with the District at all times. Changes are not accepted over

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the telephone. Employees may submit changes through the SUI Weblink employee portal located on the District's website.

Climate

Building climate is an important aspect of providing a positive workplace and educational experience for our students. All employees are expected to assist in the development of a positive climate. This includes maintaining open and respectful communication with other employees and avoiding negative and hurtful gossip.

Computer Use

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. District employees are urged to use great care and discretion when using social networking and blogging venues such as Instagram, Facebook, SnapChat, Twitter, etc. District issued technology is subject to inspection at any time.

Employees may choose to use an electronic email signature provided the following guidelines are followed:

- The employee's accurate job title is specified (e.g. Para Educator; Life Skills Teacher; Principal); and
- The employee does not misrepresent him/herself in any way.

Confidential Records

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student or employee 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 breach or break in confidentiality can result in disciplinary action up to and including termination and expose the employee to personal liability for violation of privacy laws.

The District is subject to a number of legal constraints regarding the confidentiality of some of its records and the requirement that certain records are subject to a request for public documents. To ensure confidentiality and to allow for compliance with the law regarding disclosure, employees may not videotape or audio record meetings, classroom activities, and/or staff development events on their personal devices without

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express written permission from the building principal or an administrator. Recording is allowed when required by law or necessary to achieve an education goal. Other

reasons for recording will be considered on a case-by-case basis. This rule is not intended to infringe on any employee's right to engage in protected concerted activity.

Dishonesty

District employees are expected to 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, which is available at:

https://boee.iowa.gov/sites/default/files/boee_brochure_two_page_handout_current_rev_01.20.21.pdf.

District Driver, Fleet Vehicle Operation & Transporting of Students

See also Board Policies 403.7 & 403.9

Overview

As a driver of a vehicle for business purposes for Muscatine Community School District, the authorized driver is given certain privileges and responsibilities. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise following the policies and procedures outlined below. This applies to use of district owned or supplied vehicles and to use of personal vehicles used for District business.

Vehicle Fleet Purpose

District vehicles are provided to support business activities and are to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their safety, care and cost-efficient use.

- District vehicles may not be used for business activities of other organizations, for private business or personal use except as explicitly provided below.
- District vehicles may not be driven out of the United States.

Driver Licensing

District drivers and anyone authorized to drive the District vehicles or personal vehicles for District Business must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be physically and mentally able to safely drive a vehicle. Obtaining a driver's license is a personal expense.

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Driver Qualifications

Driver qualifications are as follows:

1. Authorized employee of District.
2. Must be at least 21 years of age.
3. Have at least one year of experience in the class of vehicle operated.
4. Must meet licensing requirements.
5. Will not qualify for a District vehicle if, during the last 36 months, the driver had any of the following experiences:
 - Been convicted of a felony.
 - Been convicted of sale, handling, possession or use of illegal drugs.
 - Has automobile insurance canceled, declined or not renewed by insurance company.
 - Been convicted of an alcohol or drug-related offense while driving.
 - Been ticketed for use of a cell phone while driving.
 - Had driver's license suspended or revoked.
 - Been convicted of three or more speeding violations in the past five years or one or more other serious violations in the past ten years. Serious violations include, but are not limited to: operating while intoxicated, cell phone use while driving, reckless driving, evading a police officer, speed contest or exhibition of speed or leaving the scene of an accident.
 - Been involved in two or more chargeable accidents in the past five years.
 - Is required to provide SR 22 evidence of insurance.

Employees having any of the above circumstances may be permitted to operate their personal vehicle on District business with written permission of the Human Resources Director if in the judgment of the HR Director the circumstances warrant such an exception.

Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. New applicant offers of employment are conditional upon satisfactory review of driving record. MVRs will be obtained and reviewed at least every five years. Driving privileges may be withdrawn or suspended and/or the District vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken. If driving on District business is an essential duty, discharge for inability to perform assigned duties is possible.

Personal Use

District vehicles are provided primarily for business purposes, however, occasional personal use is permitted provided the personal stop is en route to the business destination. **Personal use is a privilege extended only to the authorized employee.** The privilege of personal use may be withdrawn at any time without notice by the District.

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The following rules apply to personal use of District vehicles:

- Only authorized employee(s) may drive.
- The District vehicle may only be used for incidental trips within 25 miles of home and en-route to the business destination.
- Personal trailers, including boat and recreational vehicles, are not to be pulled.
- District vehicle is not to be driven while under the influence of alcohol or any controlled substance, legal or otherwise.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- Driver and all passengers must wear available personal restraints.
- Report any accident immediately to the police and your manager.

Any exceptions to these rules require advance, written approval by approved District administrator. Violation of these rules will result in disciplinary action from removal of driving privileges to discharge.

Transport of Students

District employees who transport students must do so in a District vehicle if possible. District employees who transport students may have not more than 8 persons in any vehicle including the driver. No person may transport students without the prior approval of the responsible school or department administrator. Avoid transporting a single student in personal vehicles. This should be done only when necessary and with administrator approval.

Field trips or transport of students in private vehicles by non-District employees is not District provided transportation and requires signed permission of parent or guardian of students and waiver of District liability for each trip. These documents need to be in the possession of the responsible department or building administrator prior to the trip. Students transported in private vehicles under these circumstances are the responsibility of the individual private drivers and their personal private automobile insurance.

Maintenance

Authorized drivers are required to properly maintain their District vehicles or personal vehicles used for District business at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as regular oil changes, lubrication and tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. The maintenance garage is responsible to ensure that all District vehicles are properly maintained. All district drivers are required to properly inspect their vehicles and report any damage or needed repair to the garage staff.

Personal Cars Used on District Business

The District does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own car. The reimbursement to the employee for the operation of his/her car on District business includes the allowance for the expense of automobile insurance. You are required to have minimum liability limits

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of \$500,000. The District does not specify and assumes no responsibility for any other coverage employees carry on their own cars since this is a matter of individual status and preference.

When a personal vehicle is used for necessary and authorized district business, the mileage may be claimed for reimbursement at the current District authorized rate. The

business miles must be logged on the District Mileage Reimbursement Form and approved by the Department or School Administrator. The cost of this business travel is a departmental or school expense and charged to the department or school budget.

Traffic Violations

Fines for parking or moving violations are the personal responsibility of the assigned operator. The District will not condone nor excuse ignorance of traffic laws or citations that result in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations that occur on the job to the Director of Transportation and/or HR Department within 24 hours. This requirement applies to violations involving the use of any vehicle (District, personal or other) while on District business. Failure to report violations will result in appropriate disciplinary action. Please be aware that traffic violations incurred during non-business (personal use) hours will affect your driving status as well and are subject to review during periodic review of Motor Vehicle Records.

Accidents Involving District Vehicles

In the event of an accident:

- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get the name, address, and phone number of the injured person(s) and witnesses if possible.
- Exchange vehicle identification, insurance District name and policy numbers with the other driver.
- Take a photograph of the scene of the accident if possible.
- Call the police if injury to others is involved. You may want to call the police even if there are no injuries.
- Complete the accident report in your vehicle.
- Turn all information over to the Operations Department within 24 hours.
- Notify your Department Administrator and the HR Department.

Thefts

In the event of the theft of a District vehicle, notify local police immediately. Notify the District Fleet Administrator (Operations Department) as soon as possible.

Driver Responsibilities

Each driver is responsible for the actual possession, care and use of the District vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

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- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect, or disrespect of the equipment.
- Obey all traffic laws.
- The use of seat belts and shoulder harness is mandatory for the driver and passengers.
- Use approved child safety seats for small children.
- Adhering to manufacturer's recommendations regarding service, maintenance, and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to authorized driver(s) only.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive, and timely reporting of all accidents by an authorized driver and thefts of a District vehicle to the District Operations Department.
- Do not use cell phone, tablet, GPS, or other devices while operating a District vehicle or personal vehicle on District business.

Failure to comply with any of these responsibilities will result in disciplinary action.

Preventable Accidents

A preventable accident is defined as any accident involving a District vehicle – whether being used for District or personal use – or any vehicle while being used on District business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident.

Classification of preventable accidents/infractions

- Following too close
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Roll away accident
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges.

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- Using a cell phone while driving.

Dress, Grooming & Hygiene

All employees should dress in a professional and appropriate manner. Any clothing which could be deemed unsafe or inappropriate could result in disciplinary action.

Clothing deemed inappropriate will be discussed with the employee. As role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

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.

Drug & Alcohol Policies for Employees

See also Board Policies 403.2, 403.2R, 403.3

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 illegal or legal substances is a violation of school district work rules. Unauthorized use or possession or being under the influence of alcoholic beverages and/or illegal substances, or legal substances used illegally during work hours, while on district time or property, or while engaging in district business will result in disciplinary action up to and including immediate termination of employment.

It is the discretion of the District to require drug and/or alcohol testing if reasonable suspicion is present. Refusal to comply will be considered insubordination and may result in disciplinary action up to and including termination.

Employees with knowledge or a violation of this Work Rule must report such information to administration immediately. Employees are not to disrupt or discard evidence of a violation. Administration must alert Human Resources immediately upon notification and/or discovery of such information. Employees should not be permitted to leave work on their own accord when reasonable suspicion is suspected.

Efficient Use of Time and Payroll Time-Keeping Records

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate backtracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow

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students, teachers, fellow coworkers, or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

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. Non-exempt (hourly) employees are required to sign in and sign out every day, the start and stop time should be accurately reflected through the use of Absence Management wherever available. Overtime must be pre-approved by the employee's

supervisor. Failure to accurately use AESOP, Veritime and/or complete timesheets, when applicable, may result in disciplinary action including termination. Employees using Time & Attendance must review and approve their time each pay cycle by logging into the system via computer. If an employee believes an error has occurred, he/she must notify their Timekeeper in writing as soon as they become aware of the discrepancy. Excessive requests to correct missed punches and/or errors may result in disciplinary action.

All employees, both exempt and non-exempt, are required to use Absence Management to request leaves.

Email

All employees who are issued a MCSD account are responsible for regularly checking email at minimum twice weekly, or as frequently as required by the supervisor. Important information is shared in email communications therefore checking email is of the utmost importance in staying connected.

Employee Use of Social Media

Any employee of MCSD using social media in his or her professional capacity pursuant to his or her official duties should be mindful of Board Policy 403.10 –Employee Conduct and Appearance when submitting or posting messages. As an employee, it is your professional responsibility to consider whether a particular posting disrupts the educational process or adversely affects school relationships or puts your effectiveness as an employee of MCSD at risk. Be thoughtful and respectful when submitting or posting messages. In addition, any employee, using social media for such purposes should adhere to the following “best practice” guidelines:

- Refrain from contacting and/or communicating with minors in a non-professional, non-educational way
- Refrain from accepting current MCSD students and families as “friends” on personal social media networking sites
- Refrain from providing personal contact information to students and families

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- Be aware that people classified as "friends" have the ability to download and share your information with others
- Remember that once you post content to a social networking site, it may remain available online forever and under current "Freedom of Information Act" rules can be requested by virtually anyone for the asking
- Do not use social networking sites to discuss students, their families or employees with others
- Do not post images that include students to social networking sites without parental/guardian release forms on file
- Do not create an alias, false or anonymous identity on any social media
- Report, as required by law, any information found on a social networking site that falls under the mandatory reporting guidelines
- Use of personal social media during the workday is prohibited at all times other than scheduled lunch/breaks.

Employees who fail to comply with this work rule or who make other inappropriate use of social media may be subject to disciplinary action, up to and including termination. If an employee has any questions about the application of this work rule, he/she should consult his or her supervisor or HR.

Equipment Issued to Employees

Any District equipment/property issued to employees must be returned to the District at the time of separation, or upon request of management. Equipment should be returned in working condition, and include all accessories purchased by the District. Employees are responsible for all equipment issued to them.

Employees may not use equipment for personal use unless pre-approval is granted in writing by the employee's supervisor. Equipment may not be taken out of the country without written authorization from the District.

Evaluations

Unless stipulated otherwise in Iowa Code, annual evaluations are required of all employees. Employees are entitled to a copy of the signed evaluation which will be housed in the employee's personnel file.

Failure to Complete Reports or Make Required Reports

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, and testing results. Failure to meet the deadline may result in disciplinary action.

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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. Injuries must be reported to the SFM Work Injury Hotline by calling (855) 675-3501.

This Work Rule applies to all Federal, State, District, and local requirements of law for completing required forms including but not limited to: special education IEPs, probes, manifestations, Medicaid, etc.

Fighting

Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action, including termination.

Fraud/Unlawful Gain

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.

Employees may not misrepresent themselves or their authority to make decisions on behalf of another employee or the District to anyone or any agency.

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;

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- 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 Director of Human Resource Services.

ID Badge / Keys

See also Board Policies 403.8 & 403.8R

As a vital part of our security system, a MCSO proximity and identification badge with your name and photo will be issued to you at orientation. The proximity badge is your electronic key to enter the building and other secured areas as needed. Everyone is required to wear an ID badge in plain view while at work.

If your identification badge is lost or stolen, you must obtain a replacement. Lost or stolen cards should be reported to Human Resources, as soon as possible. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action. Replacement fees are \$2.00 for ID badges.

Employees are responsible for any and all keys issued to them for access to building(s) and/or rooms. Employees should work with their immediate supervisor on whether keys issued may be taken off the property.

Upon termination/resignation, employees will be required to return ID badges and keys to their immediate supervisor and/or Human Resources within three (3) business days of the effective date.

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Insubordination

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 including termination.

Mandatory Cooperation in Workplace Investigation

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation, full disclosure, and honesty of all employees. Any licensed employee will also be subject to sanctions of the Iowa Board of Educational Examiners' Code of Ethics and the district can petition for license revocation.

Mandatory Reporting of Post-Employment Arrests, Criminal Charges, Convictions, or Child Abuse Complaints

See also Board Policy 403.11

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 and/or founded child abuse complaints 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, traffic violations do not need to be reported by employees. Failure to do so shall incur discipline, up to and including termination.

Criminal Charges: Current employees shall report any felony convictions or founded complaints of child abuse that occurred within five 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.

The District is obligated to follow established laws concerning continued employment and/or separation of individuals with certain convictions and/or founded abuse.

Money Collections by Employees

All funds become property of the Muscatine Community School District as soon as they are received. Money collected must be turned in daily to the secretary in the school office. The secretary is responsible for preparing the receipts to be deposited in the school district bank account. A designated school district courier will pick up bank deposits. A secretary shall not be responsible for taking deposits to the bank unless

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pre-approval from the District of Finance or District Accountant is granted. Money should be deposited in a timely manner to avoid having cash in buildings overnight. The building secretary will count the cash and checks in the presence of the person remitting the funds and issue a receipt for the funds collected. Checks must be stamped immediately with a restricted endorsement stamp (for deposit only). If for some reason the funds collected cannot be deposited immediately, the funds must be placed in a secure location such as a safe. Money collected should not be co-mingled with petty cash or change funds. Sufficient remittance advice or other information about the deposit should be obtained.

Neglect of Duties

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.

All employees of the District are responsible for completion of their daily work assignments. Neglecting assigned duties without supervisor approval will result in discipline up to and including termination.

Nepotism

See also Board Policy 406.2

All employment decisions will be made on the basis of an applicant's qualifications, credentials and records. The district may employ more than one family member.

Assignment of immediate family to the same building will be avoided, but is not prohibited, subject to review by the superintendent or designee. "Immediate" family is described as spouse, child, significant other, sibling, ward, parent, son or daughter in-law, cousin, aunt or uncle, niece or nephew, grandparent, grandchild, comparable relative of a spouse, or cohabitating employees.

Nursing Mothers' Procedures

The Patient Protection and Affordable Care Act amended the Fair Labor Standards Act ("FLSA") to require employers to provide a "reasonable" break time for an employee to express breast milk for her nursing child for up to one (1) year after the child's birth. The law notes that employees entitled to a reasonable break time and space for expressing breast milk under the law are those who are not exempt from section 7 of the FLSA, which sets forth the FLSA's overtime pay requirements. Executive, administrative, and professional employees (including teachers and academic administrative personnel in elementary and secondary schools) are exempt.

The following MCS D work rule applies to all professional employees, including teachers and academic administrative personnel in elementary and secondary schools who are

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exempt from FLSA rules and procedures pertaining to break time for expressing breast milk.

It shall be the employee's responsibility to notify the Director of Human Resources of the need to express milk during the workday whenever possible, prior to the beginning of maternity leave. The Director of Human Resources or his/her designee will work together with the employee, building principal and school nurse to establish a reasonable schedule ensuring that there is a balance between the employee's request and the need of the District to provide quality instructional time for its' students.

A designated location that is within the school building and that will provide the employee with privacy and sanitary conditions will be determined.

In most instances, a schedule that meets the needs of employees and students can be developed.

Offensive or Abusive Language

Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated by district employees. Violation(s) will incur discipline, up to and including termination.

Outside Employment

See also Board Policy 403.6

Employment with the District is considered to take precedence over any other outside employment. Outside employment should not interfere with the employee's position and/or job duties. Generally, leave time will not be approved in order for the employee to work an outside job.

Pandemic Guidance

Employees are expected to adhere to policies and guidelines established by the District in conjunction with Federal and State health officials including but not limited to proper health and hygiene requirements, reporting absences, completing required documentation, and taking measures to mitigate exposure and spread during an identified pandemic.

Some employees may be designated as essential. In those instances, the District expects full cooperation and participation by employees.

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Performing Unauthorized Work While On Duty

All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination. This includes utilizing work hours for personal gain, profit, and/or to conduct outside business.

Personal Profit

District employees and students are to be free of coercion 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. For any licensed employee, such behavior violates the Iowa Board of Educational Examiners' Code of Ethics, and the District shall report such.

Procedure for Hearing and Review of Complaints

See also Board Policy 407.3

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

A formal, 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 appropriate member of the district administrative staff, up to 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 excused from participating in an appeal hearing.

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 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.

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Progressive Discipline Applicable to All Employees

See also Board Policy 401.4 & 401.7(R1)

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established. All employees are expected to dedicate their best efforts to the performance of their work assignments. Any employee who engages in misconduct which violates any of the established policies or rules of the Muscatine Community School District or engages in misconduct which otherwise violates the Muscatine Community School District's reasonable expectations for employee conduct may be disciplined.

The Muscatine Community School District supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices, and employment laws. Disciplinary sanctions may include, but will not be limited to, verbal/written warning; written reprimand; suspension with or without pay for a period of one or more days, up to 30 days; demotion; or termination of employment. Other sanctions may also be imposed.

Outlined below are the steps of our progressive discipline policy and procedure. The district reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization. The following outlines the general progressive discipline process:

Verbal warning: A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.

Written warning: Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.

Performance improvement / intensive assistance plan: Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan.

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The Muscatine Community School District reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Prohibited Harassment, Including but Not Limited to, Sexual Harassment

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.

Harassment and bullying mean any electronic (such as emails or text messages), written, or verbal communication or physical act or conduct toward a student that is based on an actual or perceived trait or characteristic, including: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, familial status, or any other trait or characteristic protected by law; that creates an objectively hostile school environment. An objectively hostile school environment may be created if the communication, act, or conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or receive the benefits, services, or opportunities from the school's program or activities.

Bullying or harassment can occur on property within the jurisdiction of the District; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school or school district.

Any employee who observes bullying or harassing behavior or receives notice that a student may have been the subject of bullying or harassing behavior shall immediately report the incident to his or her Building Principal. Any employee who is aware of possible bullying or harassing behavior, either through observation or notice by a student, and fails to report it as required by board policy and these Work Rules, may be subject to discipline up to and including termination.

An employee must cooperate and provide full disclosure in any investigation into a complaint of bullying or harassment. Individuals who knowingly file false harassment or bullying complaints and any person who knowingly gives false statements in an investigation shall be subject to discipline by appropriate measures, up to and including termination. The District will not discipline an individual who makes a complaint that is

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determined to be unfounded or inconclusive as long as the complaint was made in good faith.

Relationship with Co-Workers (*Fraternization*)

District employees are encouraged to create an environment where coworkers' 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.

Inappropriate relationships between adults on the job and/or those that create a negative work and/or educational environment will not be tolerated and will be subject to progressive discipline.

Relationship with Students

District employees are encouraged to create professional relationships with students 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. Any licensed employee will also be subject to sanctions of the Iowa Board of Educational Examiners' Code of Ethics and the district can petition for license revocation.

Students are not limited to MCSO students. "Students" pertain to any minor child as defined by Iowa Code, regardless of the attendance center/district of the minor.

Relatives (Parent/Sibling/Other Relationships) and/or Guardians Working with Their Student(s)

Relatives working in close proximal contact with their student during the instructional day is not permitted unless otherwise pre-approved by administration.

Rumors / Gossip

Positive working relationships are essential in the District's day-to-day operations. All District employees are expected to conduct themselves in a professional, civil, and courteous manner whether dealing with the public or fellow employees. Behaviors which tend to create a negative work environment, and which will not be tolerated include, but are not limited to, rudeness, discourtesy, gossip, false allegations, spreading rumors, refusal to communicate, including deliberate failure to share job-related information, avoidance, shunning, engaging in

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behavior designed to create discord or lack of harmony in the workplace, and negatively boisterous or disruptive activity. The District is strongly opposed to

behaviors that tend to create a negative work environment and will take appropriate disciplinary action where necessary to address them.

Security

The safety and security of District staff, students and visitors being of the utmost concern. All employees are expected to comply with the Board Policy on security at all times. Conformance with all established campus security protocols is required at all times. Failure to comply with security policy, rules and protocols is a serious infraction of work rules that will prompt the progressive discipline process. All supervisory and administrative staff are expected to fully train all staff for whom they are responsible and disseminate all security policies, plans, protocols, and requirements to all staff on a need-to-know basis. Administrative and supervisory staff are required to enforce security policy, plans, protocols, and requirements consistently and uniformly at all times.

All district staff who are issued access control cards, keys, passwords to software or security systems are required to maintain control and possession of these devices or access passwords and not to share them with any unauthorized person. Any authorized person needing access controls, keys or passwords will be individually

provided these assets. All staff who leave employment or change positions within the District shall surrender any device, key or card no longer required for their new assignment. Passwords to systems and login scripts will be canceled unless necessary for the new assignment. Responsible administrators are required to collect keys, collect and/or request reprogramming of access cards and login scripts to maintain proper control of access to systems and security of premises.

Protocols including doors normally locked shall be followed at all times, unless a specific exception is granted by the responsible administrator for that single exception. Blanket exceptions shall not be granted. Door security is the first line of defense in protecting staff, students, and campus visitors from exposure to uninvited persons. Door access controls have been designed to provide adequate convenience within budget constraints. Doors designated as "normally locked" shall not be unlocked nor propped open during designated times they are scheduled locked. This is a serious breach of security.

Staff and students must be alert to unauthorized parties attempting to enter any building along with authorized persons. All visitors are to be directed to the main entry and processed into the building through Raptor protocol.

Staff with authorized knowledge of security plans, protocols, devices, and systems are prohibited from sharing that knowledge with unauthorized persons. Most building security plans, protocols, systems and requirements are classified confidential and are

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not disclosed to the public. Any request by the public or by any unauthorized person for related information about security plans, protocols, systems, or requirements shall be referred to the Office of Community Relations and Partnerships for response.

Smoke-Free Air Act

See also Board Policy 403.3

The Smoke Free Air Act of Iowa was signed into law by Governor Chet Culver on April 15, 2008. The law went into effect on July 1, 2008. Smoking will be regulated in public places, places of employment, and certain outdoor areas. The Smoke-Free Air Act outlines areas where smoking is prohibited, areas where smoking is not regulated, enforcement details, and scheduled penalties for persons and businesses that violate the law. The Muscatine Community School District adheres to the no-smoking policy. For additional information, go to www.iowasmokefreeair.gov.

Smoking and vaping are not allowed in any District facilities or on any District property at any time. This includes smoking in personal vehicles parked on District property. Employees should find alternate locations off-site to smoke during approved breaks/lunches.

Substitute Employees

See also Board Policies 404.3 & 404.3(R1)

Substitute employees are those who are on call from day to day or who are temporarily assigned to a position resulting from resignation, illness, death, or authorized leave of absence of a regular employee, or to a position generated by temporarily increased services, peak demands, or special projects.

A copy of a valid Iowa teaching certificate will be required from all teachers providing guest/substitute teaching service. All other substitute employees must possess the required certificate or licensure for their area of temporary employment. The same duties and responsibilities will be assigned to substitute employees as those assigned to regular employees who are under contract and the same services shall be expected from them.

Tardiness

An employee is expected to be at the job site and ready to begin work at the appointed starting time. Arriving late for work or leaving the job early is not acceptable. In extreme emergencies, notify your immediate supervisor if you need to be late for work. Tardiness prior to designated starting time or absence from work because of obligations to another job or outside activity is not acceptable as an excuse. No other income-producing activity takes precedence over your job with the district.

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Excessive or patterns of tardiness are grounds for discipline up to and including termination, provided the reason is not otherwise protected under Federal or State of Iowa laws.

Telephone Use

District telephones, personal cell phones, message devices, and other personal electronic communication equipment are to be used appropriately at times and places that do not conflict with the employees' duties or district building rules. All personal phone calls, texting, messaging, and other types of communication for personal purposes should be made during sanctioned breaks and in accordance with district policy and building rules. Employees are not allowed to use cell phones in student areas during school hours.

District telephones are only for official school business. In case of an emergency, a 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 telephone during the workday except in an emergency. Failure to follow this guideline will result in disciplinary action. District telephones should not be used to make personal long-distance calls.

Employees using personal cell phones for District business and/or sharing of District information for work may be subject to disclosure of such information through a Freedom of Information Act (FOIA) request. No employee should regard District business conducted on their cell phones as private.

Theft

All thefts should be reported immediately to a principal or supervisor. Any founded act of theft and/or conviction of theft will result in appropriate discipline, up to and including termination.

Timekeeping Infractions

All district employees who are required to keep a timecard and/or report hours through Time & Attendance will do so accurately. Employees are required to fulfill contractual obligations for hours/days of work for the district. Failure to provide accurate timekeeping records or report accurately hours/days of work will result in discipline, up to and including termination.

Treatment of Patrons of District

Patrons of the district are to be 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

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employees should remove themselves and report any situations where their safety may be compromised.

Treatment of Students

See also Board Policy 403.12

District students are to be 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.

Tutoring

See also Board Policy 404.2

Certified personnel under contract shall not render tutorial services for pay during the hours school is in session. In unusual circumstances, teachers may, with approval of the superintendent or the superintendent's designee, be employed as tutors of pupils currently enrolled in their classes. Private tutoring sessions for pay should not use school materials or facilities.

Unauthorized Personal Business on the Job

Loafing, loitering, sleeping, engaging in unauthorized personal business, or prolonged visiting, while on duty, is strictly prohibited and will result in discipline.

Violence in the Workplace

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 including termination.

Weapons in the Workplace

The board believes weapons, other dangerous objects and look-alikes 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 termination.

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School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring 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. Weapons on District property are governed by Iowa Code 724.4B.

Workers Compensation

See also Board Policy 401.7

Workers Compensation is designed to provide certain health care and compensation benefits to employees who receive injuries arising out of and in the course of their employment in accordance with Iowa workers' compensation laws. Work related injury and illness should be reported as soon as possible, but no later than 24 hours from the injury, using the appropriate form provided by Finance.

Any injured worker wishing to seek treatment covered under workers' compensation benefits must treat with the District's authorized treating provider. In the case of an emergency where an employee is seriously injured, they should seek immediate treatment. In the event the District's authorized treating provider returns the injured employee to work with restrictions, the District will make every effort to find suitable alternate work duties within those restrictions and return the injured employee back to work as soon as possible.

Workplace Privacy

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 or workspace available to employees. The desk and the workspace are school district property. Because the desk and the workspace are District property, not the personal property of the employee, the desk and the workspace are subject to being inspected by the District at any time, with or without notice to the employee.

The District assumes no responsibility or liability for any items of personal property which are placed in the desk or workspace which is assigned to employees. 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.