



# Burlington Community School District

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## Transportation Handbook 2023-2025

Learning is not attained by chance. It must be sought for  
with ardor and attended to with diligence.  
- Abigail Adams

# Handbook Notification

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This Handbook supersedes any previous related document and sets forth the most current revisions. The Handbook is intended as a guide and philosophy for the explanation and interpretation of the policies, procedures, and regulations that govern all employees of the district. No handbook can anticipate every circumstance or question about policy. As our district continues to change to meet the demands of the constantly evolving environment in which we operate, the need may arise for modifications to the Handbook. This Handbook and other district documents concerning the employer/employee relationship do not imply, constitute, create or reflect a contract of employment between the district and any individual or group. The Handbook is to be approved annually by the Board of Directors based recommendations presented from the Association and district administration.

With the exception of policies approved by the Board of Directors, and/or Collective Bargaining Agreements, the foregoing provision supersedes any potentially conflicting language or statements made elsewhere, including but not limited to any previous Handbook, any district documents or verbal representations by any employee.

## Continuous Notice of Nondiscrimination

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It is the policy of the Burlington Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. Inquiries, complaints, or grievances related to this policy may be directed to Equity Coordinator, Mrs. Laci Johnson, Director of Human Resources, 1429 West Avenue, Burlington, Iowa, 52601 ([319-753-6791](tel:319-753-6791)) or the most easily accessible administrator or individual charged with managing the program or department you are attending or where you work, who will be charged with relaying the complaint to the Equity Coordinator in a timely manner.

# Anti-Bullying/Anti-Harassment Policy

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The Burlington Community School District 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

## Tobacco-Free Environment

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No smoking or use of smokeless tobacco products will be permitted in District buildings, at Bracewell Stadium, on District grounds or in District vehicles at any time. Notices to this effect will be displayed in buildings and vehicles.

It shall be the responsibility of all school personnel to abide by this policy and to enforce the policy. If, after being asked to abide by this policy, a visitor fails to comply, the visitor will be asked to leave District property. District personnel failing to abide by the policy shall be subject to disciplinary actions.

# Superintendent Welcome

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I am honored to serve as the next Superintendent of the Burlington Community School District, a community that truly bleeds purple and gray. My mission as a leader is to serve all students and staff which starts with getting to know the many traditions and the history of excellence in Burlington.

A priority of mine is to remain accessible. It's a vital part of the role as superintendent and I look forward to meeting with students, staff, and parents. My personal mission is service to others, which I will use to move us forward as a community, and as a school district.

Robert Scott  
Superintendent  
Burlington Community School District

# Vision, Mission and Goals

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## **MISSION**

*Inspiring and challenging students through diverse opportunities*

## **GOAL**

The goal of the Burlington Community School System is to have a profoundly positive impact on each student's adult quality of life brought about by the students' individual and collective educational experiences.

## **GRAYHOUND.....Exit Outcomes**

The Burlington Community School District supports all students achieving skills and abilities to become productive citizens in the communities in which they live. This includes academic goals, social competencies, employability skills, problem solving skills, and technology skills. These skills (listed on the next page) are a guide for teachers and students in determining projects and areas of focus at various grade levels.

# PBIS and Character Education

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## PBIS

At the start and throughout each year, each school's PBIS team will define how PBIS is taught and reinforced.

Our PBIS expectations for our students in all learning areas are:

1. Be Respectful
2. Be Responsible
3. Be Safe

When these expectations are taught explicitly in all learning environments, and students are provided explicit, positive feedback and reteaching, we know that 80 percent of our students will demonstrate these expectations.

## CHARACTER EDUCATION ("Raising Grayhounds with Character")

### **August-September: Demonstrate Responsibility**

prepared / attending / "own" learning / demonstrate self-control / organization / know school rules

### **October: Demonstrate Civility**

tolerance of others / democratic / patient / "fairness" / social justice / follow school rules

### **November-December: Demonstrate Trustworthiness**

Show integrity / be truthful / ownership of behavior / rational, independent decision-making

### **January: Demonstrate Perseverance**

set goals / aspire / positive attitude / struggle / reflect / purposeful actions

### **February-March: Demonstrate Resourcefulness**

adaptable / creative / collaborate / ask questions / learn

### **April-May: Demonstrate Respectfulness**

care for others / empathy / compassion / kindness / forgiveness

# Nuts and Bolts

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## **EVALUATION**

All employees shall be formally evaluated by the principal/immediate supervisor or his/her designee. The evaluation form shall be determined by the Board.

## **DISCIPLINE**

During the first sixty (60) days of actual driving from the most recent date of hire (“probationary drivers”), the Employer may discipline or discharge the driver without the discipline or discharge being subject to the Open Door process.

After the employee has completed one hundred eighty (180) calendar days of employment from the most recent date of hire, the employee may use the Open Door Policy to challenge on the basis that the suspension or discharge was without proper cause.

## **CLASSIFICATIONS**

Job Classifications. The job classifications of the employees covered under this Agreement shall be regular route driver and full-time available substitute driver.

## **HOURS OF WORK**

The hours of work will be scheduled according to the bid runs selected by the employees.

A workweek shall commence at midnight on Sunday and continue to the following Sunday at midnight, a period of one hundred sixty-eight (168) consecutive hours.

A workday shall commence at midnight and shall end the following midnight for a period of twenty-four (24) consecutive hours.

Every regular route driver who holds a valid state permit will be guaranteed four (4) hours per day, for the number of in-person students days + an additional 2 days at the discretion of the Director of Transportation.

In the event of cancelled routes due to virtual learning days, drivers will be allowed to utilize any personal leave to receive average hourly pay for the virtual learning day.

Cleaning Time: Each driver will be allotted up to 20 minutes of daily cleaning time to properly clean buses. The twenty (20) minute daily cleaning time is to be completed immediately after the morning run, or immediately preceding the afternoon run, if feasible.

### **METHOD OF PAYMENT**

Each employee shall be paid on the 25th day of each month, commencing in September. If pay days fall on weekends or holidays, employees will be paid on the last preceding working day.

New employees shall be required to participate in the district's direct deposit program.

### **WAGES**

The employees shall be paid once each month. All hours shall be itemized on the employee's time card and pay voucher.

A driver is guaranteed at least one (1) hour work when requested to drive an educational activity. If the activity is canceled, the driver will remain as the first (1st) driver up to be called for the next activity for a period of 30 days. After 30 days, the list will be re-posted.

All full-time available substitute drivers will receive the opportunity to receive a minimum of ten (10) hours of work per week. The hours must be worked as actual driving time. For hours spent driving the bus as a Substitute Bus Driver, the substitute will be paid the normal substitute rate of pay.

The drivers shall be paid their hourly rate for all required meetings and schooling by the Employer. The Employer will pay up to a maximum of twenty-five dollars (\$25.00) toward the tuition for approved continuing education courses. The Employer will pay for three (3) hours for drivers to attend mandatory continuing education each year. The Employer will pay for twelve (12) hours for new drivers for mandatory continuing education, provided the driver successfully completes sixty (60) days of actual driving from the most recent date of hire.

Overtime pay will be paid at the rate of one and one-half (1½) times the hourly rate of pay of the employee for all hours worked in excess of eight (8) hours in a day or forty (40) hours in a week or in one (1) continuous period.

The cost of meals will be reimbursed when the driver is in travel status or when the Supervisor of Transportation requires the driver to stay through lunch/dinner hour on any in-



district activity. The cost of evening meals will be reimbursed on out-of-town trips when the bus driver is required to leave Burlington prior to the evening meal in order to arrive at his/her destination at a reasonable night hour; or, if the bus driver could not reasonably expect to reach his/her home from an out-of-town trip by 6:00 p.m. Actual expenses will be reimbursed, not to exceed forty dollars (\$40) a day, upon receipt for same. All receipts must state the actual date and the amount in order for the employee to be reimbursed. Tips will not be reimbursed. At no time may a driver exceed fifteen dollars (\$15.00) per meal or ask for reimbursement when a sack lunch is provided. The cost of breakfast will be reimbursed on out-of-town trips when the bus driver is required to leave Burlington prior to 7:00 a.m.

The Employer will reimburse all bus drivers employed for one (1) year or more one-half (1/2) of the cost of their C.D.L. when their present valid Iowa C.D.L. becomes due. Proof of purchase of C.D.L. must be made to the Supervisor of Transportation.

If school is canceled less than 30 minutes before a bus driver's start time, the driver shall be paid for one hour. The Supervisor of Transportation shall determine the time of cancellation.

All full-time available substitute bus drivers will receive a sign-on bonus of \$750 payable in two installments (the first installment of \$300 payable in the first pay period after the completion of the district training program and the second installment of \$450 payable in the first pay period after the driver has completed the district training program and been regularly scheduled to drive for six months. The months of June and July will not count toward the six month period.

All bus drivers who refer a new hire (and as listed as a referral on the new hire's employment application) will receive a referral bonus of \$800, payable in two installments (the first installment of \$400 payable in the first pay period after the new hire's completion of the district training program and been regularly scheduled to drive for three months. the second installment of \$ 400 payable in the first pay period after the driver has completed the district training program and been regularly scheduled to drive for six months. The months of June and July will not count toward the six month period.

The District will pay longevity compensation each year in the amount of two (2) \$550 payments to all regular route drivers and two (2) \$400 payments to full-time available substitute drivers who average at least 10 hours per week. The additional compensation will be paid on the December, ~~March~~ and June payrolls. This additional compensation is taxable IPERS covered wages. In order to qualify for the additional compensation, the regular route driver and full-time available substitute driver must be employed with the District for the three (3) full calendar months preceding the payment. For drivers who take more than two (2) days of unpaid leaves during the three (3) month period the longevity compensation will be docked \$100. Upon mutual agreement between the Teamster Business Representative and the Superintendent, this provision can be waived for extenuating circumstances.

Regular route drivers will be paid two (2) non-scheduled flex days. The flex days will be recorded in the December payroll period.

## **SENIORITY**

Employees shall be placed on the seniority list as of the first day of hire. Seniority order shall be established by the last name of the driver, alphabetically, in cases of employees being hired on the same date. A protest of error of or omission from the seniority list must be made to the Employer within five (5) work days from the date the Employer provides the Union with the seniority list; otherwise the list will stand as being correct. A full-time available substitute driver who refuses three (3) route driving assignments in a contract year shall be moved to the bottom of the seniority list. Seniority is terminated upon resignation or discharge.

## **STAFF REDUCTIONS**

### 1. Reduction in Force

The Employer shall give at least fourteen (14) calendar days notice prior to a lay-off. The least senior employees shall be laid off starting at the bottom of the seniority list or starting with the least senior driver with a route who shall then move to full time available substitute driver status. The recall period from lay-off shall be eighteen (18) months from the date of lay-off. Employees shall be recalled in reverse order of lay-off. The employee shall notify the Supervisor of Transportation of any change of address during the period of lay off. The Employer shall send to the employee a certified letter of notice of recall to the last known address of the employee; however, the employer may telephone or personally contact the employee being recalled and if recall is accepted, no certified letter need be sent. Any employee who fails to accept recall within ten (10) calendar days of receipt of the recall letter shall lose all seniority and all recall rights.

## **WORK ASSIGNMENTS/TRANSFERS**

Route and Extra Work Assignments. All routes and extra work assignments known to the Supervisor of Transportation will be posted on the drivers' bulletin board at least ten (10) working days prior to school and will remain posted until the bid meeting. The bid meeting will be held on the date of the drivers' workshop, prior to the start of the required meeting. Time to complete bidding will not be paid work time. Drivers will choose routes and extra work assignments starting with the most senior driver. A driver may not combine route and extra work assignments beyond eight (8) hours of work per day without prior Supervisor approval based on district needs. (Activity trips are excluded.) The driver will be allowed a maximum of ten minutes to exercise his/her bid. After the driver has selected his/her choice

of routes and extra work assignments, the driver shall sign and date the bid(s) and immediately return them to the Supervisor of Transportation. If no driver bids on a route or extra work assignment, the least senior driver shall be assigned. There will be no trading of routes or extra work assignments after the bidding and awarding of the routes and extra work assignments. The Employer may refuse to assign to a route or to an extra work assignment an employee if deemed in the best interests of the District. It shall be the employee's responsibility to learn his/her route or extra work assignment on his/her own time without pay.

In the event a regular or mid-day route is permanently canceled for any reason, the affected driver may bump any driver with less seniority, and any displaced driver may then bump any driver with less seniority. This shall not apply to cancellations of extra work assignments.

Vacancy. The driver must give at least five (5) work days written notice to the Supervisor of Transportation if the driver wants to give up a route or extra work assignment. If a driver gives up a route or extra work assignment within the first 30 days, the route shall be assigned to the next person who bid for the route when it was originally posted. Vacancies in routes or in extra work assignments that develop after the initial bid meeting, other than those vacated within the first 30 days or due to leaves of absence, shall be posted for at least three (3) work days and bid by seniority. If no one chooses to bid on the route or extra work assignment, the route or assignment shall be assigned to the most senior full time available substitute. The full time sub moving to route driver status will maintain their current seniority date. Full time available substitute drivers who decline a permanent route will automatically lose seniority and be placed at the bottom of the job bidding roster with a seniority date of one day less than the least senior full time available substitute driver. If the least senior full time available substitute driver does not accept the permanent route, they are subject to disciplinary action, up to and including termination, and the district could hire from outside the available pool.

Vacancies Due to Leaves of Absence. Vacancies in routes due to a driver being granted a leave of absence beyond fifteen (15) working days or for personal illness or injury known to extend beyond fifteen (15) working days, will be offered to the most senior full-time available substitute driver. Any extra work assignments will be posted for bid as a temporary vacancy if the leave is longer than fifteen (15) consecutive working days. A driver on leave of absence shall return to his/her routes and extra work assignments.

Out of-District and In-District Activity Trips Bidding Procedure. Separate trip lists will be maintained for out-of-district and in-district activity trips. Drivers shall notify the Supervisor of Transportation if they do not wish to be placed on either or both the activity trip bidding roster list(s). All out-of-district and in-district activity trips shall be bid by the drivers on a seniority basis by offering these trips to the senior drivers on the activity bidding roster list and then rotating the entire activity bidding roster list. If a driver turns down a trip, that driver shall be placed at the bottom of the appropriate activity bidding roster list and must wait until all others with seniority on that list have had an opportunity to bid. The time of departure will be the basis for assigning trips. In the event a trip is canceled, the driver will be placed at the

top of the following week's bidding list. If more than one trip is cancelled, the drivers will be placed at the top of the next bidding roster in the order of their placement on the original bid roster for those trips. If drivers desire to drop out of the rotation for a specific amount of time, they may do so by submitting a letter of waiver to the Supervisor of Transportation. In the event they wish to return to the rotation, they shall notify the Supervisor of Transportation in writing. The Supervisor of Transportation will immediately place them back in rotation. Drivers may trade activity trips handed to them on bidding days only, and trading must be completed by noon the following day and reported to the office.

On Tuesday by 2:00 p.m., the Supervisor of Transportation will post on the drivers' bulletin board a list of eligible drivers for in-district and out-of-district activity trips by listing the most senior drivers and then rotating the entire activity bidding roster lists. On Thursday at 9:00 a.m., the Supervisor of Transportation will meet with both in-district and out-of-district eligible drivers, and by starting with the most senior driver, have them pick their respective trips. Handouts chosen specifically by the driver cannot be traded.

Drivers whose names are on the eligible list and who do not answer for the bidding will be considered as giving automatic refusal. If a driver is not on the eligible list, and he/she is present when his/her name becomes eligible to bid, the driver may pick up an activity trip.

Trips that come in after bidding procedures on Friday that occur on the dates bid on will be given out by offering these trips to the most senior person on the emergency in-district or emergency out-of-district activity bidding roster list.

If a full-time available substitute driver has not accumulated three (3) working hours on a route or extra work assignment from the previous bid date to the time of present bidding, he/she will not be eligible to bid on the activity trips.

If a driver turns in or fails to fulfill an activity trip assignment on the day of the trip and if there is no on-duty working driver or an available driver in the lounge, the Supervisor of Transportation may assign that trip to any other available driver.

If an activity trip is put through the bidding process, and then cancelled to use other district means of transportation involving more than one van, the driver(s) that bid on that trip will be expected to drive one of the vans. If an activity trip is put through the bidding process, and then cancelled to use an outside means of transportation, the driver will receive 50% of the hours listed on the trip sheet and will be placed back at the top of the bid list. All trips put up for bid shall have an approximate posted leave and return time before trip is presented at bid.

Trip Cancellation Policies – In-District – 1) In the event that a driver has punched in for a trip that has a 2 hour guarantee, and that trip is cancelled, the driver shall be paid by the District for two (2) hours of pay. 2) In the event that a driver has punched in for a trip that does not have a guarantee, and that trip is cancelled, that driver shall be paid for one (1) hour of pay, and posted at the top of the bid list the following week.

Trip Cancellation Policies – Out-of-District – 1) In the event that a driver has punched in for an out-of-district activity trip and has not left town, and the trip gets cancelled, the driver will be paid for one (1) hour of pay and will be placed on the top of the bid list the following week. 2) In the event that a driver has started an out-of-district activity trip and has left town, and the trip gets cancelled, the driver will be paid the greater of the actual driving time performed or their regular route pay. The driver will not be posted on the top of the bid list the following week.

Proxy Bids. The Union Steward, the Union’s designated representative, or the Supervisor of Transportation shall have the authority to bid any route, extra work assignment, activity trip or handouts for any driver if requested in writing within the time limits of bidding by a driver who cannot be present due to an emergency or due to job responsibilities.

In the event that a driver needs to be removed from their bid route for the remainder of the school year, that driver will be allowed to move to their choice of remaining available routes. If there are no routes, the removed driver will be allowed to bump the least senior regular route driver, provided the removed driver has more seniority.

## **LEAVES OF ABSENCE**

### 1. Personal

Any employee under individual contract desiring a leave of absence from their employment shall secure written permission from the Employer. Copy of said written permission shall be given to the Union. A leave of absence shall be granted for a maximum of fifteen (15) consecutive working days and without pay. Failure to comply with this provision shall result in the complete loss of seniority rights of the employee. Inability to work because of proven sickness or injury shall not result in the loss of seniority rights. Any employee granted a personal leave of absence beyond the fifteen (15) consecutive working days as stated above, shall maintain his/her seniority but will not continue to accrue seniority after the expiration of the fifteen (15) consecutive working days. Application for said leave shall be filed with the Supervisor of Transportation at least seven (7) days in advance of the anticipated leave. At no time can there be more than four (4) employees off on the same dates under this Article excluding persons on leave of absence due to personal illness or injury on or off the job. When an employee is on an extended leave of absence of more than fifteen (15) consecutive working days, and in the event he/she wants to return to work before the termination date of the extended leave of absence, such a request must be by the mutual consent of the employer and employee.

### 2. Personal Days

Upon notification to the Supervisor of Transportation by noon of the preceding day, each full-time employee shall be authorized two (2) days of paid personal leave during

each school year. Personal leave shall not be granted the first (1st) or the last work day in a school year. A maximum of two personal leave days may be carried over into the next year. At no time shall these accumulated days exceed four in any given school year.

Personal leave may not be taken the day prior to or following any vacation, holiday, or recess period except by authorization of the Superintendent.

Personal days may be taken in the event of a virtual school day.

From April 1<sup>st</sup> – May 15<sup>th</sup>, only (1) one driver per day may use a personal day. This will be honored on a first come, first served basis.

### 3. Personal Illness or Injury

All regular route bus drivers (excluding full-time available substitutes) shall be paid sick leave at their regular hourly rate of pay based on the hours normally worked in a day when sick leave is taken. Bus drivers will earn up to a maximum of fifteen (15) days per school year. Full-time available substitute drivers employed on a full-time basis for ten (10) consecutive days will be entitled to use accumulated sick leave while filling a temporary vacancy. A full-time available substitute driver employed on a regular route for at least a semester will be entitled to accumulated sick leave on a prorated basis.

Route drivers shall be paid sick leave in increments of one-half (1/2) day or more when off work due to illness or injury at the drivers' hourly rate.

One hundred ninety (190) days shall be the maximum amount of sick leave that the employee may accrue.

To the extent of sick leave accrued, weekly sick leave will be paid to the bus driver(s) (at their option) in conjunction with weekly workers' compensation payments to the extent that the bus drivers will receive their average weekly pay.

The Employer or its designee has the right to require such reasonable evidence as it may desire confirming the necessity for leaves of absence for medically related disability as per Chapter 279.40 of the Code of Iowa

### 4. Illness in the Family

Regular route drivers shall be granted up to five (5) days of leave per year in the event of a serious illness of an employee's father, mother, brother, sister, child, foster parent, foster child, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandchild, stepchild, stepparent, and may be granted in the case of any other member of the immediate household. The birth of a child can be considered illness in the family insofar as the father is concerned. Therefore, this leave provision can be used by the father so long as the mother is confined to the hospital as a result of pregnancy complications or for the actual birth. An employee may transfer up to five (5) of their own Personal Illness and Injury days to Illness in Family if all days are exhausted. Under special circumstances, the Superintendent or designee may grant additional days. This will be reviewed on a case by case basis.

The Employer may require diagnostic evidence or such reasonable evidence as it may desire confirming the necessity of each absence.

5. ~~Death in Family/Funeral~~

Regular route drivers shall be granted up to five (5) days of leave at any one (1) time for a maximum of ten (10) days per year in the event of the death of an employee's father, mother, brothers, sisters, children, foster parents, foster children, husband, wife, father-in-law, mother-in-law, grandfather, grandmother, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandchildren, stepchildren, or stepparents and may be granted in the case of any other member of the immediate household.

6. Funeral

To attend a funeral of one other than the family, a maximum up to one (1) day's leave per year may be granted with full pay for all regular route drivers. If this absence is to be more than a day, it must be recommended by the Director of Transportation and approved by the Director of Human Resources and full deduction will be made. Application for permission to attend the funeral shall be made in advance to the immediate supervisor.

Where possible, time off to attend such a funeral shall be minimized to the extent necessary to attend the funeral and services. This leave may be used in hourly increments with the approval of the employee's immediate supervisor.

7. Jury and Legal

Employees called for jury service, or subpoenaed in a civil or criminal court proceeding on a matter related to their employment with the District, shall be permitted to be absent from duties. A copy of the pay received for jury or witness service, except travel expense, shall be remitted to the District. In order to receive payment, the employee must give at least two days' prior notice of the summons for service or subpoena, and must furnish satisfactory evidence that such service was performed on the days for which payment is claimed. An employee not required to perform duty all day shall return to work.

8. Leaves of Absence (Without Pay)

A leave of absence without pay may be granted in case of emergencies, for personal reasons, education or union business. Terms and conditions of each request are reviewed by the Superintendent and/or his/her designee and are based on the merits of each individual case.

9. Family and Medical Leave

Employees of the District are entitled to unpaid family and medical leaves to the same extent and subject to the same terms and conditions as set forth in The Family and Medical Leave Act of 1993 and the regulations implementing the Act.

10. Personal Illness or Injury Transfer

When due to a long-term, life threatening personal or family illness or injury, and an employee depletes all available paid leaves, said employee may request a transfer of personal illness and injury leave days from other District employees in the bargaining

unit. For the purpose of this paragraph, family is defined as father, mother, husband, wife, brother, sister, child, custodial stepchild, and custodial grandchild.

Upon receipt of such a request, the Superintendent or their designee, may authorize other employees to voluntarily donate up to a maximum of two personal illness or injury leave of absence days from their accumulated personal illness or injury leave to the employee who has exhausted his/her leave options. This language shall not, however, establish a permanent, district-wide sick day's bank.

Employees can make one request for donation of personal illness or family illness or injury transfer no more than once every three years. The employee requesting the donated leave may receive up to twenty days (20) to be used as personal, or for the purpose of this paragraph, family illness leave. Upon recuperation from a personal illness or injury, or upon the recuperation or death of a family member, the unused donated days shall be returned to the employee who donated them. Donated days can be used throughout the remainder of the current school year on a first in-first out basis.

In the case of child birth:

-If an employee has less than 20 days of paid leave available, they may request donated days for a maximum of 20 days.

The Superintendent or their designee shall make the final decision on all requests that are submitted. The department of Human Resources shall track the transfer of such leave days from one employee to another, if approved.

To request donated days, you must have worked for the district for at least one calendar year.

The district may require diagnostic evidence to support the request for such additional days.

## **HEALTH AND SAFETY**

The District agrees to furnish and maintain in safe working condition all tools and equipment to carry out the duties of each position. Employees are responsible for reporting any unsafe condition or practice and for properly using and caring for the tools and equipment furnished by the District.

## **PHYSICAL EXAMINATIONS**

The Employer will reimburse the employee for the cost of any required physical up to eighty-five dollars (\$85.00) or will pay for cost of the physical if done at the District's Directed Worker's Compensation Physician. The District will reimburse the employee up to \$1,000 to



offset medical deductibles/out-of-pocket costs for any addition tests required by the District's Directed Worker's Compensation Physician.

## **OPEN DOOR POLICY**

Burlington Community School District maintains an open-door policy. Any employee or their union representative may approach any of the administrative staff on an as-needed basis to address questions, concerns, problems, or other matters. Our expectation is that employees will use good judgment and communicate in a professional manner. In most cases, it would be appropriate for employees first to address questions or concerns with their direct supervisor and then follow up with higher management as needed, taking concerns up to the most senior level of management if necessary. Employees are also encouraged to discuss problems with a Human Resources representative at any time.

An employee will begin the appeal process by using the Open Door Policy, described in Step 1 below. In the appeal of a disciplinary action, the employee may proceed directly to Step 2.

### Step 1: Open Door Policy

Discussing the action with the Administrator and/or next level Administrator and if not satisfied with the response. At any time, the employee may informally discuss the action with the Director of Human Resources. If the employee is not satisfied with the response received by using the Open Door Policy, then the employee may choose to continue to Step 2.

### Step 2: Appeal to the Director of Human Resources

The appeal must be made in writing within 14 calendar days following (1) the date of the occurrence which initiated the questions of policy application, (2) the issuance of the disciplinary action, if no suspension was involved, or (3) the return to work following the issuance of the disciplinary action, if suspension was involved.

### Step 3: Appeal to the Superintendent

The appeal must be made in writing within 7 calendar days following the conversation with the Director of Human Resources. The Superintendent reserves the right to decline a request for appeal.

## **UNDERSTANDINGS OF INTENT**

The District will involve drivers in in-service activities dealing with handling of special education students who have special problems affecting the bus riding as well as any other topics related to safety considerations

# Appendices

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Appendix A:	Driver Salary Schedule
Appendix B:	Employee Evaluation Form
Appendix C:	Legal Requirements
Appendix D:	Board Policy Index
Appendix D.1:	Drug and Alcohol-Free Workplace Notice to Employees
Appendix D.2:	Employee Computer/Internet Usage

Appendix A

The bus drivers' salary schedule shall be as follows:

	2023-2024	2024-2025
1st Day - 45th	\$19.83	\$20.38
46th Day - 2nd Year	\$22.94	\$23.57
3rd Year - 5th Year	\$23.08	\$23.71
6th Year - 8th Year	\$23.13	\$23.77
9th Year - 11th Year	\$23.20	\$23.84
12th Year - 15th Year	\$23.26	\$23.90
16th Year - 20th Year	\$23.31	\$23.95
21st Year-+	\$23.38	\$24.02
Out-of-District Activity	\$20.30	\$20.86
Hot Lunch/Inter-School Mail	\$18.41	\$18.92

## TRANSPORTATION ASSESSMENT PROCESS

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Employee being evaluated: \_\_\_\_\_

Position: \_\_\_\_\_

School Year: \_\_\_\_\_

A three point evaluation scale is used on this form:

- (3) Satisfactory-meets expectations-continued growth anticipated.
- (2) Needs Improvement-growth is considered necessary.
- (1) Unsatisfactory-performance and results are unacceptable.
- (X) Not applicable or unable to evaluate.

Evaluation Conference      Date: \_\_\_\_\_

**Performance Improvement Targets for next cycle:** (What should this individual change or improve upon?).

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The overall performance of this employee is:

\_\_ Satisfactory      \_\_\_\_ Needs Improvement      \_\_\_\_ Unsatisfactory

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appraiser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appraiser's Name (please print)  
\_\_\_\_\_

**Signature of the employee attests to the fact that the contents of this evaluation have been discussed.**

# Transportation Performance Evaluation

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## 1. Confidentiality/Privileged Information: ( )

Respects the rights and privileges of employer, students, staff, parents and public.

Comments:

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## 2. Job Knowledge: ( )

Understands and effectively utilizes job-related information, procedures and skills, including technological applications.

Comments:

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## 3. Quality of Work: ( )

Completes assignments accurately and efficiently in accordance with accepted standards. Writes legibly and displays neatness in all work.

Comments:

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**4. Timelines:**

( )

Finishes assignments within a reasonable time frame and does work of high priority when it is received.

Comments:

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**5. Work Habits/Organization:**

( )

Plans and organizes work well, follows procedures and makes efficient use of work time. Keeps an organized and neat workstation.

Comments:

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**6. Initiative and Resourcefulness:**

( )

Demonstrates ability to work independently and without direct assistance. Can come up with creative solutions. Willingly takes on extra work when situation demands it.

Comments:

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**7. Decision Making:**

( )

Evaluates situations, draws conclusions, and makes sound decisions without frequent requests for assistance.

Comments:

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**8. Adaptability and Flexibility:**

( )

Adjusts to new ideas and situations and is receptive to new or additional work assignments. Handles unusual situations effectively.

Comments: \_\_\_\_\_

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**9. Accountability:**

( )

Is willing to accept responsibility for job-related decisions, actions, and work. Accepts constructive suggestions and acts on them with a positive attitude.

Comments: \_\_\_\_\_

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**10. Punctuality and Dependability:**

( )

Can be relied upon to be punctual and do what is required without follow-up.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**11. Use of Resources**

( )

Cares for and maintains equipment; conserves and economizes office resources.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**12. Communication Skills:** ( )

Communicates clearly and effectively. Is polite and businesslike both personally and over the telephone.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**13. Interpersonal Skills:** ( )

Interacts well with others; demonstrates courtesy, patience, diplomacy, discretion, and self-control. Is pleasant, agreeable, tactful, and cooperative with the public, supervisor and fellow workers.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**14. Integrity/Honesty:** ( )

Displays honesty and integrity in relationship with employer, students, staff, parents and public.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**15. Additional Comments:**

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## Appendix C

Association Members shall maintain any and all additional rights and privileges as required under state and federal law.

## Appendix D

### Board Policy Index

#### SCHOOL DISTRICT

##### 100 Legal Status of the School District

##### 101 Educational Philosophy of the School District

##### 103 Long-Range Needs Assessment

103 R1 Long-Range Needs Assessment

104 Reserved

##### 105 Open Enrollment

105.1 Open Enrollment

105.1 R1 Open Enrollment Options Regulation

105.2 Open Enrollment – Board Delegation of Authority

105.3 Open Enrollment – Insufficient Classroom Space

105.4 Open Enrollment – Transportation

#### BOARD OF EDUCATION

##### 200 Legal Status of the Board of Directors

200.1 Organization of the Board of Directors

200.2 Powers of the Board of Directors

200.3 Responsibilities and Duties of the Board

200.4 Name of School District

##### 201 Board of Directors' Elections

201.1 Ballot Issues

##### 202 Board of Directors' Members

202.1 Qualifications

202.2 Oath of Office

202.3 Term of Office of Board Members

202.4 Board Vacancies

##### 203 Board of Directors' Conflict of Interest

##### 204 Code of Ethics of the Board

##### 205 Board Member Liability

##### 206 Board of Directors' Officers

206.1 President

206.2 Vice-President of the Board

206.3 Secretary-Treasurer

##### 207 Legal Counsel

##### 208 Temporary Committees of the Board

##### 209 Board of Directors' Management Procedures

209.1 Development of Policy

209.2 Adoption of Policy

209.3 Dissemination of Policy

209.4 Suspension of Policy

209.5 Administration in Absence of Policy

209.6 Review and Revision of Policy

209.7 Approval of Administrative Regulations

##### 210 Board of Directors' Meetings

210.1 Annual Meeting

210.2 Regular Board Meeting

210.3 Special Meeting

210.4 Work Sessions

210.5 Notice for Board Meetings

210.6 Quorum

210.7 Rules of Order

210.8 Agenda for Board Meetings

210.9 Order of Regular Business Meeting of the Board

210.10 Complaints before the Board

210.10 E1 Complaint Form

210.11 Public Hearings

210.12 Meetings by Telephone or other Electronic Means

##### 211 Open Meetings

##### 212 Closed Sessions

##### 213 Participation by the Public

##### 214 Reserved

##### 215 Board of Directors' Records

215.1E1 Board Meeting Minutes

215.2 Minutes of Meetings

##### 216 Board of Directors' Member Services

216.1 Association Membership

216.2 Board of Directors' Member Development and Training

216.3 Compensation for Expenses to Board Members

216.3R Board Travel Reimbursement

##### 217 Gifts to Board of Directors

##### 218 School Visitation by Board of Directors

##### 219 Collective Bargaining

##### 220 Security and Protection

#### ADMINISTRATION

##### 300 Administrative Philosophy

##### 301 Administrative Team

##### 302 Superintendent

302.1 Superintendent Qualifications, Recruitment, Appointment

302.2 Superintendent Contract and Contract Non-renewal

302.3 Superintendent Salary and Other Compensation

302.4 Position Description for Superintendent of Schools

302.5 Superintendent Evaluation

302.6 Superintendent Professional Development

302.7 Superintendent Civic Activities

302.8 Superintendent Consulting/Outside Employment

##### 303 Administrative Employees

303.1 Organization of Administration Services

303.2 Administrator Qualifications, Recruitment, Appointment

303.3 Administrator Contract and Contract Non-renewal

303.4 Administrator Salary and Other Compensation

303.5 Administrative Duties and Additional Assignments

303.6 Administrator Evaluation

303.7 Administrators Professional Development

303.8 Administrator Civic Activities

303.9 Administrator Consulting/Outside Employment

303.10 Reduction in Administrative Personnel

##### 304 Policy Implementation

304.1 Development and Enforcement of Administrative Regulations

304.2 Monitoring of Administrative Regulations

##### 305 Administrator Code of Ethics

##### 306 Succession of Authority to the Superintendent

306.1 Succession of Authority for Principal

#### PERSONNEL

##### 400 Principles of Employment

400.1 Statement of Guiding Principles

400.2 Definitions

400.3 Equal Employment Opportunity and Prohibition of Harassment

400.3R1 Equal Employment Opportunity and Harassment Investigation Procedures

400.3R1Ex A Discrimination/Harassment Complaint Form

400.3R1Ex B Discrimination/Harassment Witness Statement

400.3R1Ex C Summary of Disposition of Discrimination Harassment Complaint

400.4	Employee Complaint Procedures	Acknowledgement Form
400.4ExhA	Employee Complaint Form	405.8ExhC Consent for Request of Information
<u>401 Selection and Employment of Personnel</u>		405.8ExhD Drug/Alcohol Test Notification Form
401.1	Recruitment of Personnel	405.8ExhE Certification of Previous Employers Requiring a Commercial Driver's License
401.1R	Records Checks	405.8ExhF Drug and Alcohol Reasonable Suspicion Observation
401.2	Qualifications	405.8ExhG Drug and Alcohol Testing Program Pre- Employment Drug Test Acknowledgement Form
401.3	Licensure and Transcripts	405.8ExhH Random Testing Driver Change List Form
401.4	Individual Contracts	405.8ExhI Post-Accident Drug and Alcohol Testing Instructions to Drivers
401.5	Employee Probationary Status	<u>406 Employee Ethics and Professional Standards</u>
401.6	Resignations	406.1 Tutoring and Conducting Personal Business
401.7	Discipline and Discharge	406.2 Conflicts of Interest
<u>402 Job Assignments and Evaluations</u>		406.3 Gifts and Honoraria to District Employees and Their Families
402.1	Orientation	406.4 Personnel Political Activity
402.2	Staff Development	406.5 Nepotism
402.3	Assignments and Transfers	406.6 Reporting Child Abuse
402.4	Evaluations	406.6R1 Child Abuse Reporting Regulation
402.5	Personnel Files; Release of Information	406.6R1Exh A Iowa Department of Human Services Suspected Child Abuse Reporting Form
<u>403 Compensation and Employment</u>		406.7 Publication or Creation of Materials
403.1	Compensation	406.8 Employee Use of the Internet
403.2	Group Insurance Benefits	405.8ExhA Employee Computer/Internet Usage
403.3	403(b) Tax Sheltered Annuity Plan	<u>407 Employee Personal Activities</u>
403.4	Travel and Expense Reimbursement; Use of School Vehicle	407.1 Use of District Property by Employees
403.4R1	Travel Reimbursement	407.2 Personal Telephone Calls
<u>404 Work Hours and Leaves of Absence</u>		407.3 Responsibility for Personal Property
404.1	Work Day and Work Year	407.4 Solicitations
404.2	Holidays	407.5 Cellular Telephones/District Issued Comm. Devices
404.3	Vacations	407.5R1 Cellular Telephone/District Issued Communication Devices Regulations
404.4	Personal and Emergency Leaves of Absence	<u>408 Employee Input</u>
404.5	Personal Illness Leaves of Absence	408.1 Personnel Involvement in Decision-Making
404.6	Extended Disability Leaves of Absence/Family and Medical Leave	408.2 Collective Bargaining
404.6R1	Family and Medical Leave Regulations	<u>409 Other Personnel</u>
404.6R1ExhA	Employees Rights Responsibilities under FMLA	409.1 Substitutes
404.6R1ExhB	Certification of Health Care Provider for Employee's Serious Health Condition (FMLA)	409.2 Student Teachers
404.6R1ExhC	Notice of Eligibility and Rights & Responsibilities (FMLA)	409.3 Volunteers
404.6R1ExhD	Designation Notice (FMLA)	STUDENTS
404.7	Illness in the Family and Death in the Family Leaves of Absence	500.1 Objectives for Equal Educational Opportunities for Students
404.8	Professional Leaves of Absence	500.1R1 Equal Opportunities Investigation Procedures
404.9	Military Service Leaves of Absence	500.1R1 Exhibit A Student Discrimination Witness Form
404.10	Jury Duty Leaves of Absence	500.1R1 Exhibit B Summary of Disposition of Student Discrimination or Harassment, Bullying, or Hazing Complaint
404.11	Political Leaves of Absence	500.1R2 Grievance Procedures for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act
404.12	Unpaid Leaves of Absence	500.2 Student Harassment, Bullying and Hazing
<u>405 Employee Health and Safety</u>		500.2R1 Student Complaint Procedures
405.1	Physical Examinations	500.2R1 Exhibit A Student Bullying Incident Report
405.1ExhA	Employee Physical Form	500.2R1 Exhibit B Complaint Form
405.2	Communicable Diseases	<u>501 Student Attendance</u>
405.3	Occupational Exposure to Bloodborne Pathogens	501.1 Resident Students
405.3R1	Universal Precautions Regulation	501.2 Nonresident Students
405.4	Injury at Work	501.3 Compulsory Attendance
405.5	Reserved	501.4 Entrance - Admissions
405.6	Hazardous Chemical Disclosure	501.5 Attendance Center Assignment
405.7	Drug and Alcohol-Free Workplace	501.6 Student Transfers In
405.7ExhA	Drug and Alcohol-Free Workplace Notice to Employees	501.7 Student Transfers Out or Withdrawals
405.8	Drug and Alcohol Testing Program	
405.8R1	Drug and Alcohol Testing Program Regulations	
405.8R2	Drug and Alcohol Testing Program Definitions	
405.8ExhA	Drug and Alcohol Testing Program Notice to Employees	
405.8ExhB	Drug and Alcohol Testing Program	

501.8	Student Attendance Records	507.2Exh A	Recording Form
501.9	Student Absences - Excused	507.2Exh B	Medication Permission Form
501.10	Truancy	507.2Exh C	Authorization Medication for Asthma or Airway Constricting Disease Self Administration Form
501.11	Student Release during School Hours	507.3	Communicable Diseases - Students
501.12	Reserved	507.4	Student Injury or Illness at School
501.13	Students of Legal Age	507.5	Emergency Plans and Drills
501.14	Reserved	507.6	Student Insurance
501.15	Reserved	507.7	Custody and Parental Rights
501.16	Homeless Children and Youth	507.8	Special Health Services
<u>502 Student Rights and Responsibilities</u>		507.8R1	Special Health Services Regulations
502.1	Student Appearance	507.8Exh 1	Specialized Procedures Authorization Form
502.2	Care of School Property/Vandalism	507.8Exh 2	Individualized Student Health Plan
502.3	Freedom of Expression	507.8Exh 3	Training-Supervision of Non-licensed Personnel
502.4	Reserved	507.9	Investigating Allegations Abuse Student/Staff
502.5	Student Lockers	507.9R1	Procedures for Investigating Allegations of Abuse of Students
502.6	Weapons	507.9R1Exh A	Complaint of Injury to or Abuse of a Student by a School Employee
502.7	Tobacco Products-Alcoholic Beverages- Controlled Substances	507.9R1Exh B	Report of Level One Investigation
502.8	Search and Seizure	507.10	Wellness Policy
502.8R1	Search and Seizure Regulation	507.10 R	Wellness Policy, Nutrition education
502.8E1	Reserved	507.10 R1	Wellness Policy, Physical activity
502.9	Interrogations of Students by Outside Agencies	507.10 R2	Wellness Policy, Other school-based Activities
502.10	Use of Motor Vehicles	507.10 R3	Wellness Policy, Nutrition guidelines
<u>503 Student Discipline</u>		507.10 R4	Wellness Policy, Plan for measuring Implementation
503.1	Student Conduct	507.11	H.I.V. and Enrolled Students
503.1R1	Student Suspension	507.11R	Universal Precautions in a School Setting
503.2	Expulsion	<u>508 Miscellaneous Student-Related Matters</u>	
503.3	Fines - Fees – Charges	508.1	Class or Student Group Gifts
503.3E1	Student Fee Waiver Application	508.2	Open Night
503.3R1	Student Fee Waiver & Reduction Procedures	508.3	Reserved
503.3R2	Refunding of Fees	508.4	Reserved
503.4	Student Eligibility for Extracurricular Activities	508.5	Reserved
503.4Exh 1	BHS Activities Emergency Consent Form	508.6	Reserved
503.4Exh 2	Non-school Participation as an Individual or on a Team	508.7	Reserved
503.5	Corporal Punishment	508.8	Non-Public Shared-Time Students
<u>504 Student Activities</u>		508.9	Crisis Intervention in a School Setting
504.1	Student Government	508.10	Joint Policy Between the City of Burlington And the Burlington Community School District Regarding Youth Gang Prevention Programs
504.2	Student Organizations	508.11	Student Social Events
504.3	Student Publications	508.12	Reserved
504.3R1	Student Publications Code	508.13	Reserved
504.4	Student Performances	EDUCATIONAL PROGRAM	
504.5	Student Fund Raising	<u>600 Statement of Guiding Principles</u>	
504.6	Reserved	600.1	Equal Educational Opportunities
505	Student Scholastic Achievement	600.2	Multi-Cultural, Gender Fair Program
505.1	Student Progress Reports and Conferences	<u>601 General Organization</u>	
505.2	Student Promotion - Retention - Acceleration	601.1	School Calendar
505.3	Student Honors and Awards	601.2	School Day
505.4	Evaluation and Assessment Program	601.3	School Organization
505.4Exh A	Notification of Rights under the Protection of pupil Rights Amendment (PPRA)	<u>602 Instructional Curriculum</u>	
505.5	Graduation Requirements	602.1	Curriculum
505.6	Early Graduation	602.2	Special Education
505.6R	Early Graduation	602.3	Talented and Gifted Education
505.7	Commencement	602.4	At-Risk Student Program
505.8	Physical Activity	602.5	Teaching About Religion
<u>506 Student Records</u>		602.6	Teaching of Controversial Issues; Academic Freedom
506.1	Student Records Access	602.7	Global Education
506.2	Reserved		
506.3	Student Photographs		
506.4	Student Library Circulation Records		
<u>507 Student Health and Well-Being</u>			
507.1	Student Health and Immunization Certificates		
507.2	Administration of Medication to Students		



602.8	Health Education	705.1	Purchasing - Bidding
602.8	Exhibit A Human Growth and Development - Student Excuse Form	705.1R	Purchasing - Bidding Definitions
602.9	Physical Education	705.2	Requisitions/Purchase Orders
602.10	Career Education	705.3	Reserved
602.11	Citizenship	705.4	Approval and Payment for Goods and Services
602.12	Co-Curricular and Extra-Curricular Activities	705.5	Unpaid Warrants
602.13	Special Education	705.6	Reserved
602.14	Test Integrity/Test Preparation	705.7	Reserved
	<u>603 Alternative Programs</u>	705.8	Partisan Political Expenditures Prohibited
603.1	Compulsory Education; Competent Private Instruction; Dual Enrollment		<u>706 Payroll Procedures</u>
603.2	Foreign Study	706.1	Payroll Periods
603.3	Post-Secondary Enrollment Option	706.2	Payroll Deductions
603.4	Performance Testing for Credit		<u>707 Fiscal Reports</u>
603.5	Correspondence Courses for Classroom Credit	707.1	Financial Reports
603.6	Religious-Based Exclusion from School Programs	707.2	Reserved
603.7	Summer School Instruction	707.3	Reserved
	<u>604 Instructional Materials</u>	707.4	Audits
604.1	Instructional Materials; Reconsideration Procedures	707.5	Internal Controls
604.1	Exh A Request for Reconsideration of Instructional Materials Form	707.5R1	Internal Controls Procedures
604.1	Exh B Appointment of Instructional Material Reconsideration Review Committee		<u>708 Care, Maintenance and Disposal of School District Records</u>
604.2	Technology	708.1	District Records
604.3	Internet	708.2	Student Records
604.3	Exh A Internet Acceptable Use Agreement	708.3	Bonds for Officers and Employees
604.4	Media Centers	708.4	Reserved
604.5	Internet Safety		<u>709 Insurance</u>
	<u>605 Instructional Arrangements</u>	709.1	Insurance Program
605.1	Class Size		<u>710 School Food Services</u>
605.2	Homework	710.1	Food Services Program
605.3	Ownership of Student Productions	710.2	Eligibility for Free or Reduced-Cost Meals
605.4	Field Trips	710.3	Vending Machines and Other For Profit Food Sales
605.5	School Assemblies	710.4	Organization of the Food Services Program
605.6	Outside Resource People	710.5	Food Service - General Regulations
605.7	School Ceremonies and Observances		<u>711 Transportation</u>
605.8	Recognition of Holidays; School Parties	711.1	Eligibility for School Bus Service
605.9	Animals in the Classroom	711.1R	Guidelines for Determining Student Eligibility for School Bus Service
	<u>606 Instructional Services</u>	711.2	Regulations for Students Riding Buses
606.1	Guidance and Counseling	711.2R1	Transportation Discipline Procedure
606.2	Health Services	711.2R2	Student Rules, Regulations, and Discipline
	NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES	711.2R3	Use of Video Cameras on School Buses Regulation
700.1	Purpose of Non-instructional and Business Services	711.3	Student Transportation for Extracurricular Activities
701.1	Financial Accounting System	711.4	Summer Program School Bus Service
701.2	Depository of Funds	711.5	Transportation of Nonresident and Nonpublic Students
701.3	Fixed Assets Management System	711.6	Private Charter Use of School Bus Service
	<u>702 Cash</u>	711.7	School Bus Safety Instruction
702.1	Petty Cash	711.8	Emergency School Closings
	<u>703 Budget</u>	711.9	Reserved
703.1	Budget	711.10	Transportation for Students Ineligible for Required Transportation
703.2	Reserved	711.11	Superintendent's Approved Drivers List for Student Transportation
703.3	Publication and Public Review of the Budget	711.12	Transporting Students in Private Vehicles
	<u>704 Revenue</u>	711.13	Reserved
704.1	Local, State and Federal Misc. Revenue		BUILDING AND SITES
704.2	Tuition Fees		<u>800 Statement of Guiding Principles</u>
704.3	Investments	800.1	Tobacco-Free Environment
704.4	Gifts, Grants and Bequests		<u>801 Site Acquisition and Building Acquisition and Construction</u>
704.5	Student Activities Fund	801.1	School Facilities Surveys
704.6	School Bonds and Indebtedness	801.2	Educational Specifications for Buildings and Sites
704.7	Reserved		
	<u>705 Expenditures</u>		

- 801.3 Financing Site Acquisitions and Construction
- 801.4 Selection of an Architect and/or Engineer
- 801.5 Preliminary Building Specifications
- 801.6 Final Building Specifications
- 801.7 Naming School Tangible Properties
- 802 Maintenance, Operation and Management
- 802.1 Maintenance Schedule
- 802.2 Requests for Improvements
- 802.3 Emergency Repairs
- 802.4 Use of Contract Services
- 802.5 Energy Efficiency and Conservation
- 802.6 Building Access
- 802.6R1 Procedures for Issuing Access Cards/Building Keys
- 802.6R1 Exh A Access Card/Building Key Authorization Form
- 802.6R1 Exh B Card Access Change Request Form
- 802.7 Vandalism
- 803 Disposition of Property
- 803.1 Disposal of School Sites and Buildings
- 803.2 Disposition of Obsolete Equipment
- 804 Safety Program
- 804.1 Bomb or Other Threats
- 804.2 Warning System and Emergency Plans
- 804.3 Asbestos
- SCHOOL DISTRICT—COMMUNITY RELATIONS
- 900 Statement of Guiding Principles for Community Relations
- 901 Public Examination of School District Records
- 902 Press, Radio, and Television News Media
- 902.1 News Media Relations
- 902.2 News Conferences and Interviews
- 902.3 News Releases
- 902.4 Live Broadcast or Videotaping
- 903 Public Participation in the School District
- 903.1 School - Community Groups
- 903.2 Community Resource Persons and Volunteers
- 903.3 Visitors to School District Buildings & Sites
- 903.4 Public Conduct on School Premises
- 903.5 Distribution of Materials
- 903.5R1 Distribution of Materials Regulation
- 903.6 Staff as Citizens Participating in Community Life
- 903.7 Citizen Advisory Committees
- 904 Community Activities Involving Students
- 904.1 Reserved
- 904.2 Reserved
- 904.3 Public Performances
- 904.4 Contests for Students
- 904.5 Community Fund Drives
- 904.6 Sales Promotions
- 904.7 Money Raising Activities
- 905 Use of School District Facilities & Equipment
- 905.1 Community Use of School District Buildings and Sites
- 905.1R1 Application and Contract for Use of Burlington Schools
- 905.1R2 Community Use of School District Facilities & Equipment Indemnity and Liability Insurance Agreement
- 905.1R3 Burlington Community School District Camp and Clinic Policy
- 905.1R4 Facility Usage Fees
- 905.2 Use of School Equipment
- 905.2R1 Application for Use of School Equipment
- 905.3 Use of the Iowa Communications Network (ICN) Facilities
- 905.3R1 ICN Room Use Regulation

Appendix C.1

DRUG AND ALCOHOL-FREE WORKPLACE NOTICE TO EMPLOYEES

NO. 405.7  
Exhibit A

It is a violation of the Burlington Community School District Drug and Alcohol-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, be under the influence of, or use in the workplace any alcoholic beverage or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 204.

“Workplace” is defined as the site for the performance of work done in the capacity as an employee. This includes any building or any school premises, any school-sponsored or approved activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who violate the terms of the Drug and Alcohol-Free Workplace policy may be required to successfully participate in a substance abuse evaluation and/or treatment program approved by the superintendent. The superintendent retains the discretion to discipline an employee for violation of the policy whether or not the employee participates in such an evaluation or treatment program, up to and including immediate termination.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the Drug and Alcohol-Free Workplace policy of the district and that they notify their supervisor of a conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

Appendix D.1

DRUG AND ALCOHOL-FREE WORKPLACE NOTICE TO EMPLOYEES

NO. 405.7

Exhibit A

I have read and understand the Drug and Alcohol-Free Workplace policy. I understand that if I violate the policy, I may be subject to discipline up to and including immediate termination and/or termination. I may be required to participate in a substance abuse evaluation and/or treatment program. I understand that if I am required to participate in a substance abuse evaluation and/or treatment program and I refuse to or I do not successfully participate, I may be subject to discipline up to and including immediate termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five days of the conviction.

\_\_\_\_\_

\_\_\_\_\_

Signature of Employee

Date

CROSS REF.:

LEGAL REF.:

Approved: 5/12/2003

Reviewed: 4-25-16

Revised: \_\_\_\_\_

**All of the district's automated systems are district property and are not confidential, including electronic mail, voice mail, Internet access and electronic storage systems.** The district has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including e-mail messages. **Files containing personal information or business of an employee are treated no differently than the district's files, and the employee has no expectation of privacy in such materials.**

**COMPUTERS OWNED BY THE DISTRICT:**

Whether being used in the district or in another location:

- Only authorized employees, authorized students, or persons authorized by the administration may use the computer as use by others puts district assets and records in jeopardy. You are not to allow unauthorized persons access to district computer equipment, whether by allowing use of the computer or by viewing the contents of the computer.
- Only software approved by the district shall be loaded on the computer.
- Passwords need to be kept in a secure location.

**E-MAIL USAGE POLICY:**

Use of e-mail to engage in any communication in violation of district policies including transmission of defamatory, obscene, profane, offensive, or harassing messages, or messages that disclose personal information without authorization, is strictly prohibited.

Use caution in addressing messages to ensure that new messages are not inadvertently sent to the wrong party. This is critical because of the sensitive nature of the documents we often may be asked to e-mail. Always double check that the address you are using is correct and current.

E-mail and other electronic communications systems can be useful tools, permitting rapid and efficient communication with a large audience. This same strength can be a weakness, as a hastily written note may be subject to misinterpretation in the future, when the context is not so clear. This is particularly true when your message is subject to being forwarded, rerouted, or saved by others. For this reason, when sending electronic messages, you should keep the following test in mind: "Would I be concerned if I had to read this message out loud, under oath, as a witness in a courtroom proceeding?"

Use of another user's name/account to access e-mail or the Internet is strictly prohibited.

**INTERNET USAGE:**

Internet resources may be used only for purposes that effectively support the district's goals and objectives or for the non-business purposes that are approved by the administration. Employees

may access the Internet before or after work hours as long as the employees' use does not interfere with district usage, is in compliance with district policies and rules, and is not for the purpose of promulgating political or religious materials or for a for-profit venture.

The district will not be responsible for maintaining or payment of personal Internet accounts.

You must respect all copyright and license agreements regarding software or publications you access from the Internet. The district will not condone violations of copyright laws and licenses, and you will be personally liable for any fines or sanctions caused by any license or copyright infringement.

### **INTERNET SAFETY:**

The District has in its curriculum components that focus on helping our students be 21<sup>st</sup> century citizens. These components include safety and security while using online resources of direct communication and indirect communication.

The district also employs a web filter to limit student access to harmful materials. This filter also allows for logging of websites visited.

### **INAPPROPRIATE USES OF INTERNET AND/OR E-MAIL:**

The district strictly prohibits the following inappropriate uses of the Internet (including e-mail):

- Disclosure of confidential or sensitive data known or entrusted to the District to any unauthorized individuals.
- Misuse of copyrighted material or other copyright violations.
- Communicating in ways that disparage the products or services of other companies.
- Communicating information that could be perceived as an official district position or endorsement without proper approval.
- Using confrontational or improper language or making statements that are defamatory.
- Creating, storing, viewing, or transmitting defamatory, pornographic, obscene, profane, illegal or otherwise offensive material.
- Participating in any activity that could be interpreted as harassment.
- Misrepresenting an individual's identity or the source of communications or data.
- Attempting to break into any other Internet server.
- Accessing confidential information on computer resources without authorization.
- Promoting political or religious positions.
- Participating or engaging in activities that violate the law, or any district policies or standards.
- Operating a personal business or using the Internet as provided by the district for personal gain.
- Exporting or importing of any governmentally controlled technical data or software (such as software encryption) to or from unauthorized locations or persons, without appropriate licenses or permits.
- Promulgating or perpetuating a virus or other actions interfering with use of the Internet by others.

Employees' E-mail/Internet access may be monitored without prior notice. Users violating any portion of these rules may receive a written warning or other discipline, including immediate termination, depending upon the seriousness of the violation.

All questions relating to the content of this regulation should be directed to the Director of Human Resources (319) 753-6791.

By signing this agreement, I hereby represent that I have read, understand, and will comply with the above rules.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature

Reviewed: 4-25-16

\_\_\_\_\_  
Printed Name

### **In-District Travel**

1. The district shall reimburse employees for mileage upon submission of proper claim forms for approved job related travel within the district when using a personal car at a rate per mile as determined by the board.
2. No meal reimbursements are allowed for in-district travel.

### **Out-Of-District Travel**

1. All travel outside the district to approved educational conferences, seminars, workshops, etc. will be by district vehicle. If a district vehicle is not available, the employee will be reimbursed for mileage upon submission of a proper claim form when using a personal car at a rate per mile as determined by the board. If a car is available and the employee does not request it or chooses to use a personal vehicle, only ½ mileage will be paid. No mileage will be paid if a school vehicle is going, and seats are available, and an individual(s) still chooses to take their own vehicle or for multiple personal vehicles going to the same event.

The actual cost of meals will be reimbursed when the employee is in travel status. The cost of the evening meal will be reimbursed for out-of-district trips in an overnight status when the employee is required to leave Burlington prior to 5:00 p.m. in order to arrive at the destination at a reasonable hour or if the staff member could not reasonably expect to return to Burlington from an out-of-district trip by 7:00 p.m.

2. Actual expenses will be reimbursed including tips, not to exceed the amount set by the board. No single meal reimbursement shall exceed fifty percent (50%) of the per diem expense allowed. Liquor costs are not reimbursable.
3. Lodging will be reimbursed at the actual cost based on single occupant rate not to exceed the rate where the meeting is being held.
4. Common carrier coach class will be reimbursed at the actual cost. If an employee chooses to go by automobile, the maximum travel cost shall be at the coach class common carrier rate.

Approved: 3/10/2003

Reviewed: 4-25-16

Revised: 1/25/2010  
10/28/2019  
10/24/2022



DRUG AND ALCOHOL-FREE WORKPLACE ACKNOWLEDGMENT FORM

I have read and understand the Drug and Alcohol-Free Workplace policy. I understand that if I violate the policy, I may be subject to discipline up to and including immediate termination and/or termination. I may be required to participate in a substance abuse evaluation and/or treatment program. I understand that if I am required to participate in a substance abuse evaluation and/or treatment program and I refuse to or I do not successfully participate, I may be subject to discipline up to and including immediate termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five days of the conviction.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

EMPLOYEE COMPUTER/INTERNET USAGE

By signing this agreement, I hereby represent that I have read, understand, and will comply with the rules FOR EMPLOYEE COMPUTER/INTERNET USAGE.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

## **Workplace Expectations**

It is the school district's expectation that all employees maintain professional working relationships and an environment that encourages mutual respect and collaboration among employees, students, and the public. Therefore, all employees are expected to comply with the following workplace expectations. Failure to abide by these expectations may result in discipline up to and including termination.

### Category 1: Performance Expectations

1. Successfully perform assigned job duties consistent with state and school district standards.
2. Demonstrate professionalism by coming to work well-groomed and dressed in a professional manner, including the display of district identification, appropriate to the work environment.
3. Provide accurate and complete information when required by the school district.
4. Stay focused on assigned responsibilities, be productive, and use all available time to accomplish expected work tasks. Personal business should be accomplished outside of work time and/or during scheduled time off.
5. Follow the direction of supervisors/designees.

### Category 2: Compliance with District Policy, Regulation, Procedure, Handbooks, Practices, Training, and Laws:

1. Comply with all school district policies, regulations, procedures, handbooks, practices, and training.
2. Comply with all applicable laws.
3. Disclose possible conflicts of interest.
4. Protect the confidentiality of sensitive information (oral, written or electronic).
5. Comply with all licensure and/or qualification requirements.
6. Demonstrate honesty, integrity, professionalism, and accuracy in all employment actions including the maintenance and completion of records and the accurate recording of time worked.
7. Abstain from unapproved solicitations.

### Category 3: Attendance Expectations:

1. Attend work as scheduled and arrive on time fully prepared to begin work. Follow established school district reporting procedures if there is a need to arrive late, be absent or leave the workplace.
2. Demonstrate honesty and civility when requesting leave time. Request leave responsibly to reduce unreimbursed time requests.
3. Notify supervisor well in advance of any unscheduled absence in accordance with school district reporting procedures.
4. Observe time limits for scheduled lunch and break periods. Employees are discouraged from leaving the campus during a contractually paid break or preparation period when students are present.
5. Understand that barring circumstances outside the employee's control, being absent without approved leave for three consecutive workdays will constitute a voluntary resignation.

### Category 4: Safety and Use of School District Property Expectations:

1. Perform assigned tasks safely, competently, and according to school district performance and behavioral expectations.
2. Use and safeguard school district property through proper and authorized use.
3. Adhere to and comply with school district safety policies and training requirements. Identify safety issues and report all hazards, incidents, and safety concerns on a timely basis to allow for appropriate school district action.

### Category 5: Teamwork and Workplace Behavior Expectations:

1. Cooperate and collaborate with supervisors and co-employees.
2. Use respectful, courteous, and helpful language when communicating with others. Loud, boisterous, intimidating, abusive or otherwise inappropriate language would be considered a violation of accepted workplace standards.
3. Adhere to the school district's curriculum and instructional policies, procedures, and guidelines. Participate in designated professional learning and training activities and avoid scheduling appointments or personal leave during this time.