



Burlington Community School District

Associates, Secretaries, Clerks, Misc.
Handbook
2024-2025 Revisions

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

Handbook Notification

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 upon 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

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

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

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

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

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

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 re-teaching, 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

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 one hundred eighty (180) calendar days of employment from the most recent date of hire and during the first thirty (30) calendar days after an employee transfers or is transferred into a new job in a higher job classification (e.g. A to B), the district may discipline or discharge the employee 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 and after the first thirty (30) calendar days after an employee transfers or is transferred into a new job in a higher job classification (e.g. A to B), the employee may use the Open Door Policy to challenge on the basis that the suspension or discharge was without proper cause.

The Employer shall furnish to the Union a copy of any suspension or discharge notice.

METHOD OF PAYMENT

Each employee shall be paid in twelve (12) equal installments 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.

Employees with extra duty contracts will be paid in twelve (12) equal installments.

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

STAFF REDUCTIONS

1. Reduction in Force

When in the sole judgment of the District, reduction in force is necessary; the District shall attempt to accomplish the necessary reduction through attrition. Positions filled

due to attrition are those left after posting for transfers. If further reduction in force is necessary, the process shall be followed in the order listed:

If reduction is necessary, it shall occur within the three (3) pay columns (A, B, & C). Within each pay column the employee(s) to be reduced shall be removed from that pay column(s) in the reverse order of seniority

The employee may accept layoff or, if qualified, may accept a vacant position. If there is no vacancy or if the employee is not qualified for the existing vacancy, the employee whose position has been eliminated may accept layoff or replace the employee with the least seniority holding a position for which he/she is qualified within his/her classification.

If the employee chooses to accept a vacant position, they must remain in that position for 90 days before bidding to another position.

2. Recall Rights

Any employee laid-off because of reduction in force shall have recall rights to any position (full or regular part-time) which becomes available for which the employee is qualified. These rights are valid for a period of twelve (12) (calendar) months from the date of the employee's layoff. Recall to available positions shall be given to employees in the inverse order of seniority. The senior employee on lay-off shall be recalled to said position if that employee is qualified as determined by the employer. If that person is not qualified, the next senior will be considered and placed if qualified. This procedure will continue until the position is filled or all employees laid off are determined to be unable to meet the qualifications for the vacancy.

Recall notice shall be by certified letter, return receipt requested, to the last known address of the employee as shown on the school district's personnel records. However, the employer may give notice of recall by telephone and need not send a certified letter if the employee accepts recall.

An employee may, without losing recall rights, decline recall to a position with a lower annual salary than that from which the employee was reduced. If the employee accepts the lower paid position, the employee's recall rights shall continue for the balance of the 24 month recall period. An employee who rejects recall to a position with an annual salary which is equal to or greater than that from which the employee was reduced loses all recall rights.

Failure of an employee to respond affirmatively to a certified letter from the District within five (5) calendar days after receiving such a letter shall result in the termination of the employee's right of recall.

TRANSFERS

1. Definition

The movement of an employee from one position to another position, as provided in this Article shall be considered a transfer. An upgrade or downgrade of a position initiated by the district not constitute a vacancy which requires posting for bid.

2. Posting

Vacancies expected to extend more than ninety (90) working days will be posted for a period of seven (7) calendar days. The posting will indicate minimum testing scores required, if any.

A job that changes because of an increase in hours worked does not require posting.

3. Voluntary Transfers

All eligible employees shall have the right to request a transfer to the posted vacancy by submitting an application through the Human Resources internal posting system within the seven (7) day period. (ex: posted Friday 3:00pm, end of 7th day is Thursday 11:59pm.)

The school district shall, in its sole discretion, determine each employee's qualifications for the vacancy. For Class C positions, these qualifications will include minimum required test scores and a structured employment interview. When employees have qualifications considered equal, the employee with the greatest seniority shall be given priority.

In the event that no employee requested consideration for a transfer to said vacancy or no employee is deemed qualified, the District may fill the vacancy with someone not currently employed by the District.

No employees shall be allowed to voluntarily transfer more than one time each school year, (August 15th to May 31st). Transfers between June 1 and August 14 or transfers to a higher classification during the school year will not count toward this limit.

Special Rule for Movement into Classifications Requiring Specific Certification/Training

- i. Individuals seeking placement in Preschool Associate positions must have the required licensure or training required by the BOEE. Internal applicants that hold this licensure at time of opening will be placed based on seniority, but if no internal candidates are qualified, an external candidate with licensure will be hired. If there are no internal or external candidates with the required licensure, the highest senior internal candidate will be trained at District expense. If no internal candidate bids then an external candidate will be hired and trained. If the District trains the individual, they must agree to not bid out of that classification for one (1) year.

- ii. Individuals seeking placement in a Special Education classroom will receive District paid training appropriate to the specific classroom setting. Internal applicants who have already been trained will be placed based on seniority. If there are no internal candidates with required training, the highest senior internal candidate will be trained at District expense. If no internal candidate bids then an external candidate will be hired and trained. If the District trains the individual, they must agree to not bid out of that classification for one (1) year.

4. Involuntary Transfers

Involuntary transfers shall be based on the needs of the District and may include such reasons as position elimination due to student needs or disciplinary actions. During the school year when an employee's position has been eliminated and another previously posted position is available in the employee's building and classification or a lower classification, that employee may be assigned to the position.

In the event of program relocation, it shall be the objective of the District to transfer associates with the relocated program, providing this meets the needs of the District.

In cases of involuntary transfers, the transferred employee shall be notified as early as possible and no less than five (5) working days prior to relocation.

5. Temporary Transfers

Temporary transfers may be made in order to meet the immediate needs of the District. The District will make every effort necessary to return the transferred employee to their regular assignment.

If an employee is temporarily assigned to a position in a higher paid classification for five or more days, the employee shall receive the higher rate of pay for hours worked in the higher classification. (The additional wages earned as a result of the difference between the two pay classifications will be paid at the conclusion of the assignment for hours worked.)

If an employee is temporarily assigned to a lower classification, the employee shall be paid at their regular rate for their current assignment.

INSURANCES

Full-time employees will receive a monetary contribution from the district to offset the total cost of health insurance.

Participation in any of the district's insurance plans shall be optional. It is understood if medical insurance is not selected then the insurance allocation will be the actual cost for life and LTD coverage only. There will be no cash paid in lieu of insurance coverage.

The employer shall provide each new employee with a description of the insurance coverage provided within ten (10) days of the time they are hired. The description shall include a description of conditions and limits of coverage. Continuing employees will receive such information within ten (10) days any time the coverage or carrier changes, but may obtain the same information at any time by requesting it from the employer.

OPEN DOOR POLICY

Burlington Community School District maintains an open-door policy. Any employee 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.

Appendices

Appendix A:	Salary Schedule
Appendix B:	Employee Evaluation Form
Appendix C:	Board Policy Excerpt
Appendix C.1:	Drug and Alcohol-Free Workplace Notice to Employees
Appendix C.2:	Employee Computer/Internet Usage
Appendix C.3:	Travel Reimbursement

Appendix A

**BURLINGTON COMMUNITY SCHOOLS
AFSCME - ASSOCIATES, SECRETARIES, CLERKS, MISCELLANEOUS
RATIFIED AGREEMENT
2024-2025 SALARY MATRIX**

Step	Class					
	A	A+	B	B+	C	C+
Base Wage	11.90	12.30	12.93	13.33	13.51	13.91
2021-2024	12.26	12.66	13.32	13.72	13.92	14.32
4	12.44	12.84	13.50	13.90	14.13	14.53
5	12.60	13.00	13.70	14.10	14.34	14.74
6	12.73	13.13	13.86	14.26	14.53	14.93
7	12.88	13.28	14.05	14.45	14.73	15.13
8	13.06	13.46	14.20	14.60	14.94	15.34
9	13.19	13.59	14.40	14.80	15.13	15.53
10	13.35	13.75	14.56	14.96	15.33	15.73
11	13.49	13.89	14.74	15.14	15.53	15.93
12	13.65	14.05	14.91	15.31	15.72	16.12
13	13.81	14.21	15.09	15.49	15.92	16.32
14	13.95	14.35	15.27	15.67	16.12	16.52
15	14.11	14.51	15.44	15.84	16.33	16.73
16	14.26	14.66	15.63	16.03	16.52	16.92
17	14.42	14.82	15.79	16.19	16.72	17.12
18	14.56	14.96	15.98	16.38	16.92	17.32
19	14.72	15.12	16.15	16.55	17.12	17.52
20	15.31	15.71	16.73	17.13	17.71	18.11
21	15.31	15.71	16.73	17.13	17.71	18.11
22	15.31	15.71	16.73	17.13	17.71	18.11
23	15.31	15.71	16.73	17.13	17.71	18.11
24	15.31	15.71	16.73	17.13	17.71	18.11
25	15.60	16.00	17.03	17.43	17.98	18.38

Employees who have an Associate of Arts Degree or a higher degree (e.g. B.A. or B.S.) which is in a job-related field or an Iowa paraeducator's certification (from the B.o.E.E.), shall receive forty cents (\$.40) per hour additional. Payment of this allowance shall begin the first day of the pay period following the submission of documentation as proof of attaining any of the above certifications or degree. New employees must present official evidence of the degree or certification prior to starting employment.

The District may grant credit for experience outside of the District to new employees, but the new employee shall not be placed higher than Step 6.

Appendix B

**SECRETARIAL/CLERICAL/ASSOCIATE
ASSESSMENT PROCESS**

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?).

<p>The overall performance of this employee is:</p> <p>__ Satisfactory ____ Needs Improvement ____ Unsatisfactory</p>

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.

Secretarial/Clerical/Associate Performance Evaluation

1. Confidentiality/Privileged Information: ()

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

Comments: _____

2. Job Knowledge: ()

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

Comments: _____

3. Quality of Work: ()

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

Comments: _____

4. Timelines:

()

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

Comments: _____

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: _____

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: _____

7. Decision Making:

()

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

Comments: _____

8. Adaptability and Flexibility:

()

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

Comments: _____

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: _____

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:

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 C.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
11/12/18
08/07/23

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 21st 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

Printed Name

Approved: 07/28/03

Reviewed: 04/25/16
11/12/18
08/07/23

Revised: 01/25/10

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~~
8/07/23

Revised: ~~01/25/10~~
10/28/19
10/24/22

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.