



Davenport Community School District

# Work Rules

Last Updated September 4, 2020

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It is the policy of the Davenport Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact the District's Equity Coordinator: Jabari Woods, Associate Director of Equity, 1702 N. Main Street, Davenport, IA 52803; Telephone (563) 336-7496; Fax (563) 445-5988; Email: [woods@daportschools.org](mailto:woods@daportschools.org).

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

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Human Resource Services  
9/04/2020

# DCSD WORK RULES

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# DCSD WORK RULES

## Introduction

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

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

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

## Affirmative Action / Employment Equity & Non-Discrimination

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

It is the policy of the Davenport Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact the District's Equity Coordinator: Jabari Woods, Associate Director of Equity & Diversity, 1702 N. Main Street, Davenport, IA 52803; Telephone (563) 336-7496; Fax (563) 445-5988; Email: [woodsji@davenportschools.org](mailto:woodsji@davenportschools.org).

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## Absenteeism

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to

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emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify their supervisors or principals of all times when they will be absent. Absences arranged in advance (*vacations and personal days*) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for three consecutive workdays without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action or termination. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to notify the supervisor of impending absence or tardiness in a timely manner, prior to designated starting time, is reason for disciplinary action. Every employee should know to whom they report absences and submit leave requests.

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

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

### Temporary Leave without pay (absence without pay)

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

## **Abuse of Break or Meal Periods**

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

Unless otherwise stated in a collective bargaining agreement, a minimum of a 30-minute duty-free, unpaid lunch break is required of all employees each workday. Occasional exceptions may be made with mutual agreement of the employee and immediate supervisor.

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### **Abuse of District or Co-worker Property**

Abuse or misuse of district or non-district owned property is to be reported immediately. Failure to do so will limit district responsibility or increase employee responsibility. It is expected all employees will use care and caution using district and non-district property. Abuse or misuse or unauthorized use of district property, private property, materials and equipment is subject to disciplinary action.

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

### **Academic Freedom**

See also *Board Policy 402.02*

The district's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide a learning environment and assignments for their students.

Teachers should inform their immediate supervisor or building principal of potentially controversial issues that may arise in the class. Teachers are expected to follow district curriculum.

### **Bringing Children to Work**

Employees should not bring their children to work when daycare or other supervision is not available. Employees are not allowed to bring children to work with them or have children at the worksite/premises during the workday or scheduled/contracted work activities e.g. summer school, afterschool activities, open house events, staff development and training activities, etc. This includes but is not limited to the employee's children and/or stepchildren, the children of relatives or friends and colleagues. Both your work and your children require your full attention.

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

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## Board Policies

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

## Change of Contact Information

It is the responsibility of the employee to keep a current and up-to-date address and telephone number on file with the District at all times. Changes are not accepted over the telephone. Employees may submit changes through Employee Online located on the District's website.

## Climate

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

## Computer Use

See also *Board Policy 103.10*

Computers and associated technology are the property of the district and are for the use of district-related activities only. District equipment is not for employee personal or business use. Misuse of district technology may impact an employee's ability to perform his or her essential job functions. Misuse of district technology may incur disciplinary action. Any unlawful use of district technology will be dealt with to the full extent of the law. District employees are urged to use great care and discretion when using social networking and blogging venues such as MySpace, Facebook, Twitter, etc. District issued technology is subject to inspection at any time.

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

- The employee's accurate job title is specified (i.e. Para Educator; Life Skills Teacher; Principal);
- The employee does not misrepresent him/herself in any way; and
- The use of logos and/or additional images is not recommended.

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### Confidential Records

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student or employee information. Give careful thought to what you discuss concerning school matters with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring critical community members to the school principal or other staff members. Much care and judgment must be exercised in the handling of confidential information. A breach or break in confidentiality can result in disciplinary action up to and including termination and expose the employee to personal liability for violation of privacy laws.

The District is subject to a number of legal restraints regarding the confidentiality of some of its records and the requirement that certain records are subject to a request for public documents. To ensure confidentiality and to allow for compliance with the law regarding disclosure, employees may not videotape or audio record meetings, classroom activities, and/or staff development events on their personal devices without express written permission from the building principal or an administrator. Recording is allowed when required by law or necessary to achieve an education goal. Other reasons for recording will be considered on a case-by-case basis. This rule is not intended to infringe on any employee's right to engage in protected concerted activity.

### Dishonesty

District employees are expected to perform their jobs in an ethical and honest manner. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Ethics of the Iowa Board of Educational Examiners, which is available at: <http://www.iowa.gov/boee/doc/ethHndot.pdf>.

### District Driver, Fleet Vehicle Operation & Transporting of Students

#### Overview

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

#### Vehicle Fleet Purpose

**District vehicles are provided to support business activities and are to be used only by qualified and authorized employees.** They are not to be considered a part of an



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employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their safety, care and cost efficient use.

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

### **Driver Licensing**

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

### **Driver Qualifications**

Driver qualifications are as follows:

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

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

### **Review of Motor Vehicle Record**

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. New applicant offers of employment are conditional upon satisfactory review of driving record. MVRs will be obtained and reviewed at least every five years. Driving privileges may be withdrawn or suspended and/or the District vehicles removed for any

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authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken. If driving on District business is an essential duty, discharge for inability to perform assigned duties is possible.

### Personal Use

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

The following rules apply to personal use of District vehicles:

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

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

### Transport of Students

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

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

### Maintenance

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

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are required to properly inspect their vehicles and report any damage or needed repair to the garage staff.

### **Personal Cars Used on District Business**

The District does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own car. The reimbursement to the employee for the operation of his/her car on District business includes the allowance for the expense of automobile insurance. You are required to have minimum liability limits of \$500,000. The District does not specify and assumes no responsibility for any other coverage employees carry on their own cars since this is a matter of individual status and preference.

When a personal vehicle is used for necessary and authorized district business, the mileage may be claimed for reimbursement at the current District authorized rate. The business miles must be logged on the District Mileage Reimbursement Form and approved by the Department or School Administrator. The cost of this business travel is a departmental or school expense and charged to the department or school budget.

### **Traffic Violations**

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

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

### **Accidents Involving District Vehicles**

In the event of an accident:

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

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## Thefts

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

## Driver Responsibilities

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

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

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

## Preventable Accidents

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

### 1. Classification of preventable accidents

- Following too close
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing

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- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Roll away accident
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges.

### Dress Code/Grooming and Hygiene

See also Board Policy 401.55; Administrative Regulation 401.55A

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Tank tops, tube tops, sleeveless shirts, and halter tops are not considered professional attire. Tights, leggings or other types of hosiery must be accompanied by a fingertip length or longer top or dress. As role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

Employees, who are furnished work uniforms, are expected to keep them clean and in good repair. The uniforms must be returned to the district when they become unwearable or upon termination of employment.

“Business casual” not casual, dress is the expectation for professional staff. The following list, while not all inclusive, provides examples of what would not be acceptable in a business casual work environment.

- Jeans, sweatpants, shorts (jeans acceptable on designated spirit Fridays)
- Flip flops (rubber, shower shoes)
- Tank tops, tube tops, halter tops
- Clothing that reveals too much cleavage, back, chest, stomach or underwear
- Short, tight skirts
- Tee Shirts (exception those appropriate for wear under another blouse, shirt, jacket or dress)
- Hats
- Clothing with inappropriate words, pictures or slogans

Fridays may be designated as spirit days where spirit themed clothing may be worn, but are not “dress down” or casual days. Davenport school spirit wear, including tee-shirts and sweatshirts, **as well as appropriate jeans**, may be worn one day per week when approved by the principal.

The dress code and regulations apply to all contracted workdays and all non-traditional workdays where the employee is being paid. (i.e. summer in-services and/or training sessions)

In all cases, the employee's supervisor and/or the Director of Human Resources shall determine if an employee's clothing meets the intent of the dress code policy and regulations. In cases where clothing fails to meet standards the employee will be asked

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to refrain from wearing inappropriate clothing in the future. In cases where an employee continues to disregard expected standards of dress, the employee will be sent home to change clothes and be subject to progressive disciplinary action.

Exceptions may be made by administrators/supervisors based upon employee assignment and/or responsibilities

### **Drug & Alcohol Policies for Employees**

See also *Board Policy 401.44; 401.47; 401.48*

Alcoholic beverages, illegal substances and legal substances used illegally, shall not be consumed at any time during the employee's work shift. Reporting to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other illegal or legal substances is a violation of school district work rules. Unauthorized use or possession or being under the influence of alcoholic beverages and/or illegal substances, or legal substances used illegally during work hours, while on district time or property, or while engaging in district business will result in disciplinary action up to and including immediate termination of employment.

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

### **Efficient Use of Time and Payroll Time-Keeping Records**

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate backtracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

Guidelines in the Fair Labor Standards Act state non-exempt (non-salaried, hourly) employees are not to begin work prior to their scheduled start time. Employees are expected to be at their designated work area ready to begin work at their scheduled start time. Non-exempt (hourly) employees are required to sign in and sign out every day, the start and stop time should be accurately reflected through the use of TimeClock Plus wherever available. In the absence of TimeClock Plus, manual timesheets will be provided for time keeping. Overtime must be pre-approved by the employee's supervisor. Failure to accurately use TimeClock Plus and/or complete timesheets, when applicable, may result in disciplinary action including termination. Employees using TimeClock Plus must review and approve their time each week by logging into the system via computer and placing a check-mark next to each entry. If an employee believes an error has occurred, he/she must notify their Timekeeper in writing as soon as they become aware of the discrepancy. Excessive requests to correct missed punches and/or errors may result in disciplinary action.

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All non-certified employees, both exempt and non-exempt, are required to use TimeClock Plus to request leaves. All employees covered by the Collective Bargaining Agreement between the District and DEA are required to record leave through AESOP.

All certified staff covering during their prep time must accurately record such time on the Prep Period Coverage form on Google docs. Failure to accurately record time worked will result in disciplinary action up to and including termination.

### Email

All employees who are issued a DCSD account are responsible for regularly checking email at minimum twice weekly, or as frequently as required by the supervisor. Important information is shared in email communications therefore checking email is of the utmost importance in staying connected. Any employee requiring assistance with accessing email may contact the LIS Help Desk at (563) 336-7900.

### Employee Use of Social Media

Any employee of DCSD using social media in his or her professional capacity pursuant to his or her official duties should be mindful of Board Policy 401.03 – Code of Conduct when submitting or posting messages. As an employee, it is your professional responsibility to consider whether a particular posting disrupts the educational process or adversely affects school relationships or puts your effectiveness as an employee of DCSD at risk. Be thoughtful and respectful when submitting or posting messages at all times. In addition, any employee, using social media for such purposes should adhere to the following “best practice” guidelines:

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

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

### **Failure to Complete Reports or Make Required Reports**

In order to have the district function in a timely manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including time sheets, grade reports, student records, and testing results. Failure to meet the deadline may result in disciplinary action.

All on-the-job injuries shall be reported to the immediate supervisor and the principal or principal's secretary in a timely manner within 24 hours of the incident. This shall be done regardless of whether medical attention is required.

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

### **Fighting**

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

### **Fraud/Unlawful Gain**

See also *Board Policy 401.23*

Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. Any licensed employee will also be charged with fraud as a violation of the Iowa Board of Educational Examiners' Code of Ethics and the district will petition for license revocation.

### **Hostile Work Environment**

See also *Board Policy 401.42 and 401.42A*

In order for the district to accomplish its mission and goals, it is necessary that positive, respectful and productive human relationships be maintained among people employed by, representing and receiving service from the district. Any person who



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purposefully and without legitimate purpose engages in conduct that creates an intimidating, hostile, or demeaning work environment will be in violation of this policy related to hostile work environment harassment. Such conduct will be a violation of this policy if it is severe, persistent or pervasive and unreasonably interferes with an individual's professional performance.

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

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

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

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

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

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

Inquiries related to hostile work environment harassment or how to file a complaint may be directed to the Director of Human Resource Services.

### **ID Badge / Keys**

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

If your identification badge is lost or stolen, you must obtain a replacement. Lost or stolen cards should be reported to Human Resources, as soon as possible. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary

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action. Replacement fees are subject to change dependent upon replacement costs to the District.

Employees are responsible for all keys issued to them for access to building(s) and/or rooms. Custodians should refer to the Custodial Work Rules for clarification on taking keys home; all other employees should work with their immediate supervisor on whether keys issued may be taken off the property. All employees will be issued a red key upon hire. This key will allow employees to lock internal doors from the inside of the room only in the event of a safety situation.

Upon termination/resignation, employees will be required to return ID badges and keys to their immediate supervisor and/or Human Resources.

### **Insubordination**

Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority, or to carry out work assignments will not be tolerated. Insubordination will result in discipline including termination.

### **Mandatory Cooperation in Workplace Investigation**

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

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

Employees of the district must notify the office of Human Resource Services of any arrests, the filing of any criminal charges, and the disposition of any criminal charges and/or founded child abuse complaints pending against them. Notification to Human Resource Services should occur within three (3) business days of notification to the employee. Except for employees whose duties require possession of a Commercial Drivers License, traffic violations do not need to be reported by employees. Failure to do so shall incur discipline, up to and including termination.

**Criminal Charges:** Current employees shall report any felony convictions or founded complaints of child abuse that occurred within five years of the date this policy was adopted.

Information relating to arrests, criminal charges and child abuse complaints shall be treated and maintained as part of the employee's confidential file.

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### Money Collections by Employees

All funds become property of the Davenport Community School District as soon as they are received. Money collected must be turned in daily to the secretary in the school office. The secretary is responsible for depositing money collected intact into the school district's bank account. Money should be deposited in a timely manner to avoid having cash in buildings overnight. The building secretary will count the cash and checks in the presence of the person remitting the funds and issue a receipt for the funds collected. Checks must be stamped immediately with a restricted endorsement stamp (for deposit only). If for some reason the funds collected cannot be deposited immediately, the funds must be placed in a secure location such as a safe. Money collected should not be co-mingled with petty cash or change funds. Sufficient remittance advice or other information about the deposit should be obtained so that the building secretary can appropriately code the deposit into the receipting system.

All cash-handling of District funds by employees must be in accordance with the Cash Handling Policy.

### Neglect of Duties

All employees are mindful that students are not to be left unattended and they (employees) should not place themselves in any position where student safety is at risk or neglect of duty could be claimed.

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

### Nepotism

See also Board Policy 401.38

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

No employee will supervise an immediate family member. Assignment of immediate family to the same building will be avoided, but is not prohibited, subject to review by the superintendent or designee. "Immediate" family is described as spouse, child, significant other, sibling, ward, parent, son or daughter in-law, cousin, aunt or uncle, niece or nephew, grandparent, grandchild, comparable relative of a spouse, or cohabitating employees.

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### Nursing Mothers' Procedures

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

The following DCSD Work Rules policy applies to all professional employees, including teachers and academic administrative personnel in elementary and secondary schools who are exempt from FLSA rules and procedures pertaining to break time for expressing breast milk.

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

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

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

### Offensive or Abusive Language

See also *Board Policy 401.03; 401.42; 401.49*

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

### Pandemic Guidance

See also *DCSD Faculty and Staff Health & Safety Guidebook*

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

## **DCSD WORK RULES**

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

### **Performing Unauthorized Work While On Duty**

All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination.

### **Personal Profit**

District employees and students are to be free of coercion to purchase or contribute to any product or cause that benefits any employee personally. Employees are not to engage in soliciting or selling for personal benefit or profit. For any licensed employee, such behavior violates the Iowa Board of Educational Examiners' Code of Ethics, and the District shall report such.

### **Procedure for Hearing and Review of Complaints**

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

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

A formal, written complaint must be filed with the immediate supervisor if the concern is not resolved and a more formal investigation is requested. If the complaint is not resolved, the appeal process may be implemented by contacting - in order - the next supervisor in the line of responsibility, then the appropriate member of the district administrative staff, up to the superintendent. The issue may be resolved at any step in the appeal process. The Board of Education is the final appeal body. If specific information is shared with an individual board member, he or she may be excused from participating in an appeal hearing.

No appeal will be heard by the Board of Education and no concerns regarding staff members will be investigated or acted upon unless the concern is submitted in written form, signed by the person lodging the complaint and submitted to the board through the superintendent. Due process rights dictate that information should not be shared with the board until it formally convenes as a hearing or appeal body.

## DCSD WORK RULES

### Progressive Discipline Applicable to All Employees

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

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

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

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

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

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

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

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### **Prohibited Harassment, Including but Not Limited to, Sexual Harassment**

See also *Board Policy 401.42*

Harassment and bullying of students, employees, volunteers and visitors are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students and others by other students, by school employees, by volunteers and visitors who have direct contact with students will not be tolerated in the school or school district.

Harassment and bullying mean any electronic (such as emails or text messages), written, or verbal communication or physical act or conduct toward a student that is based on an actual or perceived trait or characteristic, including: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, familial status, or any other trait or characteristic protected by law; that creates an objectively hostile school environment. An objectively hostile school environment may be created if the communication, act, or conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or receive the benefits, services, or opportunities from the school's program or activities. Refer to Board Policy 504.10 for a complete description of harassment and bullying, including examples.

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

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

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

## DCSD WORK RULES

**Please see Board Policy 504.01 for the District's complete Anti-Bullying/Anti-Harassment Policy for its students. The District asks that everyone—students, parents, staff, volunteers, and others in the District community—work together to prevent acts of bullying or harassment of any kind.**

**The District has a policy in place (Board Policy 504.10) to address complaints regarding harassment, bullying and hostile environment.**

### **Relationship with Co-Workers**

District employees are encouraged to create an environment where coworkers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a responsible attitude toward their jobs and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt their work. It is important that collaboration for student achievement is accomplished through open communication.

### **Relationship with Students**

District employees are encouraged to create professional relationships with students so as to assist with their learning. Employees should be wary of creating a relationship that is unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships. Any licensed employee will also be subject to sanctions of the Iowa Board of Educational Examiners' Code of Ethics and the district can petition for license revocation.

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

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

### **Rumors / Gossip**

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



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

### Security

The safety and security of District staff, students and visitors being of the utmost concern, all employees are expected to comply with the Board Policy on Security at all times. Conformance with all established campus security protocols are required at all times. Failure to comply with security policy, rules and protocols is a serious infraction of work rules that will prompt the progressive discipline process. All supervisory and administrative staff are expected to fully train all staff for whom they are responsible and disseminate all security policies, plans, protocols and requirements to all staff on a need to know basis. Administrative and supervisory staff are required to enforce security policy, plans, protocols and requirements consistently and uniformly at all times. All district staff who are issued access control cards, keys, passwords to software or security systems are required to maintain control and possession of these devices or access passwords and not to share them with any unauthorized person. Any authorized person needing access controls, keys or passwords will be individually provided these assets. All staff who leave employment or change positions within the District shall surrender any device, key or card no longer required for their new assignment. Passwords to systems and login scripts will be cancelled unless necessary for the new assignment. Responsible administrators are required to collect keys, collect or cause reprogramming of access cards and login scripts to maintain proper control of access to systems and security of premises.

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

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

Staff with authorized knowledge of security plans, protocols, devices and systems are prohibited from sharing that knowledge with unauthorized persons. Most building security plans, protocols, systems and requirements are classified confidential and are not disclosed to the public. Any request by the public or by any unauthorized person for related information about security plans, protocols, systems or requirements shall be referred to the Office of Community Relations and Partnerships for response.

## **DCSD WORK RULES**

### **Smoke Free Air Act**

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

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

### **Substitute Employees**

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

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

### **Tardiness**

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

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

### **Telephone Use**

District telephones, personal cell phones, message devices, and other personal electronic communication equipment are to be used appropriately at times and

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

District telephones are only for official school business. In case of an emergency, a message may be received or telephone call made, but the call should be limited to no more than five minutes. Employees will not be called to the telephone during the workday except in an emergency. Failure to follow this guideline will result in disciplinary action.

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

### Theft

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

### Timekeeping Infractions

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

### Travel

See also *Board Policy 303.11*

#### **General Policy**

Employees and officers of the Davenport Community School District may occasionally travel to attend conferences, conventions, training seminars or meetings as deemed necessary for carrying out the duties of their position. Travel approved by the District will be at District expense, and all reasonable and approved expenses incurred will be reimbursed according to this policy. Expenses incurred for sight-seeing, personal trips or entertainment while at conferences, conventions, training seminars and/or meetings **WILL NOT** be reimbursed under this policy. **Effective Date:** January 1, 2017

## DCSD WORK RULES

### Scope

This policy applies to all employees and officers of the Davenport Community School District traveling on behalf of the District, regardless of the funding source. This includes, but is not limited to travel using; General Funds, federal or state grants and Food and Nutrition funds.

### Provisions

#### **I. General:**

All claims for reimbursement must be adequately accounted for within 90 days or the expenses will be reported as taxable income to the employee. This policy has been implemented to meet the "reasonable period of time" in the IRS accountable plan.

When a receipt is required, the receipt must be dated, must detail the costs incurred, and include the business name, address and phone.

Professional development allotments for Administrators should be monitored by the employee, and the remaining balance noted on the travel form at the time of reimbursement. Expenses incurred above the remaining professional development balance will not be paid by the District.

Employees are expected to exercise the same care in incurring costs as they would if on a personal trip.

All claims for reimbursement will only be approved if a Request for Leave has been submitted via Time Clock Plus (if available) or by submitting Form #5530 and approved by the supervising director.

Employees are discouraged from using a personal credit card for district related expenses. When a credit card is needed for travel, employees are to contact the CFO for issuance of a purchasing card once the employee receives supervisor approval.

Employees utilizing school district funds to pay for or reimburse employees for business travel expenses including airline tickets shall not earn personal credit for such purchase. Employees are required to ensure that any credits or benefits which are issued by any airline, hotel or other vendor accrue to the benefit of the school district rather than the employee.

*This is consistent with 1979 Iowa Op. Atty. Gen. 314, 1979 WL 21031.*

Failure to comply with this policy may result in full or partial denial of reimbursement, and/or disciplinary action up to and including dismissal.

All school personnel are expected to keep in mind that travel, food and lodging costs are general fund expenditures and these monies are derived from public taxation. School personnel are expected to exercise prudent judgment in these expenditures.

#### **II. Authorization:**

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Approval by the immediate supervisor is required **prior** to the time of travel. It is the responsibility of the immediate supervisor to verify the length of the conference and determine the appropriateness of the amount of leave requested, and method of travel.

Employees will request leave for travel either by submitting a Leave or District Assignment Request (Form B42-43, #5530) or via TimeClock Plus (if available).

All travel outside of a 400 mile radius from Davenport must be pre-approved by the superintendent. Criteria for approving district funds for travel in excess of 400 miles is as follows (provide a short explanation addressing the following issues):

1. The travel will bring a definable advantage to the district
2. The training/conference participating is specifically required by a grant or program regulation
3. The training/experience cannot be obtained at a closer venue. It is infeasible to bring a trainer to us.
4. The funding is for the least number of participants needed to accomplish the mission.
5. The least expensive practical means of travel is used. Reasonable efforts are made to reduce the cost of lodging.
6. Funds are available and the travel will have a greater impact on student achievement than any other use.

### III. Reimbursable Expense Categories:

#### A. Registration

Registration fees for all training or conferences may be paid in advance to the vendor, or reimbursed on the Travel Reimbursement Request (Form A-117, #5380). A copy of the registration form, and any brochures or correspondence detailing the dates, costs and events of the training or conference must be attached.

#### B. Meals

Meals will be reimbursed for individual employees only while in travel status. Travel status is defined by the IRS as having lodging either the day of the meal reimbursement or the night previous to the meal reimbursement. **Meals with no overnight lodging are taxable to the employee** and will be reimbursed through payroll.

No meals are reimbursed within the official home area (Quad Cities area) except when the meal is provided and is an integral part of the meeting, conference, retreat or special event.

Pre-approved expenses for meals are limited to the GSA (Government Services Administration) rates when meals are not included in registration fees. Meals will not be reimbursed for in-district travel. The GSA rate is allocated as follows: 20% of rate for breakfast, 30% of rate for lunch, 50% of rate for dinner.

Additional restrictions on meal reimbursements:

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- Breakfast will only be reimbursed when there has been overnight travel the day before and is not included in prepaid fees.
- Evening meal:
  - On days returning to the district, the evening meal will only be reimbursed if you arrive back in the district after 7:00 p.m. and have incurred a cost for the evening meal.
  - If leaving from the district after 12:00 noon for overnight travel and have incurred a cost for the evening meal, it will be reimbursed
  - If leaving from non-district location after 7:00 p.m. for overnight travel, a meal will not be reimbursed

If an employee chooses not to eat a meal provided, they will NOT be reimbursed for purchasing a meal. The only exception is if an employee has an ADA plan and it contains a provision for meal accommodation.

If the hotel that the employee is staying at provides meals (i.e. free continental breakfast) no additional meals will be reimbursed for that meal. Room services charges are not permissible.

Break items are considered a personal expense.

No advances will be allowed. No receipts are necessary for meals paid at the GSA rate.

### Determining GSA Per Diem Rates

Go to the following website and type in the City and State to where you are traveling: <http://www.gsa.gov/portal/content/104877>.

Hit the red button "Find Per Diem Rates".

The very last column entitled "M&IE" (Meals and Incidental Expenses) contains a rate; that is the amount of per diem that is allowable for the city you input.

For example, the M&IE listed for Davenport is \$46. That means \$9.20 is allowable for breakfast, \$13.80 for lunch and \$23.00 for dinner.

**Please attach a copy of this screen verifying your rate to your Travel Reimbursement Request (Form A-117, #5380).**

The screenshot shows the GSA website's "Per Diem Rates" page for Iowa. It includes a search form where "Davenport" and "Iowa" have been entered, and a "FIND PER DIEM RATES" button. Below the search form is a table titled "The following rates apply for Iowa".

Primary Destination (1, 2)	County (3, 4)	Max Lodging by Month (excluding taxes)												M&IE (5)				
		2014						2015										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep					
Standard Rate	STANDARD RATE	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$46

## DCSD WORK RULES

### C. Transportation

Pre-approved expenses for transportation within 300 miles of the District will be by automobile. For out of district travel exceeding 300 miles (one way) from the District Administration building reimbursable mileage will be no more than the cost of comparable public air transportation at the "coach" or economy rate. If the mileage reimbursement cost of travel by personal vehicle exceeds the comparable cost of coach air fare, the district will reimburse the lesser amount.

No reimbursement will be made for personal trips, sightseeing, etc. (The only exception to this is that we will allow travel costs to a restaurant within 5 miles of your hotel).

#### District vehicle:

The first preference is for a district vehicle to be used and should be reserved if one is available for all trips not requiring air travel. Contact the office of Director of Support Services for availability. A District credit card will be provided with each District vehicle to be used for gas, oil, or other reasonable operating expenses. Other emergency expenses for gas, oil, or repairs not charged to the District credit card may be reimbursed with a proper receipt. No additional amounts for mileage will be paid when using a district vehicle.

Community or personal use of school vehicles is prohibited. If any such usage occurs, the employee must reimburse the District at the mileage rate. Incidental personal use, when the public purpose is also served by such use, shall be not considered a violation of this policy (for example, an employee may stop at his/her residence to pick up materials for a school-related function when traveling in a District-owned vehicle).

#### Personal vehicle:

If a District vehicle is not available, reimbursement for a personal vehicle will be **\$.40** cents for each mile driven for District business. Mileage will be determined by the distance of the usually traveled, most direct route. Per IRS regulations, the mileage is calculated from the employee's place of employment (NOT from their home) to the destination and back to the place of employment.

Reimbursement for mileage will not exceed the most economical choice considering such factors as airfare rates, and number of people traveling. No additional amounts for gas, oil, repairs or other operating expenses will be paid. Documentation must be attached to mileage reimbursement requests such as MapQuest, YahooMaps, etc .verifying mileage requested.

Sometimes, an employee may indicate that they only want to be reimbursed for gas. Usually, this will be a lower dollar amount than the mileage reimbursement, and this is OK to do if the employee chooses to do this in order to save their budget some money.

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When more than one employee is traveling to the same destination, travel should be coordinated in the District vehicle, or one personal vehicle, so as to provide the most cost effective transportation. Mileage reimbursement can only be claimed by one person.

### Rental Vehicle:

Employees are responsible for making arrangements for a rental car.

If a rental vehicle is required on out of town travel, it is the responsibility of the employee to make all arrangements and to secure payment with a purchase order or by checking out a district travel card through the office of the CFO. If the employee uses a purchase order an internal request form (C-Form #6310) should be completed for the number of days of travel. Upon returning, employee must complete a receiving report and attach appropriate paperwork for payment to vendor.

### Air Travel

Employees are responsible for making their own flight arrangements. Reimbursement for air travel will be at the tourist class fare. If special discounts are afforded District employees, spouses traveling with employees will not be afforded the discount unless the discount is applicable to any member of the public.

Airlines do not accept purchase orders to reserve tickets; therefore, it is the responsibility of the employee to secure flight arrangements by checking out a district travel card through the office of the CFO.

Charges for returning or reissuing airline tickets for business purposes must be approved by the supervisor and the individual responsible for the funding. Fees for returning or reissuing airline tickets for personal reasons will not be paid by the District. All frequent flyer miles accumulated shall become the sole property of the District.

## **D. Lodging**

Employees are also responsible for making their own lodging arrangements. Other incidental or unexpected lodging may be reimbursed on the Travel Reimbursement Request (Form A-117, #5380), with a detailed receipt attached.

If the hotel/motel does not accept purchase orders or a District check, it is the responsibility of the employee to secure the reservation by checking out a district travel card through the office of the CFO.

Employees should always ask for the special government rate when making hotel room reservations.

All expenses incurred for spouses or companions, such as increased room fees, will be the responsibility of the employee, and will not be paid by the District. These charges, as well as any items or meals charged to the room must be paid by the employee at the time of checkout.



## DCSD WORK RULES

Hotel/Motel costs the night before a conference will be reimbursed if the distance is more than 120 miles from the school and the conference begins in the morning. Hotel costs the night before a conference within a 120 mile radius of the school district are not normally reimbursed. Only when compelling circumstances exist and with the advanced approval of the supervising administrator will exceptions be permitted.

- If you have sufficient travel time in the morning before the start of the meeting for the day, we will not reimburse for a previous night's lodging. Ex; if the meeting is in Des Moines and starts at 9:00 am or after, the previous night's lodging will not be allowed.
- Reimbursement for lodging expense is limited to the night preceding and the night of the ending date of the convention or meeting. You need to leave school/home to arrive at your destination before 9:00 p.m. (the closest proximate travel to that time) and you need to return to school/home if the meeting ends soon enough for you to arrive home by 9:00 p.m. You may choose to arrive at your destination later than 9 p.m.

Hotel folios must be obtained prior to departure from the hotel. The folio should be scanned for accuracy and if not accurate and itemized it needs to be corrected before leaving the hotel. The folio needs to be turned in with travel reimbursement requests and the person/persons' name listed on each room who occupied that room.

Only parking and/or meals may be added to the hotel bill. Items such as movies, snacks, beverages, internet (for personal use), etc. are the employee's expenses and need to be paid by the employee. No reimbursements will be made for room service. If internet service is needed for work related activities, ask for the service for free; if not available ask for reimbursement from the district.

### **E. Other**

Tolls, parking, car rental, and shuttles, taxis or services such as "Uber" to and from the airport, meeting place or hotel **ONLY** will be reimbursed with proper receipts. Expenses incurred for sight-seeing, personal trips or entertainment will not be included.

If the employee travels as part of a vacation prior to or after the "designated" travel day, they have forfeited their travel day expense reimbursement for the time designated as vacation. For example, for a Monday morning conference start the employee would have traveled on Sunday and been reimbursed for the appropriate meals. Instead, the employee leaves on Friday for some vacation time prior to the conference. There would be no meal reimbursements prior to the conference on Monday.

If a group of employees are attending the same meeting and you do not travel with the group to or from the meeting (because you have a personal commitment to go elsewhere before or after the meeting) you will be

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responsible for all the expenses of getting to or from a different destination. (If you can show your costs of going individually would have been less, we will reimburse those costs.)

If it is a flight, you need to book the part of the flight that is for your own destination on your own credit card. Keep all costs separate - do not carve out part of the flight cost. Additional costs of transportation to the airport will be your responsibility, as well as parking if a separate vehicle is needed. (Exception: we will pay the cost of a flight to a different destination if it is shown to be less than or equal to the direct flight going to and from the original destination.)

### IV. **Ineligible Expenses:**

The following are considered personal conveniences and will not be reimbursed by the District. This list is not intended to be all inclusive, but is a representation of the types of ineligible expenses. Final determination of the eligibility of any cost rests with the District.

Alcoholic Beverages	Room Service
Candy/Snacks	Personal Phone Calls
Books/Magazines (leisure)	Souvenirs
Travel Insurance	Movie Rentals
Maid Service	Additional expenses for family members

When conference entertainment events are offered at an additional cost, the employee is responsible for the cost of those events they wish to attend. A personal check payable to the District must be attached to the Internal Request Form (C-Form, #6310) to reimburse the District for those costs.

### V. **Reimbursement Procedures:**

#### A. **In-district, Local Day and Out-of-District Day Travel**

In-district travel is defined as any or all travel within the limits of the Davenport Community School District. Local travel is defined as any travel within the Quad City region.

**In-district and/or local travel is considered a normal work day, therefore no per diem will be given, and no meals will be reimbursed.**

Mileage may be reimbursed for distances traveled in excess of the employee's normal travel to/from work, or for distances traveled between the employee's normal place of work and the meeting place. An In-District Travel Reimbursement Claim (Form A-106, #5350) should be used for amounts over \$100. This form must be signed by the employee and their supervisor. Finally, Accounts Payable will process a check for Board approval.

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Petty cash may be received from the Accounting Department for amounts less than \$100. This includes tolls, mileage, or parking, but must be supported by a proper receipt.

### **B. Overnight Travel**

Generally, the travel period will commence the day prior to the opening of the conference, and will close the day following the close of the conference. If the employee will be staying an extended length of time due to an airline discount requirement (i.e. Saturday night stay), a calculation must be attached to the Leave or District Assignment Request (Form B42-43, #5530) detailing the air travel savings as compared to the additional lodging and per diem costs.

## **VI. Hours Worked**

### **A. Salaried Employees**

Salaried employees' rate of pay is not affected by travel since they are under contract and not paid on an hourly basis.

### **B. Hourly Employees**

#### **1. 1 day conference in another city requiring travel**

The time spent in traveling from home to another city and returning from the other city is considered work time. If the employee drives to the conference site the time may contribute to overtime. If the employee is a passenger in the vehicle to the conference site, the time attributable to the travel may be banked as compensatory time if the employee exceeds eighty hours for the pay period.

#### **2. Travel Away from Home Community**

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. Work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile is not considered work time.

## **Treatment of Patrons of District**

Patrons of the district are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by district patrons. Employee safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised.

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### **Treatment of Students**

District students are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by students. Employee as well as student safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised. Employees must report any incident of mistreatment of students by a school employee.

### **Tutoring**

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

### **Unauthorized Personal Business on the Job**

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

### **Violence in the Workplace**

See also *Board Policy 401.49; 401.42*

Violence in the workplace will not be tolerated in any form, and violent acts will be punished to the full extent of the law. Acts deemed violent, even if not covered specifically in board policies, may incur discipline including termination.

### **Weapons in the Workplace**

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. Violations will lead to discipline including termination.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

## **DCSD WORK RULES**

### **Workers Compensation**

Workers Compensation is designed to provide certain health care and compensation benefits to employees who receive injuries arising out of and in the course of their employment in accordance with Iowa workers compensation laws. Work related injury and illness should be reported as soon as possible, but no later than 24 hours from the injury, using the appropriate form provided by Human Resources. Any injured worker wishing to seek treatment covered under workers compensation benefits must treat with the District's authorized treating providers. In the case of an emergency where an employee is seriously injured, they should seek immediate treatment. In the event the District's authorized treating provider returns the injured employee to work with restrictions, the District will make every effort to find suitable alternate work duties within those restrictions and return the injured employee back to work as soon as possible.

### **Workplace Privacy**

The school district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property and only to be used for conducting school district business.

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

The District assumes no responsibility or liability for any items of personal property which are placed in the desk or workspace which is assigned to employees. If the District conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.