

GRINNELL-NEWBURG CSD

HANDBOOK OF DISTRICT BUSINESS PROCEDURES

Effective: 12/9/2015

INTRODUCTION

This Handbook of School Business Procedures outlines the procedures to use in procuring merchandise, requesting reimbursement for travel expenses, issuance of school district checks, and other business related functions.

Our school district is a BIG OPERATION. The District Office receives and expends over \$17,000,000 in its general fund annually. Almost 4,000 POs are processed along with over 7,000 checks and electronic payments from twelve bank accounts are processed, utilizing more than 1,200 accounting codes and 500 vendors.

External auditors of public funds require a strict accounting of all school district funds. The District Office has developed this procedural handbook, which if followed, will provide a clear accounting trail to all district related transactions.

Please keep in mind that District Office makes every effort to handle items related to business functions of the district efficiently, while still following the stringent laws of the Iowa Code.

All forms referred to in these procedures may be obtained at either the building level offices or on the district website.

PURCHASE ORDERS

1. When ordering merchandise from a vendor, or requesting an entry fee or registration, an approved K-Purchase purchase order must be used. ALL PURCHASES MUST BE APPROVED IN ADVANCE BY APPROPRIATE SIGNATURE(S) **BEFORE** THE ORDER MAY BE PLACED. Ordering online and charging to a personal credit card or buying items at workshops or conferences must be approved ahead of time.

General Approval Limits:

Building Level Purchase Order:

Limited to \$250 or less and requires Building Principal signature. Activity Fund related expenditures requires Activity Director or Building Principal signature.

District Level Purchase Order:

Purchases of \$250 - \$999 requires two signatures, Building Principal and Superintendent/ or Chief Financial Officer. Activity Fund expenditures requires Building Principal/or Activity Director and Superintendent/or Chief Financial Officer signatures. Purchases \$1000 or above require three signatures, Building Principal, Superintendent and Chief Financial Officer. Activity Fund expenditures requires Building Principal/or Activity Director, Superintendent and Chief Financial Officer signatures.

2. Purchase order numbers will be assigned after approval in the K-Purchase System.
3. Creation of the purchase order request is done in the K-Purchase System.
4. The purchase is a "New Request" in the K-Purchase System. The person who will initiate this request (REQUESTOR) will also be responsible for placing and marking the order received. If you elect to email or fax your order, this must be entered in the "Vendor/Payment" summary screen of the "New Request" prior to approval submission. Once approved, you will not have the capability to alter those selections. When all levels of approval are completed you will receive an email instructing you that it is your responsibility to place the order.
5. Upon receipt of the merchandise, the (REQUESTOR) will check in each item on the order and mark it received. This will notify accounts payable that the purchase order is ready for payment.
6. Purchase orders that are for registrations, or any time that the check needs to be sent with the order, require the (REQUESTOR) to mark their order received. *This will notify accounts payable that the purchase order is ready for payment.*
7. Please make note in the "Vendor/Payment" screen in the P.O. Special Instructions any details that should be followed. This would be in the case if the (REQUESTOR) wants the check sent directly back to them for hand delivery at their camp, conference, etc.
8. When the (REQUESTOR) marks purchase order received, receipts/supporting documents are to be sent clearly marked with the purchase order # to the district office.

Failure to follow appropriate fund management procedures may force the district to hold employees personally responsible for incurred expenses.

PERSONAL REIMBURSEMENT

1. Grinnell-Newburg CSD discourages employees from personally purchasing items for reimbursement. **There must be an approved purchase order prior to employee making purchases.**
2. To be reimbursed for expenses send the receipts clearly marked with the purchase order # to the district office. Expenses that have no receipt will not be considered. A canceled check or credit card statement is not a receipt.

DISTRICT CREDIT CARD PURCHASES (p-Card)

Process for Utilization:

1. Request a PO for the amount estimated to be spent, with the vendor as the place of purchase. Please note in the special instruction you are using the Purchasing card by stating "p-card purchase". Once the PO is approved you may make the purchase.
2. In order to issue a card the Administrator will need a signed copy of the "[Use Agreement](#)" and "[Procurement Card Program](#)" forms. Card Administrators will also need to sign the "[Statement of Authority](#)" form
3. There must be an itemized receipt, packing slip or invoice for each transaction.
4. Upon each purchase complete the "Procurement Card Expense Record".
5. Return the card and submit the "Expense Record", itemized receipt(s) with the applicable PO number to the Card Administrator within 2 days of card checkout. The Card Administrator will submit all card receipts monthly to the Central Office.
6. Once the purchase is completed (items or services are received). Mark the PO "Received".
7. After the 5th of each month the Card Administrator can access the statement online. They need to collect all the documentation, reconcile and submit to the Central Office within 5 days.

Not adhering to the outlined process can and may result in personal liability through a payroll deduction.

PROFESSIONAL MEETING EXPENSES

The school will provide a vehicle for employees to attend professional meetings out of town. Fill out a transportation request a week prior to the meeting. The transportation form is located with the building level secretary or [online](#). If a vehicle is not available, the district will reimburse the employee the applicable standard mileage rate per the IRS regulations.

Purchase order requests for meeting/travel reimbursements should be approved before the employee incurs expenses. Your itemized approximate expenses may include; lodging, fuel, meals, conference fees, etc. The vendor to be paid will be the employee (Requestor) and should be marked received after their conference/trip has been completed.

**Listed on your PO should be your conference destination, including mileage, to verify your travel request meets the overnight lodging guidelines.

Overnight lodging will be provided for employees traveling **75 miles** or more one way. *Prior approval from the Superintendent or Chief Financial Officer is required for travel less than 75*

miles one way. Employees attending professional meetings overnight will be allowed a maximum of \$35.00 per day for meals. Itemized receipts must be clearly marked with the purchase order # and sent to accounts payable at the district office in order to receive reimbursement. Itemized receipts for meals should include the names of all individuals being served. At no time will the district reimburse employees for purchased alcoholic beverages.

Reasonable incidental traveling expenditures (i.e. parking fees) will be reimbursed by the district for employees attending professional meetings. Itemized receipts must be clearly marked with the purchase order # and sent to accounts payable at the district office to receive reimbursement. The Superintendent or Chief Financial Officer has discretion as to what is considered reasonable.

STUDENT FEES PRORATION AND REFUNDS

If the fee was paid in the form of a check, the secretary should refund the person by requesting a check in k-purchase. If the service was paid in cash, the secretary may refund the person in cash or by requesting a check. The reimbursement needs to come from the same fund as the revenue was deposited. A copy of the student registration fee sheet should be marked with a PO number and sent to the district office.

Proration of fees charged/refunded:

Quarter	Charged	Refunded
1 st Quarter	Full Fee	3/4 Refund
2 nd Quarter	3/4 Fee	1/2 Refund
3 rd Quarter	1/2 Fee	1/4 Refund
4 th Quarter	1/4 Fee	No Refund

Trimester	Charged	Refunded
1 st Trimester	Full Fee	2/3 Refund
2 nd Trimester	2/3 Fee	1/3 Refund
3 rd Trimester	1/3 Fee	No Refund

REVENUES AND DEPOSITS

Guiding Principles:

- The District has a fiduciary responsibility to our public that the money being collected is secure and is used to support the mission of the district.
- Handling funds in a public school is a serious matter governed by the State of Iowa and by policies set by the Grinnell-Newburg Board of Education.

- All money collected shall be processed through the respective Grinnell-Newburg Community School District accounting funds. That means under no circumstance should an employee use an outside bank account or use their personal bank account for school business.
- Cash kept at school overnight should be at an absolute minimum.

Procedures:

1. Checks payable to Grinnell-Newburg CSD must be deposited to a school bank account. Checks may not be cashed in the office.
2. Staff and students must cash checks through the local bank or by some means other than school funds.
3. Checks written for “over the amount” must be deposited intact. **No cash may be returned to the bearer.** Apply the “over” to the student or staff lunch account or return the check to the bearer and ask them to draft another check for the proper amount.
4. **Checks need to be made payable to Grinnell-Newburg Community Schools. Do not accept two-party checks.** All printed material (e.g., fundraising, athletic camps, etc.) need to indicate that checks must be made payable to Grinnell-Newburg Community Schools.
5. Whenever possible, cash collections should be received directly from students in the building office. The office will write a three-part receipt. One copy is given to the student to return to the teacher or sponsor, one copy is kept at the building office, and one copy is sent to the District Office along with the cash.

(Deposits received in the district office without students receipt copies will be returned to the building Administrator. When all student receipt copies are documented for that deposit it should be re-submitted to the district office.)

6. In the limited times whereby sponsors/teachers do collect money from students, the sponsor/teacher is responsible for documenting the date money was received, student name, and the amount of money collected from each student. The sponsor/teacher should turn in this documentation, along with the physical cash and/or checks, to building office personnel on a **daily** basis.
7. Lunch money at the elementary buildings should be given to the building level secretary. At the Middle School and High School, lunch money should be given to the designated foodservice employee. Once student and staff lunch accounts have been updated, the food service employee will give all monies to the building level office.
8. **All money collected needs to be turned in to the office and locked in the safe.** This includes fundraising and gate receipts.
9. Daily, all money shall be counted by designated office personnel. Designated personnel will also prepare daily deposits to be sent to District Office.
10. All prepared deposits should be put into locked bank pouches and given to the district’s mail delivery person for delivery to District Office.

11. Teachers and sponsors are **NOT PERMITTED** to hold money in any location other than the locked safe or drawer in the office of their respective building. Money kept in classrooms or other non-designated locations is prohibited. Sponsors are responsible for collections - no students should collect monies.

RESALE ACCOUNTS

1. Gain verbal approval from the building principal and/or activities director to sell merchandise.
2. Contact vendor for total cost of items including shipping and any other additional charges. Get an estimated delivery date.
3. Take orders from students. Determine and communicate cutoff date as to when money needs to be turned in. Students should deposit their money to the building administrative assistant at the time of the order.
4. Complete a purchase order. The amount due to the vendor and the amount that has been collected **must** be the same.
5. Route the purchase order according to the purchase order procedures.
6. Any difference in the amount of money collected by the employee, who placed the order, and the amount of the invoice must be paid by the employee unless there are other arrangements for the discrepancy.
7. Sometimes vendors “throw in” some extra items for the coach/sponsor free of charge. This is not allowable according to Chapter 68B of the Code of Iowa, which established the ethical requirements for state and local government for Iowa’s “gift law”. The gift law prohibits school officials and employees or their immediate family members from receiving or soliciting gifts valued at more than \$3.00 from a “restricted donor”. A restricted donor is a person seeking to be a party to a sale, purchase, lease or contract with the agency, state official or employee.
8. All purchases are encouraged to be conducted locally.

STUDENT ACTIVITY/ATHLETICS ACCOUNTS

Student activity funds are public funds held in a special revenue fund. The student activity fund can only be used for the good of the students and should be student driven. All activity fund money belongs to the public and is controlled by the Board of Directors. Therefore, all purchases and expenditures must show “public purpose” and cannot individually advantage one student.

Student activity accounts may not run in the red. Money must be in the account before expenditures can be made. All student activity accounts shall be run through the Grinnell-Newburg Community School District Student Activity Fund. Under no circumstance should a coach or sponsor use an outside bank account or use their personal bank account for

school business. These accounts are bound by Iowa law and must follow school accounting procedures.

Students must deposit all money into the building level office for safekeeping.

Purchase orders must be used when ordering merchandise. **Under no circumstances should an employee or student be allowed to charge and pick up merchandise without a signed purchase order.** If an employee has questions as to the appropriate expenditures in activity funds, he/she should contact the Chief Financial Officer or Superintendent.

Under no circumstances will a check be issued to a student unless it is for reimbursement of purchased items through approved procedures and receipts are attached.

Officials are paid after services are performed. To have officials paid, the activities director or coach needs to return the Officials Confirmation and Address Sheet showing the official's name, date, and sport. Officials must also have a current W-9 tax form on file in order to be paid. Officials' checks will be mailed every Thursday.

Uniforms and/or clothing may not be purchased using the Activity fund unless the activity is part of the school's' educational program and the wearing of the uniform and/or clothing is necessary in order to participate.

Coaches/Sponsors may attend summer camps and pay for the registration from their club account. The high school principal or activities director must sign the registration form. An approved purchase order for payment should detail in the special instructions if the check is to be mailed or the coach will take the check to the camp or clinic. *Reminder: the approved purchase order must be marked received by the (Requestor) for the notification to be sent to accounts payable for payment to be issued.*

FUNDRAISERS

The following procedures apply to employees, students, parents, or community members who wish to do a fundraising project sponsored by the district.

1. Complete the Fundraising Approval Form at least five weeks prior to the event in order to be board approved. Obtain approval from the Activities Director, who will then present the request to the school board. Once board approved, the event will be added to the district-wide fundraising calendar.
2. Follow district guidelines regarding depositing funds, use of school purchase orders when ordering merchandise, and ensuring that invoices are paid in a timely manner.
3. During fundraising, an accurate accounting of merchandise and funds must be maintained. No merchandise or funds will be given in trade for work or volunteer activities. All merchandise will be sold or returned to the vendor for credit.
4. Students are to deposit funds daily with the building level Administrative Assistant.
5. During fundraising activities employees are acting as agents of the Grinnell-Newburg Community Schools and are bound by Iowa law regarding the handling of public funds.

For any fundraisers that include gambling (Bingo, Raffles or Games of Chance) a gambling report will need to be completed and returned to the District Office. (See section on Gambling)

6. A person might prefer to give a donation rather than buy items being sold. This donation will be applied to the club or fundraising account.
7. Rewards to specific students are not allowed. The emphasis should be on working for the activity or group rather than for themselves. Student cash prizes cannot be awarded by the district.
8. Upon completion of the fund-raising project, the Fund-Raiser Reconciliation Form must be filled out and submitted to District Office.
9. Failure to follow approval timelines and guidelines may cause sanctions for the organization's or group's future fundraising endeavors.

[Fundraiser Request and Reconciliation Forms](#)

EXTERNAL FUNDRAISERS

1. All fundraisers for school related activities **MUST** be approved by the appropriate administrators.
2. If the funds are to be used for school purposes, the funds collected **MUST** be deposited through school accounting.
3. If the school name is used in fundraising activities, the funds collected **MUST** be deposited through school accounting.

The Grinnell-Newburg Boosters have been endorsed by the Board of Directors as an external fundraising group and may raise funds for their respective organizations and will be exempt from school accounting. These organizations include Band Boosters, High School Athletic Boosters, Tiger Club, Bailey Park PTO, Fairview PTO, and Davis PTO.

CAMPS

When employees wish to sponsor camps or clinics that involve Grinnell-Newburg students or patrons as a majority of the participants, that are complementary to the district's curricular and co-curricular offerings and/or philosophy, that are expecting to use district facilities or equipment without rental costs, and that wish to be sanctioned by the district, the following process will be followed:

1. Sponsors should get approval from the Activities Director. The request shall include: a statement of the purpose of the event; an outline of the activities planned; a list of facilities/equipment to be used; anticipated enrollment; participant fees to be charged; anticipated other income and donations; expected expenses; and a list of staff to be employed and their compensation. Activities director will assist in scheduling camps to ensure facilities are available.

2. The sponsor will arrange for advertisement and expenditures of the camp.
3. All funds are to be paid to the district and deposited in school district accounts. Checks should **NOT** be made out to individual coaches or sponsors. Reminder: all fees collected should have a receipt issued to the student/parent. The 2nd copy is for the camp sponsor and 3rd copy will be sent with the deposit to the district office.
4. The camp organizer will recruit and assign coaches, officials, and helpers. District employees helping with camp activities must be paid through the district's payroll system and will be subject to applicable taxes and IPERS. Camp fees for attendees may not be waived as a form of payment for helping with the camp. Non-employees who are to be paid for services will need to provide name and address on a purchase order form, along with a completed W-9 form. Hourly pay will be based on Article 13 Compensation, specifically 13.1 Extra Duty pay in the Master Contract.
5. Funds generated through the camp will be used to pay all camp expenses.
6. Funds placed in the activity account will be used at the direction of the program sponsor for any permissible expense.
7. If the camp is not run through the coach's club account, but as a job for the coach, rent will be charged for the use of facilities and the coach must furnish proof of liability insurance to cover the camp.

COACH/SPONSOR APPAREL

Coaches/Sponsor(s) apparel purchased with activity account funds remains the property of Grinnell-Newburg Community School District and shall be returned to the Activities Director upon completion of duties for that season. If the coach/sponsor would like to have the apparel personalized or to keep for personal use, they will be responsible to reimburse the district for the full cost of the replacement.

GAMBLING

Gross receipts of all gambling activities conducted in Iowa are subject to state sales tax and local option sales tax. Before planning any gambling activity, contact the Business Manager in order to check the status of a gambling license and payment of taxes. Gambling activities include: raffles, cake walks, lottery, dunk tanks, carnival, bean bag throws, shoot around, games of chance, etc.

The following procedures apply to any district organization or Booster Club organization sponsoring gambling-type activities:

1. Organizations should get approval from building principal or activities director to conduct gambling activity.
2. During the gambling activity, ensure that a copy of the gambling license for the applicable location is displayed.

3. If the funds are to be used for school purposes, the funds collected **MUST** be deposited through school accounting.
4. If the school name is used in gambling activities, the funds collected **MUST** be deposited through school accounting.
5. Upon completion of the gambling activity, the sponsor should complete the [Gambling Activity Form](#) and submit it to District Office.
6. For district organizations, 7% of the gross sales will be allocated for sales tax and taken from the fundraising account.
7. Booster Club organizations should remit 7% of the gross sales with the Gambling Activity Form to District Office.
8. Failure to follow guidelines may cause sanctions for the organization's or group's future gambling activities endeavors.

GATE RECEIPTS PROCEDURE

All events where money is collected to enter the event, the following procedure must be followed to ensure safekeeping of the funds:

1. A requisition needs to be submitted by the building Administrator or designee requesting change for the cash box for the event for each gate.
2. The Activities Administrative Assistant will process the request for change and provide the building administrator or designee the cash, pre-numbered ticket for each gate and activity ticket reconciliation form that already has the starting number of each roll of tickets and the amount of start up cash.
3. The building Administrator or designee must arrange to have two or more individuals at each gate; one to collect the money and issue the ticket and one to collect the ticket from the patron inside the gate. At no time should the cash/change boxes be left unattended.
4. Before the event, the start up money needs to be counted and compared to the amount recorded on the activity ticket reconciliation form. In addition, the starting ticket number(s) needs to be verified with the [reconciliation form](#).
5. At the end of the event, cash should be counted and reconciled (by two more individuals) using the provided activity ticket reconciliation form. To reconcile, the next unsold ticket number less the beginning ticket number determines the number of tickets sold; this number times the price per ticket equals total sales. Total sales compared to total collected should reconcile.
6. The reconciliation form should be completed and signed off by the people manning each gate.

7. The cash and change box should be turned into the building administrator or designee responsible for the “accounting” function at the event.
8. The building administrator shall take the money to the building’s safe or other secure location for deposit on the next working day. At no time should the money be kept in the individual’s possession.

FIELD TRIPS, ACTIVITY TRIPS & TRANSPORTATION

1. Field trips and activity trips need to be approved by the building principal at least one week prior to the trip. **Out of state trips require board approval**, so 5 weeks or more may be needed for approval. To request a vehicle, [transportation forms can be found on the district website](#) and should be completed electronically and emailed to the building principal. No expenditures should be incurred until a trip has been properly approved.
2. Once approved by building principal, he/she will email the request to the Transportation Supervisor.
3. The Transportation Supervisor will approve or not approve the request for a vehicle with an email response to the initial requestor.

GRANTS & OTHER OUTSIDE FUNDING

The district welcomes all sources of revenue, including grants, to help further meet the needs of the students in Grinnell-Newburg Community Schools. To assist in identifying the needs and priorities for applying for outside funding, the following process should be followed:

1. Grant writer should complete the [Preliminary Grant Proposal Form](#). Review the district grant guidelines attached to the form.
2. Building principal signature is required.
3. Send the Preliminary Grant Proposal Form to the Superintendent at the District Office. Allow for two-week lead-time for the grant to be reviewed by the Superintendent.
4. Within two weeks grant writer will receive a response regarding the status of the grant proposal and whether or not the district will support it.
5. Only if the Superintendent approves the grant proposal may the grant writer submit the application to the grant provider.
6. Grant writers are responsible for collecting signatures and mailing grant proposals to the granting agencies.
7. If you receive a grant award, a copy of the award letter must be sent to District Office. This will ensure that the applicable funding codes are set up for the grant reporting/tracking purposes. You will receive an email notification when the account has been assigned. This will allow you to begin your grant purchase in the K-Purchase system.

8. All federal, state, and local grants must be operated through the district's accounting system. The Business Office will establish unique account codes to better track the inflows and outflows related to the specific grant.
9. All district business procedures apply to grants. All grant expenditures must have a properly approved purchase order.
10. Grant writers are responsible for monitoring their grants closely. This includes monitoring budgets and expenditures, time period of grant, non-financial reporting requirements, amendments, communicating with the District Office, etc.
11. The District Office must file all fiscal/financial reports, as these reports are the official records of the district, and are subject to audit. It is the responsibility of the grant writer to communicate any financial reporting requirements to the District Office in a timely fashion.

EQUIPMENT BREAKDOWN PROCEDURES

The district contracts with SU Insurance Company for reimbursement of expenses related to electric/electronic equipment repairs. In order to maximize reimbursements all repairs should be handled by the following:

Computer related equipment contact the Director of Technology.
All other equipment repairs contact the Maintenance Director.

Do not directly call for repair services without first working through the above contacts.

NEW EMPLOYEE ONBOARDING

Coming Soon

EMPLOYEE EXIT PROCEDURES

Coming Soon

EMPLOYEE LEAVES/ABSENCES

The district utilizes Aesop, an automated absence management system to track all employee leaves and absences. If an employee is planning to be away from work or has missed work for any reason, he/she must log onto the Aesop system and complete a leave/absence request. All absences must be properly approved by administrators/supervisors through Aesop. More information about the system, as well as training materials, are provided on the district website. Please refer to the Master Contract or individual contract for details.

EMPLOYEE TIME CLOCK

All hourly employees are required to use VeriTime to track their time worked. Employees will be expected to clock in and out of their daily shift, and their lunch break. All time sheets will be approved weekly by the supervisor and submitted to the HR/Payroll Specialist. Any adjustments to the actual times logged in the system will need to be made by the employee's supervisor with a noted reason for the adjustment. More information about the system, as well as training material will be provided on the district website as it becomes available.

ACCIDENTS ON THE JOB

The Grinnell-Newburg Community School District believes that employees are our most important assets. Therefore, we will strive to provide a safe and healthy work environment.

It is the goal of the district to minimize and eliminate incidents that cause workplace injury and illness to employees. When workplace injuries do occur, the district is committed to preventing a reoccurrence.

District administrators and employees will work with our dedicated medical provider, Grinnell Regional Medical Center, to provide transitional return to work for employees.

Workers' Compensation Post Incident/Injury Procedures

Employee/Supervisor

1. If you or your employee believe(s) that you have been injured on the job you must immediately contact your supervisor or the building nurse (or health associate).
2. If outside treatment is required, the employee must seek treatment with **Occupational Health Services at Grinnell Regional Medical Center**, our dedicated medical provider. The supervisor or building nurse or health associate will call to schedule an appointment with Occupational Health Services.
3. The supervisor or building nurse must notify the HR/Payroll Specialist, at 236-2700 or designee as soon as possible after an incident. In addition, the employee must complete and submit the Employee Accident Report with the information needed to complete the first report of injury to the HR/Payroll Specialist.
4. Upon return from treatment with Occupational Health Services, the injured employee is to provide his/her supervisor with the Patient Status report with the following information:
 - a. Medications prescribed and receipts
 - b. Physical therapy date(s) and location/time
 - c. Follow-up appointments or referrals (date/time)
 - d. Restrictions (Disability/Return-to-Work Assessment or necessary time off work)Following the initial treatment (and follow-up visits) to Occupational Health Services, the injured employee must provide results of the treatment to the HR/Payroll Specialist at 236-2700 or designee. **No employee will be allowed to return to work without a written release from Occupational Health Services.**

5. No sick leave is charged to an injured employee for the initial appointment at Occupational Health Services for a work related injury or for time missed from work for follow-up appointments and physical therapy.
6. If an employee will miss an extended period of time due to said injury (more than 3 days) the employee will be paid consistent with procedures outlined in Article 13 of the Collective Bargaining Agreement and Board Policy.

Transitional Return to Work Policy

The HR/Payroll Specialist acts as our liaison for all work-related injuries and illnesses.

Supervisor Responsibilities:

It is the employee's immediate supervisor that has the most critical responsibility should a workplace injury take place. Supervisor's responsibilities (with assistance of building nurse) shall include:

- Coordination for emergency first aid.
- Coordination for transport (ambulance or company transport) to our designated medical provider.
- Immediately notify the District Office at 236-2700 or designee that an injury has occurred.
- Completion of a detailed Employee Accident report and submittal to the District Office designee within 24 hours.
- Remain in contact with the District Office or designee and the injured employee.
- Identify job tasks that may fall outside of employee restrictions, educate co-workers regarding restrictions of injured employee.
- Educate and gain commitment from injured employee *not* to work outside the doctor's written restrictions.
- Discipline employee if they go outside of written restrictions.

Employee Responsibilities & Information:

- Upon hire, sign the Workers' Compensation Policy form acknowledging understanding that the district uses a designated medical provider for all work related injuries or illness.
- In the event of an accident or injury **immediately** notify your supervisor or building nurse (or health associate).
- Assist the nurse in completion of the Employee Accident Report Form.
- If necessary, obtain treatment for your injury with Occupational Health Services, the district's designated medical provider.
- Comply with all of the designated medical provider's treatment guidelines.
- Return to work and remain within restrictions identified by our designated medical provider.
- Provide the District Office at 236-2700 or designee with all forms relating to: diagnosis, treatment and physical capabilities including transitional return to work.
- If you miss more than 3 days you will have the option to receive Workers' Comp benefits which are approximately 70% of salary OR turn the Workers' Comp check over to the district and use your accumulated sick leave.

All forms related to Worker's Compensation are on the [district website](#).

USE OF PHONES, COPIERS, INTERNET & EMAIL

District-owned equipment is to be used for official school business only. Use of phones, internet, or email for personal business is prohibited. The district monitors the use of the school internet and school email. Improper use will result in disciplinary action.

If an employee needs to make personal copies there is a charge of \$.20 per copy to be paid to the building administrative assistant.

Personal faxes may be sent or received. The cost per page for incoming and outgoing faxes is \$1.00.

Use of the laminator for personal items is **prohibited**.

WORK RULES

In any quality organization, employees are expected to conduct themselves in a professional manner. The following list is intended to state obvious types of misconduct, which may result in disciplinary action. This list does not include all the types of misconduct, rather, the list is provided to document clarity for certain issues that occur in the workplace.

1. Dishonesty.
2. Deliberately falsifying, altering, or supplying false information on school district records. This includes false sick leave claims and falsifying time sheets.
3. Violation of working hours, rest periods, or lunch periods. Sleeping during work hours.
4. Fighting: disorderly, subversive, insubordinate, immoral, or indecent conduct during working hours or school district premises. Obscene or abusive language.
5. Working on personal jobs or carrying secondary employment on school district time.
6. Deliberate failure to complete school district forms or records.
7. Violation of safety and health rules which may endanger the employee, other employees, students, or the public.
8. Excessive absenteeism. Failure to begin work at starting time.
9. Failure to notify supervisor that you will be absent from work.
10. Failure to perform duties as outlined in the employee's job description or carry out reasonable assignments or instructions.
11. Failure to follow the proper procedures and policies of the school district.
12. Incompetence. Inefficiency.
13. Failure to perform routine maintenance on equipment assigned to employees.
14. Negligence in the operation or care of any equipment or vehicles, which results in damage to the equipment or vehicles. Careless errors or abuse of equipment.
15. Two (2) written warnings for any combination of disciplinary offenses.
16. Theft, willful destruction and/or unauthorized use or altering of property or equipment belonging to the school district or any employee.
17. Violation of any provision of the school district's policy regarding alcohol and drugs. The use of or possession of controlled substances, alcoholic beverages, tobacco products on school property or at school events is prohibited and will result in disciplinary action.
18. Obtaining employment or promotions under false pretenses.
19. Conviction of, plea of guilty to, plea of no contest, or deferred judgment or adjudication regarding a crime carrying a penitentiary sentence, regardless of whether a penitentiary sentence is imposed.
20. Disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision.
21. Possession of firearms, explosives, or dangerous weapons on school district premises or in school district vehicles without permission of the Employer.
22. Violation of any provision of the school district's policy concerning sexual and other prohibited harassment.
23. Failure to keep current and valid any necessary licenses and/or certification.
24. Habitual offenders of various school district rules.