

400 Series: Employees
Policy Manual
Grinnell-Newburg School District

- 400 Role of and Guiding Principles for Employees (approved: 9/25/15)
- 401.1 Equal Employment Opportunity (approved: 9/25/15)
- 401.2 Employee Conflict of Interest (approved: 9/25/15)
- 401.3 Nepotism (approved: 9/25/15)
- 401.4 Employee Complaints (approved: 9/25/15)
- 401.5 Employee Records (approved: 9/25/15)
- 401.5R1 Employee Records Regulation (approved: 9/25/15)
- 401.6 Transporting of Students by Employees (approved: 9/25/15)
- 401.7 Employee Travel Compensation (approved: 9/25/15)
- 401.8 Recognition for Service of Employees (approved: 9/25/15)
- 401.9 Employee Political Activity (approved: 9/25/15)
- 401.10 Credit Cards (approved: 9/25/15)
- 401.11 Employee Orientation (approved: 9/25/15)
- 401.12 Employee Use of Cell Phones (approved: 9/25/15)
- 401.12R1 Employee Use of Cell Phones Regulation (approved: 9/25/15)
- 401.13 Staff Technology Use/Social Networking (approved: 9/25/15)
- 401.13R1 Staff Technology Use/Social Networking Regulation (approved: 9/25/15)
- 402.1 Release of Credit Information (approved: 9/25/15)
- 402.2 Child Abuse Reporting (approved: 9/25/15)
- 402.3 Abuse of Students by School District Employees (approved: 9/25/15)
- 402.4 Gifts to Employees (approved: 9/25/15)
- 402.5 Public Complaints about Employees (approved: 9/25/15)
- 402.6 Employee Outside Employment (approved: 9/25/15)
- 403.1 Employee Physical Examinations (approved: 9/25/15)
- 403.2 Employee Injury On The Job (approved: 8/13/15, reviewed: 9/9/15, revised: 9/23/15)
- 403.3 Communicable Diseases – Employees (approved: 9/25/15)
- 403.3E1 Hepatitis B Vaccine Information and Record (approved: 9/25/15)
- 403.3R1 Universal Precautions Regulation (approved: 9/25/15)
- 403.4 Hazardous Chemical Disclosure (approved: 9/25/15)
- 403.5 Substance-Free Workplace (approved: 9/25/15)
- 403.5E1 Substance-Free Workplace Notice to Employees (approved: 9/25/15)
- 403.5R1 Substance-Free Workplace Regulation (approved: 9/25/15)
- 403.6 Drug and Alcohol Testing Program (approved: 9/25/15)
- 403.6E1 Drug and Alcohol Testing Program Notice to Employees (approved: 9/25/15)
- 403.6E2 Drug and Alcohol Program and Pre-Employment Testing Acknowledgment Form (approved: 9/25/15)
- 404 Employee Conduct and Appearance (approved: 9/25/15)
- 404.R1 Code of Professional Conduct and Ethics Regulation (approved: 9/25/15)
- 404.R2 Code of Rights and Responsibilities Regulation (approved: 9/25/15)

- 405.1 Licensed Employee Defined (approved: 9/25/15)
- 405.2 Licensed Employee Qualifications, Recruitment, Selection (approved: 9/25/15)
- 405.3 Licensed Employee Individual Contracts (approved: 9/25/15)
- 405.4 Licensed Employee Continuing Contracts (approved: 9/25/15)
- 405.5 Licensed Employee Work Day (approved: 9/25/15)
- 405.6 Licensed Employee Assignment (approved: 9/25/15)
- 405.7 Licensed Employee Transfers (approved: 9/25/15)
- 405.8 Licensed Employee Evaluation (approved: 9/25/15)
- 405.9 Licensed Employee Probationary Status (approved: 9/25/15)
- 406.1 Licensed Employee Salary Schedule (approved: 9/25/15)
- 406.2 Licensed Employee Salary Schedule Advancement (approved: 9/25/15)
- 406.3 Licensed Employee Continued Education Credit (approved: 9/25/15)
- 406.4 Licensed Employee Compensation for Extra Duty (approved: 9/25/15)
- 406.5 Licensed Employee Group Insurance Benefits (approved: 9/25/15)
- 406.6 Licensed Employee Tax Shelter Programs (approved: 9/25/15)
- 407.1 Licensed Employee Resignation (approved: 9/25/15)
- 407.2 Licensed Employee Contract Release (approved: 9/25/15)
- 407.3 Licensed Employee Retirement (approved: 9/25/15)
- 407.4 Licensed Employee Suspension (approved: 9/25/15)
- 407.5 Licensed Employee Reduction In Force (approved: 9/25/15)
- 407.6 Licensed Employee Early Retirement (approved: 11/9/16)
- 407.6E1 Licensed Employee Resignation And Request For Early Retirement (approved: 11/9/16)
- 407.6E2 Licensed Employee Release (approved: 11/9/16)
- 407.6E3 Licensed Employee Designation Of Beneficiary (approved: 11/9/16)
- 407.6E4 Licensed Employee Agreement Not To Seek Re-Employment (approved: 11/9/16)
- 408.1 Licensed Employee Professional Development (approved: 9/25/15)
- 408.2 Licensed Employee Publication or Creation of Materials (approved: 9/25/15)
- 408.3 Licensed Employee Tutoring (approved: 9/25/15)
- 409.1 Licensed Employee Vacation, Holidays, Personal Leave (approved: 9/25/15)
- 409.2 Licensed Employee Personal Illness Leave (approved: 9/25/15)
- 409.3 Licensed Employee Family and Medical Leave (approved: 9/25/15)
- 409.3E1 Licensed Employee Family and Medical Leave Notice to Employees (approved: 9/25/15)
- 409.3E2 Licensed Employee Family and Medical Leave Request Form (approved: 9/25/15)
- 409.3E3 Licensed Employee Family and Medical Leave Certification Form (approved: 9/25/15)
- 409.3R1 Licensed Employee Family and Medical Leave Regulation (approved: 9/25/15)
- 409.3R2 Licensed Employee Family and Medical Leave Definitions (approved: 9/25/15)
- 409.4 Licensed Employee Bereavement Leave (approved: 9/25/15)
- 409.5 Licensed Employee Political Leave (approved: 9/25/15)
- 409.6 Licensed Employee Jury Duty Leave (approved: 9/25/15)
- 409.7 Licensed Employee Military Service Leave (approved: 9/25/15)
- 409.8 Licensed Employee Unpaid Leave (approved: 9/25/15)
- 410.1 Substitute Teachers (approved: 9/25/15)
- 410.2 Summer School Licensed Employees (approved: 9/25/15)

410.3 Truancy Officer (approved: 9/25/15)
410.4 Education Associate (approved: 9/25/15)
411.1 Classified Employee Defined (approved: 9/25/15)
411.2 Classified Employee Qualifications, Recruitment, Selection (approved: 9/25/15)
411.3 Classified Employee Contracts (approved: 9/25/15)
411.4 Classified Employee Licensing/Certification (approved: 9/25/15)
411.5 Classified Employee Assignment (approved: 9/25/15)
411.6 Classified Employee Transfers (approved: 9/25/15)
411.7 Classified Employee Evaluation (approved: 9/25/15)
411.8 Classified Employee Probationary Status (approved: 9/25/15)
412.1 Classified Employee Compensation (approved: 9/25/15)
412.2 Classified Employee Wage and Overtime Compensation (approved: 9/25/15)
412.3 Classified Employee Group Insurance Benefits (approved: 9/25/15)
412.4 Classified Employee Tax Shelter Programs (approved: 9/25/15)
413.1 Classified Employee Resignation (approved: 9/25/15)
413.2 Classified Employee Retirement (approved: 11/9/16)
413.2E1 Resignation And Request For Early Retirement (approved: 11/9/16)
413.2E2 Classified Employee Early Retirement Release Form (approved: 11/9/16)
413.2E3 Classified Employee Early Retirement Designation of Beneficiary (approved: 11/9/16)
413.2E4 Classified Employee Early Retirement Agreement Not To Seek Re-Employment
(approved: 11/9/16)
413.3 Classified Employee Suspension (approved: 9/25/15)
413.4 Classified Employee Dismissal (approved: 9/25/15)
413.5 Classified Employee Reduction in Force (approved: 9/25/15)
414.1 Classified Employee Vacations, Holidays, Personal Leave (approved: 9/25/15)
414.2 Classified Employee Personal Illness Leave (approved: 9/25/15)
414.3 Classified Employee Family and Medical Leave (approved: 9/25/15)
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414.8 Classified Employee Unpaid Leave (approved: 9/25/15)
414.9 Classified Employee Professional Purposes Leave (approved: 9/25/15)