

Policies of the Board of Education

Series 500: Personnel

CLASSIFIED STAFF EMPLOYMENT

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Letters of employment shall be provided all maintenance staff, secretaries, custodians, bus drivers, crossing guards and assistants employed by the Board of Education. A maintenance staff member, secretary, custodian, bus driver, crossing guard or assistant shall be given written notice of renewal or refusal of his/her employment for the ensuing year on or before June 15th of the calendar year during which said staff member holds employment. Employment shall be accepted or rejected not later than July 1 following.

All maintenance staff members, crossing guards, secretaries, custodians, bus drivers, and assistants are expected to fulfill the provisions of their job description. Failure to do so will disqualify the member for recommendations for continuing employment by the Board. The superintendent may release a staff member when in the judgment of the superintendent there is a reason that warrants it. Two weeks notice should be given by the employer when terminating employment.

Legal Ref.: Section 121.52 (2)(1) Wisconsin Statutes

Cross Ref.: Current Employee Agreements
546.2, Suspension and Dismissal of Support Staff Members

Adopted: 11/8/82

Revised: 5/6/96
April 2002

Waunakee Community School District