

**Unified School District of De Pere**

**EMPLOYEE HANDBOOK  
for  
Support Staff**

**Approved by Board of Education June 3, 2013**

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## **INTRODUCTION**

### INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for support staff employees including custodial, food service (baker and cooks, aides, clerical, and those positions consistent with Policy 4120. The provisions described herein are the terms and conditions governing employment in the Unified School District of De Pere and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and procedures, as well as rules and regulations of the Unified School District of De Pere ("District"). It has been prepared to acquaint all support staff members with these policies and procedures, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each support staff member's responsibility to read and become familiar with this information and to comply the policies adopted by the Board and/or the administrative guidelines promulgated by the District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board policies and/or District Administrator's administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

## DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's employees are employed "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. Any individual contract must be approved by the Board of Education. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the employee.

Furthermore, any staff members who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with Policy 4139-Staff Discipline.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies and procedures, rules, or regulations given to employees, whether verbal or written.

## **II. EMPLOYMENT**

### EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

If the employee has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

- Policy 4122 Nondiscrimination and Equal Employment Opportunity
- AG 4122 Nondiscrimination and Equal Employment Opportunity
- AG 4122B Complaint Procedures for Nondiscrimination and Equal Opportunity/Access
- AG 4122C Comparative Analysis of Employment Related Provisions of ADA and Section 504

## ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, “School District community” means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. “Third party” means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person’s protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual’s work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

The District Administrator has prepared written administrative guidelines for employees to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these guidelines.

For more information employees shall refer to:

Policy 4362	Employee Anti Harassment,
Policy 4362.01	Threatening Behavior Toward Staff Members,
AG 4362	Employee Anti-Harassment,
AG 4362A	Reporting Threatening Behaviors.

## JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, support staff employees shall refer to Policy 4120.01 – Job Descriptions. Further, if a copy of a job description is required or desired, the employee shall ask their immediate supervisor or go to the Human Resource office and request a duplicate copy.

## HIRING OF IMMEDIATE RELATIVES (NEPOTISM)

The District has established clear rules regarding the employment of relatives (nepotism) that can be found in:

Policy 4120 - Employment of Support Staff

## IMMIGRATION REFORM ACT NOTICE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

For more information regarding this compliance, please refer to the following:

Policy 4111 - Creating a Position

## CONFLICT OF INTEREST

Employees are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Employees are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

Policy 4210 Staff Ethics



## OUTSIDE ACTIVITIES OF STAFF

It is imperative that employees avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If an employee is involved in an activity that threatens a staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, support staff employees should review the following:

Policy 4231 - Outside Activities of Support Staff

## POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all school buildings and at all school sponsored activities.

AG 4231A – Participation in Political Activities

### **III. EMPLOYMENT STATUS AND RECORDS**

#### EMPLOYMENT CATEGORIES

The Board establishes the specific categories of employment by which staff are identified as administrators or members of the professional staff if they fall into a category established in Policy 3120 – Employment of Professional Staff, or are identified as members of the support staff if they fall into a category established in Policy 4120 – Employment of Support Staff.

#### PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records and grant access to inspect or review the record in accordance with Policy 8320 – Personnel Records and State law.

#### PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in Policy 8320 – Personnel Records to either have a correction made to the information in question, or to have the content in question removed from the file.

#### PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation.

This program shall focus upon the early identification of specific areas in which the support staff member's performance needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with the following:

- A. State statutes
- B. Policy 4220 – Staff Evaluation
- C. AG 4220 – Evaluations of Staff

## STUDENT SUPERVISION AND WELFARE

The Board requires each support staff member to maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

For the Board's expectations with regard to student supervision and welfare, refer to Policy 4213 - Student Supervision and Welfare.

## ASSIGNMENT AND TRANSFERS

The District Administrator is responsible for the proper assignment of all staff members in conformance with any legal requirements or certification requirement. Assignments for the forthcoming school year will be made in accordance with AG 4130 – Assignment and Transfer of Support Staff.

Further, staff may be transferred between schools when the District Administrator determines that the needs of the students, the school or District so require.

## STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a support staff member shall be consistent with Policy 4139 – Staff Discipline

## REDUCTION IN STAFF

The Board may abolish support staff positions and/or reduce the support staff as necessary. Such support staff reductions will be made in compliance with Policy 4131 – Reduction in Staff.

## TERMINATION AND RESIGNATION

Individual employment may be terminated for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law.

Finally, a support staff member may submit a letter of resignation and, if accepted by the Board, will be separated from employment at the date specified by the Board.

Policy 4140 – Termination and Resignation

## IV. EMPLOYEE PAY AND BENEFITS

### PAY PERIODS

All support staff members shall be paid in accordance with the provisions established in AG 6510B – Payroll Authorization.

### HOLIDAYS

**Twelve-month employees** shall be granted the following paid holidays:

July 4	Christmas Eve Day	New Year's Day
Labor Day	Christmas Day	Friday before Easter
Thanksgiving Day	Day after Christmas Day	Easter Monday
Day after Thanksgiving	New Year's Eve Day	Memorial Day

**School year employees** (with the exception of Seasonal Groundskeepers) shall be granted the following paid holidays:

Labor Day	New Year's Day
Thanksgiving Day	Friday before Easter
Day after Thanksgiving	Memorial Day
Christmas Day	

Paid holidays for **Seasonal Groundskeepers** will fall within their work year and generally will be:

Friday before Easter	Labor Day
Easter Monday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
July 4	

Employees must work their regularly scheduled day before and after a holiday to be eligible for holiday pay unless they are on approved paid leave.

If a paid holiday falls on a weekend, the holiday will be observed on the closest weekday on which student attendance is not scheduled.

If any holiday(s) listed above fall during an employee's vacation period, said day(s) shall not be counted as a day(s) of vacation.

If an employee volunteers or is assigned to work on a paid holiday, he/she will receive the equivalent number of hours as an alternative floating holiday to be used on a date chosen by the employee with supervisory approval.

## BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

### Policy 4425 Benefits

#### LEAVES OF ABSENCE (extended leave)

Any staff member may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave.

If the leave is approved, the Board action will also provide the conditions applicable for the employee to return to work.

Leaves will be granted in accordance with Policy 4430 – Extended Leaves of Absence.

Emergency or other non-paid leave may be granted by the District Administrator or designee upon written application of the employee. Such leave shall be at the discretion of the District Administrator or designee. Whenever feasible the request shall be submitted prior to commencement of the absence and as much in advance as practical.

In the event of abuse of leave (such as misrepresentation of reason), the District may take appropriate disciplinary action.

#### EMPLOYEE LEAVES

A support staff member may request leave for the qualifying circumstances set forth in Board policy. Those circumstances include: vacation, personal leave, bereavement leave in the event of the death of a relative, military leave so that the support staff member can perform obligations to the United States Armed Forces, or leave for jury duty when called to perform their civic responsibility as a potential juror or to serve on a jury.

If a support staff member has approved leave under the specific circumstances set forth in Board policy, the employee may be provided compensation or job

protection during such absence from their assigned job duties for the District. These leaves will be granted pursuant to Policy 4431-Employee Leaves.

### VACATION

All twelve (12) month employees shall be entitled to the following paid vacation:

1. Five (5) days after first year of employment
2. Ten (10) days per year after second year of employment
3. Fifteen (15) days per year after eighth year of employment
4. Twenty (20) days per year after fifteenth year of employment
5. Twenty-five (25) days per year after twenty years of employment

Vacation as defined in this contract shall mean vacation earned in the District's fiscal year. For new hires and employees terminating employment, vacation days shall be prorated as to proportion of fiscal year worked.

Vacation will be taken in the year immediately following the year in which it is earned. Vacation may not be accumulated unless so agreed upon in writing by the District Administrator or designee, except where the employee would suffer loss of earned vacation time due to the District's refusal to grant a timely request for vacation usage to be taken in the month of June. Vacations carried forward under the preceding sentence will be used during the ensuing twelve (12) months.

Vacation will be scheduled with the approval of the employee's direct supervisor. Requests for approval will be submitted by the employee at least fourteen (14) days in advance unless waived by the District Administrator or designee. Up to ten (10) days of vacation may be taken during the school year while school is in session provided that on any particular date when school is in session, no more than one absence due to vacation may be approved per department per building. Vacation during the school year may not be taken more than five (5) consecutive days at one time.

Employees who work less than the full year, but who are subsequently promoted or transferred to a full-year position without a break in employment, shall have their prior years of service credited on a pro-rated basis for vacation eligibility purposes.

### FUNERAL LEAVE

In cases of death in the immediate family, an employee will be granted a paid leave of absence up to three (3) days for funeral attendance, not deducted from sick leave. This leave is noncumulative.

If there is a second death in the employee's immediate family during that year, the employee will be granted up to three (3) days for funeral attendance deducted from the employee's sick leave, if available, or be without pay.

In the event of abuse of leave (such as misrepresentation of reason), the District may take appropriate disciplinary action.

### JURY DUTY

Employees required to miss work due to jury duty shall inform the District as soon as possible. Employees serving on jury duty shall turn over to the District any monies received as jury pay, excluding mileage reimbursement for jury duty. The District will pay the employee full salary unless the jury duty pay is more than the salary, in which case the employee shall promptly so notify the District and retain the jury pay in lieu of salary.

In the event of abuse of leave (such as misrepresentation of reason), the District may take appropriate disciplinary action.

### MILITARY LEAVE

Members of the military reserve units shall be granted a leave of absence up to two weeks, or as required by law, in any one-year for required encampment, reserve training or cruise.

Members of the military reserve units shall be allowed the difference between their regular basic pay and the pay they receive from the government for up to one (1) year. Evidence of payment from the government must be presented to the District Office so proper computation can be made for district payment for the pay period covered by the leave.

Members of the military reserve units shall be granted a leave of absence as required by law if they are called up to active duty.

Members of the military reserve units who are called up to active duty shall be allowed the difference between their regular basic pay and the pay they received from the government for up to one (1) year. Evidence of payment from the government must be presented to the District Office so proper computation can be made for district payment for the pay period covered by the leave.

### PERSONAL LEAVE

Each employee shall be entitled to two (2) noncumulative personal days with pay for legal, personal or family nonrecreational. Written request of intent to take such leave, including the nature of the matter, shall be given to the employee's direct supervisor.

Whenever possible, such written request shall be provided at least five (5) working days prior to requested leave unless waived by the District Administrator or designee. Except in emergencies, pre-approval must be given by employee's direct supervisor and Human Resources.

No more than one employee per building may take such leave on any one day unless waived by the District Administrator or designee.

This leave may be available the workday immediately prior to or following a holiday or vacation period or other scheduled recess in the school term with prior approval of the District Administrator or designee.

If otherwise approved, personal/emergency days may be taken in one-half (½) day increments.

In the event of abuse of leave (such as misrepresentation of reason), the District may take appropriate disciplinary action.

### EMPLOYEE SICK LEAVE

Support staff members may use paid sick leave and are expected to follow the protocol established in Policy 4432–Employee Sick Leave.

Each employee shall be credited with ten (10) days for sick leave on July 1 of each year, accumulated to a maximum of ninety (90) days. Sick leave may be used in increments of no less than one hour.

An employee may use sick leave for absence necessitated by personal illness or injury, emergency dental care, or medical needs that cannot be scheduled



outside the employee's workday.

An employee may use up to five (5) sick leave days per year for absences which require the personal attention of the employee due to illness or injury in the employee's immediate family (employee's spouse, child, step-child, son-and daughter-in-law, parents, siblings, brother-and sister-in-law, father-and mother-in-law, grandparents, grandparents-in-law grandchildren, aunt, uncle, other relative who is a member of the employee's household, or close personal friend). All such days shall be deducted from sick leave allowance.

Employees who are absent for three (3) workdays due to illness, injury, disability, or when other circumstances warrant may be required to present a doctor's certificate verifying the absence or stating they are able to return to work.

It shall be the responsibility of the employee to notify his/her immediate supervisor (Building Principal, Director of Buildings and Grounds, Director of Food Service) of intended use of sick leave.

In the event of abuse of leave (such as misrepresentation of reason), the District may take appropriate disciplinary action.

### FAMILY AND MEDICAL LEAVE

In accordance with Federal and State law, the Board of Education will provide family and medical leaves of absence. The provisions of both the Federal and State family and medical leave require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to Policy 4430.01–Family and Medical Leave of Absence (FMLA).

### HEALTH INSURANCE BENEFITS

Health Insurance will be provided to all full-time support staff members in accordance with the District's Self-Funded Health Insurance Plan and Policy 4420 – Health Insurance Benefit.

All eligible employees shall have access to the insurance and/or self-funded plans provided by the Board.

HEALTH and ACCIDENT INSURANCE PREMIUM PAYMENT:

- 1) For eligible employees scheduled to work 37.5 or more hours per week, who elect to be covered, the District will contribute toward the premium cost for health and accident insurance as set forth on the Benefits Schedule.
- 2) Eligible employees scheduled to work at least 20 hours per week, but less than 37.5 hours per week, who elect to be covered will receive a monthly insurance contribution by the District prorated based on the percentage of time worked compared to the 37.5 hours (i.e. an employee scheduled to work 25 hours per week will receive a District contribution of 67% of the total premium to a maximum of the full time basis and amount).
- 3) Any balance of the premium cost under 1) or 2) above shall be paid by the employee.

Insurance coverage will become effective on the first day of the first full month following the date of employment.

#### PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

Eligible support staff employees who are provided coverage under self-funded group health plans are assured the privacy protections required by Federal and State law.

See also Policy 4419.02 - Privacy Protections of Self-Funded Group Health Plans

#### DENTAL INSURANCE BENEFIT

All eligible employees shall have access to the insurance and/or self-funded plans provided by the Board.

#### DENTAL INSURANCE PREMIUM PAYMENT:

1. For eligible employees scheduled to work 37.5 or more hours per week, who elect to be covered, the District will contribute toward the premium cost for dental insurance as set forth on the Benefits Schedule.

2. Eligible employees scheduled to work at least 20 hours per week, but less than 37.5 hours per week, who elect dental coverage will receive a monthly insurance premium contribution by the District prorated based on the percentage of time worked compared to the 37.5 hours (i.e., an employee scheduled to work 25 hours per week will receive a District contribution of 67% of the total premium to a maximum of the full time basis and amount).
3. Any balance of the premium cost under 1) or 2) above shall be paid by the employee.

Insurance coverage will become effective on the first day of the first full month following the date of employment.

### LIFE INSURANCE

#### LIFE INSURANCE PREMIUM PAYMENT:

1. For eligible employees scheduled to work 37.5 or more hours per week, who elect to be covered, the District will contribute toward the premium cost for life insurance as set forth on the Benefits Schedule.
2. Eligible employees scheduled to work at least 20 hours per week, but less than 37.5 hours per week, who elect life insurance coverage will receive a monthly insurance premium contribution by the District prorated based on the percentage of time worked compared to the 37.5 hours (i.e., an employee scheduled to work 25 hours per week will receive a District contribution of 67% of the total premium to a maximum of the full time basis and amount).
3. Any balance of the premium cost under 1) or 2) above shall be paid by the employee.

Insurance coverage will become effective on the first day of the first full month following the date of employment.

### LONG TERM DISABILITY INSURANCE

All eligible employees shall have access to the insurance and/or self-funded plans provided by the Board.

For eligible employees, who elect to be covered, the District will contribute the full premium cost for long term disability.

Insurance coverage will become effective on the first day of the first full month following the date of employment.

### SHORT TERM DISABILITY INSURANCE

If available pursuant to carrier and regulatory provisions, the District will offer a short-term disability plan at 100% employee expense.

### WISCONSIN RETIREMENT SYSTEM

The Board of Education will pay the employer's share to the WRS for eligible employees.

## **V. WORKING CONDITIONS AND HOURS OF WORK**

### ATTENDANCE AND REPORTING ABSENCES

Staff members are expected to report for duty on all scheduled workdays; however, when a staff member must be absent, the following procedure shall be followed:

Employees are to report any absence with as much advance notice as possible. Employees should report a sick leave absence as soon as they are able to by calling his/her immediate supervisor. Absences for vacation, personal leave, leave without pay, and for conferences/workshops/professional development require advance approval and should be requested using the appropriate District form.

### WORK SCHEDULES/DAILY TIME SHEETS

Support staff members are expected to adhere strictly to their established work schedules, unless their immediate supervisor approves a deviation from it. Support staff members are also required to complete their time sheets daily and submit them to their immediate supervisor for payroll purposes in accordance with the established schedule.

### BREAK AND MEAL PERIODS

Breaks will be provided in accordance with Federal and State law.

In addition, an unpaid meal period will also be provided daily for support staff members.

Employees who work more than six (6) hours per day shall have one (1) paid fifteen (15) minute rest break during the first half of each shift and one (1) paid ten (10) minute rest break during the second half of each shift. Employees scheduled to work between four (4) and (6) hours per day shall have one (1) paid fifteen (15) minute rest break included in their workday.

All support staff members are expected to adhere strictly to the length of time designated for breaks and meal periods.

### OVERTIME

The Board shall comply with provisions of State and Federal Law and their respective implementing regulations relating to minimum wages and overtime.

For further information regarding overtime eligibility and approval of overtime work refer to Policy 6700 - Fair Labor Standards.

### COMPENSATORY TIME

The District may provide, by mutual agreement with the employee, compensatory time off at a rate of time and one-half for overtime in lieu of overtime payment. Such agreement shall be set forth on a form available from the District. An employee who has accumulated sixteen (16) hours of compensatory time off shall receive overtime wage payment. All accumulated compensatory time shall be paid out as of June 30 of such year. Written request of intent to take such leave shall be given to his/her immediate supervisor. Whenever possible, such written notice shall be provided at least five (5) working days prior to requested leave unless waived by the District Administrator or designee. Compensatory time may be used in increments of no less than one hour.

### PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation. This program shall aim at the early identification of specific areas in which the staff member needs help so that appropriate assistance may be provided or arranged for. The evaluations shall be consistent with applicable State statutes, Policy 4220 - Staff Evaluations, and AG 4220 – Evaluation of Staff.

### PERSONAL COMMUNICATIONS

Board employees may carry personal Wireless Communication Devices (WCDs) with them while on Board time and/or while operating Board equipment, but are subject to the restrictions set forth in Policy 7530.01 Use of Wireless Communication Devices (WCDs)

### USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by employees will be in accordance with the District Administrator's guidelines.

Policy 7530 – Lending District-Owned Equipment  
AG 7530 –Personal Use of District Equipment/Facilities

### USE OF PERSONAL PROPERTY AT SCHOOL

Employees may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

See also Policy 4281 – Personal Property of Staff

### EMERGENCY CLOSINGS

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with Policy 8420-Emergency Evacuation of Schools.

### TRAVEL EXPENSES

The Board of Education will provide for the payment of the actual and necessary expenses, including travel expenses, of any support staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

Policy 4440 – Job-Related Expenses

## **VI. SAFETY AND HEALTH**

### SMOKING

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits support staff members to use tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Policy 4215 - Use of Tobacco by Support Staff

### TRAINING

Employees for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

- A. the use of automated external defibrillators (Policy 8452– Automated External Defibrillators),
- B. the control of blood borne pathogens (Policy 8453.01- Control of Casual Contact Communicable Diseases)
- C. the control of casual-contact communicable diseases (Policy 8450 - Control of Casual Contact Communicable Diseases), and
- D. understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (8453– Direct Contact Communicable Diseases).

### REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Business Office in compliance with Policy 8442 – Reporting Accidents. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.



## **VII. EMPLOYEE COMMUNICATION & TECHNOLOGY**

### ACCEPTABLE USE OF DISTRICT TECHNOLOGY, THE INTERNET, AND THE DISTRICT'S NETWORK

Staff use of the District's Network will be governed by Policy 7540.04– Staff Network and Internet Acceptable Use and Safety and the related administrative guidelines.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

#### EMAIL

When available, the District's e-mail system must be used by employees for any official District e-mail communications.

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of e-mail established in Policy 7540.06 – Electronic Mail.

#### SOCIAL MEDIA

In accordance with Policy 4213-Student Supervision and Welfare, support staff members are discouraged from engaging students in social media and online networking media, such as Face book, Twitter, MySpace, etc.

## **VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

### STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with Policy 4139–Staff Discipline.

### GRIEVANCE PROCEDURE

Each employee of the District shall be provided an opportunity to resolve matters affecting employment that the employee believes to be unjust as provided for in Policy 4340-Grievance Procedure.

The grievance procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety as defined in the Policy.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance. The procedures detailed in Policy 4340– Grievance Procedure shall be followed when a grievance has been filed.

### DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates Policy 4122.01–Drug-Free Workplace shall be subject to disciplinary action in accordance with Policy 4139–Staff Discipline and the District Administrator's guidelines, as well as any applicable terms of any collective bargaining agreements

Any employee who feels that he or she needs assistance with drug or alcohol dependency is encouraged to contact Human Resources for information about the District's Employee Assistance Program (EAP). Employees receiving assistance in this regard are not exempted from compliance with the District's prohibition on the manufacture, possession, use, distribution, or dispensing of any controlled substance while on duty or on school premises or at any school sponsored activity.

<b>Benefit</b>	
<b>Sick Leave</b>	Each employee shall be entitled to ten (10) sick leave days annually, with accumulation to a maximum of ninety (90) days.
<b>Personal Days</b>	Each employee shall be entitled to two (2) noncumulative personal days with pay for legal, personal or family matters that cannot be attended to outside the employee’s normal workday.
<b>Compensatory Time Off</b>	The Board may provide, by mutual agreement with the employee, compensatory time off at a rate of time and one-half for overtime in lieu of overtime payment. An employee who has accumulated sixteen (16) hours of compensatory time off shall receive overtime wage payment. All accumulated compensatory time shall be paid out as of June 30 each year.
<b>Vacation</b>	All twelve (12) month employees shall be entitled to the following paid vacation: Five (5) days after first year of employment; Ten (10) days per year after second year of employment; Fifteen (15) days per year after eighth year of employment; Twenty (20) days per year after fifteenth year of employment; and Twenty-five (25) days per year after twenty years of employment.
<b>Long Term Disability Insurance</b>	The Board shall provide long-term disability insurance for an employee scheduled to work 20 hours or more per week. The Board shall pay 100% of the premium.
<b>Short Term Disability Insurance</b>	If available pursuant to carrier and regulatory provisions, the Board will offer a short-term disability plan at 100% employee expense.
<b>Holidays</b>	<p>Twelve-month employees shall be granted the following paid holidays: July 4, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, Christmas Eve Day, Day after Christmas Day, New Year’s Eve Day, New Year’s Day, Friday before Easter, Easter Monday, and Memorial Day</p> <p>School year employees (with the exception of Seasonal Groundskeepers) shall be granted the following paid holidays: Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year’s Day, Friday before Easter, and Memorial Day</p> <p>Seasonal Groundskeepers’ paid holidays will fall within their work year and generally will be: Friday before Easter, Easter Monday, Memorial Day, July 4, Labor Day, Thanksgiving Day and Day after Thanksgiving.</p>

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**Health Plan**

The Board shall provide a health plan selected by the Board.

For a full-time employee (employees scheduled to work 37.5 or more hours per week), the Board shall pay 88% of the premium for single or family coverage.

For part-time employees scheduled to work at least 20 hours per week, but less than 37.5 hours per week, the health insurance percentage payment by the Board is based on the FTE percentage (based on 37.5 hours per week) or 88%, whichever is less, for single or family coverage.

**Dental Plan**

The Board shall provide a dental plan selected by the Board.

For a full-time employee (employees scheduled to work 37.5 or more hours per week), the Board shall pay 88% of the premium for single or family coverage.

For part-time employees scheduled to work at least 20 hours per week, but less than 37.5 hours per week, the health insurance percentage payment by the Board is based on the FTE percentage (based on 37.5 hours per week) or 88%, whichever is less, for single or family coverage.

**Life Insurance**

The Board shall provide life insurance for an employee scheduled to work 20 or more hours per week. The amount of coverage is 1.00x the annual salary rounded to the next \$1,000.00.

For a full-time employee (employees scheduled to work 37.5 or more hours per week), the Board shall pay 90% of the premium.

For part-time employees scheduled to work at least 20 hours per week, but less than 37.5 hours per week, the life insurance percentage payment by the Board is based on the FTE percentage (based on 37.5 hours per week) or 90%, whichever is less.

**Wisconsin Retirement System**

For qualifying employees, the Board will pay the employer's share to the Wisconsin Retirement System.

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