



WESTOSHA CENTRAL HIGH SCHOOL

2023-24 SUPPORT STAFF MANUAL

Board Approved August 8, 2023

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MISSION STATEMENT

Inspire, Challenge, Empower...Creating our future together

VISION STATEMENT

Each and Every Student Prepared for Their Future

INTRODUCTION

This Manual has been prepared to acquaint the Westosha Central High School's (hereinafter referred to as "District") support staff with its policies, procedures, rules, and regulations. It is your responsibility to read and become familiar with this information and to follow the District's policies, procedures, rules, and regulations. If you have any questions regarding the Manual, or matters which are not covered, please direct them to your supervisor. For any questions regarding benefits, please contact the Human Resource Office. The District also has other policies that apply to staff and students that are available on the District's website.

This Manual has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitute a guarantee of any other rights or benefits, or a contract. The provisions set forth in this Manual may be altered, modified, changed, or eliminated at any time by the District with or without notice of employment, expressed or implied.

This Manual supersedes any and all previous manuals, statements, policies, procedures, rules, or regulations given to employees, whether verbal or written.

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education (hereinafter referred to as "Board") designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Kevin Kitslaar
Principal
262-843-2321
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Salem WI 53168
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Lauren Spierenburg
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See [Policy 4122-Nondiscrimination and Equal Employment Opportunity](#).

PROBATIONARY PERIOD

All newly employed support staff, including rehires, will be in a probationary period for ninety days. During this time the employee will be evaluated and assessed to determine if he/she has the skills and abilities to successfully work at the District.

EMPLOYMENT CLASSIFICATIONS

Full Year, Full-Time Employees: Employees who are scheduled to work the full calendar year and thirty or more hours per week.

Full Year, Part-Time Employees: Employees who are scheduled to work the full calendar year and less than thirty hours per week.

School Year, Full-Time Employees: Employees who are scheduled to work during the academic calendar and thirty or more hours per week. Included within this definition are positions which extend beyond either end of the academic calendar by a specific, predetermined period.

School Year, Part-Time Employees: Employees who are scheduled to work during the academic calendar and less than thirty hours per week.

Temporary Employees: Temporary employees are those hired for a specific period of time or for a specific project who will be separated from the payroll at the end of the time period or specific project. Temporary employees include coaches, substitute teachers, seasonal employees, and student help.

The above descriptions do not constitute an employment contract for any specific period of time.

EMPLOYEE RECORDKEEPING

The District maintains personnel records and files for each employee. Maintaining these files with up-to-date information is very important as it provides the District with contact information in case of emergency, address mailings, data for payroll purposes, and information required for reporting purposes and benefit programs.

All employees must promptly notify the Human Resource Office of any changes in:

1. Address
2. Marital status or name change

3. Party to be notified in case of emergency
4. Phone number(s)
5. Dependent(s)

It is the District's policy to protect the privacy of each employee and therefore the District is committed to the confidential handling of every employee's personnel information.

Records of all personnel shall be considered confidential to the extent provided by law and shall be kept in the Human Resource Office. Records shall be maintained in accordance with all applicable federal and state laws and regulations and retained in accordance with the District's record retention schedule. See [Policy 8320-Personnel Records](#).

ATTENDANCE

Regular attendance is required of every District employee. It is the employee's responsibility to be on the job on time each day, ready to work, to return on time from scheduled breaks, and to remain working until the end of the scheduled shift. Excessive absenteeism and/or excessive tardiness may lead to discipline, including termination.

Reporting. If an employee must be absent or late on any workday, he or she is to notify the District through Skyward and their direct supervisor.

Absence. An absence due to the employee's own accident or illness will be considered an excused absence. If an employee is absent due to accident or illness for three consecutive days, he or she may be required to provide a written excuse, and at the supervisor's option, a release for return to work signed by a licensed physician.

Unless approved by a supervisor, an absence for any other reason will be considered an unexcused absence, and each scheduled work day that an employee is absent is a separate incident. Unexcused absences from work for two scheduled workdays without calling in or notifying the employee's supervisor is considered a voluntary resignation.

Tardiness. Tardiness, unless due to emergency conditions excused by a supervisor, is never warranted. Excessive tardiness will result in disciplinary action, including termination.

WORK PERFORMANCE

All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. An employee must maintain reasonable standards of work quality, consistent with experience, and must accomplish work within the time limits established by the District. Employees who do not satisfy the level of performance required by the District, who exhibit poor performance, or who are unable to work with other employees, may be disciplined, up to and including termination.

EVALUATION

Employee performance will be reviewed annually, or more frequently if deemed appropriate, by the District. Evaluation of employees may include monitoring or observation of his/her work performance. This evaluation process will provide an opportunity for the supervisor to discuss with the employee, his/her job performance and whether the employee is meeting, exceeding, or not fulfilling the District's expectations and ways in which an employee can improve his/her job performance.

SUPPORT STAFF MENTORING PROGRAM

This program provides ongoing orientation, professional development, and mentoring for support staff new to the District. Veteran support staff within the building serve as mentors for new support staff. Mentors are available for consultation throughout year one and support mentees on a variety of levels.

A. Mentor Expectations

Mentors fulfilling all requirements as described below will receive a stipend of \$200. Each mentor is expected to serve for one year.

A mentor is required to:

1. participate in a two-hour mentor training in August or at the start of mentorship.
2. spend time meeting with the mentee.
3. attend a thirty minute meeting with mentee in the spring to celebrate successes and evaluate the program and future needs.

B. Expectations for New Support Staff

First year support staff are required to participate in the Support Staff Mentoring

Program.

First year support staff are required to:

1. follow the mentor expectations that are provided by the District upon hire.
2. participate in a two-hour mentor training in August or at the start of mentorship.
3. spend time meeting with their mentor.
4. attend a thirty-minute meeting in the spring to celebrate successes and evaluate the program and future needs.

PROFESSIONAL DEVELOPMENT COMPENSATION

Support Staff members are encouraged to enrich performance through education and inservice using the following steps for professional development reimbursement:

1. **Tier 1**

Attending in-District training opportunities such as attendance at workshops provided by fellow support staff members, teachers, and others.

Approval for Training: Support staff members must receive pre-approval from their supervisor to attend training.

Payment: Support staff participants will be paid at their normal hourly rate for hours worked.

2. **Tier 2**

Attending certification or training at an off-site location that is directly related to duties. Such training may include, but not be limited to, training for working with EEN students, certification for application of fertilizers on school grounds, and well-testing certification.

Approval for Training: Staff members should complete an inservice/workshop form that should be submitted to their supervisor for approval.

Payment: Support staff participants will be paid at their normal hourly rate for hours worked.

3. **Tier 3**

Attending training and certification workshops, college courses, or online courses to

enrich the employee's overall professional performance. Examples for Tier 3 include, but are not limited to, specific certification and training at a technical college or college courses towards educational licensure.

Approval for Training: Such training included college courses would be approved by the District Administrator.. If the employee is on a path of licensure or degree completion, a complete plan of study must be submitted and approved prior to any consideration for remuneration.

Payment: Reimbursement for such course attendance would include up to \$50 reimbursement per credit up to six credits every two years. Reimbursement would not exceed actual per credit cost. If an employee is on an approved program that will directly affect his/her duties, reimbursement up to \$50 per credit up to six credits may be provided annually up to fifty percent of total credits toward completion.

NOTICE OF RESIGNATION/TERMINATION OF EMPLOYMENT

A written resignation notice should be submitted to your supervisor at least two weeks prior to your resignation date. An employee who resigns or is terminated will receive his/her final paycheck on his/her next regularly scheduled payday.

HOURS OF WORK

Hours of work for all employees shall be determined by the District Administrator. Schedules, once established, may not be changed without the authorization of the District Administrator.

All employees working six hours or more will be entitled to an unpaid, duty-free designated lunch period of not less than thirty minutes in length. Full-time employees will have a designated break each day; the schedule and duration will be scheduled by the supervisor.

PAY PERIOD

Payroll is processed bi-weekly. Payday is on alternate Fridays.

OVERTIME

Overtime will follow [Policy 6700 – Fair Labor Standards Act \(FLSA\)](#). Sunday work will always be paid at double time.

COMPENSATION

The Board will follow the Compensation Plan approved by the District on April 13, 2021.

FRINGE BENEFITS

The following fringe benefits will be made available to full year, full-time employees and school year, full time employees.

Dental Insurance

The Board shall pay the full costs associated with single or family dental premiums for eligible employees. Newly hired support staff will be eligible for dental coverage beginning the first day of the month following the date of hire. Support staff resigning at the end of the school year will have coverage through August 31. Support staff resigning during the school year will have coverage through the end of the month of the effective date of their resignation.

Health Insurance

The Board will pay ninety-two percent per month toward a single or family health premium for eligible employees. The balance of premium will be deducted from the employee's payroll.

Newly hired support staff will be eligible for health coverage beginning the first day of the month following the date of hire. Support staff resigning at the end of the school year will have coverage through August 31. Support staff resigning during the school year will have coverage through the end of the month of the effective date of their resignation.

The District will provide an Open Enrollment period annually. Open Enrollment dates will be communicated to all staff.

In order to be eligible for health insurance coverage through the District during the current year, an employee not previously covered must be able to demonstrate that they are eligible to enroll due to experiencing a qualifying event. Employees must notify the Human Resource Office within thirty-one days of the qualifying event. A list of qualifying events can be obtained in the Human Resource Office.

Option Plan Coverage

Support staff may waive District health insurance coverage and elect to take a payment in lieu of health insurance coverage.

The annual amount for cash-in-lieu is \$7,040 for employees who elect this option on or after July 1, 2014.

The annual amount for cash-in-lieu is \$9,680 for employees who elected this option prior to July 1, 2014.

Basic Group Life Insurance

The Board provides Life Insurance and Accidental Death & Dismemberment (AD&D) coverage in the amount equal to one time the employee's annual base salary rounded to the next \$1,000. Please refer to the certificate for explanation of your plan's benefits, exclusions, limitations, and reductions.

Supplemental/Additional Life Insurance

The employee will be allowed to participate in the Supplemental/Additional Life insurance with the premium paid 100 percent by the employee. Premiums will be paid through payroll deduction. Please refer to the certificate for explanation of your plan's benefits, exclusions, limitations, and reductions.

Long-Term Disability Insurance

The Board will provide group long-term disability insurance. The District will pay a dollar amount sufficient to cover the monthly premium cost for long-term disability insurance. This benefit will be ninety percent of the employee's wages after the employee meets the ninety-day qualifying period. Please refer to the certificate for explanation of your plan's benefits, exclusions, limitations, and reductions.

Short-Term Disability Insurance

District employees may participate in a short-term disability plan offered by the District with the premium paid one hundred percent by the employee. Premiums will be paid through payroll deduction. Please refer to the certificate for explanation of your plan's benefits, exclusions, limitations, and reductions.

Vision Insurance

District employees may participate in a vision insurance plan offered by the District with the premium paid one hundred percent by the employee. Premiums will be paid through payroll deduction.

Leave Days

During the employee's first ninety days of employment, no leave days (vacation, holiday, sick, personal, bereavement) will be granted with pay. Following the ninety-day

probationary period, leave days will be granted on a prorated basis for the remainder of the fiscal year (July 1-June 30).

VACATIONS

Full year, full-time employees who are not in a probationary period are eligible for paid vacation (at their normal hourly rate) following the schedule below. A day will be defined as the hours an employee is scheduled to work. Vacation is calculated on a fiscal-year basis.

<u>Years of Service (as of June 30)</u>	<u>Days of Vacation</u>
Less than 2 years	5 days
2-6 years	10 days
7-14 years	15 days
15+ years	20 days

Vacation time is intended to be used during the fiscal year (July 1-June 30). All paid vacation days must be used before taking unpaid days. With prior approval from the employee's immediate supervisor and the District Administrator, a total of no more than five unused vacation days may be carried over into the following fiscal year. Any days in excess of the five unused days will be forfeited. Vacation days will not be paid out upon termination, resignation, or retirement.

The vacation periods and the number of employees on vacation at any given period shall be determined by the employee's immediate supervisor or principal and approved by the District Administrator. Vacation requests should be submitted through Skyward.

HOLIDAYS

The paid holidays observed by the District for all employees that are not in a probationary period are as follows:

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Day after Easter	Christmas Eve
Memorial Day	Christmas Day
July 4 th	New Year's Eve
Labor Day	

If a holiday falls on Sunday, the following Monday shall be declared the holiday; and if a holiday falls on Saturday, the preceding Friday shall be declared the holiday. The District may alter the holiday schedule from time to time based on the school calendar. Any changes will be communicated to employees at the beginning of the school year.. Employees will not be eligible for paid holidays if the holiday does not occur within his/her normal work year. In addition, holiday pay will be paid only to those employees who have worked the scheduled hours of work before and after the holiday, except if they are on approved vacation, jury duty, sick leave, or other approved leave.

SICK LEAVE

Full year, full-time support staff will receive ten days of paid sick leave per year. School year, full-time support staff will receive eight days of sick leave per year. Sick leave may accumulate to a maximum of ninety days. Employees will not be eligible for sick leave when in a probationary period. Sick leave will be prorated to the end of the first year of employment. All paid sick leave must be used prior to taking unpaid sick leave.

Sick Leave days will be allowed for the following use when an employee must be absent from work. Some of the potential uses include, but are not limited to:

1. When an employee is ill. For absences from school that number three or more days consecutively, a medical note may be required upon return to work to document such leave.
2. When an employee, or his/her family or household member has a doctor's appointment that cannot be scheduled outside of school hours, or when an employee must take a child or spouse to/from the hospital.
3. When an employee must remain home to care for a sick child, spouse, or parent who lives in the employee's home.
4. When an employee's spouse, child or other member of his/her immediate family is undergoing surgery. Three sick days will be permitted with prior approval of the building principal.
5. When it is necessary to care for a sick child or parent who does not live in the employee's home, up to five sick days may be approved by the principal.
6. Birth in immediate family.
7. Absence necessitated by summons to court if approved by the District Administrator.
8. Sick/emergency leaves in addition to the above may be granted, without compensation, upon the approval of the District Administrator.

9. One sick day may be used for personal reasons per school year.

Full year, and school year part-time support staff regularly scheduled for less than thirty hours per week will have sick days prorated to the equivalent based on their regularly scheduled hours. Amount will be rounded to the nearest one-half-day increment.

If at the end of a contractual year the total sick days for an employee exceeds ninety days, the employee will be paid ten percent of his/her daily rate for every day exceeding ninety days.

Verification: The Board may require an employee on sick leave to provide documentation regarding the basis for sick leave and/or be examined by a physician to verify the illness. Any such examination by the Board's physician shall be at the Board's expense.

Sick Leave Abuse: The District Administrator and/or Board may discipline an employee for sick leave abuse, up to and including termination of employment.

Unused sick leave will not be paid out upon resignation or termination.

BEREAVEMENT LEAVE

Leave will be provided to an employee in the event of the death of a family member as follows:

Immediate Family: Three paid days may be used to prepare for and attend the funeral of an immediate family member. Immediate family includes: spouse/domestic partner, children/stepchildren, parents/stepparents, brothers/step-brothers and sisters/step-sisters, grandparents, grandparents-in-law, grandchildren, and parents-in-law, brother/sister-in-law, daughter/son-in-law of an employee.

Non-Immediate Family: Two days may be used to prepare for and attend the funeral of a member of the employee's non-immediate family. Any leave used for non-immediate family members will be deducted from the employee's sick leave.

See [Policy 4431-Employee Leaves](#).

PERSONAL LEAVE

Full year, full-time support staff will receive two days of paid personal leave per year. School year, full-time support staff will receive one day of paid personal leave per year. All paid personal leave must be used prior to taking unpaid personal leave. Employees will not be eligible for personal leave when in a probationary period. Personal leave will be prorated to the end of the first year of employment. **Personal leave will not be paid out upon resignation, retirement or termination.**

1. Full year and school year part-time support staff regularly scheduled for less than thirty hours per week will have personal days prorated to the equivalent based on their regularly scheduled hours.
2. The total number of employees utilizing personal leave on any given day can be limited at the discretion of the District Administrator.
3. At the end of the school year, any unused personal days will be converted to sick days and rolled into the employee's accrued sick leave.

MILITARY LEAVE

Staff members will be afforded protected leave in accordance with the law. See [Policy 4431-Employee Leaves](#).

JURY DUTY

An employee who serves on a jury shall be paid his/her regular salary while serving on the jury. The employee shall pay the District any monies received for jury duty pay. If an employee is dismissed from jury duty, he/she shall return to school to complete his/her normal workday. See [Policy 4431-Employee Leaves](#).

WISCONSIN RETIREMENT SYSTEM

All eligible employees will be covered under the Wisconsin Retirement System. The Board will pay the employer's share and the employee will pay the employee's share.

WORKER'S COMPENSATION

All employees are entitled to worker's compensation coverage. If the injury or illness is of the duration in which worker's compensation is paid to the employee, the employee shall endorse and turn over said check to the District and receive his or her regular pay.

If you are involved in an accident while working, or witness an accident, it is to be reported immediately to your supervisor and the District Office. You are required to complete a written report related to the accident within twenty-four hours.

RETIREMENT

Retirement benefits are available to retirees meeting criteria as described in this section. These benefits do not apply to any support staff who are discharged or non-renewed for cause.

The benefits offered under this section are not vested benefits; the Board reserves the right to revise and/or eliminate these benefits at any time.

<p><u>HIRED PRIOR TO SEPTEMBER 1, 1997</u></p>

<p>Full time support staff, age fifty-five or older will receive the following supplemental retirement benefits:</p>
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<p>Cash Payouts</p>

- | |
|--|
| <ul style="list-style-type: none">● Payment for fifty percent of unused sick days, not to exceed fifty days, at the current daily rate of pay. |
|--|

<p>Insurance Coverage or Cash-in-Lieu</p>
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- | |
|---|
| <ul style="list-style-type: none">● The District shall contribute an amount equal to the cost of single/family health insurance in effect at the time of the employee's retirement for three years. The retiree will pay the difference and any increases in the premium.● The employee must be enrolled in health and/or dental benefits at time of retirement to receive the insurance benefits.● In lieu of retiree health insurance, retirees may elect to receive an annual cash payment for the same period of time that the insurance coverage would have been extended. The annual amount of cash-in-lieu for retirees who elected cash-in-lieu on or after July 1, 2014 is \$7,040. The annual amount of cash-in-lieu for retirees who elected cash-in-lieu prior to July 1, 2014 is \$9,680.● Once a retiree removes him/herself from health insurance (ex: choose cash-in-lieu), they will no longer be eligible for retiree health insurance.● Not eligible for dental or vision insurance. |
|---|

HIRED ON OR AFTER SEPTEMBER 1, 1997 AND PRIOR TO SEPTEMBER 1, 2002

Full time support staff, age fifty-five or older will receive the following supplemental retirement benefits:

Cash Payouts

- Payment for fifty percent of unused sick days, not to exceed fifty days, at the current daily rate of pay.

Insurance Coverage or Cash-in-Lieu

- The District shall contribute an amount equal to the cost of single health insurance in effect at the time of the employee's retirement for three years. The retiree will pay the difference and any increases in the premium.
- The employee must be enrolled in health and/or dental benefits at time of retirement to receive the insurance benefits.
- In lieu of retiree health insurance, retirees may elect to receive an annual cash payment for the same period of time that the insurance coverage would have been extended. The annual amount of cash-in-lieu for retirees who elected cash-in-lieu on or after July 1, 2014 is \$7,040. The annual amount of cash-in-lieu for retirees who elected cash-in-lieu prior to July 1, 2014 is \$9,680.
- Once a retiree removes him/herself from health insurance (ex: choose cash-in-lieu), they will no longer be eligible for retiree health insurance.
- Not eligible for dental or vision insurance.

HIRED ON OR AFTER SEPTEMBER 1, 2002

Full time support staff, age fifty-five or older will receive the following supplemental retirement benefits:

Cash Payouts

- Not eligible for any cash payouts upon retirement.

Insurance Coverage or Cash-in-Lieu

- Not eligible for any insurance coverage or cash-in-lieu benefits upon retirement.

FAMILY MEDICAL LEAVE

The Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA) provide employees with the right to take leave when employees need time off from work to care for themselves or a family member who is seriously ill, to care for a newborn or newly-adopted child, or to attend to the affairs of a family member who is called to active duty in the military.

See [Policy 4430.01 - Family & Medical Leave of Absence \(FMLA\)](#).

SCHOOL CLOSINGS

In the event any or all employee working areas are closed due to inclement weather or other emergency situations, the District Administrator shall determine which employees are required to report to work. An employee will be granted the option to have the lost hours deducted from sick leave.

HARASSMENT AND DISCRIMINATION

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs"). See [Policy 4362-Employee Anti-Harassment](#).

Kevin Kitslaar
Principal
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Lauren Spierenburg
Director of Pupil Services
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ELECTRONIC COMMUNICATIONS

The Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. Safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects.

The District's internet system has a limited educational purpose. The District's internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's computers, network and internet services ("network") is in accordance with its limited educational

purpose. Employees' use of the District's network will be governed by this policy and the related administrative guidelines, and any applicable employment assignments. 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.

See:

- [Policy 7540.04-Staff Technology Acceptable Use and Safety](#)
- [Policy 7540.06-District-Issued Staff E-Mail Account](#)
- [Policy 7544-Use of Social Media.](#)

DRESS CODE

The District believes that all employees of the District represent the District and set an example in their dress and grooming. Therefore, employees are expected at all times during scheduled working hours to wear attire that is appropriate to the work being performed and does not reflect negatively on the District. See [Policy 4216-Support Staff Dress and Grooming.](#)

NO SMOKING PERMITTED

The District does not permit smoking in any of the District facilities, or on District property. Violation of this policy will result in discipline, up to and including termination. See [Policy 4215-Use of Tobacco and Nicotine by Support Staff.](#)

RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS

Staff may not advertise or promote the interest of any non-school related agency or organization. See [Policy 9700-Relations With Non-School Affiliated Groups.](#)

USE OF DISTRICT PROPERTY

Use of District property or supplies for personal use without permission of the District Administrator is prohibited.

DRUGS AND ALCOHOL

The District recognizes alcohol and other drug abuse as a potential health, safety and security problem, and it is the District's intent and obligation to provide a drug-free, healthful, safe, and secure work environment. Therefore, the use, sale, purchase,

manufacture, distribution, dispensation, possession, or presence in one's system of alcohol or a controlled substance on District premises or while conducting District business off premises (e.g. overnight trips, chaperoning or supervising students, athletic events) is absolutely prohibited by the District. The policy will be applied in a manner which is consistent with the District's obligations under state and federal disability laws.

All employees are advised that remaining drug- and alcohol-free is a condition of continued employment with the District. Any employee who fails to remain alcohol- and drug-free on premises and during his/her hours of employment at work may be terminated. The District may require an employee to undergo a drug and/or alcohol test when the District has a reasonable suspicion that the employee is in violation of this rule. The employee will be referred to a certified testing laboratory for completion of the test.

Employees must, as a condition of employment, abide by terms of this policy. In addition, an employee must notify the District of any criminal drug statute conviction for a violation occurring on District premises or while conducting District business off-premises. Anyone violating this policy will be terminated. See [Policy 4122.01-Drug-Free Workplace](#).

NEPOTISM

No member of an employee's immediate family shall supervise another member of the same family. Immediate family members shall include spouses, parents, grandparents, children, siblings, stepparents, stepchildren, and in-laws. See [Policy 4120-Employment Of Support Staff](#).

CONFIDENTIALITY

All student records are to be treated as confidential information, unless otherwise directed by this policy and/or applicable law. The Principal has primary responsibility for maintaining the confidentiality of all student records kept in the school.

Employees shall use confidential information appropriately and with respect for the rights of individuals. Privileged information shall not be used for personal gain or to the detriment of the District.

Violation of this policy will result in progressive discipline, up to and including termination. See [Policy 8350-Confidentiality](#).

ACCESS TO PERSONNEL FILE

If an employee desires to review their personnel records, contact the District Administrator for an appointment. Consistent with applicable law, the District will allow employees to inspect their personnel records twice a year and up to seven working days after the employee makes the request for inspection. Only administrative, management, and supervisory personnel with a need to know may review another employee's personnel records. See [Policy 8320 - Personnel Records](#).

JOB DESCRIPTIONS

The District maintains job descriptions covering the various positions within the District. These job descriptions include: job title, description, qualifications required, and required tasks and responsibilities of the position. These job descriptions may be revised from time to time by the District.

TRAINING

The District may provide training on building or emergency procedures. Employees will be required to attend these training sessions at the direction of the District.

DISCIPLINE AND GRIEVANCES

Discipline: Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the District. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay), or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The District reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Grievances: It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. Each employee of the District shall be provided an opportunity to understand and resolve certain matters affecting employment that the employee believes to be unjust. This section shall apply to all regular full-time, part-time,

limited, temporary, and seasonal employees. A grievance shall mean a dispute concerning an employee's discipline or termination of employment, or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance.

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance. See [Policy 4340-Grievance Procedure](#) for complete grievance procedures.

VACANCIES AND TRANSFERS

Employees possessing the skills and requirements necessary may apply for any vacancies within the District as those positions become available. The District will consider all requests but will have the final authority on the hiring process.

LAYOFF AND RECALL

At times it may be necessary to reduce the number of staff employed by the District. In the event the District determines that it is necessary to reduce the number of staff, the District will follow the procedures listed in [Policy 4131-Reduction in Staff](#).