

Employee Handbook Change Table:
2024-2025 Changes approval at the July 2024 Board Meeting

Pg # in Draft Handbook	As in 23-24 handbook	For 24-25, changed to
Pg 2	<p>School Board: Noah Wishau - Clerk Sarah Count - Treasurer Heather Sackman - Director</p>	<p>School Board: Noah Wishau - Treasurer Sarah Count - Director Heather Sackman - Clerk</p> <p>Remove Sue Ennis and add Bradley Singer for the Associate Principal</p>
Pg 19	<p>Temporary, full-time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company’s full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.</p> <p>Temporary, part-time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.</p>	<p>Temporary, part time or full-time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company’s full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.</p> <p>Seasonal Part time. New employees who are hired to work in the summer for maintenance, summer school or summer playground or new employees that work during the year on a limited basis in maintenance or the Recreation Department.. Hours of work are more flexible to accommodate extracurricular activities . There are no benefits associated with these positions.</p>
Pg. 20	<p>Workweek and Hours of Work The standard workweek is from Monday through Friday. and generally consists of 40 hours per week for Certified staff (Administration and teaching). In addition, administrators and teachers may need to schedule hours outside of the 8 hour work day to meet the job requirements of Board Meetings, concerts, SST/IEP meetings, 504 meetings, home visits, evening meetings committee meetings*, conferences, or an unforeseen event/school emergency. The</p>	<p>Workweek and Hours of Work The standard workweek is from Monday through Friday. and generally consists of 40 hours per week for Certified staff (Administration and teaching). In addition, administrators and teachers may need to schedule hours outside of the 8 hour work day to meet the job requirements. Examples of this include but are not limited to Board Meetings, concerts, SST/IEP meetings, 504 meetings, home visits, evening meetings committee meetings, conferences, parent meetings, 8th</p>

	<p>individual school hours will be set annually by the Superintendent. Work schedules for support staff employees vary throughout the school district. Total hours will be detailed in their Letter of Employment and supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variation in starting and ending times as well as variations in the total hours that may be scheduled each day and week.</p>	<p>grade Promotion Ceremony or an unforeseen event/school emergency. The individual school hours will be set annually by the Superintendent. Work schedules for support staff employees vary throughout the school district. Total hours will be detailed in their Letter of Employment and supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variation in starting and ending times as well as variations in the total hours that may be scheduled each day and week.</p>
Pg 25	<p>All new staff will be partnered with a mentor during their first year of employment. Teachers who are responsible for teaching reading and math will also work with a Literacy and/or Mathematics Coach over the course of their induction period, starting in year one. New to the field (1 or 2 years of experience) teachers will work with an Induction Coach during year two and three of employment.</p>	<p>All new staff will be partnered with a mentor during their first year of employment. Teachers who are responsible for teaching reading will also work with a Literacy Coach over the course of their induction period, starting in year one. New to the field (1 or 2 years of experience) teachers will work with an Induction Coach during year two and three of employment.</p>
Pg.28	<p>Separation from Employment</p> <p>In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and PTO will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.</p>	<p>Separation from Employment</p> <p>In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and PTO will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire. Any separation besides retirement has no payout of unused days in a sick bank unless explicitly written into an agreement and approved by the Superintendent.</p>
Pg. 29	<p>Drug-Free and Alcohol-Free Workplace (PO 3122.01, 4122.01)</p>	<p>Drug-Free and Alcohol-Free Workplace (PO 3122.01, 4122.01)</p>

	<p>Paragraph 3</p> <p>To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:</p> <p>For cause: upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee’s job performance</p>	<p>Paragraph 3</p> <p>To ensure compliance with this policy, substance abuse screening may be conducted in the following situations and any affirmative reading will be considered a violation of the handbook policy:</p> <p>For cause: upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee’s job performance</p>
Pg 31	<p>Employee Requiring Medical Attention</p> <p>2nd paragraph</p> <p>An accident report shall be completed through contacting Medcor and submitted to the District Office as soon as possible after the accident.</p>	<p>Employee Requiring Medical Attention</p> <p>2nd paragraph</p> <p>An accident report shall be completed through contacting Acuity Nursing Service and submitted to the District Office as soon as possible after the accident.</p>
Pg. 42	<p>Outside Activities(PO 3231) and Conflicts of Interest (PO 3230)</p> <p>2nd paragraph</p> <p>Employees generally are permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with the Waterford Graded School District. All employees, including part-time employees, must obtain prior approval from the HR department before undertaking any outside employment or other work activity.</p>	<p>Outside Activities(PO 3231) and Conflicts of Interest (PO 3230)</p> <p>2nd paragraph</p> <p>Employees generally are permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with the Waterford Graded School District. All employees, including part-time employees, must notify the HR department before undertaking any outside employment or other work activity.</p>
Pg 43	<p>Dress and Grooming (PO 3216)</p> <p>Paragraph 2</p> <p>Certain employees may be required to meet special dress and grooming , such as wearing uniforms or safety equipment/clothing, depending on the nature of their job. Any</p>	<p>Dress and Grooming (PO 3216)</p> <p>Paragraph 2</p> <p>Certain employees may be required to meet special dress and grooming requirements, such as wearing uniforms, wearing appropriate safety equipment/clothing or pulling back long</p>

	<p>questions or complaints regarding the appropriateness of attire should be directed to the HR department. Decisions regarding attire will be made by the HR department and not by individual departments or managers.</p>	<p>hair depending on the nature of their job. Any questions or complaints regarding the appropriateness of attire should be directed to the HR department. Decisions regarding attire will be made by the HR department and not by individual departments or managers.</p>
<p>Pg 47</p>	<p>The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.</p> <p>Step 1: Informal Discussion. When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.</p> <p>Step 1a: Counseling. If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor should meet with the employee and (a) review the problem, (b) permit the employee to present information regarding the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action that may include discharge, and (e) issue a counseling notice to the employee.</p> <p>Step 2: Reprimand. If satisfactory performance and corrective action are not achieved under Steps 1 and 1a, the supervisor and a representative from the HR department should meet with the employee in private and proceed via (a) through (d) above in step 1a and issue a reprimand notice to the employee.</p>	<p>Change to reflect Policy</p> <p>Staff may be disciplined for violations of Board policy or for other failures to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action, or disciplinary action that is otherwise in violation of law.</p> <p>Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of staff members. Progressive discipline will generally progress as follows:</p> <ul style="list-style-type: none"> A. oral reprimand, with a written record placed in the employee file B. written warning C. suspension, the length of which is determined by the administration to effect the corrective goal of discipline, and D. termination, pursuant to the process established for termination as set forth in Policy 3140 - Non-Renewal, Resignation, and Termination <p>The Superintendent may skip one or all steps in the progressive discipline model when s/he deems that the severity of the offense requires more substantial discipline, or in the case of termination, where the Superintendent determines that the conduct is so egregious as to require the staff members immediate termination of employment, consistent with the process established for termination as set forth in Policy 3140 - Non-Renewal, Resignation, and Termination.</p>

Step 3: Suspension. Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the department director and the director of HR. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, such as a written policy prohibiting sexual harassment or workplace violence.

Step 4: Failure to improve. Failure to improve performance or behavior after the written warning or suspension can result in termination.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

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Vacation (12 Month Full Time Employees only)

Full-time employees will accrue paid vacation according to the following schedule (annual totals should be rounded to the nearest whole day):

<u>Service</u>	<u>Period</u>
<u>Monthly Vacation Accrual</u>	
First Calendar Year days	5
Calendar Years 2–4 days	10
Calendar Years 5–9 days	15
Calendar Years 10 and over days	20

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<u>Monthly Vacation Accrual</u>	
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Calendar Years 2–4 days	10
Calendar Years 5–9 days	15
Calendar Years 10 and over days	20

All vacation time will be provided on the 1st day of the fiscal year. Any unused or accumulated

	<p>Employees may not take paid vacation until they actually have earned or accrued the vacation time.</p>	<p>vacation time is forfeited upon separation from the district except in retirement situations or as specifically called out in an approved agreement.</p>
Pg.51	<p>PTO (Paid Time Off-Personal and Sick Leave)</p> <p>Employees may carry accrued PTO days over from one year to the next. The maximum accrual allowed for teachers, full time and part time support staff is 80 days. Administrators will have the amount they can accrue on their individual contract.</p>	<p>PTO (Paid Time Off-Personal and Sick Leave)</p> <p>Employees may carry accrued PTO days over from one year to the next. The maximum accrual allowed for teachers, full time and part time support staff is 80 days. Administrators will have the amount they can accrue on their individual contract. Any unused or accumulated PTO (which becomes sick time at the end of each fiscal year) is forfeited upon separation from the district except in retirement situations or as specifically called out in an approved agreement.</p>
Pg .52	<p><i>Unused PTO</i></p> <p>Unused PTO will rollover to a sick leave account allowing accumulation of up to 80 days to be used for short term disability, medical leave or Family Medical Leave. Time not used over 80 days will be reimbursed at \$45.00 per day or an amount determined by the Board of Education. Pay for the days over the allotted banked time will be paid out on the July 15th payroll of each year.</p>	<p><i>Unused PTO</i></p> <p>Unused PTO will rollover to a sick leave account allowing accumulation of up to 80 days to be used for short term disability, medical leave or Family Medical Leave. Time not used over 80 days will be reimbursed at \$45.00 per day or an amount determined by the Board of Education. Pay for the days over the allotted banked time will be paid out on the July 15th payroll of each year. Any unused or accumulated PTO (which becomes sick time at the end of each fiscal year) is forfeited upon separation from the district except in retirement situations or as specifically called out in an approved agreement.</p>
Pg. 52	<p>5.3.1 Supervisor Approved Time: This time is designated for salaried staff and can only be used with supervisor approval. The time cannot exceed 2 hours per day and can only be requested twice per year by each eligible employee. For supervisor approved time, internal coverage will not be compensated. If the time needed is greater than 2 hours, PTO</p>	<p>5.3.1 Supervisor Approved Time: This time is designated for salaried staff and can only be used with supervisor approval. Supervisor approved time cannot exceed 2 hours per day and is capped at 4 hours maximum for the school year. For supervisor approved time, internal coverage will not be compensated. If the time needed is greater than 2 hours, PTO</p>

	time must be used for the entire time and time must follow the PTO requirement of ½ day and full day increments.	time must be used for the entire time and time must follow the PTO requirement of ½ day and full day increments.
Pg. 54-55	<p>Jury Duty/Court Appearance (PO 3431)</p> <p>Last paragraph in this section:</p> <p>Time for appearance in court for personal business will be the individual employee’s responsibility. Normally, personal days or vacation days will be used for this purpose.</p>	<p>Jury Duty/Court Appearance (PO 3431)</p> <p>Last paragraph in this section:</p> <p>Time for appearance in court for personal business will be the individual employee’s responsibility. Personal days or vacation days will be used for this purpose.</p>
Pg. 57	<p><i>Cash In Lieu of Health Insurance</i></p> <p>All employees eligible for health insurance can opt for a cash lieu of health insurance benefit. The benefit is \$250/month (\$125 per month for married couples where both are working in the district). Should legislation/ruling be implemented regarding the appropriateness of the benefit, it may be discontinued during the school year. These amounts will be distributed evenly among the employees’ paychecks.</p>	<p><i>Cash In Lieu of Health Insurance</i></p> <p>All employees eligible for health insurance can opt for a cash lieu of health insurance benefit. The benefit is \$250/month (\$125 per month for married couples where both are working in the district). Should legislation/ruling be implemented regarding the appropriateness of the benefit, it may be discontinued during the school year. These amounts will be distributed evenly among the employees’ paychecks. In order to receive the cash in lieu, employee must waive medical coverage in the online benefit platform, select “enroll” in the Waive Coverage and provide proof of insurance via the question on the online platform. Cash in Lieu of insurance is only provided if the employee participates in online enrollment and specifically elects to enroll in the “waived” coverage.</p>
Pg 58	<p>Integrated Health Reimbursement Arrangement</p> <p>The Waterford Graded School District contributes the following total amount to your HRA in two separate deposits made on September 1st and January 1st:</p> <p>Single Coverage: HRA Reimbursement for Section 213d Expenses: \$2,500</p> <p>Family Coverage: HRA Reimbursement for Section 213d Expenses: \$5,000</p>	<p>Integrated Health Reimbursement Arrangement</p> <p>If the employee elects the Centivo Traditional PPO Health Plan, the Waterford Graded School District contributes the following total amount to your HRA in two separate deposits made in early September and early January of each year:</p> <p>Single Coverage: HRA Reimbursement for Section 213d Expenses: \$1,500</p>

	<p>You have immediate access to deposits made to the MidAmerica HRA once a deposit is made. The funds in your HRA carryover year-to-year and earn interest, making it a nice investment to use for unexpected future medical expenses, even in retirement.</p>	<p>Family Coverage: HRA Reimbursement for Section 213d Expenses: \$3,000</p> <p>You have immediate access to deposits made to the MidAmerica HRA once a deposit is made. The funds in your HRA carryover year-to-year and earn interest, making it a nice investment to use for unexpected future medical expenses, even in retirement.</p>
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