

*UNIFIED SCHOOL DISTRICT OF
MARSHFIELD*



SUBSTITUTE STAFF

HANDBOOK

2025-2026

Board Approved: June 11, 2025

Board of Education Office
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INTRODUCTION

The purpose of this Employee Handbook is to provide clear and concise information on what a staff member working for the Unified School District of Marshfield (hereinafter referred to as "District") needs to know to be able to perform their job duties. The handbook contains many guidelines and standards that are designed to assist the employee in understanding the rules of operation in the school district.

This Employee Handbook is not intended to cover every situation or answer every question about District operations. The contents of this handbook are presented as a matter of information only. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guaranty of continued employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all items contained in this handbook, in whole or in part, at any time with or without notice.

It is important that each employee is aware of the policies and procedures related to their position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the School District of Marshfield Board of Education.

In the event of discrepancy or dispute with any language as set forth in this handbook, the District has final authority regarding language interpretation on all handbook content.

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UNIFIED SCHOOL DISTRICT OF MARSHFIELD

MISSION

Working together to nurture excellence in a collaborative, inclusive, and supportive community.

PHILOSOPHY

The Unified School District of Marshfield is a public institution organized to educate students from grades 4K-12. We accept learning as the fundamental purpose of our schools and therefore are willing to examine all practices, policies, and procedures in light of their impact on student learning. By establishing a primary focus on learning, the District assures that students will have the skills, knowledge and dispositions to be productive members of society with an appreciation of the ideals and processes of American democracy.

We promote a collaborative culture through the development of high-performing teams at all levels, referred to as Professional Learning Communities and endorse the following principles:

- The team is the fundamental building block and engine of improvement.
- We work interdependently to achieve common goals that are directly related to improved student learning.
- Students are provided time and support in a manner that is relevant, directive and systematic.
- Student learning includes academic, intellectual, social and personal development.
- We are mutually accountable for achieving these goals.
- Teams are provided with the time, resources and support to be effective.

GOALS

- I. The Unified School District of Marshfield will provide quality, diverse programs that allow students to develop their capabilities.
- II. The Unified School District of Marshfield will encourage the professional, occupational, and personal development of its employees.
- III. The Unified School District of Marshfield will promote and support individual, institutional, family, and community partnerships in the education of youth.
- IV. The Unified School District of Marshfield will provide an appropriate, safe, and healthy physical environment for students, staff, and community.

Legal Reference: Wisconsin Constitution -- Article X, Section 3

Wisconsin Statutes Sections 118.01 118.13 121.02 (1)

Cross-Reference: 411, Equal Educational Opportunities

Approved prior to March 1991.

Reviewed: March 12, 1992, May 16, 1996, February 9, 2005, April 1, 2009, and February 13, 2013

PART I – DISTRICT MANAGEMENT GUIDELINES

GOVERNANCE STATEMENT

The Marshfield School Board is the governing body of the Unified School District of Marshfield. Through its governance, the Board sets goals and expectations for the District, and policies that define how the Board interacts with the Superintendent. The Employee Handbook is approved by the School Board in compliance with these goals, expectations, and policies. The daily operations of the District are under the authority of the District’s Superintendent.

ADMINISTRATION

The Superintendent shall be responsible for ensuring the efficient and effective implementation and administration of not only policies and procedures outlined in this handbook, but the implementation of policies and resolutions as adopted by the School Board. The Superintendent may delegate such function(s) as deemed necessary for the effective and efficient implementation of this system. The Superintendent or their designee shall develop administrative procedures to implement the policies and procedures within this handbook.

DISTRICT EXPECTATIONS

The District expects its employees to produce quality work, to maintain confidentiality, to work efficiently, and to exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this handbook and legal obligations.

The District expects employees to comply with the standards of conduct set out in Board policies, this handbook, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

MANAGEMENT RIGHTS

Management retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. Management includes those who have been given the authority to act on behalf of the District. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this handbook and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States.

These rights include but are not limited to the following rights:

- A. To direct all operations of the school system;
- B. To establish and require observance of reasonable work rules and schedules of work;
- C. To hire, promote, transfer, schedule and assign employees in positions within the school system;
- D. To suspend, discharge and take other disciplinary action against employees;
- E. To relieve employees from their duties because of lack of work or any other legitimate reason;
- F. To maintain efficiency of school system operations;
- G. To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
- H. To introduce new or improved methods or facilities;
- I. To select employees, establish quality standards and evaluate employee performance;
- J. To determine the methods, means and personnel by which school system operations are to be conducted;
- K. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- L. To determine the educational policies of the District; and
- M. To contract out for goods and services.

PART II – EMPLOYMENT GUIDELINES & EXPECTATIONS

ACCIDENT/INCIDENT REPORTS

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal or supervisor immediately. This may be done verbally, through electronic means or through another staff member if the individual involved is not able to. When an employee injury occurs and the supervisor is on-site, the supervisor will initiate a call to Medcor at (800) 775-5866 on behalf of the injured employee. If the supervisor is not available, the injured employee should contact Medcor triage service directly.

A written report must be submitted to the Payroll/Benefits Office within 24 hours and should cover property damage as well as personal injury. These forms are available in each school office and on the District's website.

In the event an employee has suffered an injury or illness in the course and scope of employment that limits them from returning to work at full-duty status, the District may offer temporary light duty assignments during the healing period, consistent with the restrictions prescribed by the medical provider.

In such circumstances, it is the employees' responsibility to keep the District informed as to the status of the restrictions and any changes to them. The District will assign employee tasks consistent with medical provider restrictions, but it is the employee's responsibility to notify their supervisor if the tasks assigned cause them further pain, discomfort, or injury.

Moreover, the restrictions prescribed by the medical provider are not limited to the workplace. The District expects employees to follow all such restrictions during the period of convalescence and healing, whether at work or away from work. If the District learns that the employee has engaged in conduct at or away from the workplace that conflicts with the prescribed restrictions, such information will be reported to the District's Workers' Compensation carrier, if appropriate.

APPROVED LIST OF SUBSTITUTES

The Human Resources Department will maintain an approved list of available substitutes in the web-based substitute call-in system. In June, any active substitute will receive a letter of reasonable assurance of continued employment for the following school year. Changes of address, telephone number, and email address should be communicated to the District office to assure that the contact information of substitutes is accurate.

Substitute guides for using the call-in system will be provided to each substitute. Individuals are encouraged to be proactive with using the system by setting up their personal contact information, building assignment preferences and their schedules or availability for work. A substitute will be inactivated whenever requested by the substitute or when a substitute has not subbed in the last 365 days. A substitute may be inactivated from a building or all buildings upon request by that building Principal, Human Resources, or the Superintendent for poor performance or lack of meeting district expectations.

ATTENDANCE

The District expects substitutes to make every effort to be present for work and adhere to their assigned schedule. In order for the schools to operate effectively, substitutes are expected to perform all assigned duties and to work all scheduled hours during each designated workday. Meal periods may only be taken during times designated by the building administrator. Substitutes that choose to leave the building to engage in personal activities must sign out of the building when they leave and sign back in when they return.

TIMECARDS & TRACKING OF WORK HOURS

Timecards or an electronic timecard system will be used by hourly substitutes for the purpose of employee pay. For accurate time keeping, employees will punch in only at such time as they are fully prepared to begin work and punch out when they are done working for the day. An employee may only modify their time in the electronic timecard system on a rare occasion by notifying the Payroll Office. Employees are responsible for their own timecards and will not punch in or out for any other employee. If an employee leaves the premises for any personal reason, the timecard is to be used to punch out and punch in upon return. An employee may not leave the premises for personal reasons without notification to their supervisor.

Electronic timecards are required to be submitted by the employee each week but no later than Monday the following week for approval and must accurately reflect all worked time. Timecards or an electronic timecard payment may be delayed if not submitted accurately and/or on time. Falsification and/or misrepresentation of hours worked, may be subject to disciplinary action, up to and including termination.

COMMUNICATION

As representatives of the District, employees are expected to exercise professionalism in their communications at all times and represent the District in a positive manner. Employees should also make every effort to inform the Superintendent's office of events and opportunities within their program that represent the District well to the community. Employees are expected to cooperate in providing information for communications programs.

CONCEALED CARRY

Nothing in this policy prohibits an employee with a properly issued permit to carry a concealed weapon from exercising their rights consistent with Wisconsin's concealed carry law and the State and Federal gun free school zones laws. However, a staff member who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of Wis. Stat. 948.605(2)(b)1r, possess a concealed weapon anywhere in or on school grounds, including parking areas.

Any employee or other person who possesses or conceals a weapon in violation of this policy will be subject to disciplinary action up to and including termination. The School District of Marshfield will contact law enforcement officials should employees violate this policy.

If employees have questions regarding this policy, or the rights they retain as provided to them by Wisconsin Statute § 175.60, please contact Human Resources.

CONFIDENTIALITY

Section 118.125 and 118.26 of the Wisconsin Statutes outline the confidentiality of all student records including behavioral, health and academic records. The administrative office interprets these statutes to mean that unless an individual has an educational need to know the academic, health, and behavioral records of students are not to be shared. This can be carried forward to both the written record and verbal conveyance of student health, academic, and behavior progress (or lack thereof). Open discussion of student progress, behavior, or health issues with individuals that do not have an educational need to know could be contrary to Wisconsin Statutes and could compromise professional accountability and could result in removal from the active sub list. These statutes are not intended to restrict staff from asking for assistance or ideas on how to handle a particular situation.

CONFLICT OF INTEREST

A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District. Employees are asked to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their immediate supervisor information of any transaction that may be considered a conflict of interest as soon as

they know the facts. No employee may use their position to obtain financial gain or anything of substantial value for their private benefit or for their immediate family, or for an organization with which s/he is associated.

No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part.

CRIMINAL BACKGROUND CHECK

The District retains the right to run criminal background checks at any time. All District employees shall notify their immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or any offense involving moral turpitude, and any of the other offenses as indicated below:

- A. Crimes involving school property or funds;
- B. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. Crimes that occur wholly or in part on school property or at a school-sponsored activity;
- D. A misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- E. A misdemeanor which violates the public trust.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses, However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report.

The District may conduct criminal history and background checks on its employees. An arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- A. The nature of the offense;
- B. The date of the offense;
- C. The relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction.

DISTRICT PROPERTY

The District may supply an employee with equipment or supplies to assist the employee in performing their assignment. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot use District property or equipment for personal use or gain. Downloading district electronic/digital records for personal use is prohibited.

Any technology, equipment, supplies, badges, keys or other property issued by the District for employee use must be returned to the District on the last day of the assignment.

DRESS CODE

District employees serve as role models for students and contribute to the culture, climate and reputation of the District. The expectation is to present a professional, business-like appearance and to dress in business casual attire, unless the nature of their work or schedule for the day requires otherwise. Attire and appearance should not disrupt the educational process or present risks to themselves or others. Depending upon the nature of the employee's position/work, the immediate supervisor will determine if exceptions are allowable. Reasonable accommodations will be made when necessary or required.

DRUG, ALCOHOL, AND TOBACCO FREE WORKPLACE

In accordance with the federal Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988, the School District of Marshfield is a Drug-Free School Zone. The District believes that students and employees have the right to attend school and work in an environment that is free from the use of alcohol, tobacco, and non-medical use of drugs and mood-altering substances. These substances interfere with the learning environment of students and the performance of students and employees.

Drug use on District premises or performing duties while under the influence of drugs and/or alcohol will result in disciplinary action up to and including termination from all employment within the District. Employees suspected of being under the influence will be subject to a drug test.

EMERGENCIES AND SCHOOL CLOSINGS

Should inclement weather or other emergency situation(s) require the District to close schools, automated notifications will be made to employees as soon as possible using the District's emergency notification system. School closure notifications will also be communicated through the district website, local television and radio stations.

In the event that schools are closed by order of the Superintendent or binding legal authority, substitute staff should not report to work and therefore will not be paid for that particular day.

In the event of an emergency that may endanger the health or welfare of students, staff, or parents, or damage district facilities, employees/substitute staff are advised to call 911. For emergencies that do not rise to that level, the employee/staff member is advised to contact the building administrator or their immediate supervisor.

All substitutes will be notified of the District's Emergency Procedure Guide and are responsible for understanding and implementing the provisions of the plan or as directed by administration and/or emergency personnel.

EQUAL OPPORTUNITY

The Board of Education does not discriminate in the employment of substitutes on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, 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.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities.

The Board has designated individual to serve as the District's Compliance Officers. Those persons are:

Nicole Laber, Director of Human Resources
1010 E. 4th Street
Marshfield, WI 54449
715-387-1101
labern@marshfieldschools.org

Tracey Kelz, Director of Student Services
1010 E. 4th Street
Marshfield, WI 54449
715-387-1101
<mailto:kelz@marshfieldschools.org>

GIFTS AND GRATUITIES

No school employee or official of the District shall receive or offer to receive, either directly or indirectly, any gift, gratuity, or anything of value which they are not authorized to receive from any person, if such person:

- A. has or is seeking to obtain contractual or other business or financial relationships with the school district or the Board of Education;
- B. conducts operations or activities which are regulated by the school district or the Board; or
- C. has interests which may be substantially affected by the school district or the Board.

The receipt of any gift, gratuity, or anything of value (greater than \$50.00) as denoted above is contrary to the policy of the District and the Board.

HARASSMENT AND DISCRIMINATION

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. The District will not tolerate harassment based on any personal characteristic described in the Equal Opportunity section of this handbook. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District will not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to unwelcome sexual advances, physical or verbal abuse, inappropriate jokes or language, insults or slurs, taunting based on personal characteristics, or requests for sexual favors used as a condition of employment.

The Board of the School District of Marshfield does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

The Board has designated individuals to serve as the Title IX Coordinators. Those persons are:

Nicole Laber, Director of Human Resources
1010 E. 4th Street
Marshfield, WI 54449
715-387-1101
labern@marshfieldschools.org

Tracey Kelz, Director of Student Services
1010 E. 4th Street
Marshfield, WI 54449
715-387-1101
<mailto:kelz@marshfieldschools.org>

Matt Biederwolf, Middle School Principal
900 E. 4th Street
Marshfield, WI 54449
715-387-1249
biederwolfm@marshfieldschools.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

Reference Board Policy 2266 (Nondiscrimination on the Basis of Sex in Education Programs or Activities), Board Policy 4122 (Non-Discrimination and Equal Employment Opportunity), 4123 (Section 504/ADA Prohibition Against Disability Discrimination in Employment), and 4362 (Employee Anti-Harassment).

HONESTY

Honesty is a core value in the District. Falsification, misrepresentation or omission of information, documents or records either provided on behalf of or to the District may result in disciplinary action, up to and including termination. Employees/substitute staff shall not create any intentional inaccuracies verbally or on written documents including, but not limited to, time sheets, job applications, pupil records, attendance records, grades, incident reports or any other District documents.

IDENTIFICATION BADGES

All substitutes will be issued a staff badge through the main office of the building in which they are subbing at for that day and must be visibly worn during the workday. The badge must be returned to the building's main office at the end of the assignment.

INTERNET USAGE

Internet access is provided by the District to assist employees in obtaining educational and work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the District and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical and lawful.

The equipment services and technology provided to access the Internet remain at all times the property of the District. As such, the District reserves the right to monitor Internet traffic and retrieve and read any data composed, sent or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by the District in violation of law or District policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action.

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization’s time and resources for personal gain
- Stealing, using, or disclosing someone else’s code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending, or posting confidential material, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization’s image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization’s electronic communications systems
- Sending or posting messages that disparage the District or another organization’s products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

Cross reference with School District of Marshfield Board of Education Policies 7540 & 7540.04.

INVESTIGATIONS

In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to their supervisor(s) or any other District official assigned to investigate the matter, any and all relevant and factual information. Employees failing to volunteer such information will receive a directive from an administrator to provide a statement. The employee’s failure to comply with the directive may constitute insubordination, a violation that will be grounds for termination from District employment.

LICENSURE/CERTIFICATION

All teacher and special education teacher assistant substitutes are required to be licensed or certified by law under the provisions of the Department of Public Instruction and the laws of the State of Wisconsin. It is the substitute’s responsibility to keep an updated copy of their current license or certificate on file with the District office. Substitutes are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. Failure to maintain the required license may result in removal from the active teacher and/or special education teacher assistant sub list.

MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT

All District employees will complete Mandatory Reporting of Child Abuse and Neglect training within six months of initial hiring and at least every five years thereafter, Wis. Stat. sec. 118.07(5). However, the District may require the training to occur on a more frequent basis.

Each District employee, regardless of position, is required by law to make a report when the staff member, in the course of their job duties, has reasonable cause to suspect that a child has been threatened with abuse or neglect, regardless of the identity of the suspected perpetrator (Wis. Stats. 48.981).

The employee shall immediately call the local office of the Child Welfare Department or local law enforcement agency and shall secure prompt medical attention for any such injuries reported if deemed necessary and appropriate. Any staff member who, in good faith, believes that circumstances require reporting shall do so without conducting any further investigation concerning the subject matter of the report. When the report is made, the staff member shall

immediately notify the building level administrator or Superintendent that a report has been made and provide detail concerning the basis for the report. Any actual or threatened acts of physical, mental, sexual, or other form of abuse inflicted upon a student by an employee, whether real or alleged, will be investigated and dealt with in accordance with the administrative guidelines established by the Superintendent.

Reference Board Policy 8462 (Mandatory Reporting of Child Abuse and Neglect and Threats of Violence).

MANDATORY REPORTING OF THREATS OF SCHOOL VIOLENCE

All employees will complete the Mandatory Reporting of Threats of School Violence training within six (6) months of initial hiring and at least every five (5) years thereafter, Wis. Stat. sec. 118.07(5). However, the District may require the training to occur on a more frequent basis.

Each District employee, regardless of position, is required by law to make a report when the staff member believes in good faith, based on a threat made by any person regarding violence targeted at a school, that the health or safety of any person is in serious and imminent threat. Any such threats shall be immediately reported to law enforcement as described in policy. (Wis Stats. 175.32)

Any staff member who, in good faith, believes that circumstances require reporting shall do so without conducting any further investigation concerning the subject matter of the report. When the report is made, the staff member shall immediately notify the building level administrator or Superintendent that a report has been made and provide detail concerning the basis for the report.

Reference Board Policy 8462 (Mandatory Reporting of Child Abuse and Neglect and Threats of Violence).

OTHER REQUIRED TRAININGS

At any time, the District or legal binding authority may identify required trainings to be completed throughout the school year. Failure to complete any required trainings may result in disciplinary action, up to and including termination.

PERSONNEL-STUDENT RELATIONS

All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees will, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees will refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed at a student, including but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. Employees will not form social or romantic relationships with students, regardless of whether or not the student is 18+ years old.

PHYSICAL EXAMINATION & DRUG TESTING

The Board requires any candidate and employee, as a condition of employment, to submit a physical examination, controlled substance test, and/or tuberculosis screening, in order to determine the physical capacity to perform assigned duties and indicate there is no evidence of drug use where such use would be unlawful in Wisconsin, regardless of where the candidate used the drugs. Such medical requirements shall be done in accordance with the Superintendent guidelines and Wis. Stat. 118.25.

Fitness for Duty: The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee, and consistent with the limitations imposed by applicable state and federal law and in consultation with legal counsel. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in termination.

POLITICAL ACTIVITY

Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:

- No school employee shall, during hours for which pay is received, or during school sponsored activities, use any time for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- No school employee shall use in any way the classrooms, buildings, property, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- No school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

RESIGNATION

Substitutes will give written notice of resignation to the Human Resources Department.

RESOLUTION OF WORKPLACE CONCERNS

Substitutes shall direct immediate (student/building safety) workplace concerns to respective building principal or their designees. All other concerns should be directed to the appropriate supervisor, program manager, or to Human Resources Department.

SAFETY

All employees must become familiar with building procedures in the event of emergencies such as fire, tornado, intruders, bomb threats, exposure to hazardous material, etc. When drills are staged, every staff member and student must actively participate and follow proper procedures in accordance with the Emergency Procedures Guide.

Every classroom and office will have an Emergency Procedures Guide that outlines response steps for each type of crisis. All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate authority.

Notification of Safety and Health Standards: Wisconsin Statute § 101.055 requires the Wisconsin Department of Commerce to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by federal Occupational Safety and Health Administration (OSHA). A District employee who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the District to conduct an internal review of the matter. Furthermore, the employee may request the Wisconsin Department of Commerce to conduct an inspection.

SOCIAL MEDIA

This defines expectations for District employees who participate in social media (e.g. blogs, Facebook, Twitter, YouTube, etc.), whether the employee identifies themselves as an employee or not. The District would like to ensure that messages are consistent with the image, brand, reputation, values and mission of the District and the District is reflected in a favorable light.

This applies when employees are creating content about the District on their own sites or commenting on other sites. This also applies to District employees who participate in blogs or social media that contain content unrelated to the District. Nothing herein is intended to, or will be construed to, limit or restrict lawful employee communications concerning the terms and conditions of employment.

If an employee communicates on the Internet about the District or School District-related matters, the employee:

- Is subject to all applicable District policies. For example, staff must not share confidential or proprietary information about the District, its students, employees or business..
- Should disclose the employee's connection and role with the District. Make it clear that the employee is speaking on behalf of only the employee and not on behalf of the District.
- Will use good judgment that reflects both the employee and the District in a positive, favorable light, and strive for accuracy in communications. Errors and omissions reflect poorly on the District and may give rise to legal liability for the employee or the District.
- Should be respectful and professional to fellow employees, business partners, competitors and customers. Avoid using unprofessional online personas. Profanity, lewd or disparaging commentary is never appropriate.
- Will use a personal e-mail address as the only means of e-mail identification. Should an employee need to use social media as a requirement of their job, using the employees District email address will be allowed, upon receipt of authorization from administration.
- Is not authorized to represent the organization in open forums on Internet news websites.
- Should consult an administrator or Human Resources if the employee has any questions about what is appropriate to include in a blog, social networking posting or profile or any other Internet location.
- Should report potential violations of this policy or inappropriate commentary about the District on public social media outlets to a supervisor or Human Resources.

The District reserves the right to request that certain subjects are avoided, certain posts are withdrawn and, inappropriate comments are removed. Nothing herein is intended to, or will be construed to, limit or restrict lawful employee communications concerning the terms and conditions of employment.

Employee use of social media exposes the District to a number of legal claims, including but not limited to: defamation, invasion of privacy, harassment (e.g., sexual harassment), misleading endorsements or testimonials when the connection between the District and District employees is not conspicuously communicated, and misappropriation of confidential/trade-secret information. Employees must keep this in mind while accessing social media.

Penalties for violations will vary depending on the nature and severity of the specific violation. An employee may be subject to termination of employment and civil or criminal prosecution under federal and/or state law.

WORKSPACE AND PRIVACY EXPECTATIONS

Employees will have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, District-owned technology devices, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked. The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Under no circumstances shall an unauthorized voice recording be made without the full knowledge of all parties engaged in the discourse.

PROCEDURES FOR SECURING ASSIGNMENTS USING THE CALL-IN SYSTEM

Substitute assignments are secured using a call-in system. Internet and telephone guides will be provided to substitutes giving detailed instructions on how to use the system. The system will provide the specifics of assignments, including the schools, grades and/or subjects, and names of the teachers/teacher assistants who will be absent. Substitutes should indicate either acceptance or rejection of the assignment(s).

- 1) Substitutes can accept assignments online by using their login and password.
- 2) Secure an assignment through the phone system.
 - The call-in system will place automatic calls to substitutes in random order if the assignment has not been filled 48 hours prior to the assignment. The hours that our district has instructed the dialer to call substitutes with posted assignments is 6:00 a.m. – 9:00 p.m.
 - Substitutes can call in to the system to hear a list of available assignments.
 - The substitute's ID and PIN number, which is different than the online login, are needed by the substitute to accept or reject assignments through this method.

PART III – COMPENSATION & BENEFITS

COMPENSATION

The Board shall be responsible for establishing wages on an annual basis for all substitute staff groups.

1. Teacher Substitutes:

- a. Substitutes are paid in half or full day increments.
- b. Short term rate of pay is a daily rate determined annually by the board. Substitutes in the same assignment for 10 consecutive days or less will be compensated with the short-term rate.
- c. Long term rate of pay will be the per diem rate of the step 1 Teacher base wage. A substitute in the same assignment for more than 10 consecutive days, shall be paid the long-term rate starting on the 11th day. If the long-term assignment is known in advance, the per diem rate shall begin on the 1st day.
- d. Early Dismissal: In times of early dismissal, planned or unplanned, substitute staff will be paid for actual hours worked.

2. Support Staff Substitutes: All support staff substitutes will be paid an hourly rate applicable to the assignment/absence they are filling.

PAYROLL

Substitutes will follow the same payroll schedule as less than 12-month support staff.

Direct Deposit: All employees will participate in a direct payroll deposit plan and must indicate the financial institution they desire prior to beginning employment. Direct deposit changes may be made after giving thirty (30) calendar days' notice in writing. Each employee will have access to electronic records indicating all payroll information.

In the event the payroll date falls on a bank holiday, the payroll date will be the preceding day.

BENEFITS

WISCONSIN RETIREMENT SYSTEM (WRS) & LIFE INSURANCE

Per state statute, staff may be eligible for enrollment into the Wisconsin Retirement System and Life Insurance Plan based on the total number of hours worked within a given year.

WORKER'S COMPENSATION

Any employee who is injured while on the job may receive compensation as prescribed by the Worker's Compensation Laws of the State of Wisconsin. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board. Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited to, the following:

- Injuries because of a self-inflicted wound;
- Injuries sustained because of an employee's horseplay;
- Injuries sustained while an employee is engaged in an activity of a strictly private nature;
- Injuries sustained while under the influence of drugs and/or alcohol.

Reference the Accident/Incident Reports section of this handbook for accident/incident reporting procedures.

Acknowledgement Form

To Be Signed and Returned to the Human Resources Department

The District employee handbook describes important information about the School District of Marshfield. I understand that I should consult the Human Resources Department if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the district handbook. I understand that the School District of Marshfield may add new language to the District handbook as well as replace, change, or cancel existing language. I understand that District handbook changes can only be authorized by the Superintendent or Board of Education of the School District of Marshfield.

I understand that drug use on District premises or performing duties of my position while under the influence of drugs and/or alcohol will result in disciplinary action up to and including termination. Employees suspected of being under the influence will be subject to a drug test.

I understand and acknowledge that the District handbook is not a contract of employment or legal document. I understand and acknowledge that the district handbook does not alter my employment status or guarantee employment for any definite period of time. I have received the district handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____