SHAWANO SCHOOL DISTRICT

SUPPORT STAFF HANDBOOK



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Shawano School District
Support Staff Handbook

This Support Staff Handbook is a summary of some of the employment policies, procedures, and rules of the Shawano School District. It has been prepared to acquaint employees with the policies, procedures, and rules, and to provide for the orderly and efficient operation of the District. Most of employee questions will be answered in this Handbook. However, if there are questions regarding the Handbook, or matters that are not covered, they should be directed to the direct supervisor.

This Support Staff Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, or rules contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied. Employment is not for any definite period, unless otherwise set forth in writing by contract or by statute. The Board reserves the right to add, delete or change any or all of the provisions herein as it feels necessary for the good of the District.

EQUAL EMPLOYMENT OPPORTUNITY

The District will not discriminate against any employee or applicant for employment on the basis of age, race, creed, color, sex, marital status, national origin, religion, disability, sexual orientation, citizenship, pregnancy, political affiliation, arrest record, conviction record, military service, use or nonuse of lawful products off the District's premises during nonworking hours, and any other classification protected by state or federal law. See Board Policy 4122 for further details.

DEFINITION OF EMPLOYEES

a. Regular Full-Time:

A regular full-time employee is any employee who works one thousand four hundred forty (1440) hours or more per year.

b. Regular Part-Time:

A regular part-time employee is any employee who works less than one thousand four hundred forty (1440) hours per year.

Any employee who works less than seven hundred twenty (720) hours per year shall not be eligible for employee benefits unless specifically listed in the benefit section.

Employees may also be classified as "School Term", meaning the employee is scheduled to work only during times when school is in session, not including summer school; or as "12 Month Employees", meaning the employee is scheduled to work year-round, including over the summer months as part of their regular employment position.

c. Summer Help:

Employees who are hired to work during the summer when school is not in session (i.e., summer school, special projects). Summer help will utilize a summer pay rate which may be different than an employee's regular rate of pay. Summer help will be hired by mutual agreement between the employee and the District. Summer help hours do not apply toward regular full-time or regular part-time hours. Summer help is considered a separate position that does not apply towards school year days and hours of work.

GENERAL CONDITIONS OF EMPLOYMENT

PAY POLICY

a. **PAYROLL DATES:** Support Staff members will be paid twice monthly on the 15th and last business day of each month.

b. **DIRECT DEPOSIT**: Payroll will be distributed by direct deposit to designated bank account(s)

c. **WAGES:** The District will comply with Federal wage and hour laws and State Statutes as to employee compensation.

PHYSICAL EXAMINATION AND SKIN TUBERCULIN TEST

As a requirement for employment, those employees who will come in contact with children or who handle or prepare food for children as describe in state law (Wis. Stat. 118.25) will be required to have a physical examination, skin tuberculin test, and drug screening prior to the first working day. The cost of the physical examination shall be paid by the school district. The provider will be selected by the District. A special examination may be requested by the Administration whenever an employee shows obvious signs of physical or mental problems that affect his/her performance in the classroom. The employee shall be notified of the reason for the special examination, which may include alcohol and/or drug testing. Such examination will be arranged and paid for by the District.

DAYS AND HOURS OF WORK

This is intended only to provide a basis for calculating work hours and shall not be construed as a guarantee of hours of work per day or per week. Compensation shall not be paid more than once for the same hours of work.

a. **TIME REPORTING:** Personnel will use the True Time system to report time worked for each designated pay period. The time report is to be submitted to the employee's supervisor who will verify the hours and, in turn, submit the report to the payroll specialist for payroll purposes.

b. **WORKDAY HOURS:**
Each employee will have a scheduled workday that best fits the needs of the students and the district. Workday hours will be set by the district and communicated to each employee. Each employee should be fully aware of the workday hours for his/her position, including lunch. Questions may be raised with the immediate supervisor/director of the District Administrator to guarantee no misunderstandings. The District reserves the right to schedule employees, on an occasional basis, outside the parameters of their normal workday when it is deemed necessary to do so. The District will provide notice of such change to the employee affected as far in advance as reasonably practicable.

c. **CHANGES IN SCHEDULE:**
Should it be necessary in the judgment of the employer to establish daily of weekly work schedules departing from the employee's normal workday or work week, notice of such change shall be given to the employee affected as far in advance as is reasonably practicable.

d. **LUNCH:**
Employees who are scheduled full-time will receive a minimum of a thirty (30) minute unpaid lunch break.

e. CALL-IN-TIME:
An employee called back to work after having gone home shall receive a minimum of two (2) hours straight-time pay or pay for the actual time worked, whichever is greater. The District may assign such employee to any work which he/she is qualified to perform during such period.

f. **OVERTIME:**
Employees assigned to work on Sundays shall be paid at the rate of time and one-half (1-1/2) of their regular rate.

All extra hours worked must have prior written approval by the employee's immediate supervisor/director. With prior approval, all hours actually worked over forty (40) hours per week, shall be paid at time and one-half (1-1/2) of employee's regular straight time hourly rate of pay. Time over forty (40) hours per week does not include sick, vacation, or holiday time per the Fair Labor Standards Act.

The employer reserves the right to schedule overtime work as required in a manner most advantageous to the employer and consistent with the requirements of the school district in the public interest.

g. **SCHOOL CANCELLATIONS:**
Support staff will be granted two (2) emergency days to be used in the event they miss work due to school cancellations or closings. Preplanned sick or personal time on an inclement weather day may be reversed out or replaced with emergency leave.

Upon exhaustion of emergency days, school term employees will not be paid for days when school is closed due to inclement weather or other emergencies as determined by the District Administrator. School term employees shall later have the opportunity to make up the day if school is rescheduled. The District may provide additional time on student non-contact days for support staff to make up any missed days due to inclement weather.

Full-year employees will also receive (2) emergency days to be used in the event they miss work due to school cancellations or closings. Full year employees may choose to use their emergency days or report to work when school is called off for students. If a full year employee has exhausted their emergency days and elects not to report to work, he/she is subject to wage deduction, loss of vacation time, or loss of personal time as selected by the employee. If the employee elects to come in late or leave early, he/she is subject to a wage deduction, loss of vacation time, or loss of personal time as selected by the employee. If the District Administrator sends employees home, because of inclement weather or other emergency, or school is delayed, that portion of the workday covered by the directive will be unpaid or the employee may use their unused personal or vacation time.

MILEAGE PAYMENTS
Where employees are required to use their personal vehicles for school purposes, they will be reimbursed for such use at the prevailing IRS allowable mileage rate, after a voucher has been properly submitted to the Business Manager upon written approval of the building principal. Vouchers must be submitted no later than on a quarterly basis in order to be paid.

LICENSE
The District will shall pay the cost of DPI certification for special education aides where such certification is required by the Employer for the job assigned to the employee and is pre-approved by the Employer.

SICK LEAVE

a. Sick Days:

Employees will be provided sick leave at a rate of (1) day per full month of employment to a maximum accumulation of Two Hundred Ten (210) days. Sick leave will be kept in hours based on the employee's normal work day and prorated accordingly. Summer help employees (i.e., summer school) are not provided sick leave benefits. Sick leave may only be accumulated and retained by continuous service personnel. Such sick leave will be accessed only when the employee is ill, or a dependent family member of employee is ill, or as stipulated in other parts of this handbook. The District may require a doctor's excuse to verify a sick leave request. Any employee obtaining sick leave benefits by fraud, deceit, or falsified statement shall be subject to disciplinary action. Upon retirement, employees will receive $40.00 per day for unused sick leave up to Two Hundred Ten (210) days when notification of retirement is received by February 1st. Employee will receive $35.00 per day when notification of retirement is received by April 1 for unused sick leave up to Two Hundred Ten (210) days. Funds will be deposited in an employee's 403b or 457 plan.

Upon exhaustion of sick leave, absences outside of a certified FMLA protected absence may be designated as unexcused and subject to disciplinary action. Staff members may use up to two (2) doctor's notes within one (1) school year to excuse an absence if sick leave is exhausted. For unexcused absences, the staff member will be responsible for the employer portion of the benefit premium for that day.

Unused sick leave may accumulate to a total of Two Hundred Ten (210) days. Once 210 days of sick leave has been accumulated, (12) days of sick leave will still be granted however it will not roll over into the next year. Sick leave may only be accumulated and retained by continuous service personnel. Such sick leave will be accessed by the employee when the employee is ill, or a dependent family member of employee is ill, or as stipulated in other specific provisions of this handbook. If an employee has an approved FMLA for the care of a covered relation that is not a dependent, they may use up to (2) weeks of sick leave.

Staff members may not use sick leave within two weeks' notice of resignation.

b. Advance Notice and Use

In the event that any employee is aware in advance that sick leave benefits will be needed or due, it shall be the duty of the employee to notify the superintendent/or designee as far in advance as possible in writing of the anticipated time and duration of such sick leave, the reason for requesting such sick leave and medical certification that the support staff member will be unable to perform his/her normal work function. Staff members will be required to begin using sick leave on the date which their treating health care provider certifies that they are medically unable to perform their normal duties. An employee on sick leave is required to notify the superintendent/or designee at the earliest possible time of the anticipated date on which the employee will be able to resume his/her normal duties.

c. Notification procedures

For foreseen absences, staff members should notify their building administrator as soon as possible. For unforeseen absences, staff members should have their absence submitted in Frontline by 6:30am of the date of absence in order to properly prepare for coverage for the absence. It is understood that there are times when this is not possible, however consistently reporting absences after the 6:30am deadline may result in disciplinary action.

d. Medical Certification

The District may require a certificate from the staff member's treating health care provider that an employee on sick leave is medically unable to perform his/her normal duties and the District may require such medical certification from time to time until the employee returns to his/her normal duties. In the event that an employee on sick leave fails to return to work as soon as he/she is medically able to perform his/her professional duties, he/she may be deemed to have resigned his/her position with the District and to have waived all employment rights. Sick leave benefits under this provision shall be paid to the employee on sick leave only for the actual service days and/or school days missed due to medical inability to perform his/her normal duties.

ABSENCES OTHER THAN SICK LEAVE

a. Funeral Leave

Up to three (3) days of funeral leave may be granted per year per occurrence in the event of the death of immediate family. Immediate family member to include: Spouse, parent, sibling, child, grandparent, grandchild; in-laws or step- of aforementioned; domestic partner.

One (1) day of funeral leave per occurrence for all other relation outside of immediate family.

b. Dependent Childcare

Dependent Care leave may be utilized for the illness of dependents. Any leave granted for dependent care will be deducted from accrued sick leave and coordinated with FMLA as applicable.

c. Individual Personal Leave

A staff member may use one (1) personal day a year, or two (2) personal days after five (5) Years of continuous service in the District, to conduct any matters they deem necessary; limited to these guidelines.

No more than two (2) staff members at any worksite will be allowed to use this personal day on any given day.

No staff member will be allowed to utilize this personal day(s) on Inservice Days (as on the school calendar), Professional Development Days or District testing days.

Staff members will need to have prior approval and give at least twenty-four (24) hours' notice to their immediate supervisor when using their personal leave day. Individual Personal Leave Days may accumulate to a total of two (2) days and after 5 years of continuous service to the District accumulate to a total of three (3) days. Unused personal days available at the time of separation from employment for any reason will not be paid out unless the Board otherwise agrees.

Personal leave cannot be used within two weeks' notice of resignation.

d. Jury-Court Leave

If a staff member is subpoenaed to appear before a court or tribunal, through no issue or fault of his/her own, or is required to perform jury duty, that support staff member should receive his/her regular pay for those days upon prior approval from the District. If a staff member performs jury duty/subpoena and receives his/her regular salary, he/she shall remit any pay he/she receives for jury duty/subpoena back to the District. The employee will also need to turn in a Jury Duty Verification Form completed by court personnel.

e. Authorized Leave Without Pay

Leave without pay may be granted by the Superintendent with recommendation by the principal for those occasions which are not disruptive to the normal operation of the school. Authorized leave requires a notification to be given to the building administrator immediately in the event of an unanticipated situation or one week in advance of an anticipated situation by following the appropriate notification procedures. All personal leave must be used before Leave Without Pay will be granted. Unauthorized leave without pay may lead to disciplinary action.

e. Unauthorized Absences

Abuse or fraudulent use of any of the various leave provisions may result in loss of pay, suspension without pay, or discharge. Employees must receive prior approval from their supervisor before absenting themselves from work.

f. FMLA: The District agrees to provide all leave benefits required under the Wisconsin Family Medical Leave Act, Section 103.10 Wis. Stats., as it may be amended from time to time and the federal FMLA. The benefits provided shall run concurrently with any required leave under Section 103.10 Wis. Stats. to the extent allowed by law. Leaves shall be consistent with the District FMLA policy.

a. Basic leave entitlement:

The federal FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

b. Military family leave entitlements: Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

i. The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

ii. Paid time off for an employee and/or their family' military leave is outlined in Board Policy 3431.01

c. Benefits and protections during FMLA leave: During FMLA leave, the company will maintain the employee's health coverage under any "group health plan" on the same

terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

iii. Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee's leave.

d. Employee eligibility: The FMLA defines eligible employees as employees who (1) have worked for the company for at least 12 months; (2) have worked for the company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of company worksites that, taken together, have a total of 50 or more employees.

e. Definition of "serious health condition:" A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

iv. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of "continuing treatment."

f. Use of leave: An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis. Shawano School District administers FMLA based on the calendar year.

g. Substitution of paid leave for unpaid leave: Shawano School District requires employees to use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employees' own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, employees must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active-duty status in support of a contingency operation.

If an employee has an approved FML for the care of a covered relation that is not a dependent, they may use up to (2) weeks of sick leave.

h. Employee responsibilities: Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, employees must provide notice as soon as practicable and generally must comply with the company's normal notification procedures. The company may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.

Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The company also may require a second and, if necessary, a third opinion (at the company's expense) and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work. The company also may delay or deny approval of leave for lack of proper medical certification.

i. Company responsibilities: The company will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, the company will provide a reason for the ineligibility.

The company will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the company determines that the leave is not FMLA-protected, the company will notify the employees.

j. Other provisions: Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the company has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

k. Military Leave: Any support staff member who enters service in any of the armed forces of the United States shall, upon termination of such service by honorable discharge or evidence of good standing, be entitled to reemployment in accordance with provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 and other applicable federal and state laws.
Please see Board Policy 3431.01 for full Military Leave Policy.

HOLIDAYS:

Twelve (12) month employees are entitled to the following paid holidays:

Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Good Friday
Memorial Day

Ten (10) month employees are entitled to the following paid holidays:

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day

New Year's Day
Good Friday
Memorial Day

School term employees are entitled to the following paid holidays:

Labor Day
Thanksgiving Day
Christmas Day
New Year's Eve Day
New Year's Day
Good Friday
Memorial Day

VACATION

All twelve (12) month regular full-time or twelve (12) month regular part-time employees working 20 or more hours per week for a full calendar year shall be entitled to vacation as follows:

Years of Service	Vacation
1	10 days
5	15 days
10	20 days

Vacation pay shall be computed at the employee's regular scheduled hours at the employee's regular hourly straight time rate of pay for each week of vacation. Vacation days are determined by years of employment. Staff are eligible for a prorated amount of vacation based on their date of hire within their first year of employment. If an employee resigns within their first year of employment, they would not be eligible for a vacation payout.

Employees currently receiving more vacation time than listed above as of the adoption of this handbook will continue to receive their current allotment of vacation while remaining in their current position.

All vacation time shall accrue to the employee on each July 1 based on the number of years of continuous service completed. Vacation may not be carried over from one year to the next and is not paid out upon separation from employment, except as described in this section.

Selection of vacation days must have prior written approval of the employee's immediate supervisor. A minimum of seven (7) days advance notice, in writing, must be filed by the employee with the Superintendent. It is understood that the employer may limit the length of vacation any employee takes at one time and also reserves the right to approve the scheduling of vacations so as not to interrupt the operations of the school district.

An employee who properly resigns or retires from his/her employment with the District (by providing a minimum of two (2) weeks written notice to their supervisor) shall receive vacation pay for any remaining accrued but unused vacation available to the employee for use during the year of resignation or retirement. Employees hired on or before May 31, 2016, shall receive vacation pay upon properly retiring from employment equal to the accrued but unused vacation available to the employee on the date of retirement, and a prorated number of vacation days based on the current year of service provided the employee has worked at least twelve (12) consecutive months. Vacations shall not carry over from year to year.

Should a paid holiday fall during an employee's vacation, his/her vacation period shall be extended one (1) day for each holiday.

Vacation days may be used for sick leave if the employee's sick leave has been exhausted.

BENEFITS:
The District reserves the right to select carriers, administrators, and plans or to self-fund for any insurance benefits provided. Employees employed for more than fifty percent (50%) but less than full-time will have benefits prorated accordingly. If the employee has an assignment less than fifty percent (50%), they do not qualify for benefits. Coverage will commence on the first day of the month after employment. The health and dental insurance benefits described in this manual and the appendix terminate according to the following schedule:

- If an employee resigns or is terminated, the District coverage shall cease at the end of the month the resignation or termination becomes effective.

- If an employee resigns or is terminated who has maintained employment for the duration of the entire the school year, his/her insurance coverage shall terminate as of August 31st.

In the event there is any inconsistency between the actual plan documents and this handbook or Appendix Benefits Pages, the plan documents control.

a. Health Insurance: Group health insurance will be available to those meeting eligibility requirements. The Board of Education will ensure that the appropriate filing with the IRS will be completed to ensure the insurance premium contribution will be pre-tax pursuant to an appropriate Section 125 Plan or another appropriate vehicle.

If both spouses are employed by the District and are eligible for health insurance, the employees will be eligible for one employee plus one, one family plan, or two single plans. The district will pay eighty-seven point four (87.4%) toward health insurance benefit premiums.

b. Dental Insurance: Dental insurance will be available to those meeting eligibility requirements. The District will pay eighty-seven-point four percent (87.4%) toward dental insurance benefit premiums.

c. Life Insurance: The board will make life insurance of $50,000 available to those meeting eligibility requirements. The District will pay the full premium for each staff member participating in the District group life insurance program.

d. Long-Term Disability Insurance: The District will pay the full premium for each staff member meeting eligibility requirements.

e. Workers' Compensation: The District will provide Workers' Compensation insurance coverage as required by law.

Workers' Compensation Payment Procedure: Because the Shawano School District believes it is important for employees to be at work, the district will implement the following procedures if an employee would qualify for compensation through Workers' Compensation.

1. If there is light duty available and it meets the restrictions set forth by the doctor, the employee will be at work and perform that light duty assignment and receive their regular rate of pay.

2. If the employee is unable to perform the light duty assignment or there is no light duty assignment available for the employee, the employee will then receive Workers' Compensation pay as required by law through Workers' Compensation.

f. Tax Sheltered Annuity (TSA) or 457 Plan A TSA program will be available to support staff members in accordance with the District's 403(b) program. Tax sheltered annuities will be limited to no more than five (5) companies that meet Internal Revenue Service (IRS) criteria.

The District may limit the number of companies available.

g. Limited Flex Benefit Plan: A Limited Flex Benefit Plan will be made available to eligible support staff members for daycare and additional qualifying health related costs.

For detailed information on the District's limited flex benefit plan please refer to the employee section on the District's internet home page.

h. Wisconsin Retirement System: The District will comply with the requirements established by State Statute and the Department of Employee Trust Funds for contributions to the Wisconsin Retirement System (WRS).

POST-EMPLOYMENT BENEFIT:

The term "Retirement" or any variation (i.e. retire, retired, etc.) as used anywhere in this handbook shall mean the voluntary termination of employment with the District that is accepted by the Board if required and is to take effect on or after the date on which the employee attains the age of 55 years.

Post-employment benefits in this section become vested only when the employee actually retires from employment and meets all other qualifications.

TIER I -- Employees eligible to retire prior to the 2019-20 school year.

Full-time active employees who are the named insured in the district's health plan and have reached the age of 55 or above and have a minimum of 18 consecutive years of service in the district are eligible to retire under this tier.

Support staff employees scheduled to work one thousand four hundred forty (1440) or more hours in each of the district's fiscal year's for the requisite qualifying period of service will be eligible for full retirement benefits. Support staff employees scheduled to work on average fewer than 1440 hours per year over the requisite period of service, will have retirement benefits prorated accordingly. Support staff employees scheduled to work less than seven hundred twenty (720) hours during the district's fiscal year will not qualify for retirement benefits.

The District will contribute the equivalent of the current annual single health insurance premium equivalent less the employee contribution percentage up to $9,000 into a premium only HRA by September 1 of each year of eligibility for the benefit. The benefit shall be provided for a period of three (3) years following retirement.

Benefit will begin immediately upon retirement.

Non-full-time employees will be pro-rated accordingly.

TIER II -- Employees eligible to retire starting with the 2019-20 school year.

Full-time active employees who are the name insured in the district's health plan and have reached the age of 55 or above and have a minimum of 15 consecutive years of service in the district are eligible to retire under this tier.

Support staff employees scheduled to work one thousand four hundred forty (1440) or more hours in each of the district's fiscal years for the requisite qualifying period of service will be eligible for full retirement benefits. Support staff employees scheduled to work on average fewer than 1440 hours per year over the requisite period of service, will have retirement

benefits prorated accordingly. Support staff employees scheduled to work less than seven hundred twenty (720) hours during the district's fiscal year will not qualify for retirement benefits.

The District will contribute the equivalent of the current annual single health insurance premium equivalent less the employee contribution percentage up to $9,000 into a premium only HRA by September 1 of each year of eligibility for the benefit. The benefit shall be provided for a period of two (2) years following retirement.

Benefit will begin immediately upon retirement.

Non-full-time employees will be pro-rated accordingly.

GENERAL RULES OF CONDUCT:

To ensure the best possible work environment, Shawano School District expects staff to follow rules of conduct that would protect the safety and interests of all staff, students, and guests of Shawano School District.

Disciplinary action or termination of employment can be dependent upon numerous factors, including, but not limited to, the severity of the conduct, the frequency of the conduct, the impact of the conduct on the workplace, overall performance, and employment history.

The following acts are examples of the types of conduct that are prohibited by Shawano School District. This list is not all inclusive:

- Unauthorized disclosure of confidential information contained in personnel, student or other records of Shawano School District
- Deliberate or willful violation of Shawano School District's equal employment opportunity and harassment policies
- Excessive unexcused absences
- Possession of dangerous or unauthorized materials in the workplace, such as explosives or firearms
- Use and/or possession of illegal narcotics or other dangerous drugs on Shawano School District property, included reporting to work under the influence of drugs.
- Unauthorized use and/or possession of intoxicating beverages, including reporting to work under the influence of intoxicating beverages.
- Abuse, destruction, misappropriation, or theft of Shawano School District's property, computers, leased equipment, and vehicles or the property of other staff
- Disorderly conduct, including fighting, horseplay, abusive or threatening language directed towards staff, students, or others while in the course and scope of SSD business.
- Insubordination, threatening, intimidating, disrespecting, or assaulting a supervisor, co-worker, student, or staff member.
- Leaving the job or work assignment without permission during regularly scheduled working hours
- Failure to work in a safe manner, sleeping on the job, and/or endangering the health of yourself or others.
- Violation of the Use of Tobacco and Nicotine policy: Board policy po3215
- Engaging in illegal, immoral, or indecent conduct on Shawano School District premises
- Misuse of time
- Violation of Board Policy

REDUCTION IN FORCE, POSITION AND HOURS:

The District reserves the right to reduce the number of positions (full reduction) or the number of hours in any particular position (partial reduction). In deciding which positions to reduce or eliminate as well as the individuals affected, the District shall act in the best interest of student

needs and district needs as determined by the Administration.

RESIGNATION:
Employees wishing to leave employment shall submit a resignation in writing to the Building Administrator at least two (2) weeks in advance of their planned departure. It is expected that employees will give as much notice of resignation as possible in order to facilitate recruitment and orientation of new staff. Employees upon leaving employment will be compensated for a prorated, unused vacation if a two-week notice is provided. Time off benefits are not allowed to be used during a two-week notice period.

DISCIPLINE AND DISCHARGE:
An employee may be disciplined or terminated for reasons that are not arbitrary or capricious. Such discipline or termination shall be subject to the District's grievance procedure in effect at the time of such discipline or termination.

Copies of any disciplinary material(s) shall be provided to the employee. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material(s).

HARASSMENT:
The Shawano School District does not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders. It is the policy of the district to maintain and promote a learning environment and working conditions free of any form of harassment or intimidation towards and between students or its employees. This policy prohibits such harassment by any employee, student, parent, or other third party against the District's employees. See Board Policy 4362. The policy provides more detail regarding this matter and provides employees with the appropriate procedures for raising complaints.

DRUG-FREE WORKPLACE
The Board believes that quality education is not possible in an environment affected by illegal drugs or illegal drug use. It will seek, therefore, to establish and maintain an educational setting, which is not tainted by the illegal use or evidence of illegal use of any controlled substance. For further information, see Board Policy 4122.01.

EMPLOYMENT
To more adequately safeguard students and staff members, the Board may inquire into the background of persons recommended for employment or those presently employed by the District.

STAFF CONDUCT
Information Employees are expected to conform to the expectation in Board Policy, Administrative Guidelines, and supervisor directives. Violations of these expectations will subject the employee to disciplinary action in accordance with Board Policy 4139 and Board Policy 4140. Employees subject to discipline or termination of employment may be permitted to file a grievance consistent with Board Policy 4340 – Grievance Procedure.

PROCUREMENT CARD PROGRAM
The district will issue authorized employees procurement cards (PCards) to be used for district purchases. Employees who make unauthorized purchases with district procurement cards will be responsible for full reimbursement to the district, including any administrative fees assessed by the card company. Reference Board Policy 6424.