



SCHOOL DISTRICT OF WISCONSIN DELLS

*Connect • Inspire • Achieve
Everyone. Every day.*

EMPLOYEE HANDBOOK for SUPPORT STAFF

August 24, 2026

TABLE OF CONTENTS

<u>TOPIC</u>	<u>PAGE</u>	<u>POLICY REFERENCE</u>
I. INTRODUCTION		
Introductory Statement	1	
Disclaimer Statement	1	
Governance	2	
Statement of Philosophy	2	Policy 2110
Mission Statement	4	
Chain of Command – Organizational Chart	5	
II. EMPLOYMENT		
Equal Employment Opportunity	6	Policy 4122
Anti-Harassment Policy	7	Policy 4362
Student Supervision & Welfare	8	Policy 4213
Job Descriptions	8	Policy 4120.01
Hiring of Immediate Relatives (Nepotism)	8	Policy 4120
Immigration Reform Act Compliance	8	Policy 4111
Physical Examination	9	Policy 4160
Conflict of Interest	9	Policy 4210
Outside Activities of Staff	9	Policy 4231
Communications and Suggestions	10	Policy 4112
Political Activities	10	AG 4231
Staff Use of Personal Communication Devices	10	Policy 7530.02
III. EMPLOYMENT STATUS AND RECORDS		
Employment Categories	11	Policy 4120
Personnel Files	11	Policy 8320
Personnel File Record Correction	11	Policy 8320
Performance Evaluation	11	Policy 4220
Student Supervision & Welfare	12	Policy 4213
Probation	12	
Aide License Reimbursement	12	
Assignment and Transfers	12	Policy 4130
Assignment Notice	13	
Reduction in Staff	13	Policy 4131
Termination and Resignation	13	Policy 4140

IV. EMPLOYEE PAY AND BENEFITS

Pay Periods	14	Policy 6510
Benefits	14	
Leaves of Absence (extended leave)	14	Policy 4430
Employee Leaves	15	
Employee Sick Leave	15	
Employee Funeral Leave	15	
Family and Medical Leave	17	Policy 4430.01
Vacation	20	
Personal Leave	20	
Military Leave	22	
Jury Duty	23	
Insurance Benefit Continuation	23	
Job-Related Expenses	24	Policy 4440
Group Health Insurance	24	
Group Dental Insurance	25	
Group Term Life Insurance	25	
Group Long-Term Disability Insurance	26	
Short-Term Disability Insurance	26	
IRS Section 125 – Cafeteria Plan	26	
Privacy Protections of Self-Funded Group Health Plans	27	Policy 4419.01
Privacy Protections of Fully Insured Group Health Plans	27	Policy 4419.02
Wisconsin Retirement System	27	
Tax-Sheltered Investment Options	27	

V. WORKING CONDITIONS AND HOURS OF WORK

Drug and Alcohol Use	28	Policy 4122.01
Drug and Alcohol Testing of CDL License Holders	28	Policy 4162
Dress Code	29	Policy 4216
Attendance and Reporting Absences	29	
School Day Cancellation	30	
Absence Reporting Procedures	31	
Work Schedules	32	
Time Clock/Card Procedures	32	Policy 6510
Break and Meal Periods	33	
Working Off Premises	34	
Overtime	34	Policy 6700

V. WORKING CONDITIONS AND HOURS OF WORK, cont.

Compensatory Time	34	
Call-In Time	35	
Building Checks	35	
Weekend Custodial Service		
For Non-District Use	35	
Out-of-Classification Pay	36	
In-service Days	36	
Holidays	37	
Longevity	37	
Bus Driver Bonus	38	
Additional Bus Driver Provisions	39	
Personal Communications	39	Policy 7530.02
Use of Employer Property/Equipment	41	Policy 7530
Use of Personal Property at School	41	
Emergency Closings	41	Policy 8420

VI. SAFETY AND HEALTH

Tobacco Use and Electronic		
Smoking Devices	42	Policy 4215
Training	42	Policy 8452/8453/ Policy 8453.01
Reporting Work-Related Injury	42	Policy 8442

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

Acceptable Use of District Technology,	43	
the Internet and the District's Network		Policy 7540.04
Email	43	Policy 7540.06
Social Media	44	Policy 4213
Texting and Social Media Private		
Messages	44	Policy 1213/4213

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

Staff Discipline	45	Policy 4139
Grievance Procedure	45	Policy 4340
Weapons	45	Policy 4217
Mandatory Reporting	46	Policy 8462

IX. SEVERANCE BENEFITS

X. POST-EMPLOYMENT BENEFITS

Early Retirement	48	
------------------	----	--

XI. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT	49
Appendix A –2018-19 Wage Schedules	50

I. INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for support staff employees including maintenance, custodians, teaching assistants, secretaries, computer technicians, cooks and bus drivers. The provisions described herein are the terms and conditions governing employment in the School District of Wisconsin Dells and compliance with them is required.

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

It is each support staff member's responsibility to read and become familiar with this information and to comply the policies adopted by the Board and/or the administrative guidelines promulgated by the District Administrator that are available electronically on the District website at www.sdwd.k12.wi.us, as well as the rules and regulations contained herein.

If there are questions regarding any of the Board policies and/or administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, support staff members should direct them to their immediate supervisor or the District Office.

DISCLAIMER STATEMENT

None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All support staff employees are employed "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the employee. The District's staff employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract.

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

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook shall control if there are conflicts between the Handbook and any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

GOVERNANCE

The Board of Education for the School District of Wisconsin Dells governs the District solely through its policies. These policies set forth the goals and expectations for the District and define how the Board interacts with the District Administrator. In addition, the Board of Education sets policies regarding its own functions.

The Employment Handbook is approved by the Board of Education in compliance with these policies. The daily operations of the District are under the authority of the District's Administration. The District reserves the right to interpret and apply the terms of the Handbook.

STATEMENT OF PHILOSOPHY

The Board of Education believes that the purpose of education is to facilitate the development of the potential of each student. In a free society, every individual has both the right and responsibility to make choices and decisions for himself/herself and for society. A prerequisite for every member of such a society in meeting those responsibilities is competence in the use of the rational thought processes needed to make intelligent, ethical choices and decisions. If our society, as originally conceived, is to survive and function effectively, its young people need to be prepared to exercise their rights and their responsibilities in ways that benefit them and the society. Likewise, if individuals are to be able to achieve their life goals in a free society, they need to be competent to choose among the myriad alternatives that are and continue to be available to them.

The enculturation process in our society focuses on preparing the young to meet certain expectations and to avail themselves of opportunities to attain personal goals within that society. The District's program should reflect the formal aspect of the enculturation process, and, therefore, needs to focus on both the areas of societal expectations and personal opportunity available in our society.

With regard to societal expectations, people in this society are expected to:

1. be self-sufficient -- that is, to meet their own needs, to the extent they are able, in their own way and without inhibiting others' opportunity to do the same;
2. fulfill their responsibilities to contribute to the "common good" by actively participating in affairs affecting all members of society.

Today there is ample evidence that many students are not learning how to make effective, rational, responsible, or ethical choices or decisions in regard to how they treat their minds and bodies, how they plan their futures, how they cope with frustration, or how they solve personal, social, and economic problems.

The Board and staff believe that the thought and action process involved in taking intelligent, ethical action can be learned just as any other set of procedures can be learned, provided students are given consistent, appropriate opportunities to:

1. see the procedures modeled;
2. learn what the procedures are;
3. practice using the procedures and correct ineffective use of them;
4. apply the procedures to a variety of relevant situations.

The District is committed to ensuring equitable provision for such opportunities and to the applications of these processes to achieving the other educational goals associated with the District's mission.



SCHOOL DISTRICT OF WISCONSIN DELLS

Multi-Year Strategic Plan

Adopted: 2024

OUR MISSION

**Connect. Inspire. Achieve.
Everyone, Every Day.**

OUR VISION

**Academic and Individual
Excellence for a Stronger
Community.**

DISTRICT'S STRATEGIC OBJECTIVES

STUDENT GROWTH AND ACHIEVEMENT

Leverage our Professional Learning Community (PLC) to deepen the implementation and consistency of our guaranteed and viable curriculum.

Connect with all students to understand their passions so we can engage and inspire them to achieve.

PROFESSIONAL GROWTH AND LEADERSHIP

Deepen our commitment to teacher leadership and mentoring to provide comprehensive pathways for all educators to effectively guide and inspire each other.

Provide training for staff to become better facilitators/leaders.

DISTRICT AND COMMUNITY ENGAGEMENT

Conduct an annual review of the current communication process across the district, including direct parent communication, social media, newsletters, etc.

Create expectations of use and train staff to effectively keep families informed.

FACILITIES, FINANCE, AND OPERATIONS

Present an annual comprehensive long-term capital improvement strategy that includes an annual review of Fund-46 to ensure clean, healthy, and safe environments.

This plan should support staff in delivering student-centered services while upholding financial accountability.

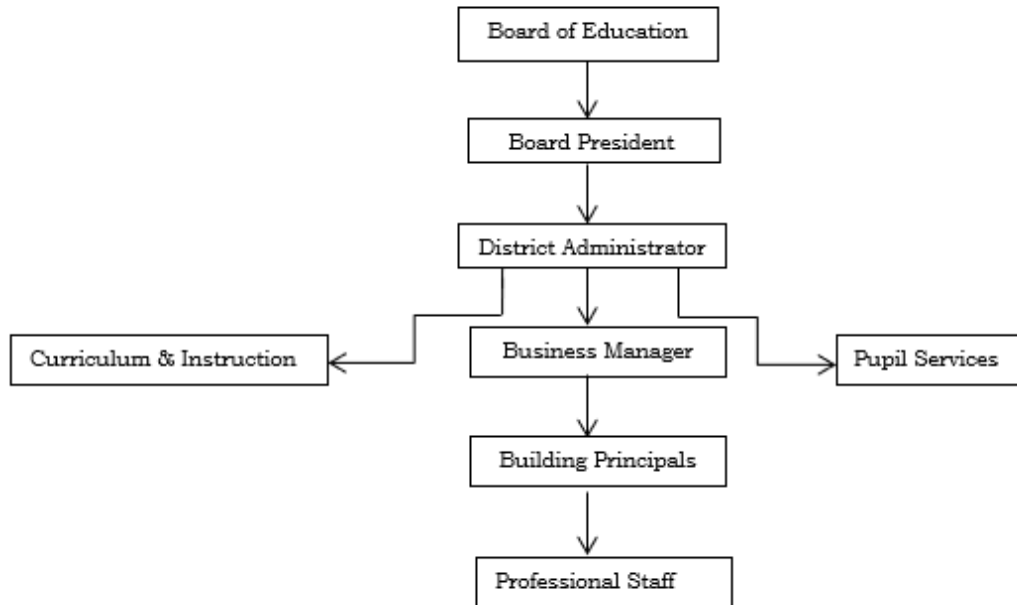
OUR BELIEFS

- We set high academic standards, deliver a guaranteed and viable curriculum in every classroom, and believe all students will be successful.
- We value adult learning as it empowers educators to engage in effective and equitable instruction practices that enhance student learning.
- We implement evidence-based practices, pursue innovative ideas, and embrace the application of current technologies.
- We collaborate with families and partner with local organizations to develop a stronger community for the benefit of all students.
- We provide physical environments to facilitate high levels of learning and serve the needs of all students.

CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District.

(See also Policy 4112– Board-Staff Communications)



II. EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

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

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

- Policy 4122 Nondiscrimination and Equal Employment Opportunity
- AG 4122 Nondiscrimination and Equal Employment Opportunity
- AG 4122 Federal Regulations for Section 504 34 CFR Ch. 1 (7-1-88 Edition) Subpart B – Employment Practices
- AG 4122b Complaint Procedures for Nondiscrimination and Equal Opportunity/Access
- AG 4122c Comparative Analysis of Employment Related Provisions of ADA and Section 504

ANTI-HARASSMENT POLICY

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

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

Harassment consists of unwelcome conduct, based on race, color, national origin, age, sex (including transgender status, change of sex, ~~sexual orientation~~, or gender identity), sexual orientation, pregnancy, creed or religion, genetic information, handicap, or 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. Additionally, the Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

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

For more information employees shall refer to:

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

STUDENT SUPERVISION AND WELFARE

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline, up to and including discharge.

JOB DESCRIPTIONS

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

For more information regarding job descriptions, support staff employees shall refer to Policy 4120.01 – Job Descriptions. Further, if a copy of a job description is required or desired, the employee shall request a copy from the District office.

HIRING OF IMMEDIATE RELATIVES (NEPOTISM)

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

Policy 4120 - Employment of Support Staff

IMMIGRATION REFORM ACT COMPLIANCE

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

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

Policy 4111 - Creating a Position

PHYSICAL EXAMINATION

Prior to completing the hiring process, all new employees are required to have a physical examination, which includes a tuberculin screening questionnaire, and because the positions in the District are safety sensitive in that they supervise and/or interact with minor children, new employees must also pass a test for controlled substances. The results of such test must indicate there is no evidence of non-prescribed (illegal) drug use. Any individual who refuses to submit to or fails to pass the post-offer, pre-employment drug test shall be rejected for hire and shall be disqualified for hire in the future. The District shall pay for the physical exam, tuberculin test and drug test. The District will contract with a provider for the physical, tuberculin test and drug test. If the physician prescribes a chest x-ray, the District shall pay for it. The physician will furnish the District with the results of the exam, tuberculin test and/or chest x-ray, and drug test. Employees will be notified of the results of the medical examination upon receipt.

Policy 4160 - Physical Examination

CONFLICT OF INTEREST

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

Policy 4210 Staff Ethics

OUTSIDE ACTIVITIES OF STAFF

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

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

Policy 4231 - Outside Activities of Support Staff

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Support staff members should refer to the detailed procedure regarding communication set forth in

Policy 4112 Board-Staff Communication

POLITICAL ACTIVITIES

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

AG 4231 – Participation in Political Activities

STAFF USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCDs") has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee, the employee is responsible for using the device in a safe and appropriate manner.

Policy 7530.02 - Staff Use of Personal Communication Devices

III. EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

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

PERSONNEL FILES

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

PERSONNEL FILE RECORD CORRECTION

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

PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation. This program shall focus upon the early identification of specific areas in which the support staff member needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with State statutes and Policy 4220 – Staff Evaluation.

STUDENT SUPERVISION AND WELFARE

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

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

PROBATION

1. All newly hired employees shall be on probation for a period of six (6) months.
2. For the purposes of this Section, for a month to count toward the probation period, the probationary employee must be in paid status for at least ten (10) workdays in the calendar month.
3. If an employee quits or is terminated during the probation period, no sick leave, vacation, or other benefits shall be due him or her.
4. Health insurance coverage, paid holidays, personal leave and sick leave are made available to employees on the first (1st) of the month following completion of thirty (30) calendar days of employment.

AIDE LICENSE REIMBURSEMENT

Any person employed by a Wisconsin public school as a special education program aide must hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit. Special education program aide licenses are valid for five years. Newly hired special education teaching assistants that do not hold such a license must apply for one promptly via the DPI website. The District shall reimburse the employee or directly pay for the license upon employment.

ASSIGNMENT AND TRANSFERS

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

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

ASSIGNMENT NOTICE

Annually, prior to August 15, the District shall provide support staff employees with written notice of their anticipated work assignment for the ensuing school year.

REDUCTION IN STAFF

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

TERMINATION AND RESIGNATION

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

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

Policy 4140 – Termination and Resignation

IV. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

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

1. A standard work week runs from 12:01 a.m. Sunday through midnight on the following Saturday.
2. Paydays shall be every other Friday.
3. If a payday falls on a holiday, support staff shall be paid on the preceding weekday.
4. Support staff shall be paid by direct deposit.
5. Support staff members may not carry over more than one hundred twenty (120) days from one school year to the next school year. At the end of each school year, the District shall pay each support staff member at the rate of \$60.00 per day for each sick leave day beyond the maximum one hundred twenty (120) sick leave days. Such payment shall be included in the support staff member's final paycheck for the school year.
6. Support staff will access their payroll advice of deposit report through Skyward Employee Access for viewing or printing.
7. If technical problems prevent support staff from accessing their advice of deposit within two (2) business days of the pay date, they shall be provided the information by the Business Office upon individual request.
8. If an employee would like to change their direct deposit information, an employee can obtain an ACH Direct Deposit form at the Central Office.

BENEFITS

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

LEAVES OF ABSENCE (extended leave)

Any support staff member may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves consisting of four (4)

or more days shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave.

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

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

EMPLOYEE LEAVES

EMPLOYEE SICK LEAVE

1. Non-probationary employees shall be entitled to paid sick leave at the rate of one (1) day per month of employment, cumulative to one hundred twenty (120) days.
2. Non-probationary regular full-time employees will receive a full year's allocation of sick leave on July 1. An employee's annual sick leave allocation will be adjusted in accordance with the one (1) day per month of employment entitlement if the employee terminates his/her employment with the District prior to the following July 1, and such an adjustment will result in a pay deduction when an employee has used more sick leave than he/she has earned.
3. Non-probationary regular part-time employees will receive a full year's allocation of sick leave on July 1. An employee's annual sick leave allocation will be adjusted in accordance with the one (1) day per month of employment entitlement if the employee terminates his/her employment with the District prior to the following July 1, and such an adjustment will result in a pay deduction when an employee has used more sick leave than he/she has earned.
4. Sick leave is granted for personal illness and the personal illness of spouse, dependent children, adults living in the home, parents, grandparents, and grandchildren.
5. Any employee obtaining sick leave benefits by fraud, deceit or falsified statement may be subject to disciplinary action, up to and including termination.

FUNERAL LEAVE

1. Each employee shall be eligible to take a total of up to five (5) days of funeral leave per school year. Funeral leave is not cumulative. Funeral leave is deducted from the employee's sick leave days.
2. Employees shall follow the procedures described in the Attendance and

Reporting Absences and Absence Reporting Procedures sections to request use of personal leave. In all cases, the District Administrator, at his/her discretion, may approve or deny an employee's request for such leave.

3. Funeral leave is intended to allow the employee to have time off work to attend the funeral or other service/event related to the death of a family member or other loved one.
 - A. For a death in the immediate family (mother, father, stepparent, sister, brother, husband, wife, significant other, child, stepchild, grandchild), from one (1) to five (5) days may be taken.
 - B. For a death of a mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, from one (1) to three (3) days may be taken. If up to two additional days are needed, they may be taken with prior approval of the District Administrator.
 - C. For a death of a loved one or close friend, from one (1) to three (3) days may be taken with prior approval of the District Administrator.
4. Employees are expected to seek advanced approval from the District Administrator to utilize funeral leave. The District recognizes that seeking prior approval may not be possible in certain situations. If the employee fails to notify the District Administrator of the intention to use funeral leave within five (5) days after taking the leave the employee's leave shall be provided on an unpaid basis. They may also be subject to disciplinary action, up to and including termination.
5. Employees may request funeral leave beyond five (5) days in a school year from the District Administrator. Any such leave, if granted, shall be unpaid.
6. In the event of the death of a student currently enrolled in the District, requests by support staff to attend the student's funeral may be granted by the District Administrator conditioned upon the following: The District is able to provide the required coverage of duties of the support staff member without having to hire substitute staff for that purpose. No deduction shall be made from the requesting support staff member's sick days.

FAMILY AND MEDICAL LEAVE

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

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



Wisconsin Family and Medical Leave Act

Section 103.10, Wisconsin Statutes, requires that all employers with 50 or more employees

display a copy of this poster in the workplace.
required to post their particular leave policy

Employers with 25 or more employees are

Under state law all employers with 50 or more permanent employees must allow employees of either sex:

- ☐ Up to six (6) weeks leave in a calendar year for the birth or adoption of the employee's child, providing the leave begins within sixteen (16) weeks of the birth or placement of that child.
- ☐ Up to two (2) weeks of leave in a calendar year for the care of a child, spouse, domestic partner, as defined in § 40.02(21c) or 770.01(1) or parent or a parent of a domestic partner with a serious health condition.
- ☐ Up to two (2) weeks leave in a calendar year for the employee's own serious health condition.

This law only applies to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1000 hours during that 52-week period. The law also requires that employees be allowed to substitute paid or unpaid leave provided by the employer for Wisconsin Family and Medical Leave. Employers may have leave policies, which are more generous than leaves required by the law.

A complaint concerning a denial of rights under this law must be filed within 30 days after the violation occurs or the employee should have reasonably known that the violation occurred, whichever is later.

For answers to questions about the law, a complete copy of the law, or to make a complaint about a denial of rights under the law contact:

STATE OF WISCONSIN
DEPARTMENT OF WORKFORCE DEVELOPMENT
EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE ROOM A100
PO BOX 8928
MADISON WI 53708

Telephone: (608) 266-6860

819 N 6th ST
ROOM 723
MILWAUKEE WI 53203

Telephone: (414) 227-4384

Website: <https://dwd.wisconsin.gov/er/>

The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us.

VACATION

1. The District shall award earned paid vacation to twelve (12) month regular full-time employees on July 1, of each year, in accordance with the following schedule:
 - One (1) week paid vacation after one (1) year
 - Two (2) weeks paid vacation after two (2) years
 - Three (3) weeks paid vacation after eight (8) years
 - Four (4) weeks paid vacation after twelve (12) years
 - Five (5) weeks paid vacation after twenty (20) years
7. For employees hired or transferred to a twelve (12) month position after June 30, 2014, the District shall award earned paid vacation to twelve (12) month regular full-time employees on July 1, of each year, in accordance with the following schedule:
 - Two (2) weeks paid vacation after one (1) year
 - Three (3) weeks paid vacation after eight (8) years
8. Generally, employees must be employed in the District for one year before they are eligible for earned paid vacation.
9. Employees who begin work in the District prior to January 1, but after July 1, shall be given one full year credit in the calculation of earned paid vacation.
10. Employees who begin work in the District on or after January 1, shall receive no credit in the calculation of earned paid vacation for work performed between January 1 and June 30, in their first year of employment.
11. Employees must have their use of earned paid vacation approved in advance by the District Administrator.
12. Earned paid vacation shall be used in the year it is awarded.
13. The District reserves the right to limit the number of employees in any given classification who may take vacation at the same time to three employees per classification. Vacation requests shall be approved on a first-requested basis.

PERSONAL LEAVE

1. Employees who have completed the school year as an active employee and who have not used their allotted day of personal leave for the school year prior to the last day of instruction for students, may be paid out for the personal leave day at their regular per diem rate, upon request. Such payment shall be included in the employee's last paycheck for the school year. If the employee does not submit a written request for payment by

June 15, the District shall convert the personal leave day to sick leave and add it to the employee's sick leave account.

2. Employees shall follow the procedures described in the Attendance and Reporting Absences and Absences Reporting Procedures sections to request use of personal leave.
3. Employees must request personal leave, as far in advance as possible, normally no less than ten (10) calendar days.
4. Employees requesting personal leave shall provide a reason upon submitting a request.
5. The District Administrator has the discretion to approve or deny requests for personal leave. Some of the reasons why such a request may be denied, in but are not limited to:
 - A. When such requests exceed 5% of the support staff;
 - B. When used for a personal holiday; or
 - C. when used to extend a scheduled vacation period. Scheduled vacation periods include, the summer vacation, winter break, spring break, Thanksgiving break, and Memorial Day.
6. Personal leave may not be used in combination with unpaid leave to extend any of the above-listed vacation periods.
7. Employee requests to use personal leave in the month of May shall be denied unless there is good cause.
8. Employees who have completed the school year as an active employee and who have not used their allotted day of personal leave for the school year prior to the last day of instruction for students, may be paid out for the personal leave day at their regular per diem rate, upon request. Such payment shall be included in the employee's last paycheck for the school year. If the employee does not submit a written request for payment by June 15, the District shall convert the personal leave day to sick leave and add it to the employee's sick leave account.

MILITARY LEAVE

1. The District shall provide military leave in accordance with State and Federal Laws. Benefits due employees while on voluntary or involuntary military leave will be determined by applicable State and Federal laws and only those benefits as required by such laws will be provided. If State and Federal laws are not applicable to a specific benefit, no such benefit will be provided.
2. If a state of emergency is declared and an employee is called to active military duty, up to ten (10) days of military leave with pay will be provided by the District.
3. Group hospitalization insurance coverage shall be continued for an employee and for the dependents of an employee until said employee has come under military coverage.
4. Military Leave. The state and federal laws governing military leave are intended to ensure that employees who serve or have served in the Armed Forces, Reserves, National Guard or other "uniformed services:" (1) are not disadvantaged in their civilian careers because of their service; (2) are promptly reemployed in their civilian jobs upon their return from duty; and (3) are not discriminated against in employment based on past, present or future military service. This Employee Handbook provision governs unless in contradiction with federal or state law.

Military leave is available for employees, who are members of a state or federal military branch or reserve unit, and who require a leave of absence to perform military service duties, which includes the service, training, and/or an emergency response associated with the federal military, national guard, state guard, or other uniformed service are entitled to leaves of absence, pursuant to state and federal military leave laws, e.g., USERRA.

Employees who wish to take paid or unpaid military leave must submit a written request for leave immediately or as soon as practicable after receipt of official notice to report to duty. A request for military leave must include written documentation of the employee's impending service duties, unless military necessity prevents the giving of notice or notice is otherwise impossible or unreasonable. The employee's request must include the length of leave requested and whether it is intermittent or continuous.

Such military leave shall be provided to employees on an unpaid basis, except as provided herein.

- a. For the first ten (10) days of military leave required during the

fiscal year, the employee shall be paid by the District. Such leave shall not be deducted from the employee's other accrued paid.

- b. For any military leave required beyond ten (10) days during each fiscal year, an employee may use his/her accrued paid leave, if any, to continue compensation.

For purposes of providing compensation to employees taking military leave, the District shall provide such compensation to employees on military leave by paying the difference between the employee's regular pay and any compensation received by the employee for the leave day, to ensure the employee's pay during their absence is the same as they would receive during their civilian employment. If the stipend received is equal to or greater than the pay of their civilian employment, the District shall issue no payment to the employee for military leave.

JURY DUTY AND WITNESS

1. Any employee subpoenaed for jury duty or as a witness shall be paid his/her regular wages and shall turn over any monies, excluding the mileage allowance, received as a result of such jury or witness service.
2. If an employee is called for jury duty and does not serve, he/she will return for the balance of his/her work day.
3. No overtime shall be paid as a result of jury duty.

INSURANCE BENEFIT CONTINUATION

1. While on FMLA/WFMLA approved paid or unpaid leave, employee is responsible for the employee's share of premiums for health and dental benefits.
 - A. Cost of the employee's share of the premiums for such benefits for duration of paid FMLA leave will be deducted from employee's pay check(s) during the leave.
 - B. Cost of the employee's share of the premiums for such benefits for duration of unpaid FMLA leave may be prepaid or will be deducted from employee's pay check(s) following return from leave.
 - C. Benefits will be maintained as long as employee makes timely payments during unpaid leave of absence.
2. While on non-FMLA/WFMLA approved paid leave, employee is responsible for the employee's share of the premiums for health and dental benefits.

- A. Cost of the employee's share of the premiums for such benefits for duration of paid FMLA leave will be deducted from employee's pay check(s) during the leave.
3. While on non-FMLA/WFMLA approved unpaid leave, employee is responsible for the full cost (employee and employer shares) of the premiums for health, dental, basic life and long-term disability insurance benefits.
 - A. Cost of benefits for duration of unpaid leave will be deducted from employee's pay check(s) following return from unpaid leave.
 - B. Benefits will be maintained as long as employee makes timely payments during unpaid leave of absence.

JOB-RELATED EXPENSES

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

Policy 4440 – Job-Related Expenses

GROUP HEALTH INSURANCE

1. Regular full-time employees, who work thirty (30) or more hours per five-day work week, for nine (9) or more months per year, are eligible to participate in the District's group health insurance plan.
2. The District will contribute an amount equal to 82.4 percent of the monthly premium of the lowest priced plan offered towards the single or family health insurance premium of the group health insurance plan.
3. Support staff who participate in a District-approved biometric health screening shall receive a five percent (5%) credit on their share of the monthly group health insurance premium.
4. High Deductible – Health Savings Account:
 - A. The District shall provide a Health Savings Account (HSA), to provide subscriber reimbursement for eligible incurred medical expenses, at a rate of \$1,280 per benefit plan year for single plan subscriber and \$2,560 per benefit plan year for family plan subscriber.

- B. In order to preserve employee confidentiality and adherence to all applicable state and federal laws and regulations, the District shall employ a qualified third-party administrator to administer the Health Savings Account.
 - C. Each individual subscriber shall be responsible for any fees associated with the operation of his/her individual health savings account.
 - D. Upon the death of the subscriber or former subscriber, any remaining balance in the subscriber's individual health reimbursement account shall become the property of his/her surviving spouse or IRS-qualified dependent. If there is no surviving spouse or IRS-qualified dependent, the remaining balance shall revert to the District.
- 5. The District reserves the right to change the health insurance carrier and/or the type of health insurance benefits offered at any time.
 - 6. The effective date for group health insurance coverage for new employees will be the first of the month following sixty (60) calendar days of employment.

GROUP DENTAL INSURANCE

- 1. Regular full-time employees, who work thirty (30) or more hours per five-day work week, for nine (9) or more months per year, are eligible to participate in the District's group dental insurance plan.
- 2. The District shall pay seventy percent (70%) toward a single dental insurance plan and sixty-five percent (65%) toward a family dental plan for regular full-time employees.
- 3. The District reserves the right to change the dental insurance carrier and/or the type of dental insurance benefits offered at any time.
- 4. The effective date for group dental insurance coverage for new employees will be the first of the month following sixty (60) calendar days of employment.

GROUP TERM LIFE INSURANCE

- 1. Employees shall have the opportunity to be covered by group life insurance.
- 2. The amount of insurance on the life of each employee shall be equal to his or her annual salary for regularly scheduled work and rounded to the nearest \$1,000.
- 3. The employee shall pay the basic premium amount determined by the insurance company.

4. The District will pay an additional amount equal to twenty percent (20%) of the basic premium amount to provide post-retirement life insurance for each employee if the employee retires from the District and continues the life insurance policy until age 65.

GROUP LONG-TERM DISABILITY INSURANCE

1. The District will pay 100% of the monthly group long-term disability insurance premium for support staff employees who work twenty (20) or more hours per week and enroll in the District's group long-term disability insurance plan.
2. Long-term disability insurance benefits begin after the support staff employee has been totally disabled for ninety (90) calendar days and will pay ninety percent (90%) of gross salary.
3. The District reserves the right to change the insurance carrier and/or the type of insurance at any time.

SHORT-TERM DISABILITY INSURANCE

1. This is a voluntary short-term disability insurance plan.
2. The employee pays 100% of the premium.
3. The short-term disability insurance plan coordinates with the District's long-term disability insurance. Benefits begin on the 1st day of absence following an injury and the 4th day of absence following an illness.
4. The maximum coverage period is ninety (90) days.

IRS SECTION 125 – CAFETERIA PLAN

This plan allows an employee to pay Group Medical and Dental Insurance premiums with pre-tax dollars. This is automatically set up for the employee. If an employee does not wish to participate in the premium conversion portion of the District's cafeteria plan, he/she must inform the payroll & benefits bookkeeper.

Additionally, an employee has the option of contributing pre-tax dollars to limited purpose, dental & vision expenses only and dependent care flexible spending accounts. These are voluntary programs that the employee must elect to participate in each year.

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

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

See also Policy 4419.01 - Privacy Protections of Self-Funded Group Health Plans

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

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

See also Policy 4419.02 - Privacy Protections of Fully Insured Group Health Plans

WISCONSIN RETIREMENT SYSTEM

1. The District will pay the required employer contributions into the Wisconsin Retirement System for all eligible employees.
2. The eligible employee will pay the required employee contributions into the Wisconsin Retirement System as set forth in state statute.

TAX-SHELTERED INVESTMENT OPTIONS

The District offers Voluntary Tax-Sheltered Investment Programs.

1. All employees are eligible to make salary reduction contributions into a District-approved tax-sheltered investment plan, subject to limitations set forth by the Internal Revenue Code.
2. Employees may request information regarding the available options from the District's Business Office.
3. A tax-sheltered investment account is automatically set up for each eligible employee with an employee contribution of 2% of the employee's compensation. If the employee wishes to opt out of the tax-sheltered investment plan, the employee must contact the District's Business Office. If the employee wishes to change the employee contribution level, the employee must contact WEA Member Benefits at 1-800-279-4030.

V. WORKING CONDITIONS AND HOURS OF WORK

DRUG AND ALCOHOL USE

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

DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS

The drug and alcohol testing procedure is designed to accomplish the following:

- (a) provide a safe, healthy, productive, and drug-and alcohol-free work place and school environment for all employees and students,
- (b) protect the District and students from losses arising out of or associated with alcohol and controlled substances,
- (c) provide an effective tool for deterrence of substance abuse,
- (d) provide an effective tool for detection of violators,
- (e) ensure efficient operations, and
- (f) satisfy the State and Federal (including the DOT) rules covering employees with commercial driver’s licenses.

The drug and alcohol testing procedure shall test for:

- (a) marijuana;
- (b) cocaine;
- (c) opiates;
- (d) amphetamines; and
- (e) phencyclidine (PCP).

Further, staff can be tested in the following circumstances:

- (a) pre-employment;
- (b) reasonable suspicion;
- (c) random;
- (d) post-accident;
- (e) return-to-duty; and
- (f) follow-up.

For further information regarding the testing procedures of CDL license holders refer to Policy 4162 - Drug Testing of CDL License-Holders.

DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for support staff members.

When on duty, support staff members are expected to dress in a manner that is consistent with the expectations described in Policy 4216 Dress and Grooming.

ATTENDANCE AND REPORTING ABSENCES

Regular and reliable attendance is an essential function of every support staff member's employment with the District. Staff members are expected to report for duty on all scheduled workdays; however, when a staff member must be absent, the following procedure shall be followed:

Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Any absence from the workplace during an employee's scheduled day must be accounted for in Skyward Employee Access using the appropriate reasons. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action, up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action, up to and including termination.

SCHOOL DAY CANCELLATION

When it is necessary to cancel school for conditions unsafe for transporting students including but not limited to excessive snow, ice, fog or for any other unforeseen reasons support staff will have a variety of duties to perform on these days and will be determined by their specific work classifications.

Bus Drivers: Will not report to work and will have the option of using personal leave or sick leave as paid time off (PTO) if the school day is not being made up by students. In the event the District deems it necessary to make up the school cancellation day staff are not eligible to use PTO but will rather work the make-up day.

Computer Technicians: Will report for their regular work hours unless notified by their immediate supervisor. In the event their immediate supervisor notifies them not to report to work they will have the option of using personal or vacation time as PTO.

Custodians: Twelve-month custodians will report for their regular work hours unless notified by their immediate supervisor. School term custodians will be notified by their immediate supervisor if and when they are to report to work. In the event they are not to report to work they will have the option of using personal leave or sick leave as paid time off (PTO) if the school day is not being made up by students. In the event the District deems it necessary to make up the school cancellation day staff are not eligible to use PTO but will rather work the make-up day.

Food Service: Assistant cooks will not report to work and will have the option of using personal leave or sick leave as paid time off (PTO) if the school day is not being made up by students. In the event the District deems it necessary to make up the school cancellation day staff are not eligible to use PTO but will rather work the make-up day.

Head cooks will report for their regular work hours unless notified by their immediate supervisor. Upon completion of their duties their supervisor will dismiss and they will have the option of using personal leave or sick leave as paid time off (PTO) if the school day is not being made up by students. In the event the District deems it necessary to make up the school cancellation day staff are not eligible to use PTO but will rather work the make-up day.

Maintenance: Will report for their regular work hours unless notified by their immediate supervisor. In the event their immediate supervisor notifies them not to report to work they will have the option of using personal or vacation leave as PTO. Secretaries: Secretary-I will report for their regular work hours

unless notified by their immediate supervisor. In the event their immediate supervisor notifies them not to report to work they will have the option of using personal or sick leave as PTO. In the event the District deems it necessary to make up the school cancellation day staff are not eligible to use PTO but will rather work the make-up day.

Secretary-II will report for their regular work hours unless notified by their immediate supervisor. In the event their immediate supervisor notifies them not to report to work they will have the option of using personal or vacation leave as PTO.

Teacher Assistants: Will not report to work and will have the option of using personal leave or sick leave as paid time off (PTO) if the school day is not being made up by students. In the event the District deems it necessary to make up the school cancellation day staff are not eligible to use PTO but will rather work the make-up day.

ABSENCE REPORTING PROCEDURES

Absence reporting is the responsibility of the employee; employees are required to report absences as soon as possible, and all absences must be reported according to District guidelines. Absences must be reported using Skyward Employee Access using the following standards:

Pre-arranged Absences

1. Immediately enter the absence details in Skyward Employee Access and from Skyward Employee Access, link to the District's online substitute tracking and automated calling system to make any substitute requests.
2. Department supervisors make substitute arrangements for bus drivers, computer technicians, cooks, custodians and maintenance employees.

Short-notice Absences (the night before or early the morning of the absence)

1. Secretaries and teaching assistants:
 - A. Enter the absence details in Skyward Employee Access and from Skyward Employee Access, link to the District's online substitute tracking and automated calling system to make any substitute requests, or
 - B. Call or log in to the District's online substitute tracking and automated calling system to make any substitute requests and enter the absence details in Skyward Employee Access the day he/she returns from the absence.

2. Bus drivers, computer technicians, cooks, custodians and maintenance employees:
 - A. Report absences to the department supervisor.
 - B. Employee enters the absence details in Skyward Employee Access the day he/she returns from the absence.
3. If employee needs to leave once arriving at school, employee must contact the building secretary or the department supervisor to report they are leaving and the secretary or department supervisor will arrange for a substitute, if needed.

Professional Absences

1. Secretaries and teaching assistants:
 - A. Request approval for the absence from the employee's building principal in advance.
 - B. Enter the absence details in Skyward Employee Access and from Skyward Employee Access, link to the District's online substitute tracking and automated calling system to make any substitute requests prior to the absence as far in advance as possible.

Bus drivers, computer technicians, cooks, custodians and maintenance employees:

- C. Request approval for the absence from the employee's department supervisor in advance.
- D. Enter the absence details in Skyward Employee Access prior to the absence as far in advance as possible.
- E. Department supervisors make substitute arrangements.

The District may modify the absence reporting procedures for a particular support staff member(s) in the event that the District is concerned about attendance, absence patterns, theft of time, and/or other misconduct related to attendance.

WORK SCHEDULES

Support staff members are expected to adhere strictly to their established work schedules, unless their immediate supervisor approves a deviation from it.

TIME CLOCK/CARD PROCEDURES

Federal and state laws require that accurate records be kept of time worked by employees. All the time an hourly employee actually spends on the job performing assigned duties or other work-related projects is considered to be time worked. All hours worked by an hourly employee outside the standard

work day and/or standard work week must have prior authorization from the employee's immediate supervisor and the District Administrator.

1. Support staff employees must accurately record their:
 - A. Beginning and ending work time
 - B. Beginning and ending of each unpaid meal period
 - C. Beginning and ending time of any split shift or departures from work for personal reasons
2. Time worked shall be tracked electronically through the Skyward daily.
3. Support staff employees shall record their hours worked by one of the following:
 - A. Logging into Skyward Employee Access and clocking in and out through the True Time Module.
 - B. Clocking in and out on a time clock provided by the District.
4. Skyward will automatically create an unpaid lunch entry mid-day for those employees with a regularly scheduled unpaid lunch.

The support staff employee shall submit their timesheet electronically on a weekly basis to their supervisor, making sure all time off requests for that week have been approved and that all hours to be paid are included in the hours being submitted.

5. Submission of electronic time sheet signifies the employee's agreement that the data recorded is complete and accurate.
6. Once submitted, the employee's supervisor will review and approve an employee's timesheet, which makes the timesheet active in payroll.

BREAK AND MEAL PERIODS

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

1. Employees who work at least three (3) consecutive hours shall be entitled to one (1) fifteen (15) minute break for each shift.
2. Employees who work at least six (6) hours shall be entitled to a second fifteen (15) minute break.
3. Employees may, with supervisor or administrator approval, combine a fifteen (15) minute break with the employee's scheduled lunch break.

In addition, an unpaid meal period will also be provided daily for support staff members who work more than six (6) hours per day.

On days when there is a planned or emergency-related early dismissal of school or a delayed start of school, employees who are working during the school day, with a scheduled lunch break, may be allowed to work through their lunch, with their supervisor's or principal's permission.

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

WORKING OFF PREMISES

1. No administrator or supervisor may assign an employee work to be completed outside the employee's scheduled hours of work
2. No employee may voluntarily complete assigned work outside of the employee's scheduled hours of work.

OVERTIME

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

1. All overtime, except when necessitated by emergency circumstances, shall be approved in advance by the employee's supervisor or administrator and the District Administrator.
2. All hours actually worked over forty (40) hours in one (1) week shall be paid at time and one-half (1½) of the regular hourly wage.
3. There should be no pyramiding of overtime.

Each employee will be advised of his/her classification as an exempt or non-exempt employee upon hire/transfer/reassignment.

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

COMPENSATORY TIME

1. Compensatory time may only be accumulated for work performed at non-district events.
2. Compensatory time is not required but is an alternative to overtime pay for qualified employees that have worked non-district events.
3. In lieu of cash payment for overtime, employees may elect to take compensatory time off at the rate of one and one-half (1½) hours off for each hour of overtime worked for non-district events.
4. Compensatory time off shall be taken at the discretion of the employees, subject to the approval of the appropriate administrator or supervisor.

5. Any employee with unused compensatory time, on December 31, March 31 and June 30, will be paid for his/her unused compensatory time on the next pay date, at the rate of time and one-half for each overtime hour worked.
6. Compensatory time is capped at 240 hours per year.

CALL-IN TIME

1. Employees called in to work at other than a regularly scheduled time shall be entitled to at least two (2) hours' work, or pay therefore, at the applicable overtime rate regardless of the length of time less than two (2) hours which they may work.
2. The two (2) hour minimum shall not, however, apply to hours worked consecutively prior to or consecutively following the employee's regular schedule of hours.
3. It is understood that employees called in early for a particular shift shall be allowed to work until their normal quitting time.

BUILDING CHECKS

1. All boiler and building checks required of employees on Saturdays, Sundays, or paid holidays shall be paid for at the rate of time and one-half (1½).
2. The Employer will make every attempt to schedule such checks ahead on a two to three-month basis so that employees may adequately plan their weekends.

WEEKEND CUSTODIAL SERVICE FOR NON-DISTRICT USE

1. The District's Buildings and Grounds Supervisor will determine when it is necessary to provide custodial services for non-district use of school buildings.
2. When deemed necessary, the District's Buildings and Grounds Supervisor will assign a custodian to the overtime and on-call work.
3. Set-up
 - A. The assigned custodian will open the building and perform the required set-up for the scheduled event or activity.
 - B. The custodian will be compensated at the overtime rate for a minimum of two (2) hours or the full amount of set-up time worked, whichever is greater.
4. On Call
 - A. The District will provide the assigned custodian a District cell

- phone.
- B. The custodian will give the cell number to the event sponsor's on-site representative and be on call during the event.
 - C. The custodian will respond to any emergencies that require custodial service during the event.
 - D. The custodian will be compensated at the rate of \$8 for each hour that he/she is on call.
5. Emergency Call In
- A. When a custodian is called in for a custodial emergency, he/she will be compensated at the overtime rate for a minimum of two hours or the full amount of time worked to rectify the problem, whichever is greater.
 - B. The custodian will not receive the on-call rate while receiving overtime pay.
- Closing
- A. The custodian will return to the building at least 15 minutes prior to the scheduled conclusion of the non-District event or activity, check in with the event sponsor's on-site representative and clean up the school for whatever activities are scheduled for the next day.
 - B. The custodian will be compensated at the overtime rate for a minimum of two hours or the full amount of time worked to clean up and secure the building, whichever is greater.

OUT-OF-CLASSIFICATION PAY

When an employee is directed to substitute for another employee in a higher classification for five or more consecutive days, the employee shall receive the higher rate of pay for hours worked in that classification, retroactive to the first day.

IN-SERVICE DAYS

- 1. All support staff employees shall attend part of a pre-school in-service day as designated by the District Administrator.
- 2. Regular full-time and part-time employees who are regularly scheduled to work only on the days when the students are present in the school building may be scheduled for work on in-service days.
- 3. If work is available for such employees on in-service days, it shall be considered "additional work".
- 4. Bus drivers will be paid per hour pursuant to the extracurricular rate on the Bus Driver Salary Schedule to attend in-service.

HOLIDAYS

Holiday pay will be granted as follows:

1. All full-time twelve (12) month employees will be granted eight (8) paid holidays: Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Good Friday and July 4.
2. School year support staff employees, whether full-time or part-time shall be granted five (5) paid holidays: Labor Day, Thanksgiving, Christmas Day, New Year's Day and Good Friday.
3. A paid holiday, for pay purposes, shall consist of the employee's normally scheduled workday hours.
4. Any employee required to work on any of the above-mentioned holidays shall be scheduled for a different day off in lieu of the named holiday.
5. If a holiday falls on a Saturday or Sunday, another weekday shall be declared the holiday. Such schedule may be determined at the District Administrator's sole discretion.
6. Bus drivers will be paid their normal daily rate for a holiday when it falls on a weekend or other day when school is not in session.
7. To be paid a holiday, the employee must be present or excused the scheduled working day preceding the holiday and also be present or excused the scheduled working day after the holiday.
 - A. "Excused" shall include being off work due to vacation, sick leave, funeral leave, or jury duty.
 - B. In the event sick leave is used on the scheduled working day preceding and/or after the holiday, medical verification shall be required.

LONGEVITY

The Board agrees to provide a longevity payment as follows:

1. Employees with over five (5) years of service shall receive in the month of April of the sixth (6th) year and each year thereafter, a one and

- one-quarter percent ($1\frac{1}{4}\%$) bonus on gross wages of the previous calendar year.
2. Employees with over 10 years of service shall receive in the month of April of the eleventh (11th) year and each year thereafter, a two and one-quarter percent ($2\frac{1}{4}\%$) bonus on gross wages of the previous calendar year.
 3. Employees with over 15 years shall receive in the month of April of the sixteenth (16th) year and each year thereafter, a three and one-quarter percent ($3\frac{1}{4}\%$) bonus on gross wages of the previous calendar year.
 4. Employees with over twenty (20) years of service shall receive in the month of April of the twenty-first (21st) year and each year thereafter, a four and one-quarter percent ($4\frac{1}{4}\%$) bonus on gross wages of the previous calendar year.
 5. This section does not apply to employees hired after July 1, 2017.

BUS DRIVER BONUS

1. In lieu of longevity, a bonus of \$1.25 per trip (a.m., p.m., and kindergarten) will be paid to all regular route drivers at the conclusion of the school year, provided ninety percent (90%) of the assigned runs are completed and they finish the school year as a driver.
2. For drivers with seven (7) or more years of service, the bonus shall be \$1.50 per trip. For drivers with fifteen (15) or more years of service, the bonus shall be \$1.60 per trip. For drivers with twenty (20) or more years of experience, the bonus shall be \$1.70 per trip.
3. If a driver is unable to drive because of an extended illness or disability, the time missed shall not be counted against the annual bonus if a physician certifies that the employee is unable to drive.
4. Drivers will not be considered to be absent if they accept an extra-duty route in lieu of their regular route.
5. If a bus driver has employment outside the school district and such employment prevents the driver from driving a route due to a delayed start or an early release because of inclement weather, then such absences shall not count against the 90% of assigned runs requirement.
6. Any driver who transfers from a regular route to substitute status and then returns to a regular route no more than one year later, will retain the number of years of service earned while on a regular route, however, no additional years of service shall be earned by the employee while on substitute status.

ADDITIONAL BUS DRIVER PROVISIONS

1. Bus drivers will be paid per hour pursuant to the extracurricular rate on the Bus Driver Salary Schedule to attend student discipline hearings. A minimum of one hour will be credited for each attendance.
2. Bus drivers will be assigned to routes developed by the School District and the transportation supervisor.
3. The School District will pay the cost of each driver's physical examination pursuant to the fee schedule as set forth by the Wisconsin Dells Clinic.
4. The School District will pay the cost of each bus driver's license if the driving test is successfully passed.
5. Extracurricular trip drivers shall be reimbursed up to \$8.25 for incurred breakfast meal expenses, when an extracurricular trip begins before 8:00 a.m. and a meal receipt is submitted to the District. Extracurricular trip drivers shall be reimbursed up to \$11.00 for incurred lunch or dinner meal expenses, when an extracurricular trip runs between noon and 1 p.m. or between five and six p.m. and a meal receipt is submitted to the District.
6. All extracurricular trips will be assigned as evenly and fairly as possible among all interested unit employee drivers. Extra-curricular trips that remain open after all unit drivers have been given the opportunity to sign up shall be assigned by the Transportation Supervisor.
7. Whenever a trip requires an out-of-town overnight stay, each driver will be paid at the extracurricular rate while driving with a \$31.32 payment per night for duty-free, non-driving time. All duty-free, non-driving time is not time worked for the purpose of overtime calculation. In addition, the District shall pay the cost of the driver's lodging.
8. Drivers shall be paid for learning routes, including kindergarten routes in summer. Pay shall be at the rate of the route the driver is learning.
9. In the event school is canceled, drivers who arrive for work without having been notified by 6:00 a.m. that school is canceled shall receive pay for their a.m. route.
10. Drug and Alcohol Testing: The employee shall be in paid status at the extracurricular rate for all hours spent undergoing drug or alcohol testing, including travel time.

PERSONAL COMMUNICATIONS

Support staff employees may carry Personal Communications Devices (PCDs) with them while at work including while operating Board equipment, but are subject to the following restrictions:

1. Excessive use of a PCD for personal business during work hours is considered outside the employee's scope of employment and may result

- in disciplinary action.
2. Employees are personally and solely responsible for the care and security of their personally-owned PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personally-owned PCDs brought onto its property.

Policy 7530.02 Staff Use of Personal Communication Devices

USE OF EMPLOYER PROPERTY/EQUIPMENT

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

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

USE OF PERSONAL PROPERTY AT SCHOOL

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

EMERGENCY CLOSINGS

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

VI. SAFETY AND HEALTH

TOBACCO USE AND ELECTRONIC SMOKING DEVICES

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

Policy 4215 - Use of Tobacco by Support Staff

TRAINING

Employees for whom training in the following areas is deemed necessary and appropriate By the District Administrator or his/her designee, shall **include but not be limited to training staff in the following areas to be** trained in:

1. the use of automated external defibrillators (Policy 8452- Automated External Defibrillators),
2. the control of blood borne pathogens (Policy 8453.01- Control of Casual Contact Communicable Diseases),
3. the control of casual-contact communicable diseases (Policy 8450 - Control of Casual Contact Communicable Diseases), and
4. understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (8453- Direct Contact Communicable Diseases)
5. **Mandatory reporting and seclusion & restraint training.**

REPORTING WORK-RELATED INJURY

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

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

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

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

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

EMAIL

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

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

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

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

Employees should be aware of the framework for the proper use of e-mail established in Policy 7540.06 – Electronic Mail and the District Administrator's established guidelines regarding e-mail.

SOCIAL MEDIA

In accordance with Policy 1213-Student Supervision and Welfare and Policy 3213-Student Supervision and Welfare, support staff members are discouraged from engaging students in social media and online networking media. Staff are also reminded that, while they have First Amendment rights to express themselves online, not all social media communications are protected. For example, if the staff member shares confidential or other information obtained through their position in the District or if the staff member fails to ensure that his/her speech will not be perceived as attributable to the District, the staff member may face disciplinary action, up to and including discharge. Furthermore, to the extent the staff member disparages or defames an individual or entity through the staff member's personal use of social media, the District will not be responsible for any legal claims arising out of such actions.

TEXTING AND SOCIAL MEDIA PRIVATE MESSAGES

In accordance with Policy 1213 – Student Supervision and Welfare and Policy 4213 - Student Supervision and Welfare, professional staff members are discouraged from engaging students through text messages or social media private messages. If a staff member communicates with colleagues, students, parents, or anyone else in the staff member's capacity as an employee of the District, the staff member must ensure that a copy of the communication is provided to the District in order to allow the District to comply with the law, including, but not limited to the Public Records Law and the state and federal pupil records laws.

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

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

GRIEVANCE PROCEDURE

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

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

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

WEAPONS

The Board of Education prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the District Administrator.

Policy 4217 - Weapons

MANDATORY REPORTING

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a child by other than accidental means. Each District employee shall also be required to report any serious and imminent threats to the health or safety of a student or school employee or the public.

Policy 8462 Student Abuse and Neglect
Policy 8462.01 Threats of Violence

IX. SEVERANCE BENEFIT

1. Full-time employees who have completed 15 years of continuous service shall be paid thirty dollars (\$30.00) per day for each day of accumulated sick leave upon separation from employment.
2. Part-time employees who have completed 15 years of continuous service shall be paid fifteen dollars (\$15.00) per day for each day of accumulated sick leave upon separation from employment.
3. There shall be no payout under this section for employees who are terminated for just cause, or for those who resign prior to age 57.

X. POST-EMPLOYMENT BENEFITS

EARLY RETIREMENT

1. Employees who retire at or after age 57 and who have at least fifteen (15) years of service to the District shall receive health insurance premium contributions paid by the District. The District shall pay 83.4% of the group health insurance premium for the lowest-priced plan offered.
2. Such payments shall continue for a period of up to four (4) years, or until the retired employee is eligible for Medicare, whichever occurs first.
3. Retirees who participate in an annual District-approved biometric health screening shall receive a four percent (4%) credit on their share of the monthly group health insurance premium.
4. Upon Medicare eligibility, the retired employee shall be permitted to enroll in the District's Medicare Supplemental Insurance program, with the employee paying the full cost, provided such a program continues to be offered by the District's health insurance carrier.
5. Waiver Form: In consideration for the retirement benefits provided pursuant to this section, any eligible employee who retires from the District service must waive any right or claims as permitted by law to back pay, reinstatement, or other damages to which the employee may have under the federal Age Discrimination Act of 1967 (29 U.S.C. § 621 et seq.) as amended by the Wisconsin Fair Employment Act (Wis. Stat. §§ 111.31 and 111.33), as these statutes relate to this section. Such waiver shall be demonstrated only by the employee's signature on a Resignation Agreement and Waiver/Release of Claims form.

XI. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read the School District of Wisconsin Dells' Employee Handbook for Support Staff and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Support Staff may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the Employee Handbook for Support Staff and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is "at-will," and that my employment may be terminated at any time for any reason, with or without cause, and with or without notice, unless otherwise provided by individual contract and consistent with Board Policy.

(Employee Signature)

(Printed Name)

(Date)

2026-2027 Support Staff Wage Schedules

SCHOOL DISTRICT OF WISCONSIN DELLS

2026-27 Wage Schedule: Effective 7-1-2026

Classification	2025-26 Base	2.63%	0	0.5	1	2	5
Custodian [^]	\$18.00	\$0.47	\$18.47	\$19.38	\$20.32	\$21.32	\$22.36
Lead Custodian	\$19.81	\$0.52	\$20.33	\$21.32	\$22.36	\$23.45	\$24.59
Assistant Cook	\$17.22	\$0.45	\$17.67	\$18.54	\$19.44	\$20.39	\$21.39
Head Cook	\$18.78	\$0.49	\$19.27	\$20.20	\$21.19	\$22.22	\$23.31
Bi-Lingual Teaching Assistant	\$20.86	\$0.55	\$21.41	\$22.45	\$23.54	\$24.69	\$25.90
Special Education Teaching A	\$17.89	\$0.47	\$18.36	\$19.26	\$20.19	\$21.18	\$22.21
Teaching Assistant	\$17.40	\$0.46	\$17.86	\$18.72	\$19.64	\$20.60	\$21.61
Secretary	\$18.17	\$0.48	\$18.65	\$19.56	\$20.51	\$21.51	\$22.56
Maintenance	\$21.44	\$0.56	\$22.00	\$23.08	\$24.20	\$25.38	\$26.63
Tech Support Associate	\$21.93	\$0.58	\$22.51	\$23.60	\$24.75	\$25.96	\$27.24
Tech Support Analyst	\$25.30	\$0.67	\$25.97	\$27.23	\$28.56	\$29.96	\$31.43

[^] Custodians who work evening hours shall receive a \$.35 cent per hour wage lift for working the night shift.

approved 6/22/26

Transportation Services	2026-27 Rate	*Substitute Rates for 2026-27 equal "0"
Regular Routes	\$ 48.88	Classification
EEN Routes	\$ 48.88	approved 6/22/26
Extracurricular (Per Hour)	\$ 19.74	