

Support Employee Handbook 2026-27

The Hudson School District is an equal opportunity employer. Personnel hiring and administration in the District are to be conducted so as not to unlawfully discriminate against applicant or employee on the basis of age, race, religion, sex (including sex-based stereotypes, gender identity, or transgender status), sexual orientation, disability, citizenship status, marital status, pregnancy, national origin, creed, color, political or religious affiliation, ancestry, arrest or conviction record, military service, genetic information, use or nonuse of a lawful product off school premises during nonworking hours, declining to attend a meeting or participate in any communication about religious or political matters, the authorized use of family or medical leave or worker's compensation benefits, or any other reason prohibited by state or federal law. Specific state and federal laws and regulations further define the actions that do, or do not constitute unlawful discrimination, harassment or retaliation with respect to the various protected classes.

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Section 1. INTRODUCTION

1.1 Overview. Each of you is a valued staff member and has an integral part in accomplishing our mission. To help guide our working relationship, this Handbook has been provided as a method of communicating general District information, rules and regulations. Its purpose is to familiarize employees with the personnel policies of the Hudson School District. We understand that a handbook cannot anticipate and answer all of the questions that may arise in the course of your employment with the District. You should turn to your immediate supervisor and other administrative personnel, as necessary and appropriate, in order to find answers to employment questions that are not addressed in this Handbook or applicable Board policy/procedure.

The provisions set forth in this Handbook supersedes all prior personnel policies and procedures, whether written or established by past practice. Because this Employee Handbook is based on School Board policies and procedures, federal and state mandated policies and procedures, and present employee fringe benefit programs which are all subject to change, this manual is also subject to change. The District reserves the right to revise, add, subtract, correct, delete or update any part or all of the materials in this Handbook. Any changes made in this Handbook will be brought to the attention of all employees by: email, employee meetings, posting of the change, and/or corrections in the Employee Handbook itself.

1.2 Disclaimer. The content of this Handbook is not intended to create a contract of employment. The District reserves the right, at any time, to modify the content of the handbook. Please note that nothing herein shall be construed as a guarantee of continued employment nor as a guarantee of any benefits or conditions of employment.

1.3 Employee Acknowledgement. It is each staff member's responsibility to read and become familiar with the policies/procedures adopted by the Board, administrative guidelines/procedures promulgated by District administration, and this Handbook. If you have any questions regarding policies, procedures, guidelines, or expectations, please direct them to your immediate supervisor and/or the Human Resources Department. All employees must read and electronically sign the "Employee Acknowledgement" form in Frontline Central.

Section 2. SCHOOL DISTRICT AND BUILDING CONTACT INFORMATION

2.1 School Board Members.

Bob Baumann, President
Kate Garza, Vice President
Megan Rozowski, Treasurer
Molly Powers, Clerk
Bryan Dahl, Member
Erin Gerlach, Member
Maria Rudie, Member

2.2 District Office.

1350 Carmichael Road
Hudson, WI 54016
715-377-3700, Extensions Below

Superintendent's Office.

Chief Executive Officer: Dr. Nick Ouellette - 3702

Executive Administrative Assistant: Kelly Schickling - 3702

Director of Community Relations: William Sealy - 8023
Community Services Specialist: Jennifer Blank - 3722

School Age Care.
Community Education Program Coordinator: Bev Hagen - 8095

Financial Services.

Chief Financial and Operations Officer: Bonnie Stegmann - 8031
Assistant Director of Finance: Dave Gerberding - 8032
Administrative Assistant to Financial Services: Tammy McKenzie - 8030
Payroll Specialist: Rebecca Simpson - 8036
Accounts Payable Specialist: Andrea Boock - 8035

Facilities and Grounds.
Assistant Director of Operations: Dustin Hayes - 8060
Facilities and Grounds Program Supervisor: Steve Gullickson - 8063
Facilities Specialist: Betsy Ganz – 8064

Nutrition Services.
Emily Ly - 8085

Document Services.
Crystal Tape - 8055

Teaching and Learning.

Chief Academic Officer: Shannon Sexe - 8024
Assistant Director of Teaching and Learning: Laura Mlynarczyk - 8033
Data and Assessment Coordinator: Melissa Miller - 8047

Virtual School Coordinator: Tonya Krueger - 8026
Administrative Assistant to Teaching and Learning: Amber Dols - 8025
Administrative Assistant to Teaching and Learning: Kelly Paul - 8020

Instructional Technology Services.

Assistant Director of Teaching and Learning for Technology: Amanda McCarthy - 8071
ITS Administrative Assistant: Beverly Marion - 8070
Network Coordinator: Joe Barbey - 8077
Data Specialist: Julie Johansson - 8019
Technology Specialists:

Kristen Clemmens - 8076
Jessica Stein - 8075
Steve Gaffer - 8081
Elijah Belz - 8078
Jenna Strom - 8072 and 4149

Student Services.

Chief of Schools Officer: Tara Gonyer - 8012
Assistant Director of Student Services: Fafani Weinzierl - 8027
Administrative Assistant to Student Services: Bev Borgstrom - 8010
Administrative Assistant to Student Services: Amy Howell - 8015

Human Resources.

Chief Human Resources Officer: Ha-Keem Abdel-Khaliq - 8011
Assistant Director of Human Resources: Sarah Jamieson - 8041
Human Resources Generalist: Hollie Thorsen - 8042
Administrative Assistant to Human Resources: Holly Quinn-Marrs - 8040
Benefits Specialist: Lori Williquett - 8037

Transportation.
Administrative Assistant to Transportation: Ashley Kopp - 8051

2.3 Elementary Schools.

E.P. Rock. 340 13th Street South. 715-377-3840
Principal: Dolf Schmidt - 2201
Hudson Prairie. 1400 Carmichael Road. 715-377-3860
Principal: Joe Behnke - 2401
North Hudson. 510 Lemon Street North. 715-377-3870
Principal: Sue Hellmers - 2501
River Crest. 535 County Road F. 715-377-3890
Principal: Paula Blattner - 2701

2.4 Middle School. 1300 Carmichael Road. 715-377-3820

Principal: Jim Dalluhn - 4001
Associate Principal: Trevor Hagerman - 4003
Assistant Principal: Nicole Brite - 4002
Dean of Students: Sheila Warren - 4004
Assistant Activities Director: Jacob Sande - 4238

2.5 High School. 1501 Vine Street. 715-377-3800

Principal: Mike Ballard - 6001
Associate Principal: Josh Halvorson - 6003
Associate Principal: Andrea Sorensen - 6002
Activities Director/Associate Principal: Aaron Moen - 8091
Assistant Activities Director: Jacob Sande - 4238
Dean of Students: Andy Bauschelt - 6008
Dean of Students: Dana Krahenbuhl – 6005

Section 3. EQUAL OPPORTUNITY EMPLOYMENT

Pursuant to Board Policy #511, the Hudson School District is an equal opportunity employer. Personnel hiring and administration in the District are to be conducted so as not to unlawfully discriminate against applicant or employee on the basis of age, race, religion, sex (including sex-based stereotypes, gender identity, or transgender status), sexual orientation, disability, citizenship status, marital status, pregnancy, national origin, creed, color, political or religious affiliation, ancestry, arrest or conviction record, military service, genetic information, use or nonuse of a lawful product off school premises during nonworking hours, declining to attend a meeting or participate in any communication about religious or political matters, the authorized use of family or medical leave or worker's compensation benefits, or any other reason prohibited by state or federal law. Specific state and federal laws and regulations further define the actions that do, or do not constitute unlawful discrimination, harassment or retaliation with respect to the various protected classes.

Positive action is required from all employees to help ensure that the District complies with its obligations under state and federal law and does not discriminate with regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms and conditions of employment.

In accordance with the Americans with Disabilities Act (ADA), the District will reasonably accommodate qualified individuals with a disability so that the individual can perform the essential functions of their job. An individual who can be accommodated for a job without undue hardship will be given the same consideration for a position as any other applicant.

Safety standards apply to all applicants and employees. Applicants/employees who pose a direct threat to the health/safety of other individuals in the workplace, when such threat cannot be eliminated by a reasonable accommodation, shall have their employment status reviewed.

Any employee with questions or concerns about equal employment opportunities in the workplace, or reasonable accommodation, should bring the issue to the attention of their immediate supervisor. The District prohibits any form of retaliation for making a report in good faith about issues associated with equal employment opportunity and reasonable accommodation.

Section 4. THE ROLE OF MANAGEMENT

Certain rights and responsibilities are imposed by state and federal laws and regulations. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the Employer reserves any and all management rights regarding employees' employment status.

General Guidelines: The role of management includes, but is not limited to, the right to:

A. Manage and direct the employees;
B. Hire, promote, schedule, transfer and assign employees;
C. Lay off employees;
D. Furlough employees;
E. Discharge employees or take disciplinary action;
F. Schedule overtime as required;
G. Develop job descriptions;
H. Assign work duties;
I. Introduce new or improved methods or facilities or change existing methods or facilities;
J. Contract out for goods and services;
K. Discontinue certain operations; and
L. Direct all operations of the District.

Section 5. EMPLOYEE DEFINITIONS

School Year Employees:

School Year Full-time Status: Any employee who works at least 1,424 hours in a school year and who is normally scheduled to work during the school year only will be considered a "school year full-time" employee.

School Year Part-time Status: Any employee who works less than 1,424 hours in a school year and who is normally scheduled to work during the school year only will be considered a "school year part-time" employee. The specific status of an employee will be calculated based on hours worked per school year divided by 1,424 hours.

Fiscal Year Employees:

Full-time Status: Any employee who works at least 2080 hours in a fiscal year (July 1- June 30) and who is normally scheduled to work year round will be considered "full-time."

Part-time Status: Any employee who works less than 2080 hours in a fiscal year (July 1- June 30) but who is normally scheduled to work year round will be considered "part-time." The specific status of an employee will be calculated based on hours worked per fiscal year divided by 2080 hours.

An employee who has a school year position and a fiscal year position in the District and/or is scheduled for intermittent work days beyond the school year should contact the Human Resources Department for more information on their specific classification.

Section 6. SUPPORT EMPLOYEE EVALUATION SYSTEM

All Hudson School District employees, in whatever position they occupy, have an important role in our efforts to provide a successful learning experience for our students.

Minimally support employees will typically be evaluated during their first year of employment and every three (3) years thereafter. The written evaluations are submitted to the Human Resources Office for placement in the employee's personnel file.

Section 7. COMPENSATION

7.1 **Compensation Structure**. Support employees will earn an hourly wage for performing the duties that the District assigns. The hourly wage is subject to any increase or decrease that may be determined by the Board of Education. In accordance with its regular payroll schedule, the District will pay this hourly wage to the support employee on a semi-monthly basis for actual hours worked. Effective with the 2018-19 school year, the Board has adopted the "Support Staff Compensation Structure" as described in Appendix B.

7.2 **Payroll Information and Deductions.** The employee authorizes the District to make required payroll deductions, including deductions for the employee's health and dental insurance premium contribution, if applicable. The District's obligation to make any payments will cease immediately in the event that the employee resigns or is discharged. Pursuant to other provisions of the Handbook, this hourly wage amount excludes compensation for extra-curricular/extra duty responsibilities.

It is the District's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your status or if you believe that any deduction has been made from your pay that is inconsistent with your status, you should immediately raise the matter with the Payroll Specialist in the Finance Department who can assist you in understanding the information that is required in order to investigate the matter. The District is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed and the District will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

Staff must notify your supervisor and the Human Resources Department if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

7.3 2026-27 Support Staff Hourly Wage Grid.

HUDSON SCHOOL DISTRICT
2026-27 Support Staff Hourly Wage Grid

Position		Step 1 Years 1-3	Step 2 Years 4-7	Step 3 Years 8+
District Specialist		$ 27.61	$ 30.24	$ 33.20
	1%	$ 27.89	$ 30.54	$ 33.53
	2%	$ 28.16	$ 30.84	$ 33.86
Administrative Assistant to the Director		$ 28.93	$ 31.85	$ 35.12
	1%	$ 29.22	$ 32.17	$ 35.47
	2%	$ 29.51	$ 32.49	$ 35.82
Executive Assistant to the District Administrator		$ 30.50	$ 34.30	$ 38.71
	1%	$ 30.81	$ 34.64	$ 39.10
	2%	$ 31.11	$ 34.99	$ 39.48
Office Administrative Assistant		$ 20.72	$ 22.19	$ 24.53
	1%	$ 20.93	$ 22.41	$ 24.78
	2%	$ 21.13	$ 22.63	$ 25.02
Programs Administrative Assistant/ Admin Assistant to the Associate Principals		$ 21.82	$ 23.64	$ 25.69
	1%	$ 22.04	$ 23.88	$ 25.95
	2%	$ 22.26	$ 24.11	$ 26.20
Administrative Assistant to the Principal		$ 23.20	$ 25.11	$ 26.87
	1%	$ 23.43	$ 25.36	$ 27.14
	2%	$ 23.66	$ 25.61	$ 27.41
Media Assistant		$ 19.57	$ 20.98	$ 22.55
	1%	$ 19.77	$ 21.19	$ 22.78
	2%	$ 19.96	$ 21.40	$ 23.00
Paraprofessional: Regular Education		$ 19.57	$ 21.32	$ 23.64
	1%	$ 19.77	$ 21.53	$ 23.88
	2%	$ 19.96	$ 21.75	$ 24.11
Paraprofessional: Special Education - Level 1		$ 21.12	$ 22.86	$ 24.65
	1%	$ 21.33	$ 23.09	$ 24.90
	2%	$ 21.54	$ 23.32	$ 25.14
Paraprofessional: Special Education - Level 2		$ 22.12	$ 23.86	$ 25.65
(Elementary and Middle School)	1%	$ 22.33	$ 24.09	$ 25.90
	2%	$ 22.54	$ 24.32	$ 26.14
Paraprofessional: Special Education - Level 3		$ 24.50	$ 25.61	$ 26.44
(High School)	1%	$ 24.75	$ 25.87	$ 26.70
	2%	$ 24.99	$ 26.12	$ 26.97
Paraprofessional - Vision Impaired		$ 24.44	$ 26.22	$ 28.04
	1%	$ 24.68	$ 26.48	$ 28.32
	2%	$ 24.93	$ 26.74	$ 28.60
Intervener/Interpreter		$ 30.02	$ 31.75	$ 33.56
	1%	$ 30.32	$ 32.07	$ 33.90
	2%	$ 30.62	$ 32.39	$ 34.23
Health Assistant		$ 21.42	$ 22.77	$ 25.78
	1%	$ 21.63	$ 23.00	$ 26.04
	2%	$ 21.85	$ 23.23	$ 26.30
OT/PT Assistant		$ 32.13	$ 36.76	$ 41.37
	1%	$ 32.45	$ 37.13	$ 41.78
	2%	$ 32.77	$ 37.50	$ 42.20
Caregiver		$ 19.89	$ 21.58	$ 23.95
	1%	$ 20.09	$ 21.80	$ 24.19
	2%	$ 20.29	$ 22.01	$ 24.43
Caregiver 1:1		$ 20.89	$ 22.58	$ 24.95
	1%	$ 21.09	$ 22.80	$ 25.19
	2%	$ 21.29	$ 23.01	$ 25.43
Lead Caregiver		$ 21.59	$ 23.95	$ 25.98
	1%	$ 21.81	$ 24.19	$ 26.24
	2%	$ 22.02	$ 24.43	$ 26.50

Position		Step 1 Years 1-3	Step 2 Years 4-7	Step 3 Years 8+
ITS Technician		$ 28.64	$ 32.35	$ 36.42
	1%	$ 28.93	$ 32.67	$ 36.78
	2%	$ 29.21	$ 33.00	$ 37.15
Nutrition Services Worker		$ 19.63	$ 20.98	$ 22.61
	1%	$ 19.83	$ 21.19	$ 22.84
	2%	$ 20.02	$ 21.40	$ 23.06
Lead Nutrition Services Worker- Elementary		$ 22.29	$ 24.09	$ 25.87
	1%	$ 22.51	$ 24.33	$ 26.13
	2%	$ 22.74	$ 24.57	$ 26.39
Lead Nutrition Services Worker Secondary/Nutrition Services Purchaser		$ 23.04	$ 24.84	$ 26.63
	1%	$ 23.27	$ 25.09	$ 26.90
	2%	$ 23.50	$ 25.34	$ 27.16
Custodian		$ 22.76	$ 24.53	$ 25.98
	1%	$ 22.99	$ 24.78	$ 26.24
	2%	$ 23.22	$ 25.02	$ 26.50
Lead Custodian- Elementary		$ 24.59	$ 25.93	$ 26.60
	1%	$ 24.84	$ 26.19	$ 26.87
	2%	$ 25.08	$ 26.45	$ 27.13
Lead Custodian- Secondary		$ 25.26	$ 26.60	$ 27.27
	1%	$ 25.51	$ 26.87	$ 27.54
	2%	$ 25.77	$ 27.13	$ 27.82
Head Custodian- Elementary		$ 25.85	$ 29.10	$ 29.27
	1%	$ 26.11	$ 29.39	$ 29.56
	2%	$ 26.37	$ 29.68	$ 29.86
Head Custodian- Secondary		$ 26.66	$ 30.12	$ 30.55
	1%	$ 26.93	$ 30.42	$ 30.86
	2%	$ 27.19	$ 30.72	$ 31.16
Maintenance		$ 27.03	$ 31.87	$ 32.53
	1%	$ 27.30	$ 32.19	$ 32.86
	2%	$ 27.57	$ 32.51	$ 33.18
Custodian 2nd Shift Differential		$ 0.20		
Custodian 3rd Shift Differential		$ 0.40		
Community Education Pool Monitor		$ 25.76	$ 25.76	$ 25.76
	1%	$ 26.02	$ 26.02	$ 26.02
	2%	$ 26.28	$ 26.28	$ 26.28
Community Education Lifeguard		$ 19.01	$ 19.01	$ 19.01
Community Education Swim Instructor		$ 21.44	$ 21.44	$ 21.44
Community Ed Activities Aide/Fitness Center Assistant		$ 18.96	$ 18.96	$ 18.96
Campus Monitor		$ 18.96	$ 20.68	$ 22.46
	1%	$ 19.15	$ 20.89	$ 22.68
	2%	$ 19.34	$ 21.09	$ 22.91
Security Officer		$ 36.88	$ 36.88	$ 36.88
Door Monitor		$ 18.65	$ 20.27	$ 22.00
Crossing Guard*		$ 18.96	$ 20.60	$ 22.32
Noon Duty Supervisor*		$ 18.96	$ 20.61	$ 22.33
Mail Delivery		$ 18.65	$ 20.27	$ 22.00

7.4 Comparability Analysis. The District recognizes that it is in competition with other employers to attract and retain qualified and high performing support employees. Although there are other factors, e.g. training opportunities, District reputation, and community characteristics, etc. that are relevant to attracting and retaining such employees, base wage and benefits are undeniably important.

In an effort to remain competitive, the District will endeavor to periodically conduct comparability studies of the wages and benefits offered by other employers. Such studies will focus on districts with proximity to Hudson and on other Hudson area employers who hire individuals for similar work. Such data will be used to inform the Board as it makes compensation decisions. Effective with the 2015-16 school year, the School Board has identified the following schools as its support staff comparable districts: Baldwin-Woodville, Ellsworth, Menomonie, New Richmond, River Falls, St. Croix Central, Somerset, Stillwater, and South Washington County.

7.5 Support Staff Compensation for Extra-Curricular/Extra Duty Responsibilities.

ACTIVITIES STIPEND SYSTEM

Level 1 - $6,180 stipend		
Level 2 - $4,950 stipend		
HS Fall Musical Play		
Level 3 - $4,385 stipend		
HS Forensics Head	HS Yearbook	HS/MS Weight Room Supervisor
Level 4 - $3,333 stipend		
HS DECA	HS Quiz Bowl	HS Spring Play
HS Band (2)	HS Choir (2)	HS Orchestra
Level 5 - $2,570 stipend		
HS FFA	HS Forensics - Asst	HS HOSA
	HS Peer Helpers (2)	
Level 6 - $2,068 stipend		
K-12 Destination Imagination (2)	HS Diversity Club	HS Drumline
HS Fall Musical Choreography	HS NHS (2)	HS One-Act Play (2)
HS Science Olympiad	HS Student Council (2)	MS Science Olympiad
MS Band (2)	MS Choir(2)	MS Orchestra
Level 7 - $1,359 stipend		
HS Prom	HS Rhinestone Raiders (2)	HS SADD
HS Science Olympiad Asst.	HS Student to Student	HS Sustainability Club
MS Cheer Head	MS Forensics	MS Math Counts
MS Math Masters	MS Raiderettes Head	MS Science Olympiad Asst.
MS Student Council (2)		

Level 8 - $1,115 stipend		
ELEM - General/Orchestra Music	HS H-Club	
HS NAHS	HS Quiz Bowl Asst.	HS School Store
MS Cheer Asst.	MS Raiderettes Asst.	
Level 9 - $788 stipend		
ELEM Student Council (6)	HS German	HS Spanish
MS Yearbook		
Level 10 (Probationary) - $558 stipend		
*New clubs may be placed in Class 10 (Probationary) for a minimum of two years in order to establish measurable indicators for review by activities committee to determine future placement into the stipend scale. **Beginning 2019-2020 current clubs/activities will be placed into the Payment Schedule based on Schedule Placement Indicators. Any advisor that receives a reduction in pay will retain the higher stipend amount as long as they continue to advise/coach that specific activity.		
High School Student-Led – $7,281 budget		
Budget to be divided among various HS Clubs and Activities (annually determined; minimum 10 student members; minimum 12 meetings).		
Middle School Student-Led - $7,281 budget		
Budget to be divided among various MS Clubs and Activities (annually determined; minimum 10 student members; minimum 12 meetings).		

A. Activities Committee:
   a. Objectives:
      i. Review new club/organization proposals.
      ii. Determine the removal and/or addition of any positions on the extra pay schedule.
      iii. Determine the point assessment for any new positions added to the extra pay schedule, in addition to appeals to placement.

   b. Committee Members (minimum requirements for following departments)
      i. (2) District, (1) HS Administrator, (1) MS Administrator, (1) Elementary Administrator

B. Stipend Placement
   a. Placement Criterion

Schedule Placement Indicators:	Stipend pay for shall be based on indicators, which provide a basis for placement within the Payment Schedule. The indicator system determines compensation based on a specified dollar amount per point according to the Payment Schedule. Other factors may be considered as needed.	
Length of season:	The length of season will be determined by time spent in direct contact with students.	.2 pts / Month (Max 2.4)
Number of teams:	All coaches/advisors will be given credit for those teams/groups in their activity which are under their control. All other coaches will receive credit for only those teams for which they have direct responsibilities.	.5 pts / Level (Max 2.0)
Budget responsibilities:	The coach/advisor of each team/group is responsible for their individual budget. They will be placed on the graduated scale (below) in this factor according to the dollar amount budgeted for their activity for that school year.	Below $500 = .4 $501-$1,500 = 1.0 $1,501 or more = 2.0
Number of contests:	Each coach/advisor will receive credit the team/group's total number of competition dates. Competitions must be an organized event with other teams/groups present and be on the approved schedule, as part of the preseason checklist, unless otherwise approved by Activities Director.	1 to 3 = .4 4 to 9 = .8 More than 10 = 1.6
Number of participants:	Each coach/advisor shall receive credit for the number of students over which they have direct responsibility for. Number of participants must be tracked and recorded within given tracking form throughout season.	1-10 = .7 11-15 = 1.0 16-25 = 1.4 26-35 = 1.8 36+ = 2.2

   b. Appeal Process:

      1. An application for change in Payment Schedule placement will be made through the committee. Such an application shall be made by March 1 for action affecting the next contract.
      2. The coach/advisor must meet directly with the Activities Director to present the application.
      3. The committee shall review the application and take action during the spring review (no later than the 4th week of May).
      4. Additional Staff (when applicable): Additional staff needed, due to increased student participation or enrollment, will not be included in the total points for determination of the point value each year. All requests to add positions must be submitted to the Activities Committee by March 1 to review the proposal.

EXTRA DUTY PAY RATES

ATHLETICS

ANNOUNCER	$20.00	PER HOUR W/$30 MIN.
CROWD CONTROL	$15.00	PER HOUR W/$30 MIN.
GAME MANAGER	$23.00	PER HOUR
SCOREKEEPER	$20.00	PER HOUR
STARTER STARTER	$20.00	PER HOUR
TICKET SALES	$18.00	PER HOUR
TICKET TAKER	$18.00	PER HOUR
TIMEKEEPER	$20.00	PER HOUR
BUS CHAPERONE: 0-25 MILES	$15.00	PER EVENT
26-75 MILES 26-75 MILES	$20.00	PER EVENT
76+ MILES 76 AND OVER MILES	$30.00	PER EVENT

2026-27 CERTIFIED STAFF SUBSTITUTE RATES

2026-27 Certified Staff Daily Substitute Rates	
K-12 Teaching/Substitute License (Full Day)	$200.00
K-12 Teaching/Substitute License (Half Day)	$100.00
Long Term Sub (20+ Consecutive Days)*	$270.00
Long Term Sub (Special Education) (20+ Consecutive Days)*	$286.00
HSD Certified Staff Retiree (Full Day)	$225.00
HSD Certified Staff Retiree (Half Day)	$112.50
HSD Certified Staff Retiree (Long Term Sub)	$295.00
HSD Certified Staff Retiree (Long Term Sub-Special Education)	$311.00
* 1/192 of BA beginning salary per Board Policy	
NOTE: Substitute teachers will not be paid additional dollars beyond the daily rate for substitute teaching during any preparation time typically received by the regular teacher.	
Substitute Reward System*	
Fab Friday (Five Friday Vacancies)	$100.00 Incentive
Rise and Shine (Five Monday Vacancies)	$100.00 Incentive
Special Education Superstar (Five Special Education Vacancies)	$100.00 Incentive
*Maximum $1,000 per school year	

2026-27 SUPPORT STAFF SUBSTITUTE RATES

2026-27 Support Staff Substitute Rates	
Position	**2026-27**
Office Administrative Assistant	$19.72
Programs Administrative Assistant	$20.82
Administrative Assistant to the Principal	$22.20
Campus Monitor	$17.96
Crossing Guard	$17.96
Noon Duty Supervisor	$17.96
Mail Delivery	$17.65
Media Assistant	$18.57
Paraprofessional – Regular Education	$18.57
Paraprofessional – Special Education Level 1	$20.12
Paraprofessional – Special Education Level 2	$21.12
Paraprofessional – Special Education Level 3	$23.50
Health Assistant	$20.42
Caregiver	$18.89
Custodian	$21.76

OCCASIONAL WORK FOR SHORT TERM PROJECTS

TEMPORARY SPORADIC *UNSKILLED/NON-CONFIDENTIAL WORK* (E.G. STUFFING ENVELOPES, MOVING BOXES, SUMMER SCHOOL GUIDES, ETC. NOT PART OF REGULAR DUTIES)

(14-20 YEARS) – (3) NOTE		STATUTORY MINIMUM WAGE PER HOUR
(20 YEARS AND OLDER)		STATUTORY MINIMUM WAGE PER HOUR
SKILLED/CONFIDENTIAL WORK (E.G. HANDLING PERSONNEL OR STUDENT RECORDS, ETC.)		
	$11	PER HOUR
INDIVIDUALS FOR STUDENT REGISTRATION - (1) NOTE	$11	PER HOUR

(1) NOTE: THE EMPLOYMENT OF RELATIVES OF CURRENT STAFF REQUIRES THE APPROVAL OF A DISTRICT LEVEL ADMINISTRATOR. IF AT ALL POSSIBLE, STAFF SHOULD NOT DIRECTLY OVERSEE THE WORK OF IMMEDIATE FAMILY MEMBERS.
(2) NOTE: IF A LESSER PAID EMPLOYEE IS SELECTED TO SUBSTITUTE FOR A HIGHER PAID EMPLOYEE IN THE SAME CLASSIFICATION E.G. OFFICE ASSISTANT FOR ADMINISTRATIVE ASSISTANT, THE LESSER PAID EMPLOYEE WILL BE PAID THEIR REGULAR RATE OF PAY INSTEAD OF THE CUSTOMARY HOURLY RATE OF PAY LISTED.
(3) NOTE: WORK PERMITS ARE REQUIRED BY STATUTE FOR THOSE UNDER THE AGE OF 16.

SUMMER SCHOOL SUPPORT STAFF	DEFINED HOURLY RATE
SUMMER SCHOOL SUPPORT STAFF (WORKING IN THE SAME POSITION THE EMPLOYEE IS ASSIGNED TO DURING THE SCHOOL YEAR	REGULAR HOURLY SCHOOL YEAR RATE

Section 8. INSURANCE AND MISCELLANEOUS BENEFITS

8.1 Group Health Insurance. Employees who regularly work at least thirty (30) or more hours per week during the school year and/or fiscal year (as applicable) may elect to participate in the family or individual health plan selected by the District. Eligible support staff who have a start date on the first (1st) day of the calendar month will have insurance benefits activated during that same month. For employees whose start date falls on the second (2nd) calendar day of the month or later, benefit coverage will become effective on the first (1st) day of the subsequent calendar month. From July 1, 2026– June 30, 2027 for fiscal year full-time employees who work 2080 hours per year. The District will contribute up to 85% (equates to $2,257.60) toward the monthly premium for family health insurance, and up to 85% (equates to $994.50) toward the monthly premium for individual health insurance for the 2026-2027 year. The employee must pay the remainder of the premium by payroll deduction if the employee elects to receive insurance through the plan selected by the District. The District's contribution will be prorated for employees who regularly work at least thirty (30) or more hours per week but less than 2,080 hours per year. Any additional cost of the premium must be borne by the employee and paid by payroll deduction. Employees who work fewer than thirty (30) hours per week will not be eligible for health benefits.

8.2 Benefit in Lieu of Insurance. Fiscal year full-time employees who work 2080 hours per year and can demonstrate that they have group health insurance through a source other than the Hudson School District will have $3,500 placed in a tax advantaged manner approved by the IRS in lieu of receiving health insurance from the Hudson School District for a full fiscal year and shall be pro-rated based on partial year employment. Payment will be made at the end of the school year if the employee has not separated from employment with the District for any reason before that time.

8.3 Dental Insurance. All employees who regularly work at least thirty (30) or more hours per week during the school year and/or fiscal year (as applicable) may elect to participate in the family or individual dental plan selected by the District. From July 1, 2026 through June 30, 2027 for fiscal year full-time employees who work 2080 hours per year, the District will contribute up to $105.68 toward the monthly premium for family dental insurance and up to $37.80 toward the monthly premium for individual dental insurance. The District's contribution will be prorated for employees who regularly work at least thirty (30) hours or more per week but less than 2,080 hours per year. Employees who work fewer than thirty (30) hours per week will not be eligible for dental benefits.

8.4 Vision Insurance. Effective July 1, 2025, vision coverage is available to all support staff and their dependents on a voluntary basis. Employees electing to participate are responsible for the full cost of the vision plan premiums.

8.5 Long Term Disability (LTD) Insurance. Employees, with the exception of custodial employees, working 600 hours or more per fiscal year will participate in a group long term disability ("LTD") insurance plan selected by the District. Custodial employees must work 2080 hours per year to be

eligible to participate in a group LTD insurance plan. The District will contribute towards the cost of the premium for each employee who participates in the group long term disability insurance plan based on the employee's hourly wage.

8.6 Life Insurance. Employees hired prior to July 1, 2011 working 440 hours or more and those hired after June 30, 2011 working 880 hours or more are eligible to participate in a group life insurance plan selected by the District. The District will determine the benefit amount. The District will contribute up to twenty percent of the employee basic rate for each employee who participates in the group life insurance program. Certified staff employed as substitutes, long-term substitutes or with one-year-only status are not eligible to participate.

8.7 Flex Benefits. Employees who are regularly scheduled to work at least thirty (30) hours per week may participate in the Section 125 Flexible Benefit Plan established by the District.

8.8 Employee Assistance Program (EAP). The District provides confidential services of an employee assistance program to all employees and their dependents. Assistance is available to help cope with personal or family problems such as alcoholism, depression, drug abuse, divorce or marriage counseling, finances, stress, parent/child or elder issues, etc. Through the EAP, employees are able to access confidential counseling services at their convenience. The District has contracted with FamilyMeans and National Insurance Services to provide these services. You can contact FamilyMeans at 651-439-4840 or 800-327-3203 or National Insurance Services at 866-451-5465. Additional information regarding EAP can be obtained through your supervisor and/or the Human Resources Department. See Appendix F for further information.

8.9 Insurance Disclaimer. The Board's only obligation in regard to any insurance benefit described in the Handbook provision is to pay the portion of the premium stated in this provision. The Employee agrees that no claim or cause of action may be brought against the Board or the School District for any claim or cause of action may be brought against the Board or the School District for any claim that is not covered or paid by insurance. The Board is not insuring or guaranteeing that any particular claim will be paid or covered by any insurance policy, plan, or program, or that any specific amount will be paid out under any policy, plan, or program. The eligibility, benefits, and coverage of the Employee and any dependents will be strictly governed by the terms of the applicable insurance policy, or program selected by the District. The District reserves the right to change benefits and carriers at its discretion.

8.10 Insurance Continuation. Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.

All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant's expense.

8.11 Elective Retirement Savings Plan Options.

Resources to sign up for the District's Retirement Savings Plan options are available in Classlink in the Hudson 4 U - Employee Benefit Information folder. Contact our payroll department for additional information or questions.

403(b) (Employee Sponsored) Account. The School District of Hudson 403(b) Retirement Savings Plan offers a convenient way for you to save for your future through payroll deductions. The District currently partners with TSA Consulting Group, Inc as our Third Party Administrator. TSA Consulting Group, Inc is responsible for monitoring compliance and fiduciary responsibilities on behalf of the District's 403(b) Program. Within our 403(b) Program, there are a multitude of vendor partners with which employees can choose to establish their 403(b). All regularly scheduled employees are eligible to participate in the 403(b) Program if they choose. To learn more or to view the available 403(b) vendors, visit the TSACG webpage at: tsacg.com/individual/plan-sponsor/Wisconsin/school-district-of-hudson.

IRA/457 Retirement Account. The District also offers an optional supplemental retirement savings program through Wisconsin Deferred Compensation (WDC). WDC is a 457 plan with a Traditional (pre-tax) option and a Roth (post-tax) option. It is administered by the WI Department of Employee Trust Funds (ETF) and is only offered to public employees throughout Wisconsin. It is important to note that the 457 contribution limit is independent of the 403(b) contribution limit. An employee could potentially contribute the max amount for both plans. If you are interested in participating in the 457 plan, call customer service at 877-457-9327 or visit their website at http://www.wdc457.org/ to learn more about the plan or to sign up.

8.12 Short Term Disability ("STD") Insurance. Employees who work 20 or more hours per week may elect to participate in this benefit at their expense upon proper application and approval by the District carrier. For more information, please contact the Human Resources Department.

Section 9. WISCONSIN RETIREMENT SYSTEM (WRS) CONTRIBUTIONS.

The District shall provide retirement contributions to eligible employees in accordance with Wisconsin law. Once eligible for coverage under WRS, coverage is mandatory and an employee may not "opt out" of WRS. Employers and employees are required to pay a percentage of each payment of earnings equal to "one-half of the total actuarially required contribution rate." Employee contributions are pre-tax. For additional information, please contact WRS at 1-877-533-5020 or visit their website at www.etf.wi.gov.

Section 10. RETIREMENT PAY

10.1 Definition of Eligible Employee. For purposes of this Handbook provision, an "eligible employee" is a support employee who is at least fifty-seven (57) years of age; has at least fifteen (15) years of service in the District at the time of retirement; *and* submits a timely application for retirement benefits. To be timely, an application must be submitted to the Superintendent or the

Superintendent's designee in writing no later than 60 days prior to their/their effective retirement date. Typically, all requests are effective at the start of the subsequent school year and/or fiscal year as applicable.

10.2 Sick Leave Buy-Out. The District will pay at a rate of twenty dollars ($20.00) per hour for up to 960 hours (120 days) of accrued sick leave. The total amount owed the employee will be paid by the District upon the employee's retirement.

10.3 Discharge or Resignation. Retirement pay will not be provided to any employee who is discharged for cause or who resigns or retires after being notified that the employee may be discharged.

Section 11. NON-FMLA LEAVES OF ABSENCE: FISCAL YEAR SUPPORT EMPLOYEES

11.1 Sick Leave.

A. All Fiscal Year employees will receive up to 10 days (80 hours) of sick leave per fiscal year (July 1 to June 30). Such days shall be pro-rated accordingly for employees who start employment on a date other than July 1 and/or part-time fiscal year employees. Sick leave pay will be equivalent to normal hours worked. Upon termination of employment, employees will not be paid for any unused days of sick leave, except as otherwise stated in these terms and conditions of employment. Employees may accumulate sick leave from one year to the next up to a maximum of 120 days (960 hours). After the maximum accumulation has been reached, employees will be paid $20.00 per day for each day of accumulated sick leave in excess of 120 days (960 hours).

B. An employee may only use accumulated sick leave for absences found to have been due to an illness or injury that prevented the employee from performing duties on that day and for medical appointments that **cannot be scheduled outside the regular duty day**. An employee may also use sick leave to care for an immediate family member who is ill or injured provided that the employee, in a reasonable and practicable manner, gives the District prompt notice of the need to take such leave. For the purpose of this section only, "immediate family" is defined as the employee's spouse, dependent child (step), and parent (step). Sick leave cannot be used for personal or family events unrelated to the original use of leave. The District maintains the right to require an employee to provide a certification of a serious health condition from a medical provider.

C. Notification of Absence. When an employee is unable to report for duty because of illness or injury as defined above, the employee shall enter such absence into the District's electronic attendance programs and notify their immediate supervisor, as applicable and appropriate. Said notice shall be provided as soon as possible and at a reasonable hour. However, notice shall be provided at least one and one half hours before school is scheduled to begin on the morning of the day on which the teacher shall be absent. In the event of a sick-related emergency or sudden illness, the employee's immediate supervisor shall be notified as soon as possible in addition to the entry into the programs.

D. Should any employee voluntarily terminate their employment with the Board having used more sick leave days than earned on a prorated basis, the Superintendent or designee is authorized to withhold from the employee's last check, such sum may be due to the Board for the use of sick leave in excess of the sick leave said employee has earned.

E. If there is reason to suspect abuse of sick leave, the District may require at its discretion that an employee provide a letter from a medical provider explaining each absence. The employee will have one week to provide the letter confirming that an illness or injury prevented the staff member from performing their duties for the approximate time sick leave was used by the employee. The final determination as to the eligibility of an employee for sick leave is reserved to the District. In the event that a letter from a medical provider is required, the employee will be so advised. If the employee fails to provide the required letter, the District will not be obligated to pay the employee for that day of sick leave.

F. If an employee is absent from work for more than three (3) consecutive duty days, the District may require that the employee provide a fitness-for-duty certification, at the employee's expense, from a qualified medical provider unless deemed unnecessary by the Human Resources Department in its discretion.

11.2 Personal Leave. Upon receiving prior approval from the immediate supervisor, employees may take up to two days of personal leave with pay on a fiscal year basis. Such days shall be pro-rated accordingly for partial year employment.

After completing their 20th year of service in the Hudson School District staff members will receive three personal days each school year. Employees may elect to save one personal day from the current school year and roll it over to the subsequent school year or elect to roll unused personal days into their sick leave bank. Up to three personal days may be taken each year for staff with less than 20 years of service in the Hudson School District and up to four personal days may be taken each year for staff with 20 or more years of service in the Hudson School District. However, staff cannot take more than three consecutive days off per occurrence. The employee should use professional judgment and discretion in the use of these days. The District may identify days on which personal leave may and may not be used.

No more than one employee per classification from each school building may use personal leave on the same day, except personal leave days may be used in the event that school is closed due to inclement weather.

11.3 Bereavement Leave. The intention of bereavement leave is to provide staff paid time off for making funeral arrangements, attending the funeral and burial, and paying respects to the family at a wake/visitation/related service. Upon receiving prior approval from their immediate supervisor, employees may use bereavement leave as follows:

A. Employees may use up to three days of bereavement leave with pay for the employee's spouse, child (step), parent (step), brother (step), sister (step), grandparent, grandchild, son-in-law, daughter-in-law, and parent-in-law. No deduction from accumulated sick leave.

B. **Other Family.** Employees may also use one day of bereavement leave with pay for the employee's grandparent-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, or nephew. No deduction from accumulated sick leave.

C. **Additional Days.** Upon request, an employee's immediate supervisor may grant up to three additional days of bereavement leave in connection with the death of a family member at the discretion of the supervisor when deemed necessary, but such additional days will be deducted from the employee's accumulated sick leave.

D. **Friend.** Employees may use one day of bereavement leave with pay for the employee's friend, but such leave is limited to two occurrences per year and will be deducted from the employee's accumulated sick leave.

11.4 Court Appearance or Jury Duty. Should an employee be required to appear before a court of record pursuant to a subpoena on penalty of contempt, in a proceeding before said court (not initiated by the employee), or for jury duty, the employee will not lose any accrued sick leave for the day(s) of attendance required.

11.5 Holidays. The following are recognized as paid holidays for fiscal year employees: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Memorial Day, and Fourth of July and a floating holiday. All fiscal year employees will also be entitled to one energy holiday, the date of which will be determined annually by the District. Holidays falling on a Saturday or Sunday will be celebrated on a date selected by the District. Holiday pay for fiscal year employees will be at the employee's regular rate of pay not to exceed eight (8) hours. Assistant Care Givers working a minimum of 1628 hours (.81 FTE) over a 12-month period will be paid for the same holidays on a pro-rated basis. In the event that the District were to require an employee to work on a holiday, that employee will receive holiday pay plus time and one half (1 ½) their regular rate of pay for all hours worked.

11.6 Vacations. Fiscal year employees may earn and take paid vacation as described in this paragraph. Fiscal year employees working at least four (4) hours per day will receive and take vacation on a pro-rated basis as described below:

A. First Fiscal Year of Employment. Fiscal year employees begin accruing vacation time on their date of hire, but employees may not use vacation until the employee has successfully completed ninety (90) days of employment. In addition, during the employee's first year of Fiscal year employment, the employee may only take up to five (5) vacation days during the first six (6) months of employment and the other five (5) vacation days during the second six (6) months of employment (as applicable, based on start date in fiscal year position and accrual status). For a fiscal year employee who starts on a date other than July, the accrual of vacation days shall be pro-rated accordingly as specified below.

The monthly rate of accrual for vacation to be received during the employee's first year of fiscal year employment is determined by multiplying the number of full months the employee will be working for the District during that first fiscal year of employment times ten working

days divided by twelve. For purposes of accrual, this result is rounded to the nearest full day during their first fiscal year of employment, but shall not exceed the accrual specified below. Employees hired on or before the 15th day of any month will be given credit for working the full month. Employees hired after the 15th day of any month will receive no credit for that month.

For example, if employment with the District began on October 12 then vacation days would be calculated as follows: 9 full months of employment x 10 days ÷ 12 = 7.5 days, which is rounded up to 8 days of vacation for the first fiscal year of employment.

B. Subsequent Fiscal Years. In subsequent years, paid vacation time will be granted by the District on a fiscal year basis for fiscal year employees according to the following schedule.

(1) Employees who have completed six (6) or less full years of service will receive ten (10) days of paid vacation.

(2) Employees who have completed seven (7) to fourteen (14) years of service as of July 1 will receive fifteen (15) days of paid vacation.

(3) Employees who have completed fifteen (15) to twenty (20) years of service as of July 1 will receive twenty (20) days of paid vacation.

(4) Employees who have completed twenty-one (21) to twenty-five (25) years of service as of July 1 will received twenty-two (22) days of paid vacation.

(5) After completing twenty-five (25) years of service, employees will be eligible for one additional day of vacation for every additional five years of service (as of July 1) beginning at the start of their twenty-sixth year.

C. Limitations. All vacation time for the preceding year must be taken by the end of July of the current year or it will be forfeited. Employees will not receive pay in lieu of vacation. An employee's immediate supervisor may reject vacation requests based on the operational requirements of the District. If a holiday falls during an employee's vacation period, the employee is entitled to an additional day of vacation for each such holiday.

D. Separation from Employment. In the event that an employee leaves the District, the employee will receive, on a prorated basis, vacation earned between the most recent July 1 and the date of separation.

11.7 Short-Term Unpaid Leaves of Absence. It is the expectation of the District that employees avoid absenteeism and schedule vacations, trips and other personal activities at times that do not interrupt the school year. However, the District recognizes that circumstances may make it necessary for employees to request unpaid leave in rare situations. An employee who needs a short-term unpaid leave (defined as 10 days or less in any year) must submit a written request for the leave to their supervisor and the Human Resources Department. Such requestsw shall be made and approved prior to the leave being taken and shall specify, at a minimum, the beginning and ending dates of the short-term leave (less than 10 work days) and the reason(s) for the leave. As much advance notice as possible is requested in order to adequately review the request.

Human Resources will review the request and approve/deny it based on an analysis of the totality of the circumstances, including any extenuating circumstances giving rise to said request. Examples of extenuating circumstances may include, but are not limited to, one-time special

occasions for which the employee has no scheduling control, a once-in-a-lifetime event, or a funeral not covered under the bereavement leave section. If no extenuating circumstances exist, such request for unpaid leave will typically not be approved. The approval of such leaves are made at the discretion of the Human Resources Director or designee and are final.

Employees shall be required to use all personal leave and vacation before being eligible for any unpaid leave under this section.

11.8 Extended Unpaid Leave (Non-FMLA and Non-Military). Extended non-FMLA leaves of absence may be granted to an employee upon written request to the Superintendent or designee at their discretion. Such leave request shall typically not exceed one (1) year and shall be unpaid unless required otherwise by law. Examples of such leave include, but are not limited to, childbearing leave, sabbatical leave, and disability-related leave. Any employee whose leave extends to the end of the school year shall typically notify their supervisor in writing by February 1 of the intent to return or not return to the District for the following school year.

No benefits of any kind shall typically accrue to the employee while on this leave of absence. In case of a request for an unpaid leave of absence due to a prolonged illness or disability, such request must typically be accompanied by a physician's certificate identifying the illness or injury, explaining why the leave is needed, and estimating how long the illness or disability due to injury will continue. In the sole discretion of the Board, an extended leave of absence may be continued for more than one (1) full year beyond the initial request. Pursuant to state and federal law, if the Board so desires, the employee on leave may be examined by a physician selected by the Board. An employee on an extended non-FMLA unpaid leave of absence may exercise their rights under COBRA to continue benefit coverage as allowed under federal law.

11.9 Military Leave. The District complies with all state and federal law regarding military leave. Contact the Human Resources Department for more information.

11.10 Short-Term Childrearing Leave. All fiscal year employees are eligible for unpaid leave following the birth or adoption or foster placement of a child for bonding and childrearing in accordance with the rules set forth in this section.

A. Employees may take up to twelve (12) weeks of unpaid leave in a twelve-month period following the birth or adoption or foster placement of a child. Leave must begin within sixteen (16) weeks of the birth or adoption or foster placement of the child. Employees who have accrued paid time off may use it concurrently with childrearing leave.

B. The District will maintain group health insurance coverage for an employee on childrearing leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The employee must make arrangements with the District to cover the employee's share of premiums while on leave. Failure to do so will result in termination of the employee's group health insurance coverage while on leave. Employees shall pay the full cost of continuing life insurance, disability insurance, etc., while on leave. If an employee does not return to work, except for a reason beyond the employee's control, s/he may be required to reimburse the District for the cost of providing health insurance while on leave.

C. Employees requesting childrearing leave must provide the District thirty (30) calendar days advance notice prior to taking leave when practicable. Employees have a duty to cooperate

with the District in arranging and processing leave requests to avoid undue disruption to District operations.

D. Upon return from childrearing leave, the District will restore an employee to his or her original position, or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. When an employee returns to work near the end of a semester, or if the District determines that it would be in the best interest of the students to delay a change in employees, an employee returning to work may have his or her return to normal teaching duties delayed until a time deemed appropriate by the District.

E. FMLA leave taken by the employee will run concurrently with short-term childrearing leave if the employee is also eligible for leave under the District's FMLA procedures. When an FMLA eligible employee requests leave, the District will notify him or her of FMLA eligibility. If the employee is eligible for FMLA leave, the District will process the request pursuant to the District's FMLA section (Section 13). Employees may not use childrearing leave to extend their FMLA leave.

11.11 Proration of Benefits for Unpaid Leaves of Four or More Days. Unless provided otherwise in this section, any staff member who uses four or more unpaid days during a fiscal year, shall not receive or accrue any fringe benefits for those days. This section does not apply to FMLA leaves. The employee shall, however, be permitted to remain in the District's group health insurance plan, at their own expense, for the time required by state and federal law. Employees will be responsible for all fringe benefit costs associated with these leave requests. The employee authorizes the District to make appropriate payroll deductions to cover such expenses as applicable. For more information, please contact Human Resources.

Section 12. NON-FMLA LEAVES OF ABSENCE: SCHOOL YEAR EMPLOYEES

12.1 Sick Leave.

A. All school year employees will receive up to 10 days (80 hours) of sick leave per fiscal year (July 1 to June 30). Such days shall be pro-rated accordingly for employees who start employment on a date other than July 1 and/or part-time fiscal year employees. Sick leave pay will be equivalent to normal hours worked. Upon termination of employment, employees will not be paid for any unused days of sick leave, except as otherwise stated in these terms and conditions of employment. Employees may accumulate sick leave from one year to the next up to a maximum of 120 days (960 hours). After the maximum accumulation has been reached, employees will be paid $20.00 per day for each day of accumulated sick leave in excess of 120 days (960 hours).

B. An employee may only use accumulated sick leave for absences found to have been due to an illness or injury that prevented the employee from performing duties on that day and for medical appointments that **cannot be scheduled outside the regular duty day**. An employee may also use sick leave to care for an immediate family member who is ill or injured provided that the employee, in a reasonable and practicable manner, gives the District prompt notice of the need to take such leave. For the purpose of this section only, "immediate family" is defined as the employee's spouse, dependent child (step), and parent (step). Sick leave cannot be used for personal or family events unrelated to the original use of leave. The District maintains the right to require an employee to provide a certification of a serious health condition from a medical provider.

C. Notification of Absence. When an employee is unable to report for duty because of illness or injury as defined above, the employee shall enter such absence into the District's electronic attendance programs and notify their immediate supervisor, as applicable and appropriate. Said notice shall be provided as soon as possible and at a reasonable hour. However, notice shall be provided at least one and one half hours before school is scheduled to begin on the morning of the day on which the teacher shall be absent. In the event of a sick-related emergency or sudden illness, the employee's immediate supervisor shall be notified as soon as possible in addition to the entry into the programs.

D. Should any employee voluntarily terminate their employment with the Board having used more sick leave days than earned on a prorated basis, the Superintendent or designee is authorized to withhold from the employee's last check, such sum may be due to the Board for the use of sick leave in excess of the sick leave said employee has earned.

E. If there is reason to suspect abuse of sick leave, the District may require at its discretion that an employee provide a letter from a medical provider explaining each absence. The employee will have one week to provide the letter confirming that an illness or injury prevented the staff member from performing their duties for the approximate time sick leave was used by the employee. The final determination as to the eligibility of an employee for sick leave is reserved to the District. In the event that a letter from a medical provider is required, the employee will be so advised. If the employee fails to provide the required letter, the District will not be obligated to pay the employee for that day of sick leave.

F. If an employee is absent from work for more than three (3) consecutive duty days, the District may require that the employee provide a fitness-for-duty certification, at the employee's expense, from a qualified medical provider unless deemed unnecessary by the Human Resources Department in its discretion.

12.2 Personal Leave. Upon receiving prior approval from the immediate supervisor, school year employees may take up to two days of personal leave with pay. Such days shall be pro-rated accordingly for partial year school year employment and/or part-time school year employees. One day of personal leave is equivalent to the normal hours an employee works in a regular day.

After completing their 20th year of service in the Hudson School District staff members will receive three personal days (prorated accordingly) each school year. Employees may elect to save one personal day from the current school year and roll it over to the subsequent school year or elect to roll unused personal days into their sick bank. Up to three personal days may be taken each year for employees with less than 20 years of service in the Hudson School District and up to four personal days may be taken each year for employees with 20 or more years of service in the Hudson School District. However, staff cannot take more than three consecutive days off per occurrence. The employees should use professional judgment and discretion in the use of these days. The District may identify days on which personal leave may and may not be used.

No more than one employee per classification from each school building may use personal leave on the same day, except personal leave days may be used in the event that school is closed due to inclement weather.

12.3 Bereavement Leave. The intention of bereavement leave is to provide staff paid time off for making funeral arrangements, attending the funeral and burial, and paying respects to the family

at a wake/visitation/related service. Upon receiving prior approval from their immediate supervisor, employees may use bereavement leave as follows:

A. Employees may use up to three days of bereavement leave with pay for employee's spouse, child (step), parent (step), brother (step), sister (step), grandparent, grandchild, son-in-law, daughter-in-law, and parent-in-law. No deduction from accumulated sick leave.

B. Other Family. Employees may also use one day of bereavement leave with pay for the employee's grandparent-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, or nephew. No deduction from accumulated sick leave.

C. Additional Days. Upon request, an employee's immediate supervisor may grant up to three additional days of bereavement leave in connection with the death of a family member at the discretion of the supervisor when deemed necessary, but such additional days will be deducted from the employee's accumulated sick leave.

D. Friend. Employees may use one day of bereavement leave with pay for the employee's friend, but such leave is limited to three occurrences per year and will be deducted from the employee's accumulated sick leave.

12.4 Court Appearance or Jury Duty. Should an employee be required to appear before a court of record pursuant to a subpoena on penalty of contempt, in a proceeding before said court (not initiated by the employee), or for jury duty, the employee will not lose any accrued sick leave for the day(s) of attendance required.

12.5 Emergency Leave. On extremely rare occasions, situations arise which require an employee be absent from contractual responsibility. Requests for this unpaid emergency excused absence, when such special circumstances require, shall be made to their supervisor. Proof of need will be required by the employee upon request of their supervisor. Granting of such leave shall be discretionary with the supervisor, in consultation with Human Resources. Up to one (1) sick day per year may be used for an emergency leave in lieu of an unpaid day, upon request to and approval by your supervisor. In all cases, requests for emergency leave will be handled in the same fashion as is appropriate for notification of other employee's absences. Final approval of emergency leave shall be at the sole discretion of the District. Special circumstances include, but are not specifically limited to, one-time lack of childcare, household catastrophes, vehicle emergencies, etc.

12.6 Holidays. School year employees who work less than 260 days and are scheduled to normally work the day prior and the day after the holiday will receive holiday pay equal to the daily hours scheduled for the following holidays: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Memorial Day, and Fourth of July-In the event that the District were to require an employee to work on a holiday, that employee will receive holiday pay plus time and one half (1 ½) their regular rate of pay for all hours worked. If school year employees share a position, contact Human Resources Department for information regarding the allocation of holidays.

12.7 Calculating Paid Leave and Holiday Pay. Sick leave, personal leave, bereavement leave, and holiday pay will not exceed normal daily working hours. For example, if an employee works five hours per day, the employee will receive up to five hours of paid sick leave for each day of sick leave that the employee is entitled to take.

12.8 Short-Term Unpaid Leaves of Absence.

A. The following sub-section is applicable to all support employees other than those in the following job classifications: crossing guards, noon duty, door monitors, bus aides, and mail delivery. It is the expectation of the District that employees avoid absenteeism and schedule vacations, trips and other personal activities at times that do not interrupt the school year. However, the District recognizes that circumstances may make it necessary for employees to request unpaid leave in rare situations. An employee who needs a short-term unpaid leave (defined as 10 days or less in any year) must submit a written request for the leave to their supervisor and the Human Resources Department via the District's electronic attendance program. Such requests shall be made and approved prior to the leave being taken and shall specify, at a minimum, the beginning and ending dates of the short-term leave (less than 10 work days) and the reason(s) for the leave. As much advance notice as possible is requested in order to adequately review the request.

Human Resources will review the request and approve/deny it based on an analysis of the totality of the circumstances, including any extenuating circumstances giving rise to said request. Examples of extenuating circumstances may include, but are not limited to, one-time special occasions for which the employee has no scheduling control, a once-in-a-lifetime event, or a funeral not covered under the bereavement leave section. If no extenuating circumstances exist, such requests for unpaid leave will typically not be approved. The approval of such leaves are made at the discretion of the Human Resources Director or designee and are final.

Employees shall be required to use all personal leave and vacation before being eligible for any unpaid leave under this section.

B. The following sub-section is applicable to crossing guards, noon duty, door monitors, bus aides and mail delivery. It is the expectation of the District that employees avoid absenteeism and schedule vacations, trips and other personal activities at times that do not interrupt the school year. However, the District recognizes that circumstances may make it necessary for employees to request unpaid leave in rare situations. Employees in the previously identified classifications should notify their supervisor in writing, in advance, of a need for any short-term unpaid leave of absence (less than 10 work days per year). Such request shall be evaluated by the employee's supervisor and approved/denied at their discretion based on an analysis of the totality of the circumstances.

12.9 Extended Unpaid Leave (Non-FMLA and Non-Military). Extended non-FMLA leaves of absence may be granted to an employee upon written request to the Superintendent or designee at their discretion. Such leave requests shall typically not exceed one (1) year and shall be unpaid unless required otherwise by law. Examples of such leave include, but are not limited to, childbearing leave, sabbatical leave, and disability-related leave. Any employee whose leave

extends to the end of the school year shall typically notify their supervisor in writing by February 1 of the intent to return or not return to the District for the following school year.

No benefits of any kind shall typically accrue to the employee while on this leave of absence. In case of a request for an unpaid leave of absence due to a prolonged illness or disability, such request must typically be accompanied by a physician's certificate identifying the illness or injury, explaining why the leave is needed, and estimating how long the illness or disability due to injury will continue. In the sole discretion of the Board, an extended leave of absence may be continued for one (1) full year beyond the initial request. Pursuant to state and federal law, if the Board so desires, the employee on leave may be examined by a physician selected by the Board. An employee on an extended non-FMLA unpaid leave of absence may exercise their rights under COBRA to continue benefit coverage as allowed under federal law.

12.10 Military Leave. The District complies with all state and federal law regarding military leave. Contact the Human Resources Department for more information.

12.11 Short-Term Childrearing Leave. All school year employees are eligible for unpaid leave following the birth or adoption or foster placement of a child for bonding and childrearing in accordance with the rules set forth in this section.

A. Employees may take up to twelve (12) weeks of unpaid leave in a twelve-month period following the birth or adoption or foster placement of a child. Leave must begin within sixteen (16) weeks of the birth or adoption or foster placement of the child. Employees who have accrued paid time off may use it concurrently with childrearing leave.

B. The District will maintain group health insurance coverage for an employee on childrearing leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The employee must make arrangements with the District to cover the employee's share of premiums while on leave. Failure to do so will result in termination of the employee's group health insurance coverage while on leave. Employees shall pay the full cost of continuing life insurance, disability insurance, etc., while on leave. If an employee does not return to work, except for a reason beyond the employee's control, s/he may be required to reimburse the District for the cost of providing health insurance while on leave.

C. Employees requesting childrearing leave must provide the District thirty (30) calendar days advance notice prior to taking leave when practicable. Employees have a duty to cooperate with the District in arranging and processing leave requests to avoid undue disruption to District operations.

D. Upon return from childrearing leave, the District will restore an employee to his or her original position, or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. When an employee returns to work near the end of a semester, or if the District determines that it would be in the best interest of the students to delay a change in employees, an employee returning to work may have his or her return to normal teaching duties delayed until a time deemed appropriate by the District.

E. FMLA leave taken by the employee will run concurrently with short-term childrearing leave if the employee is also eligible for leave under the District's FMLA procedures. When an FMLA eligible employee requests leave, the District will notify him or her of FMLA eligibility. If the employee is eligible for FMLA leave, the District will process the request pursuant to the District's FMLA section (Section 13). Employees may not use childrearing leave to extend their FMLA leave.

12.12 Proration of Benefits. Unless provided otherwise in this section, any employee who uses unpaid days during a fiscal year, shall not receive or accrue any fringe benefits for those days. This section does not apply to FMLA leaves. The employee shall, however, be permitted to remain in the District's group health insurance plan, at their own expense, for the time required by state and federal law. Employees will be responsible for all fringe benefit costs associated with these leave requests. The employee authorizes the District to make appropriate payroll deductions to cover such expenses as applicable. For more information, please contact Human Resources.

Section 13. FAMILY AND MEDICAL LEAVE (FMLA)

13.1 Eligible employees may qualify for unpaid leave under Wisconsin's Family and Medical Law (§103.10, Wis. Stats.) and/or the federal Family and Medical Leave Act. When applicable, the leaves shall run concurrently. An employee rights poster for both laws are in the workplace for reference by all employees. See "Appendix B" for FMLA posters.

13.2 Wisconsin FMLA. Any employee who has worked for more than 52 weeks (for a minimum of 1,000 paid hours) is eligible for unpaid leave under Wisconsin's Family and Medical Leave Act (§103.10, Wis. Stats.). However, the employee may, but is not required to, substitute definite and quantifiable paid leave benefits for unpaid leaves under the state law (e.g., paid sick leave). The amount of unpaid leave available in a calendar year pursuant to Wisconsin's law is presently as follows:

A. Family Leave: (A) Up to a maximum of six (6) weeks per twelve (12) month period for the birth or adoption of a child. The leave must begin no earlier than 16 weeks before estimated birth or placement and no later than 16 weeks after birth date or placement of the child. (B) Up to a maximum of two (2) weeks leave per twelve (12) month period to care for a child, spouse, parent, parent-in-law, domestic partner [as defined in Wis. Stat. § 40.02(1) and § 770.01(1)], or domestic partner's parent who has a serious health condition. The total maximum leave time for (A) and (B) is eight (8) weeks per twelve (12) month period.

B. Medical Leave: A maximum of two (2) weeks per twelve (12) month period for the employee's serious health condition.

C. Under state law, a "serious health condition" means a disabling physical or mental illness, injury, impairment, or condition which requires inpatient care in a hospital, nursing home or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.

13.3 Federal FMLA. Any employee who has worked for more than 12 months (for a minimum of 1,250 hours) is eligible for unpaid leave under the Federal Family and Medical Leave Act of 1993. An employee will be required to substitute definite and certain paid leave benefits for unpaid leave.

A. The federal law provides 12 weeks of unpaid leave during a 12-month period calendar for any covered purpose, which are: (A) The birth and first year care of a child or a child who has been placed with the employee for adoption or foster care. (B) To care for a child, spouse or parent who is suffering from a serious health condition. (C) For a serious health condition of the employee that makes the employee unable to perform his or her job duties. (D) Because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty or call to covered active duty as a member of the Armed Forces, National Guard, or Reserves.

B. The federal law also provides for 26 weeks of unpaid leave during a single 12-month period in the case of covered service member caregiver leave because the employee is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness. This 12-month period begins on the first day the eligible employee takes leave for this purpose.

C. Under federal law, a "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

13.4 Intermittent Leave. Under some circumstances, employees may take FMLA leave on an intermittent basis. Intermittent leave may be taken in the smallest increment allowed by the District for any other type of leave.

A. Federal leave based on a birth or child placement may only be taken intermittently on a reduced leave schedule if the District agrees.

B. State family leave for birth/placement or care of a child, spouse, parent or parent-in-law with a serious health condition may be taken as partial absences from employment if scheduled so as not to unduly disrupt the District's operations.

C. Federal leave based on a serious health condition of an employee, employee's child, spouse or parent may only be taken intermittently or on a reduced-leave schedule when medically necessary, unless the District agrees otherwise.

D. Federal leave due to a qualifying exigency may be taken on an intermittent basis as needed.

E. State medical leave for self may be taken in non-continuous increments as medically necessary.

F. Leaves will be granted in hourly increments or less as may be specified in policies or labor agreements. If it is physically impossible for an employee using intermittent leave to

commence or end work midway through a shift, the entire time the employee is forced to be absent shall be designated as FMLA leave.

G. Employees shall make a reasonable effort to schedule medical treatments to not unduly disrupt current operations and the employee shall provide the District with reasonable advance notice.

13.5 **Benefits.** The District is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. If applicable, in addition to paying their portion of health insurance premiums, employees shall be required to pay the full cost of continuing their life insurance, disability insurance, etc. during leave. If an employee fails to return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or other reason beyond the employee's control, the employee may be required to reimburse the District for the cost of these benefits while the employee was on unpaid leave.

13.6 **Notice.** Both state and federal law provide that the employee requesting family and medical leave has an obligation to provide reasonable advance notice to management, when practicable, of the nature and extent of any leave requested. In any event, employees will always have a duty to cooperate with management in arranging and processing leave requests under the state and federal laws to avoid undue disruption of the District's operations. The District requests that 30 days advance notice be provided whenever possible.

To receive FMLA leave, an employee must complete an FMLA leave request form. If an employee is unable to do so because the need for leave was not foreseeable, a request may be made verbally. Principals/Supervisors are not to discuss medical conditions or leave requests with employees, but are to forward them to Human Resources. Human Resources shall evaluate the request and provide a response to the employee approving or denying the request and providing the employee with a "Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)" and a "Designation Notice (Family and Medical Leave Act)" within five (5) business days, absent extenuating circumstances, of the employee's request. If Human Resources needs additional information to determine whether a leave is being taken for an FMLA-qualifying reason, Human Resources may wait until it has received the requested information from the employee and then notify the employee whether the leave will be designated as FMLA leave with the "Designation Notice" within five (5) business days, absent extenuating circumstances, after obtaining the information.

The District may require employees to provide medical certification supporting the need for leave due to a serious health condition, second or third medical opinions (at the District's expense) and periodic recertification, and periodic reports during FMLA leave regarding the employee's status and intent to return to work. A medical certification form must be presented by the employee within fifteen (15) days of being asked to do so by the District. A return to work form from a physician will, in most cases, be required in the case of an employee's serious illness, injury, work-related injury (worker's compensation) or illness which has caused a prolonged absence

from work, or if the employee's Principal/Supervisor reasonably determines for the sake of safety that a medical authorization is advisable.

The District may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. The District may require an employee seeking FMLA leave due to a serious injury or illness of a covered service member to submit a certification providing sufficient facts to support the request for leave.

13.7 Upon Return to Work. Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. FMLA leaves shall not be counted as absences for disciplinary purposes.

13.8 Conform with Existing Laws. This policy does not provide any greater benefits than those provided by the family and medical leave laws. Any change in the law will impact upon the operation of this policy by modifying its provisions to conform with the law.

Section 14. TECHNOLOGY AND COMMUNICATION

14.1 Electronic Media and Social Media Policy. See Appendix D for Policies #522.7 and #522.71

14.2 Political Activities (Per Board Policies and State/Federal Law).

A. Employees are free to engage in political activity outside of work hours and to the extent that it does not adversely affect the performance of job duties, working relationships or District operations. When engaging in political activity or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the Employer. Employer resources may not be used for promoting a particular candidate or political party or for advocating a particular position on an issue that has become identified as the viewpoint of a particular candidate or party.

B. Definition of "Employer Resources". Employees may not use employer resources for political activities. Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. Use of bulletin boards requires authorization of and is off-limits to public use.

C. Definition of "Political" Activities. Political activities include partisan and non-partisan elections and referendums. Any political activity must be conducted independent of your role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the "political" activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

- Using working hours or employer resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;

- Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
- Using the employer's mailing address as the return address for political solicitations;
- Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

D. These guidelines are not intended to discourage discussion of controversial issues in the classroom, where such discussions are consistent with District curriculum guidelines and teaching methods.

E. This procedure is not intended to limit the off-duty activities of employees where District buildings and property are made available to community groups for meetings and gatherings.

F. Nothing in this procedure limits the rights of the District to sponsor non-partisan political forums or forums to provide information on District initiatives, such as building referendums. Nothing in this policy places restrictions on the District's freedom to invite speakers with political associations to forums that are not open to the general public.

14.3 Solicitation. Pursuant to Board Policies and state/federal law, in order to help maintain a work environment that protects employees from undue interference while performing their jobs, employees may not orally solicit or distribute written materials for any organization, fund, activity or cause to other employees in work areas while either employee is on working time.

A. Employees: May solicit other employees or distribute written materials before or after the normal workday, during normal break or lunch times or any other time when the employee is not working. These solicitations and literature distribution efforts are not permitted in working areas.

B. Non-employees: May not solicit or distribute written materials on behalf of any organization, fund, activity or cause. Solicitations for charitable organizations are exempt as long as the organization is sponsored by an employee and prior permission has been secured from management. The same restrictions regarding working time and working areas apply to non-employees.

14.4 Artificial Intelligence (AI) Acceptable Use Framework. The Hudson School District provides access to district-approved Generative Artificial Intelligence tools (such as Gemini) to maximize operational efficiency and elevate administrative workflows. All utilization must comply with Board

Policy #526 (Staff Use of Information Technology/Electronic Media). AI technologies are intended to supplement professional expertise; they do not replace human judgment, institutional memory, or the personal connections essential to District operations.

A. **Human Accountability and Work Verification:** Every automated task must originate from a human objective and conclude with rigorous human verification. No AI output shall be finalized, published, or implemented without comprehensive supervisory review. Employees retain full professional responsibility for the accuracy and integrity of their final work product.

B. **System Oversight and Critical Operations:** Generative AI tools lack situational context and institutional memory. AI utilities must never be solely responsible for making operational, financial, logistical, or personnel-related decisions. The evaluation of vendor contracts, budget allocations, facilities routing, and human resources tasks demands distinct human judgment.

C. **Accuracy and Bias Verification:** Generative AI models can produce errors, state omissions, or project data bias. Support staff must critically review and fact-check all AI-generated communications, operational schedules, or statistical summaries before use or dissemination.

D. **Data Privacy and Information Security:** Protecting student and staff data remains an absolute priority. Pursuant to Board Policy #347 (Student Records) and Board Policy #526, employees are strictly prohibited from entering Personally Identifiable Information (PII), payroll configurations, HR files, health notes, or confidential district financial statements into any public or non-vetted generative AI tool. E. Communication Transparency: When utilizing approved AI tools to draft high-volume operational updates or newsletters, staff must ensure communications remain deeply aligned with District values. AI shall be leveraged to clear administrative backlogs, thereby maximizing time available for meaningful, face-to-face community and staff interactions. Specific software configurations and approved district logins are managed dynamically by the District Information Technology Department.

E. **Communication Transparency:** When utilizing approved AI tools to draft high-volume operational updates or newsletters, staff must ensure communications remain deeply aligned with District values.

Section 15. GENERAL WORKPLACE POLICIES

15.1 Code of Ethics. Pursuant to Board policies and state law, staff may not use their position for improper personal gain, or for the private gain of a member of the employee's immediate family/ close personal associate or for an organization with which the staff member is associated if such gain is different from what is available to the general public. Staff have a duty to ensure that conflicts, or perceived conflicts, between their own private interests and public responsibilities, are avoided.

A. **Disclosure of Personal Relationships.** Employees are required to disclose personal relationships with applicants/employees/vendors/service contractors, and may not participate in discussions concerning purchasing services, hiring, promoting, retaining or salary/benefits of persons with whom the employee has a relationship that may pose a conflict of interest.

B. Gifts and Gratuities. Employees may not solicit or accept from any person directly, or indirectly, any gift, gratuity or anything of value that might reasonably be perceived as impairing their independence of action or judgment. For purposes of this policy, "anything of value" is defined as an object with a likely value in excess of $25.00 and does not include coffee mugs, pens, paper supplies, calendars and other such items that are often provided at seminars and training sessions. When in doubt about the value of an item, the employee should discuss the matter with their supervisor. If an unsolicited item of value is received by an employee, the gift should be reported to their supervisor for proper disposition and documentation.

C. **Outside Employment.** Employees are required to disclose to their supervisor outside employment and may not use work time (except for breaks and lunch period) for tasks associated with outside employment. Employer resources, including supplies and electronic equipment, may *not* be used for purposes of outside employment. The employer retains the right to determine whether outside employment is interfering with job performance and creates a conflict of interest, or creates a potential conflict of interest.

D. Resolution of Conflict of Interest. When a conflict of interest is identified by the employer, the matter being reviewed may be reassigned to a different employee. The employer retains the right to take other or additional steps as may be deemed appropriate in order to resolve the matter. Violations of the Code of Ethics policy will be evaluated on a case-by-case basis and may result in disciplinary action up to and including discharge from employment. Nothing in this policy is intended to prohibit an employee from working with, or accepting employment with, a labor organization representing employees.

E. For information regarding tutoring and use of District owned equipment and facilities, contact Human Resources.

15.2 Support Employee Discipline. The Hudson School District expects all employees to perform at a high level and to comply with all of its policies, procedures, rules and directives. In the event of employee misconduct, it may be necessary for the employee's supervisor to take action. Disciplinary action against support staff may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance. Disciplinary action will typically be taken after an investigation and after giving the staff member an opportunity to respond to any and all allegations. Such action may be up to and including termination.

A. The following is a list of examples of behavior which would normally justify disciplinary action.

- Fraud in securing employment.
- Incompetency.
- Unauthorized absences.
- Repeated absence or tardiness or improper use of leave.
- Neglect of duty.
- Insubordination or willful misconduct.
- Dishonesty including failure to provide accurate and complete information when requested by an authorized person.

- Assuming duties while under the influence of controlled substances or intoxicants; or possession of use of intoxicants or controlled substances during working hours.
- Conviction of a felony or misdemeanor, the circumstances of which are substantially related to the duties performed.
- Negligence or willful damage to property.
- Discourteous treatment of the public or fellow employees.
- Failure to obtain and maintain a current license or certification as required by law or employer.
- Failure to maintain effective working relationships with other employees or the public.
- Sexual or other unlawful harassment, discrimination or retaliation.
- Workplace violence including using threatening or abusive language towards others.
- Unlawful possession of weapons.
- Failure to comply with health and safety rules and regulations.
- Unauthorized entry or use of facilities and property.
- Violation of any lawful order, directive, policy, or work rule.

The offenses listed above are not intended to be all-inclusive, and discipline, including termination, may occur for any other reason depending upon the seriousness of the offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior disciplinary actions.

B. The Board and Administration believe that disciplinary action that is imposed for misconduct should be commensurate with the severity of the offense. The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the District's discretion, various types of employee discipline or corrective action may be imposed which include, but are not limited to, the following: verbal warning, written warning, suspension or termination. None of these disciplinary measures are required to be used before termination from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The District may repeat disciplinary action.

C. Support employees are employed on an at-will basis and may be terminated with or without cause. However neither discipline nor termination of employment may be arbitrary or capricious. In accordance with the Grievance Procedure, the Board is the final arbiter of whether discipline or termination was imposed on an arbitrary or capricious basis. The employee may consult the Handbook's Complaint Procedure for actions not defined as "discipline" in the Handbook's Grievance Procedure.

D. All discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file.

15.3 Grievance Procedure.

A. Purpose. The purpose of this procedure is to provide an orderly method for resolving grievances under the terms of the Employee Handbook. A determined effort will be made to settle any grievances at the lowest possible level in the grievance procedure.

B. Grievance. A "grievance" is defined as a disagreement over (1) an issue involving workplace safety; or (2) the imposition of discipline, including discharge. Only one subject may be covered in any one grievance.

Subd. 1: For purposes of this procedure, "workplace safety" includes any practice or condition affecting the safety of the grievant, another person, or school property in violation of School Board policies or procedures governing the safety of the workplace or any federal, state, or local laws governing the safety of the workplace.

Subd. 2: For purposes of this procedure, "discipline" requires adverse employment action and does *not* include action such as verbal notices or reminders; performance evaluations or reviews; verbal warnings; verbal reprimands; documentation of employee acts and/or omissions placed in a personnel file; non-disciplinary wage, salary, or benefit adjustments; written reprimands; oral or written notices of deficiency; improvement plans; paid administrative leave or suspensions from work with pay; voluntary quit; job abandonment through failure to report to work; termination due to lack of qualification or license; layoffs, decreases in work assignment, or any other workforce reduction; job transfer or reassignment; or termination upon conclusion of a temporary position. The purpose of action, such as verbal notices/reminders and written reprimands, is to alert the employee that failure to correct the behavior may or will result in disciplinary action in the future.

C. Representation. At its own expense, a party may be represented during any step of the grievance procedure by a representative of their own choosing.

D. Time Limitations and Waiver. Grievances must be submitted and appealed in compliance with all timelines specified in this procedure. The failure of an employee to comply with any of the timelines specified in this procedure will constitute a waiver of the grievance. Consequently, the failure of an employee to timely submit or advance a grievance will result in the dismissal of the grievance. Failure of the District to timely respond to the grievance will constitute a denial and automatically advance the grievance to the next step.

Subd. 1: Extensions. The District may unilaterally waive or extend the timelines specified in this procedure**.**

Subd. 2: Counting of Days. In computing any period of time prescribed or allowed by this procedure, the date of the act or event from which the designated period of time begins to run is not included. The last day of the period will be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which case the period runs until the end of the next day that is not a Saturday, a Sunday, or a legal holiday.

Subd. 3: Filing and Postmark. The filing or service of any notice or document will be timely if it is personally served or if it bears a postmark of the United States Postal Service within the time period. The filing or service of any notice or document will also be timely if it is filed or served by electronic mail that is properly addressed and fully transmitted within the time period.

E. Grievance Process. An aggrieved Employee must process a grievance in the following manner and sequence:

Step-1: The aggrieved employee must discuss the grievance at a meeting with the employee's immediate supervisor or designee. Such discussions must take place within twenty (20) calendar days after the event giving rise to the grievance or the date the employee first became aware or should have become aware of the factual situation creating the grievance.

Step-2: If the grievance is not resolved within twenty (20) calendar days after the meeting at Step-1 above, the grievant may advance the grievance by reducing it to writing and presenting it to the District's Human Resources Director or designee within ten (10) calendar days after the meeting held at Step-1. The written grievance must contain the name and job title of the grievant and a clear and concise statement of the grievance, including the issue involved, the relief sought, the time and date the alleged incident or violation took place, the signature of the grievant, and the date the grievance was filed. The Human Resources Director or a designee may provide a written answer to the employee within ten (10) calendar days after the grievance was presented in writing at Step-2. If the Human Resources Director or a designee does not provide a written answer within ten (10) calendar days, the grievance is automatically deemed to have been denied.

Step-3: If the grievance is denied at Step-2, the grievant may appeal the Step-2 decision to an impartial hearing officer ("IHO") by submitting the written grievance to the District's Superintendent or designee within ten (10) calendar days after receipt of the decision at Step-2 or the expiration of the ten-day period for the Human Resources Director or designee to issue a decision, whichever is earlier. An IHO is defined as a person who is not employed by the School District, does not have a direct interest in the grievance, and is qualified by knowledge, training, or experience to hear the grievance. The Human Resources Director and a committee of employees with some Union representation will develop a list of potential IHOs. The Superintendent or a designee will appoint the IHO and has complete discretion in determining whether an individual is qualified by knowledge, training, or experience to hear the grievance. The Superintendent may appoint an IHO not on the list if those on the list are not available within the prescribed timeline or do not have the expertise specific to a unique issue of grievance. The District will pay for the services of the IHO. The Superintendent will also schedule a hearing on the grievance. After hearing the grievance, the IHO will make written findings, conclusions, and a recommendation to the Board. Within ten (10) calendar days after receiving the IHO's findings, conclusions, and recommendation, the aggrieved employee must give the District written notice of acceptance or rejection of the IHO's findings, conclusions, and recommendation. If the employee accepts the findings, conclusions, and recommendation, or if the employee does not provide timely notice of rejection, the employee will be deemed to have acquiesced to the findings, conclusions, and recommendation of the IHO, in which case the employee may not pursue the grievance further in any forum.

Step-4: Either the District or the employee may appeal the IHO's findings, conclusions, and recommendation by giving the other party written notice of appeal within ten (10) calendar

days after receiving the IHO's findings, conclusions, and recommendation. Such notice may be provided by personal delivery, U.S. Mail, facsimile, or electronic mail. If timely notice of appeal is provided, the District will schedule a meeting with the Board. If timely notice of appeal has been provided, or if the District waives the ten-day timeline, the Board will consider the appropriateness of the IHO's findings, conclusions, and recommendation at a duly noticed meeting. In its discretion, the Board may review any record from the hearing before the IHO, including but not limited to the exhibits received by the IHO. In addition, as it sees fit, the Board may conduct its review based entirely on the paper record created before the IHO and without receiving any new testimony or other evidence. Alternatively, in its discretion, the Board may conduct a limited or full evidentiary hearing in order to receive additional evidence and arguments from the parties. Upon completing its review, the Board will issue a written decision accepting, rejecting, or modifying the IHO's findings, conclusions, and recommendation. The Board is the final arbiter on all grievances**.** Accordingly, the Board's decision on any grievance is final and is not subject to appeal.

15.4 Personnel Complaint Procedure. The purpose of this complaint procedure is to provide staff members with an opportunity to be heard by someone other than their supervisor regarding non-disciplinary actions that the employee may regard as unfair or unwarranted or other conditions of employment.

Prior to accessing this complaint procedure, the staff member is encouraged to follow-up with their supervisor to seek clarification of the action taken or condition of employment and possible resolution. Thereafter upon written request to the Superintendent, the Superintendent will designate the Human Resources Director or other appropriate district-level administrator to schedule a meeting with the concerned staff member and otherwise investigate the complaint. Upon completion of the investigation, the district-level administrator will provide a written report of findings. The decision of the district-level administrator will be final.

This complaint procedure does not replace the complaint procedures adopted by the Board in policy or in Handbook, including the Handbook Grievance Procedure and Policies #511, Rule #511, #512, and #512.1

15.5 Job Vacancies and Postings. When the District determines that a vacancy or new position shall be filled, the District shall typically post a notice of such vacancy or new position for a minimum of ten (10) working days if reasonable and appropriate to do so. The posting shall typically include the date the position is to be filled, title of position, requirements, and rate of pay and benefits. The District retains the right to determine whether and when to recruit outside applicants. If a vacancy occurs in August or during the current school year, the District will expedite the process in an effort to hire the best candidate as soon as possible. Thus, internal candidates may or may not be considered for August/current school year vacancies based on the circumstances of the particular vacancy at the discretion of administration.

Interview: In most cases, all current staff who meet the minimum qualifications for the position and who sign said posting will be given the opportunity to interview for the opening unless circumstances warrant otherwise. All staff who interview for a position will be notified of the selection outcome.

15.6 Support Employee Reductions/Layoffs. If it becomes necessary to reduce or eliminate the number of support positions or the number of hours in any position employed by the District, in whole or in part, employees will be given as much advance notice as possible by the Board, but not less than 14 calendar days prior to implementation of the layoff.
Normal attrition resulting from support employees retiring or resigning from the District shall be taken into consideration by the Board to the extent administratively feasible for the continuation of the District's program, and provided that the Board has written notice of such retirements and/or resignations in sufficient time to meet any time limitations imposed upon it by budget or by law.

Support employees to be laid off, if necessary, will be selected first by classification and building or department (as appropriate as determined by the District), and then taking into consideration the following criteria in order of importance:

A. Significant Discipline within the past 3 rolling years and/or current Performance Improvement Plan;
B. Performance based on the District's evaluation system;
C. Specialized expertise/training;
D. Years of Hudson experience;
E. Additional criteria including but not limited to specific other support employee assignments in Hudson and other related experiences outside of Hudson may be considered if two support employees are equal in performance, specialized expertise/training and years of Hudson experience.

In the event a position becomes available within six months of lay-off, support employees laid off will be considered first for re-hire upon application and in reference to the above criteria.

15.7 Employee Furloughs. The District may furlough employees for budgetary or organizational reasons. A furlough is the placement of an employee, a group of employees, or a classification of employees on a temporary leave without pay for a defined period of time, which may be extended, as determined by Administration. A furlough is not a layoff and typically lasts less than 60 calendar days. The decision to implement a furlough will be made by the Superintendent or designee after consultation with the School Board. Employees will be given as much advance notice as possible, but not less than seven (7) calendar days prior to implementation of the furlough. Employees will receive written notification of the furlough. Such notice shall include the expected dates of furlough. Furloughed employees may be called back to work prior to the end of the identified furlough period upon written notification of the Superintendent or designee. Failure to return to work if called back will result in a voluntary resignation on the part of the employee.

The following guidelines apply during furlough periods:

1. Employees shall not receive any wages from the District and are not permitted to use District-provided accrued time off, such as vacation, sick or personal leave. However, employees will retain their accrued time off subject to the Handbook provisions during the furlough that the employee will be eligible to use upon their return.
2. Employees who are otherwise eligible for District-provided benefits, such as health insurance and dental insurance, may continue participation in the benefits during the furlough period for a period not to exceed 3 months, provided however that such employees remit their

contributions towards the premium as directed. Thereafter, employees may be eligible to continue certain insurance benefits, including health insurance, pursuant to COBRA depending upon their status and/or classification.

3. Employees are prohibited from working for the District during a furlough, but may work for another employer.

4. Employees to be furloughed will be selected first by classification and building or department (as appropriate) and then taking into consideration the following criteria in order of importance:

a**.** Significant Discipline within the past 3 rolling years and/or current Performance Improvement Plan;

b. Performance (based on the District's evaluation system)

c. Specialized expertise/training

d. Years of Hudson experience

e. Additional criteria including but not limited to specific other support employee assignments in Hudson and other related experiences outside of Hudson may be considered if two support employees are equal in performance, specialized expertise/training and years of Hudson experience.

15.8 **Work Stoppage**. Employees of the District shall not engage in, condone, assist or support any strike or work disruption of any kind including but not limited to a sympathy strike or slowdown. In the event of a violation of this Handbook provision, the District may take whatever disciplinary action it deems appropriate up to and including discharge.

15.9 **Personnel Files.** Reasonable access to personnel records will be authorized in accordance with public records laws and regulations, Wis. Stat. 103.13, and other applicable state and federal laws. Any/all personal medical information will be secured in an area separate from the personnel record, with strictly controlled and limited access, in order to protect confidentiality. Support staff members, and other authorized viewers of records, shall have the authority to review and copy, but not remove or alter, their personnel records. If an employee disagrees with any information in their personnel file, the employee may submit a written statement explaining their position which shall be included in the file.

Section 16. SAFETY & DISCRIMINATION, HARASSMENT & RETALIATION-FREE WORKPLACE

16.1 It is the practice of the District to maintain a safe workplace environment that is free from discrimination, harassment and retaliation. Every employee has a personal responsibility to help maintain a safe and healthful workplace environment. Under federal and state fair employment laws, members of protected classes are shielded from unlawful discrimination in employment. Workplace harassment and discrimination, whether engaged in by employees, supervisors or members of the public, will not be tolerated and will subject offenders to disciplinary action or discharge from employment. Retaliatory acts taken against employees for reporting workplace safety issues, harassment or discrimination will also not be tolerated and will subject the offender to disciplinary action or discharge from employment.

16.2 **Responsibility to Report.** It is the responsibility of each and every employee to immediately report to management any and all health and safety issues, discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job. Such

conduct includes conduct by employees toward other employees, by employees toward students and by members of the public toward employees which relates to their work.

16.3 Definition of Protected Class. State and Federal law prohibits discrimination and harassment based on any protected class including, but not limited to, age, race, color, creed, disability, religion, sex (including sex-based stereotypes, gender identity, or transgender status), national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, for use or non-use of lawful products off the employer's premises during non-working hours.

16.4 Definition of Harassment and Acts of Discrimination. Harassment and acts of discrimination to be reported by employees can include:

A. Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of their protected status.

B. Any attempt to penalize or punish a person because of their protected status.

C. Creating an offensive and hostile working environment for a person because of their protected status, including sexual harassment.

16.5 Reports and allegations of workplace harassment and/or discrimination will be subject to investigation by management as soon as reasonably possible. If an employee is found to be responsible for harassment or other discriminatory conduct, then appropriate disciplinary action may be taken, up to and including a termination from employment. However, such action cannot be taken if management is not first made aware of the complaint.

An employee who has a harassment, discrimination or retaliation complaint should immediately report it to their immediate supervisor or the Human Resources Department if the immediate supervisor is the subject of the complaint. The report may be made verbally or in writing. The allegations should provide sufficient information and detail so that the District can thoroughly investigate the complaint.

Upon receiving an employee report of harassment, discrimination or retaliation, the District will take appropriate steps to investigate the complainant's allegations. Such reports shall be kept confidential to the maximum extent possible. An investigation may include interviewing other employees, speaking with the complainant, interviewing members of the public and reviewing documents such as e-mails, letters or memos. Based upon the investigation's outcome, management will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken by the employer.

16.6 Definition of Workplace Safety. *Any* unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to their immediate supervisor. Should a hazardous situation exist, safety concerns always take precedence over continuing operations. Any employee who identifies new ways to increase workplace safety, should make these recommendations known to your immediate supervisor.

Section 17. DRUG & ALCOHOL-FREE WORKPLACE

17.1 No employee shall report to work or be under the influence of alcohol, illegal drugs or other drugs which affect the employee's judgment, coordination, decision-making or safety during working hours. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conferences. The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment is also prohibited.

17.2 The purpose of this policy is to: a) establish and maintain a safe and healthy work environment, b) reduce absenteeism and tardiness, and c) improve job performance.

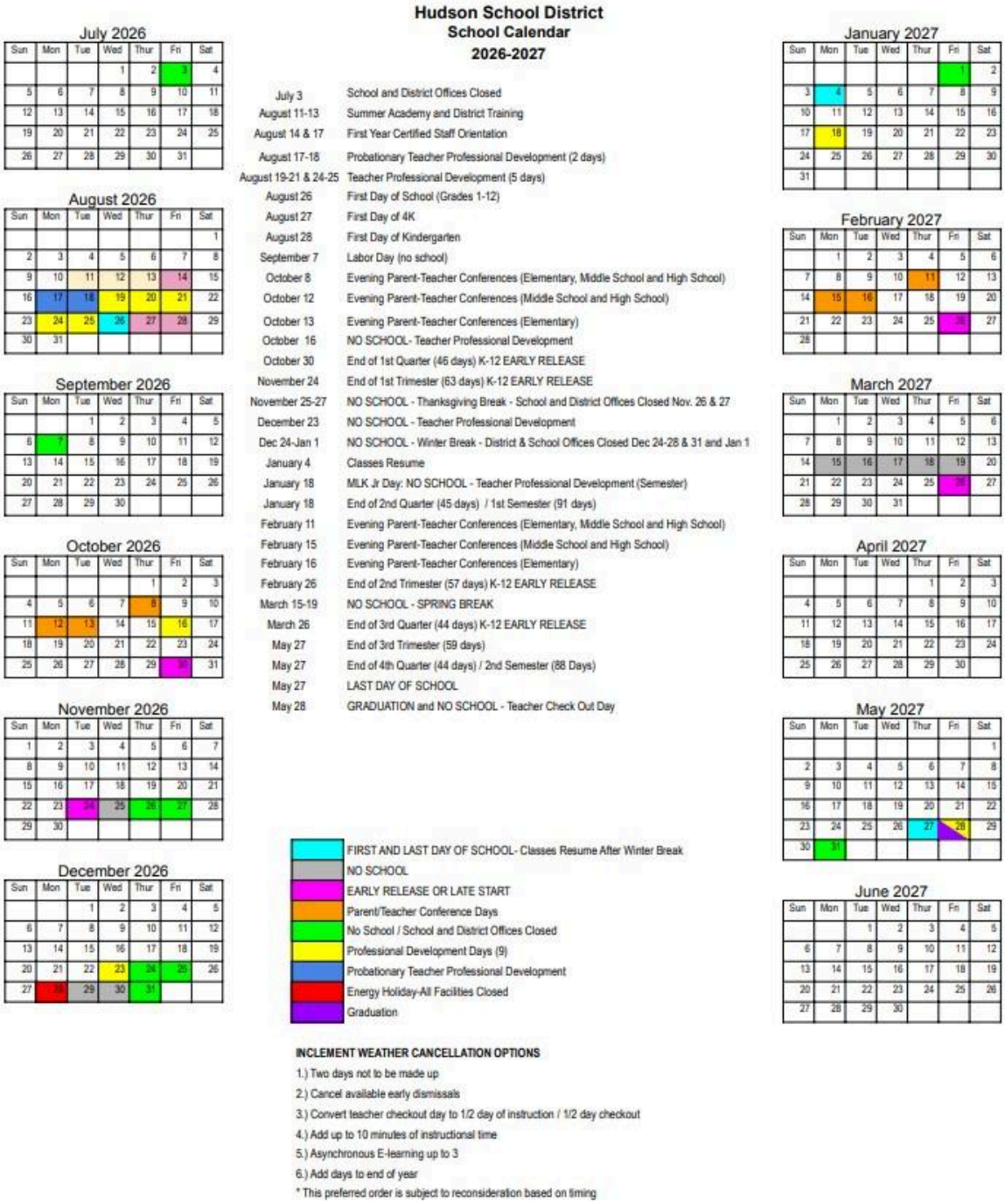
17.3 **Sale/Purchase/Distribution.** No employee shall sell, purchase or distribute alcohol or other drugs during work hours or while attending employer-sponsored events, conferences and training sessions. The employer may expressly authorize exceptions to this policy, including authorizing permission to use alcohol at a designated social event or distribution of student medications.

17.4 **Drug & Alcohol Testing.** The Employer may conduct drug & alcohol testing based on reasonable suspicion that the employee is under the influence of alcohol or illegal drugs and may conduct testing for employees in testing-designated positions (such as CDL). Any such testing will be done in accordance with established procedures.

17.5 **Duty to Report.** Every employee has a duty to notify their supervisor immediately of any drug use that might impair job performance including the ability to safely operate machinery or equipment. "Drug use" includes use of prescription drugs that may have a negative impact, even a temporary impact, on the employee's job performance.

17.6 **Violations of Policy.** Violations or allegations of violations of this policy will be evaluated on a case-by-case basis and may result in disciplinary action, up to and including discharge from employment.

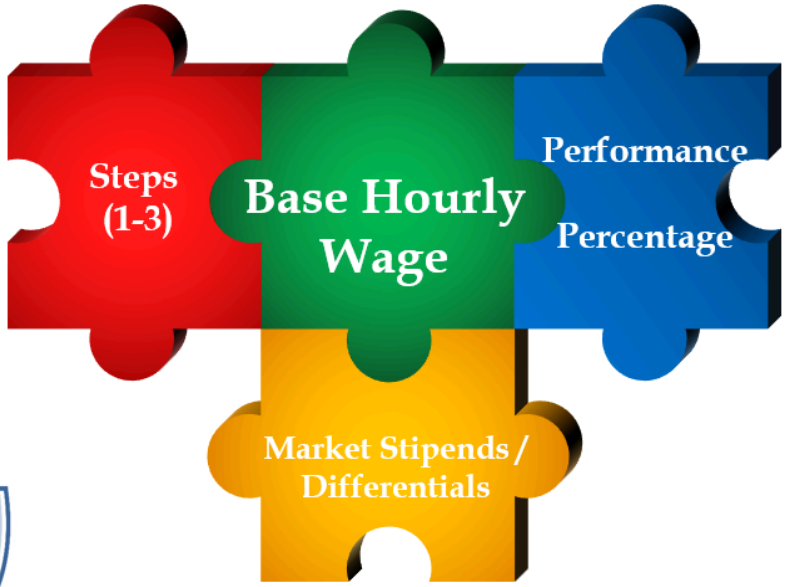
APPENDIX A. SCHOOL CALENDAR



APPENDIX B. SUPPORT STAFF COMPENSATION STRUCTURE

July 1, 2018

Support Staff Compensation Structure ("SSCS") – The Building Blocks of Compensation



APPENDIX C. FAMILY AND MEDICAL LEAVE ACT INFORMATION

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. Employers with 25 or more employees are required to post their particular leave policy

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.

ERD-7983-P (R-06/2020)

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

SCAN ME

WHI420 REV 04/23

APPENDIX D. ELECTRONIC MEDIA AND SOCIAL MEDIA POLICY

POLICY #522.7 - RESPONSIBLE, ACCEPTABLE, AND SAFE USE OF TECHNOLOGY RESOURCES

Appropriate technology access and use by all authorized users are elements of the overall educational experience. This policy addresses appropriate use of technology resources by all staff who use the District's technology resources. Examples of resources included within the scope of this policy and its implementing rules include but are not limited to the following: internet, telephones (including cell phones and the voicemail system), computers (whether used on or off campus), fax machines, digital communications (including email), wireless access points, printers, cameras, removable storage devices, and any other device or equipment that the District reasonably deems to fall within the scope of this policy.

The District and building level administrators are responsible for the maintenance and enforcement of rules and procedures concerning the acceptable, safe, and responsible use of the District's Internet access structure and other technology-related District resources by any person who is authorized to use the District's systems and equipment, including any student, District employee, District official, or other authorized user. These rules and procedures shall complement structural and general supports that further encourage and facilitate the acceptable, safe, and responsible use of the District's technology-related resources.

There is no expectation of privacy with regard to the use of any technology resource, including but not limited to, any activity on a district-owned network, equipment or on a personal device if performing work on behalf of the Hudson School District or representing oneself as a staff member of the Hudson School District. The District has the authority to review any and all such activity at its discretion.

The District's expectations for authorized users of District technology is that such use is a privilege that requires each user to take an appropriate degree of personal responsibility for following District rules and procedures. Sound judgment in communications and other technology-related personal conduct and activities is expected. The following further clarifies the District's expectations:

1. **Ownership**. The District owns, controls, and oversees all of the schools' technology resources, including but not limited to the District's technology-related equipment, software, applications, networks, network connections, and Internet access.

2. **Oversight**. Unless otherwise prohibited by law, at all times and without further notice:

    a. Each user of District technology resources is subject to direct and regular District oversight of, and access to, any and all data, files, communications, or other material that the user creates, stores, sends, deletes, receives or displays on or over the District's Internet connection, network resources, file servers, computers, other equipment or while working for and/or representing the District as a staff member.

    b. All aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided Internet access, (including use on personal devices that access the District's provided Internet) are subject to monitoring and tracking by District officials.

3. **Use of an Unsanctioned Resource**. An unsanctioned resource includes, but is not limited to, any resource that is not sanctioned through the curriculum improvement process and/or the District-approved digital resource process. The District is not responsible for the accuracy or quality of non-District content obtained through the District's technology resources. There are inherent risks associated with the use of unsanctioned resources and the District encourages staff to use caution when doing so.

4. **Access via a Personal Device or Performing a Non-Work Related Activity**. Any person who uses the District's technology resources using a personal device does so solely at their own risk. The potential risks include damage, loss of data, content, software, or equipment or the receipt of inappropriate content. The District makes no promises or warranties to users regarding potential damage or other loss. Policy #522.72 further defines expectations regarding the use of a personal device during the work day.

5. **Unauthorized Users of District Technology Resources**. No person shall use the District's technology-related resources unless that person is an authorized user as determined by the District.

6. **Appropriate Use**. No authorized user shall use District resources to access and/or transmit inappropriate material via the Internet, email, or other forms of electronic communications. All authorized technology use must strictly adhere to the professional staff-student boundaries established under Section 118.07(7) of the Wisconsin Statutes. Technology resources, whether district-owned or personal devices used on behalf of the District, must never be utilized to bypass official communication networks or to establish unmonitored, private digital relationships with pupils.

In addition to the above, the following expectations and responsibilities shall apply to all users of District technology and information resources:

1. Authorized users of District technology are expected to abide by and comply with all existing District policies, handbooks, rules and regulations as they apply to information and technology resources. Authorized users should use all technology resources with the understanding that the District's policies and expectations that apply to in-person interactions and to the user's general conduct also apply to their use of District technology, online conduct, and electronic communications.

    a. Students Records and Privacy:

        i. The District prohibits the unauthorized collection, disclosure, use and dissemination of personal and personally-identifiable information regarding students and minors, as particularly applicable to technology-based resources;

        ii. For illustrative purposes only, the District offers the following example of a potential violation: Entering student data, such as names and birthdates, into a third-party application without specific District and parental consent.

    b. District employees are obligated to follow the proper retention of District records, maintaining the confidentiality of student records, and avoiding inappropriate disclosures of District records as further defined in District policy and state/federal laws and regulations.

2. All staff that have access to District technology resources must comply with the following rules for maintaining and securing District property and resources:

    a. Maintain a password for accounts and change passwords periodically as directed by the District. Upon request, staff must share their account credentials with the District. Additionally, users are not authorized to share their username or passwords with any other person/entity;

    b. All District technology should be physically secured according to standards set by building administrators or their designees when not in use. Furthermore, a device must be secured whenever it is not in use by the authorized user by invoking the password on the device and/or logging off the device. Leaving a device open or logged in when you are not in physical proximity may allow others to access your email and other sensitive files in violation of the preceding expectations.

3. Suspected violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources must be reported to the building administrator and/or supervisor. Furthermore, any suspected violations of state or federal laws and/or regulations must also be reported to the building administrator and/or supervisor.

4. If a staff member uses District technology resources in a manner that may violate any state or federal laws and/or regulations, District policies, rules or procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources, then the user will be subject to a strict **range of consequences**. Based on the severity of the infraction, the District may impose restrictions on technology access, formal suspension, or immediate **termination of employment/service**, which represents the most serious consequence for boundary violations. Furthermore, documented violations will result in immediate referral to law enforcement and the Department of Public Instruction (DPI) where required by statute.

Implementation of the Policy.

The Board directs the Superintendent and/or designee to take reasonable steps to ensure that instruction and/or training activities and reasonable structural and systemic supports are in place to facilitate and enforce individual user's compliance with the District's policies, rules, and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources. Appropriately limiting a user's access rights to be consistent with the individual's role and authority, and running up-to-date anti-virus and other protective software are illustrative examples of structural and general supports that can facilitate the acceptable, safe, and responsible use of the District's technology-related resources.

It shall be the responsibility of the Superintendent in consultation with such designees as they deem appropriate, to maintain the District's systems and equipment that provide access to the Internet in a manner that uses technology protection measures designed to block or filter Internet access to visual depictions that are:

1. obscene;
2. pornographic; or
3. as to computers and other devices that may be accessed by students or other minors, otherwise harmful to minors. Filtering, blocking or other protective technologies will also be used to decrease the likelihood that student users of the District systems and equipment might access materials or communications, other than visual depictions, that are inappropriate for students.

Recognizing that prevention methods and filtering are not always foolproof, staff shall report to building administrators any complaints or concerns regarding student access or exposure to any content, activities or communications that may be harmful, deceptive, or otherwise inappropriate or objectionable. The District will review the issue and report back to the person making the report to the extent they are able to do so.

Building administrators shall have responsibility, within their respective schools, for overseeing the day-to-day implementation of the District's policies, rules and guidelines regarding the acceptable, safe, and responsible use of technology resources.

POLICY #522.71 - EMPLOYEE USE OF SOCIAL MEDIA AND ELECTRONIC COMMUNICATION[1]

The District has positive views about the appropriate use of social media and electronic communication (which includes, but is not limited to social networking sites, personal blogs or websites, wikis, video or picture share sites, synchronous and asynchronous communication and other internet-based social forums) by District employees. Technology is dynamic and policies and/or administrative rules are intended to be flexible to include new and changing forms of electronic communication. The District understands that technology is constantly changing and encourages employees to use technology to assist with student learning.

Policies and/or administrative rules governing social media and all electronic communication are intended to support employees by ensuring that all District employees clearly understand the many factors and possible ramifications to consider and use communication tools in a district-approved manner within district-approved platforms or spaces.

At all times when using social media and/or electronic communications, employees are required to follow applicable Board Policy. Such policies include, but are not limited to, policies pertaining to student records, acceptable use, mandatory reporting requirements, copyright, discrimination/harassment, distribution of materials, anti-bullying, etc.

Every District employee has a First Amendment right to express himself/herself on matters of public concern, including, but not limited to, political, social, and other issues facing the community, the State, and/or the Nation. The District respects the rights of employees to use social media and electronic communication as a medium of self-expression during non-work time for non-work purposes. The District allows for the use of social media and electronic communication during work time for work purposes.

Expectations for Employee Use of Social Networking Sites:
In general, what an employee does on their own time outside of work responsibilities will not be regulated by the District. However, the District may monitor and regulate employee use of electronic media during work and non-work times under the following circumstances:

1. The employee chooses to identify himself/herself as an employee of the District in the activity;
2. The activity occurs through use of any District technology or during work hours;
3. The activity affects the employee's job performance or the performance of other District employees; and/or
4. The activity involves and/or relates to District students.

If an employee chooses to publish or share content on social media or through electronic media, as defined above, including, but not limited to, Facebook, Twitter, Tumblr, Snapchat, Instagram, the District requires employees to observe the following guidelines:

1. Employees are personally responsible for the content they publish. Remember that what is published online will be public for a long time. Be mindful to protect individual privacy and use common sense when determining what to publish. Online behavior must reflect the same standards of honesty, respect, and considerations that are used in direct contact communication. Indeed, District employees, students, families, and other individuals or entities may seek legal action against a District employee if the employee's online commentary, content, or images, are defamatory, pornographic, proprietary, harassing, libelous, create a hostile work environment, violate the individual's/entity's expectation of privacy, or otherwise harm the individual or entity.

2. Employees shall not produce content that directly states or indirectly implies that the employee's opinions reflect that of the District, are endorsed by the District, or that the employee is speaking on behalf of the District.

3. Employees shall not disclose confidential information to which the employee has access because of their position with the District.

4. Employees must follow all Board of Education policies regarding student privacy.

The District may impose disciplinary action, up to and including discharge and/or nonrenewal, upon an employee for the employee's online posts that violate any of the above guidelines or that otherwise violate applicable Board Policies, Employee Handbook provisions, or the expectations of the District.

Guidelines for Electronic Communication with Students:
Employees and volunteers - when acting in official capacity on behalf of the school district, are prohibited from electronically communicating with current students (regardless of the student's age) and former students (who are under the age of 18 years) subject to the following situations that shall constitute "permission" for electronic communication.

First, such prohibition does not apply to any student who is an immediate family member of the employee. Immediate family is defined to include spouse, child, parent, brother, sister, domestic partner, and any current resident of the same household.

Second, such prohibition does not apply to a current or former student if written parental permission is obtained and any subsequent communication between employee and student includes a parent or guardian.

Third, employees may communicate electronically with students within the following guidelines:

1. **Standards for Appropriate Methods:** Employees must utilize official, transparent, and school-controlled digital channels when acting in an official capacity, **regardless of whether the communication occurs during or outside of school hours**.

    - *Permitted Channels:* Electronic communication is strictly limited to District-issued email (@hudsonraiders.org) and District-supported educational platforms (such as Google Classroom, Canvas, or official District-managed Remind accounts).

    - *Prohibited Channels:* Employees are strictly prohibited from communicating with pupils via personal cell phone numbers (voice or text), personal email addresses, or personal

social media accounts (including, but not limited to, Facebook, Instagram, Snapchat, TikTok, and private messaging applications) without expressed parental or guardian approval and inclusion..

- *Extracurricular/Coaching Exception:* For athletic or activity settings, group communication tools must be utilized in a setting where text logs are transparent and visible to supervisors or parents. One-on-one private messaging outside an official application is prohibited.

2. **Standards for Appropriate Content:** All electronic interactions with pupils must remain professional, transparent, and direct. Content must pertain exclusively to academic matters, school-sponsored extracurricular logistics, or immediate student health and safety. Employees shall not exchange messages that are personal, flirtatious, romantic, or sexually suggestive. Communications must not share details about an employee's adult personal life, request that a student keep secrets, or encourage an exclusive, emotionally dependent relationship (grooming behaviors).

3. **Unsolicited Pupil Contact and Duty to Disclose:** If an employee receives an unsolicited, non-school-related communication from any pupil (including District students, out-of-district pupils, or home-schooled pupils) via a personal account or personal device, the employee **shall not respond**, except to address an immediate, bona fide health or safety emergency. If an emergency response is sent, the employee must immediately capture screenshots and report the interaction directly to their supervisor or building principal. Employees maintain an affirmative duty to report any observed or suspected boundary-crossing or grooming behaviors by colleagues, volunteers, or contractors to District administration.

4. **Mandatory Annual Training:** Beginning in the 2026-27 school year, all employees must annually participate in District-provided or District-approved training focused on identifying, preventing, and mandatory reporting of grooming behaviors and professional staff-student boundary violations.

5. **Scope of Covered Pupils:** These communication and boundary regulations apply universally to interactions with pupils enrolled in the Hudson School District, pupils attending any public or private school outside District control, and pupils participating in a home-based private educational program (home-schooling).

6. **Range of Consequences:** The District takes professional boundaries with students with the utmost seriousness. Violations of these guidelines or underlying Board Policies will be investigated thoroughly. The District enforces a strict range of disciplinary actions based on the severity of the infraction, up to and including immediate **termination of employment**, as well as mandatory reporting to law enforcement and the Department of Public Instruction (DPI).

APPENDIX E. REPORTING A WORK-RELATED INJURY

Medcor®

In Case of a Worksite Injury

Call Immediately!



1-855-736-9482

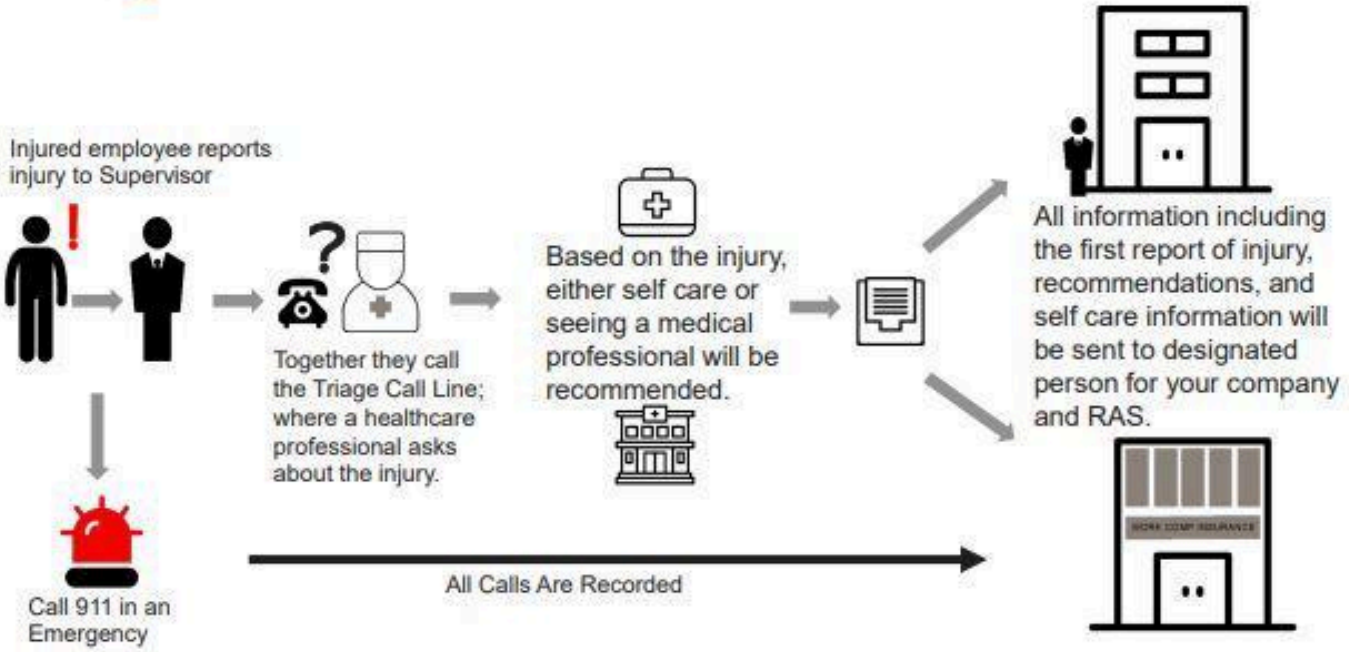
For potentially life-threatening injuries CALL 911
Para lesiones potencialmente mortales LLAME AL 911

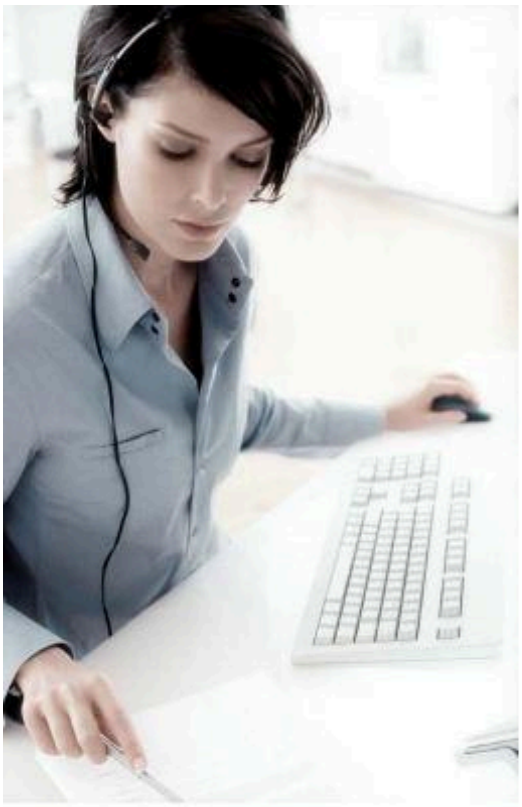
Don't call the hotline if…

- The injured worker already received medical care — call 1-800-732-1486 ext. 1 instead
- The injured worker isn't available to participate in a call — call 1-800-732-1486 ext. 1 instead



Calling Process





What is a Triage Call Line?

- Nurse call line provided by Medcor 1-855-736-9482
- Immediate access to a Health Professional for workplace injuries, while the employee is still at work
- Available 24/7/365
- 3rd party providing care for injured employees
- Safe & effective recommendations
- Clear documentation and notification to all requested parties

The triage call line does not have the capacity or capabilities to contact, direct or administer Emergency Medical Services.

If the incident is severe or life-threatening
Call 911 immediately.



APPENDIX F. EMPLOYEE ASSISTANCE PROGRAMS



FamilyMeans
EMPLOYEE ASSISTANCE PROGRAM

Sometimes success requires assistance.

That is why the Hudson School District has a contract with FamilyMeans Employee Assistance Program.
FamilyMeans is available to support you and your family through life's challenges.

CAREGIVING & AGING

Caregivers assist loved ones with daily living needs, meals, finances, transportation, and more.

This can be challenging and take a toll on your own well-being.

FamilyMeans offers coaching, consultation, respite, resources, and support groups to caregivers.

COUNSELING & THERAPY

Have you grieving a loss?

Having marital concerns?

Feeling symptoms of anxiety or depression?

FamilyMeans provides face-to-face therapy for you and your family members for these and many other issues.

2 EAP sessions per problem episode.

FINANCIAL SOLUTIONS

Do you struggle to manage debt or stick to a budget?

FamilyMeans can help you to create a personal action plan for financial success.

FamilyMeans provides

- Debt Management
- Budget Planning
- Credit Report Review
- Student Loan Counseling

Are you in need of legal consultation around a real estate transaction, family matter, or injury? Do you need to update your will? A phone consultation with counsel from an established, reputable law firm in your state of residence will point you in the right direction. *Employment-related matters not included.*

Get started with any of these services today.

All services are strictly confidential.

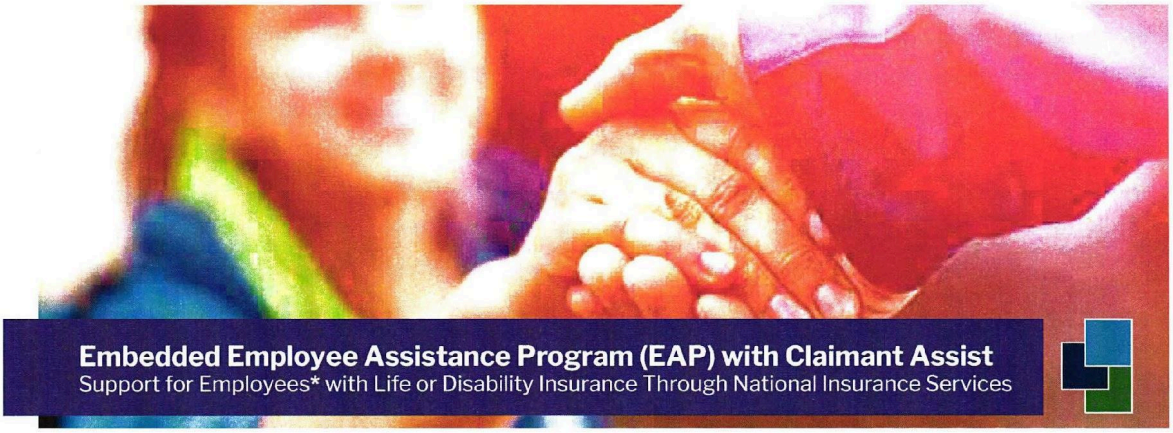
Contact FamilyMeans EAP at 651-439-4840 or learn more at FamilyMeans.org.

FamilyMeans
BETTER IS POSSIBLE

FamilyMeans.org | 651-439-4840 | 800-327-3203

NIS
National Insurance Services

Client Focused. Solution Driven.



Embedded Employee Assistance Program (EAP) with Claimant Assist

Support for Employees* with Life or Disability Insurance Through National Insurance Services

The EAP Program

Everyday life can be stressful and can affect your health, well-being, and performance. Fortunately, our Employee Assistance Program can aid in finding solutions. When facing personal problems, you might struggle with where to turn for help. The first step is usually the hardest, and guidance is often the key. That's why National Insurance Services (NIS) offers an Employee Assistance Program (EAP). An EAP offers a confidential place to find the answers that work for you.

Your EAP Service Provider

TELUS Health is a leader in the field of Employee Assistance and has been providing employee assistance services for over 40 years. TELUS Health has the experience to provide the broad range of services and guidance that is paramount to an EAP – whether it's help with day-to-day concerns or guidance through a challenging crisis. The information you discuss through the EAP is kept confidential in accordance with federal and state laws.

The EAP Process

When you access the EAP, TELUS Health counselors listen and take action toward finding solutions. The next step may include meeting with a mental health counselor for up to three face-to-face visits, negotiating health insurance benefits, or referrals to community resources for legal and financial services.

Referrals and Resources

You can receive information and a listing of childcare and eldercare resources with confirmed vacancies meeting your specifications. If face-to-face mental health counseling sessions are required, TELUS Health counselors will refer you for counseling at a location that is convenient to your home or work. TELUS Health counselors can also refer you to self-help groups such as Alcoholics Anonymous or Gamblers Anonymous and community financial and legal resources for debt management.

Claimant Assist

NIS's Claimant Assist program offers special services to Long Term Disability claimants or Life Insurance beneficiaries at no charge. If you have Disability insurance coverage through NIS, our Long Term Disability Claimant Services are available to guide and counsel claimants and their immediate family

(over)

Under our EAP you can receive no-cost, confidential help for a wide variety of needs and concerns:

- Alcohol or Drug Addictions
- Anxiety
- Childcare
- Depression
- Eating Disorders
- Eldercare
- Family Conflict
- Financial or Legal Concerns
- Marital Difficulties
- Parenting Concerns
- Problem Gambling
- Relationship Problems
- Stress Management

EAP Services Are Available to You Two Ways:

Phone: 866.451.5465

Online: www.niseap.com
Login: NISEAP | **Password:** EAP
(Note: Password Is Case-Sensitive)

Claimant Assist Services Are Available:
866.472.2734

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members. If you have Life insurance coverage through NIS, our Beneficiary Services Program provides counseling and assistance to beneficiaries when faced with the challenge of coping with loss.

Virtual Fitness

You have access to a virtual fitness platform through the EAP. LIFT session, one of the leading fitness providers, provides you with an easily accessible, effective and affordable way to reach your fitness goals anytime, anywhere for better health and well-being.

You can work out on your own with personalized programs and access coaches if you have questions, or choose to work under the live supervision of a coach online, in 1-1 personal or group sessions.

Access to Masters-Degreed Counselors 24-Hours a Day Through a Toll-Free Number

Up to three in-person assessment and counseling sessions.

- **Legal Assistance:** Counselors may refer you to a telephone and/or one in-person consultation with an attorney.
- **Financial Assistance:** Telephone consultation with a financial consultant to address questions on budgeting, taxes, and debt consolidation.
- **Eldercare Assistance:** Our specialists can help you locate eldercare options, such as residential care or in home care, provide support in dealing with the emotions of retirement, or legal aspects like estate planning. Use our website to find resources on retirement, from financial planning and calculators, to articles on coping with retirement stress, and filing your retirement days with meaningful activities.
- **Childcare Assistance:** Telephone consultation with a work-life professional to provide information, referrals, and resources related to childcare concerns.
- **Memorial Planning Assistance:** Telephone consultation with a work-life specialist to assist with memorial and funeral planning. Services include identifying potential locations, associated costs for services, and providing information to help coordinate logistics (Available to Life insurance beneficiaries only).

Your EAP and Claimant Assist Administrator:

TELUS Health

134 North LaSalle Street, Suite 2200
Chicago, IL 60602

Telephone Assistance:

EAP: 866.451.5465

Claimant Assist: 866.472.2734

Online:

www.niseap.com | Login: NISEAP | Password: EAP

(Note: Password Is Case-Sensitive)

***The EAP is for use by the covered employee only. While issues may concern family members, all contacts to the EAP must be made by the employee.**

© National Insurance Services

Offices Nationwide: 800.627.3660 **www.NISBenefits.com**

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