

# **School District of Crivitz**



## **Support Staff Handbook**

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## **Introduction**

### **Introductory Statement**

This Employee Handbook has been prepared for District support staff employees including: secretaries, custodians, bookkeepers, maintenance, head cooks, kitchen helpers, aides, and paraprofessionals. The provisions described herein are the terms and conditions governing employment in the School District of Crivitz.

Each support staff member is responsible to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines.

Full description of the policies and administrative guidelines are located on Neola – Board Doc for the District:

❖ <https://go.boarddocs.com/wi/sdcriv/Board.nsf/public#>

If you have questions regarding any of the Board policies and/or District Administrator's administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

### **Disclaimer Statement**

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

Any staff member who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice.

This Employee Handbook supersedes any and all previous handbooks, statements, policies and procedures, rules, or regulations given to employees, whether verbal or written.

### **Mission of District**

#### **❖ Policy 2105**

- The primary purpose of the Crivitz School District is to educate each student at the full extent of his/her ability. To meet that goal, Crivitz Schools will

provide a safe and secure learning environment in a supportive atmosphere. Instruction will be sensitive and challenging to students and will be based on the developmental, intellectual, social, and emotional needs of the student. Opportunity for personal and academic growth will be made available through instructional core subjects, exploratory, and vocational offerings. The natural inquisitiveness of each student will be nurtured so as to enhance his/her ability to pursue a productive and lifelong enjoyment of learning.

## Statement of Philosophy

### ❖ Policy 2110

- The Board of Education believes that the purpose of education is to facilitate the development of the potential of each student. In a free society, every individual has both the right and responsibility to make choices and decisions for himself/herself and for society. A prerequisite for every member of such a society in meeting those responsibilities is competence in the use of the rational thought processes needed to make intelligent, ethical choices and decisions. If our society, as originally conceived, is to survive and function effectively, its young people need to be prepared to exercise their rights and their responsibilities in ways that benefit them and the society. Likewise, if individuals are to be able to achieve their life goals in a free society, they need to be competent to choose among the myriad alternatives that are and continue to be available to them.
- The enculturation process in our society focuses on preparing the young to meet certain expectations and to avail themselves of opportunities to attain personal goals within that society. The District's program should reflect the formal aspect of the enculturation process, and, therefore, needs to focus on both the areas of societal expectations and personal opportunity available in our society.
- With regard to societal expectations, people in this society are expected to:
  - be self-sufficient -- that is, to meet their own needs, to the extent they are able, in their own way and without inhibiting others' opportunity to do the same;
  - fulfill their responsibilities to contribute to the "common good" by actively participating in affairs affecting all members of society.
- Today there is ample evidence that many students are not learning how to make effective, rational, responsible, or ethical choices or decisions in regard to how they treat their minds and bodies, how they plan their futures, how they cope with frustration, or how they solve personal, social, and economic problems.
- The Board and staff believe that the thought and action process involved in taking intelligent, ethical action can be learned just as any other set of

procedures can be learned, provided students are given consistent, appropriate opportunities to:

- see the procedures modeled;
  - learn what the procedures are;
  - practice using the procedures and correct ineffective use of them;
  - apply the procedures to a variety of relevant situations.
- The District is committed to ensuring adequate provision for such opportunities and to the applications of these processes to achieving the other educational goals associated with the District's mission.

## **Employment Law**

### **Nondiscrimination and Equal Employment Opportunity**

#### **❖ Policy 4122**

- The Board does not discriminate in the employment of support staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity) pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities.

### **Employee Anti-Harassment**

#### **❖ Policy 4362**

- The Board is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.
- The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters (collectively, Protected

Classes), or any other characteristic protected by law in its employment practices (hereinafter referred to as harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

❖ **AG 4362.01 – Reporting Threatening Behaviors**

- Threatening behavior may take different forms, including but not limited to the following:
  - face-to-face encounters in which words are used that indicate to the staff member that the staff member's safety and well-being are in jeopardy
  - any conduct or written/oral communications that include comments toward the staff member or the staff member's family which would imply or state explicitly that the staff member and/or his/her family may be subject to some form of physical or psychological abuse or violence
  - written or spoken comments to a staff member which could subject the staff member to blackmail or extortion
  - written or spoken communication that would imply or explicitly state that some form of damage may be done to the staff member's property or that of the staff member's family
  - written or spoken communication that causes a dwelling, a building, another structure, or a vehicle to be evacuated

## **Criminal History Record Check**

❖ **Policy 4121**

- Prior to making any offer of employment to a new applicant for a support staff position, the District shall conduct a criminal history record check of each applicant recommended for hire. The following procedure will be used for all applicants considered for employment:
  - Completion of a nationwide criminal background check.
  - All applicants will be informed as part of the application process that a criminal background check will be conducted prior to hire and shall be informed that the District may use the services of a third party agency to conduct the background check.



- The background check process will consist of a review of an individual's criminal record and personal references.
- All information received from the criminal history record check shall be kept confidential by the person receiving the report and is to be shared only with the District Administrator. If the applicant is subsequently employed, the record check shall be kept in his/her confidential file.
- The District Administrator shall determine whether or not to consider disqualification of an applicant based on the criminal history check.

## Threats of Violence

### ❖ Policy 8462.01

- An employee, regardless of position, shall immediately inform, by telephone or personally, a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat to the health or safety of a student or school employee or the public. The report shall contain detailed information concerning the nature of the threat. The staff member shall cooperate fully with law enforcement. When such a report is made, the staff member shall also inform the building administrator or District Administrator, as well as the School Resource Officer, if available. If a threat is reported to the building administrator, they shall immediately notify the District Administrator and coordinate the District's coordination with law enforcement, students, and parents as the circumstances require.

## Ethics and Conflict of Interest

### ❖ Policy 4230

- The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, and District's employees, officers, and agents is essential to the Board's commitment to earn and keep public confidence in the School District.
- For these reasons, the Board adopts the following guidelines designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all-inclusive, nor to substitute for good judgment on the part of all support employees, officers, and agents. Support employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

## Outside Activities of Staff

### ❖ Policy 4231

- The Board expects support staff members to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten an employee's effectiveness within the School District, the District Administrator shall evaluate the impact of such interest, activity, or association upon the support staff member's responsibilities.
- Staff members are expected to notify the District Administrator of their involvement in any outside organization, association, or the like if the staff member identifies himself/herself as a staff member of the District as part of his/her involvement, or if the staff member will receive compensation for any outside activities (refer also to Policy 4230 - Conflict of Interest).
  - Staff members should not give work time to an outside interest, activity, or association without a valid reason to be excused from assigned duties.
  - Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
  - Staff members shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the staff member has obtained or may obtain by reason of his/her position or authority.
  - Staff members shall not campaign on school property on behalf of any political issue or candidate for local, State, or National office.
  - Staff members should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
  - Staff members should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.

## Participation in Political Activities

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

used property, within all school buildings and at all school sponsored activities.

## Drug Free Workplace

### ❖ Policy 4122.01

- The Board believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain a drug-free workplace.
- **Prohibited Acts:**
  - The Board prohibits any member of the District's staff from any of the following at any time while on or in District property or while performing duties at a District-related activity or event:
  - manufacturing, possessing, using, distributing, dispensing, or being under the influence of any controlled substance or alcohol;
  - using, distributing, or possessing drug paraphernalia; or
  - unlawfully possessing, using, distributing, dispensing, or abusing a prescribed or over-the-counter medication.

## Employment of Support Staff

### ❖ Policy 4120

- The Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent support staff.
- All employees other than the District Administrator or Professional staff Members (Policy 0100 – Definitions) are considered Classified or Support Employees.
- The Board shall approve the employment, fix the compensation, and establish the term of employment for each support staff member employed by this District.
- The Board shall provide a description of the work schedule, hours of work per week, a determination of whether the employee is exempt or non-exempt for purposes of overtime eligibility (See Policy 6700 - Fair Labor Standards Act). For non-exempt employees, there shall be a clear statement in the job description and employee handbook which states the following: "No non-exempt employee may perform work for the District outside of his/her regular schedule without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from

employment," and for overtime eligible employees, there shall be a clear statement in the job description and employee handbook which states the following: "No overtime eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment."

- Such approval shall be given only to those candidates for employment recommended by the District Administrator.
- When any recommended candidate has been rejected by the Board, the District Administrator shall make a substitute recommendation.
- All applications for employment shall be referred to the District Administrator.
- Any support staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.
- The employment of support staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board at the next regular meeting.
- No candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of proper certification, when appropriate, or that application for such certification is in process. There must also be verification that a satisfactory background check has been conducted in compliance with District procedures.
- The District Administrator shall prepare procedures for the recruitment and selection of all support staff which include reporting newly hired employees to the Wisconsin Department of Workforce Development.

## **District Compliance Officers**

### **❖ Policy 4122**

- **Elementary School**
  - Kam Dama  
Principal  
718 Hall Hay  
715-854-2721  
kdama@crivitz.k12.wi.us

- **Middle/High School**
  - Jeff Baumann  
Principal  
400 South Avenue  
715-854-2721  
baumann@crivitz.k12.wi.us

## **Safety and Health**

### **Use of Tobacco and Nicotine**

#### ❖ **Policy 4215**

- The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.
- It shall be a violation of this policy for any support staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.
- It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

### **Controlled Substance and Alcohol for Employees that Transport Students**

#### ❖ **Policy 4162**

- The Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles, must be mentally and physically alert at all

times while on duty. In addition, the Board recognizes that a drug-free and alcohol-free school and work environment is vital to workplace and school safety and to the quality of the District's educational services.

- To that end, the Board has established this policy, which includes an alcohol and controlled substances testing program. The Board expects all Drivers to comply with Board Policy 4122.01 on Drug-Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.
- Further, the Board concurs with the Federal requirement that all Drivers should be free of any influence of alcohol or controlled substance while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all Drivers.

### **Training Staff May Need**

#### **❖ Policy 8450 – Control of Casual-Contact Communicable Diseases**

- The Board recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.
- For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Wisconsin Department of Public Health (DHS).
- In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

#### **❖ Policy 8452 – Automated External Defibrillator**

- The Board of Education has determined that it may enhance school safety to have an automated external defibrillator (AED) placed in building(s) within the School District.
- An AED is a heart monitor and defibrillator that:
  - is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia and determining without intervention by an operator, whether defibrillation should be performed;
  - charges and, at the command of the operator, delivers an electrical impulse to an individual's heart.

❖ **Policy 8453.01 – Control of Blood-Borne Pathogens**

- The Board of Education seeks to protect those staff members who may be exposed to blood-borne pathogens and other potentially infectious materials in their performance of assigned duties.
- The Board also seeks to protect students who may, during the course of the school day or during a school-sponsored activity, become exposed to blood-borne pathogens and other potentially infectious materials.
- To protect staff members and students, the District Administrator shall implement guidelines that are consistent with the Department of Public Instruction (DPI) Model Blood-Borne Pathogens Manual and such guidelines will include but not be limited to:
  - identifying those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
  - providing for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally- mandated scheduling;
  - requiring proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
  - establishing appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
  - providing for record-keeping of all of the above which complies with both Federal and State laws;
  - developing an exposure control plan.
- Further, employees who have been identified, as employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials shall complete the blood-borne Pathogens School Training made available through the DPI.

❖ **Policy 8453 – Direct Contact Communicable Diseases**

- The Board of Education seeks to provide a safe educational environment for students and staff. To this end, students and staff should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring, to the extent

permitted by State communicable disease reporting requirements, the confidential status of individuals who may have been diagnosed with a contact communicable disease.

- For purposes of this policy, these diseases shall include:
  - HIV (human immunodeficiency virus);
  - AIDS (acquired immune deficiency syndrome);
  - AIDS related complex (condition);
  - HAV, HBV, HCV (Hepatitis A, B, C);
  - other diseases that may be specified by the State Department of Health as contact communicable diseases.

## Workers Compensation

### ❖ Policy 8442 – Reporting Accidents

- The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this District. To that end and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the District Business Office. Injured persons shall be referred immediately to the school nurse and principal or appropriate personnel for such medical attention as may be needed.
  - Employee must call EMC On Call Nurse before shift ends
  - Employee will need to provide all the details of the injury
    - 844-322-4668

## Employment

## Support Staff Definition

### ❖ Policy 0100

- Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

### ❖ Definition of Employees

- Regular Full Time – Full Year:
  - Employees in this category shall include those employees who are assigned to a position on a full-time basis for full calendar year. Full



- time is defined as thirty (30) or more hours each week.
- Regular Full Time – School Term:
    - Employees in this category shall include those employees who are assigned to a position on a full-time basis for during the school term which may include short periods of time before and after the school term.
  - Regular Part Time – Full Year:
    - Employees in this category shall include those employees who are assigned to a position on a part-time basis, less than full schedule of hours, for a full calendar year.
  - Regular Part Time – School Term:
    - Employees in this category shall include those employees who are assigned to a position on a part-time basis, less than full schedule of hours, for the school term, which may include short periods of time before and after the school term.
  - Limited Term:
    - Employees hired for a limited period of time on a special project which will not be a permanent position.
  - Limited Term Substitute:
    - Employees hired to take the place of a regular employee until the regular employee returns to work.
  - Summer Help:
    - Employees who are hired to work during the summer months when school is not in session.

## Creating a Position

### ❖ Policy 4111

- The Board recognizes the need to establish positions which, when filled by competent, qualified support staff, will assist the District in achieving the education goals set by the Board. The District employs only persons authorized to work in the United States.
  - The District Administrator shall verify all new full-time and part-time employees' and substitutes' identity and authorization to work in the United States according to the Federal law
  - The Board reserves the right to:
    - fix and prescribe the duties to be performed by all personnel;
    - to create new positions;
    - to specify the number of persons within each job category;
    - set the initial salary for a new position not currently covered by an established salary structure, range, or schedule.

## Job Descriptions

### ❖ Policy 4120.01

- The Board recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of their position.
- Job descriptions document and describe the essential functions for support staff positions and thereby promote organizational effectiveness and efficiency.
- The District Administrator shall maintain a current, comprehensive, and coordinated set of job descriptions for support staff positions.
- As long as the provisions of the job descriptions are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

## School Calendar

### ❖ Policy 8210

- The Board recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the District.
- Classes shall not begin prior to September 1st except when holding year-round school or when so authorize by the Department of Public Instruction.
- The Board shall determine annually the number of days when the schools will be in session for instructional purposes. The school year shall consist of student contact days, sufficient to meet all required student instruction time mandates set by State law, and shall contain a number of non-instructional days for parent-teacher conferences, staff education and training, or other reasons during which staff are required to report. When compensatory instruction is offered virtually for days when schools are closed for inclement weather or for parent-teacher conferences, staff in-services, or other reasons, such instruction may be counted when computing the minimum number of instructional hours required by the State, provided such instruction applies to the entire school or grade level and accessibility requirements have been satisfied.

## Chain of Command

### ❖ Policy 8205 – Administrative Organizational Plan/Chart

- All personnel will refer matters requiring administrative action to the administrative officer immediately in charge. Administrative officers will refer such matters to the next higher authority when necessary.

❖ **Policy 4112**

- The Board has a legitimate interest in maintaining order and facilitating the efficient resolution of concerns by directing that employee communications to the Board move initially through the chain of command to the District Administrator.
  - Employees are expected to follow the established chain of communication as described in this policy.
  - Failure to do so may result in employee discipline.
- **Staff Communications to the Board**
    - All communications from staff members related to the performance of their job duties or responsibilities to the Board or its committees shall be submitted through the District Administrator. This procedure is not intended to deny any staff member the right to raise matters of concern regarding the District operations to the Board through established procedures when no resolution is reached by the administration.
  - **Board Communications to Staff**
    - All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the District Administrator, who shall also keep staff members fully informed of the Board's problems, concerns, and actions. Board member communications with staff shall also be consistent with the expectations in Board Bylaw 0144.5 - Board Member Behavior and Code of Conduct.
  - **Social Interaction**
    - Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District.
    - Since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members related to the performance of job duties or responsibilities may be inappropriate violations of the chain of command.

**Code of Conduct**

- Employees involved in any capacity in the education of young people must

represent the highest standards and values of the community. The purpose of this document is to establish ethical standards for the conduct of all district employees. Following these standards will ensure the highest principals of behavior and uphold the trust vested in us by our community.

- All employees shall:
  - Treat students, parents, fellow employees and community members with dignity and respect, demonstrating fairness and sensitivity for ethnic, religious, and cultural heritage.
  - Promote a safe, nurturing and positive school and work environment
  - Establish and maintain open and positive communication with patrons and fellow employees.
  - Maintain confidentiality concerning students, families and employees and avoid spreading rumors.
  - Address problems and grievances in an appropriate manner, beginning with the person closest to the problem.
  - Demonstrate knowledge of and act in accordance with district policies and procedures, as well as legal and contractual standards, responsibilities and obligations.
  - Support the district mission statement.
  - Demonstrate a commitment to learning and professional growth.
  - Dress appropriately.
  - Model and promote the use of appropriate language.
  - Use facilities and equipment in a manner that protects the resources and property of the district.
  - Protect district assets and financial resources by following accepted accounting practices and district policy.
- As employees of the School District of Crivitz, we assume the responsibility for representing the District in a manner characterized by trust, morality and ethical principles.

## **Physical Examination**

### **❖ Policy 4160**

- The Board requires any candidate who has been offered employment in a position that involves contact with children or preparation of food for children, as a condition of employment, to submit to an examination, including a tuberculosis screening questionnaire. Additional testing may be required to assure freedom from tuberculosis in communicable form.
- No physical examination may be required of any employee who has filed an affidavit with the District Administrator requesting such exemption on the basis that the employee relies exclusively on prayer or spiritual healing in accordance with the teaching of a bona fide religious sect, denomination, or organization and that the employee is to the best of his or her knowledge and belief in good health. An employee exempt from the physical examination requirement may still be required to submit to an examination if there is reason to believe the employee may have an illness that is detrimental to the health of students. Such examination shall be only to the extent sufficient to determine whether the employee suffers from such illness.
- The District Administrator may establish additional physical examination requirements for positions requiring particular demands or as may otherwise be required by law. Any fitness for duty examination shall be job related and out of necessity for safe and proper performance of job duties.

## **Dress Codes**

### **❖ Policy 4216**

- The Board of Education believes that support staff members are an important and integral part of the District. Also, since the support staff is highly-visible staff to the students, the professional staff, and the public, the Board believes the support staff should at all times be well dressed and groomed. Support staff members who understand this precept and adhere to it enlarge the importance of their task, present an image of dignity, and encourage respect.
- The Board retains the authority to specify the following dress and grooming guidelines for support staff. When assigned to District duty, all support staff members shall:
  - be physically clean, neat, and well groomed;
  - dress in a manner consistent with their support responsibilities;
  - dress in a manner that communicates to others a pride in personal appearance;
  - dress in a manner that does not cause damage to District property;

- be groomed in such a way that their dress or hair style does not disrupt the educational process or cause a health or safety hazard.

## **Personnel Files**

### **❖ Policy 8320**

- Maintaining accurate personnel records is critical to effective human resource management and to the Board satisfying its legal obligations. In addition, such records frequently contain confidential information that must be managed appropriately. Accordingly, the Board has developed the following policy relating to personnel records.
  - **Personnel Record Correction**
    - If an employee disagrees with any information contained in the personnel records, a removal or correction of that information may be mutually agreed upon by the District and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position. The District shall attach the employee's statement to the disputed portion of the personnel record. The employee's statement shall be included whenever that disputed portion of the personnel record is released to a third party as long as the disputed record is a part of the file.

## **Staff Evaluation**

### **❖ Policy 4220**

- The Board of Education recognizes the importance of implementing a program of support staff member evaluations for the purpose of promoting individual job performance and improving services to students.
- The goals of the Board's evaluation plan for support staff are:
  - to improve and reinforce the skills, attitudes, and abilities which enable a support staff member to be effective in achieving assigned job goals;
  - to identify and remediate weaknesses which prevent a support staff member from achieving the goals of assigned duties.
- The District Administrator shall prepare administrative guidelines for the conduct of support staff member evaluations.

## **Student Supervision and Welfare**

### **❖ Policy 4213**

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

possibility.

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

## **Assignment and Transfers**

### **❖ Policy 4130**

- The Board believes that the careful placement of support staff within the District is vital to the utilization of qualified and competent support staff for the successful functioning of the District.
- Responsibility for the assignment and transfer of support staff members shall be vested in the District Administrator, subject to and consistent with any applicable terms of the Employee Handbook.

## **Reduction in Staff**

### **❖ Policy 4131**

- It is the responsibility of the Board to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.
- The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant.
- Any staff member selected for reduction shall be informed with at least five (5) days advance notice. Where appropriate, attrition may be used to achieve the necessary number of position reductions.
- The District Administrator shall determine the appropriate employees for reduction considering all factors deemed important and in the best interests of the District, including the following considerations:
  - qualifications of the employees being considered for reduction
  - performance of employees, based on performance evaluations
  - input from direct supervisors
- The District Administrator shall determine the appropriate employees for reduction considering all factors that s/he deems important and in the best interests of the District.

- No employee whose position has been eliminated shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid-off employee may be qualified. Likewise, no such employee is entitled to a future position or is provided any preference over other applicants. Any employee whose position was eliminated under this policy may file a grievance under Policy 4340. Staff whose employment ended with the District due to a reduction in force, shall not be prevented from applying for future positions with the District.

## **Termination and Resignation**

### **❖ Policy 4140**

#### **○ TERMINATION**

- Employment may be terminated upon a majority vote of the Board of Education.
- Support staff employees subject to termination may be given an opportunity to resign.

#### **○ RESIGNATION**

- A support staff member may resign by filing a written resignation with the District Administrator.
- A resignation, once accepted, may not then be rescinded.
- The District Administrator may act for the Board in the acceptance of a resignation.

## **Staff Discipline**

### **❖ Policy 4139**

- The Board retains the right and the responsibility to manage the workforce. When the discipline of a staff member becomes necessary such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law. The District Administrator may issue discipline, except termination, when s/he deems appropriate, however, student performance on examinations may not form the sole basis for staff discipline.

## **Grievance Procedure**

### **❖ Policy 4340**

- It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. Each employee of the District shall be provided an opportunity to understand and resolve certain matters affecting employment that the employee believes to be unjust. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees.



- This procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.
- A grievance shall mean a dispute concerning an employee's discipline or termination of employment, or a dispute concerning workplace conditions that affect workplace safety. Only one (1) subject matter shall be covered in any one grievance. A written grievance shall contain:
  - the name and position of the grievant;
  - a clear and concise statement of the grievant, including the category of the grievance (i.e., employee termination, discipline, or workplace safety);
  - the issue involved;
  - the relief sought;
  - the date the incident or violation took place;
  - the specific section of the Policy Manual alleged to have been violated;
  - the signature of the grievant and the date.
- All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) business days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:
  - **Principal/Supervisor:**
    - If an employee believes they have a matter subject to the grievance procedure, the employee shall present the grievance to the Principal/Supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal/Supervisor shall, within five (5) business days, inform the employee in writing of their decision.
  - **District Administrator:**
    - In the event the Principal's/Supervisor's decision does not resolve the problem, the employee may, within five (5) business days of the date the Principal's/Supervisor's written decisions are issued, present their grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) business days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) business days. This step does not apply to any grievance related to action by the Board that directly affects the grievant.

▪ **Hearing Before an Impartial Hearing Officer:**

- In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) business days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determines that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. When the grievant is the District Administrator, the Board's legal counsel shall be responsible for selection of a hearing officer and arranging a hearing.

Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative. Any employee representative selected shall be at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. The Impartial Hearing Officer shall have authority to run the hearing, including administering oaths, admitting evidence into the record, providing for transcription, etc. The Officer may not modify any Board policy and may not issue decisions on matters not presented to the Principal/Supervisor in the initial grievance. Any fees or costs charged by the impartial hearing officer shall be paid by the District.

▪ **Board:**

- In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) business days, present the grievance in writing to the Board, who shall

consider the matter within thirty (30) business days after its receipt, unless postponed by mutual agreement. The Board shall revise the decision of the impartial hearing officer and may either issue a decision or determine additional evidence or testimony is necessary and provide for a hearing for that purpose. The Board's decision shall be a decision by majority vote of a quorum present which shall be final.

- This procedure constitutes the exclusive process for the redress of employee grievances for the subject matter referred to herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.
- Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

## Emergency School Closures

### ❖ Policy 8420

- The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with Policy 8420 – Emergency Evacuation of Schools.
- If the schools are closed because of snow, storm, power failure or any other reason, school year support staff shall not report for work.
- Announcements informing employees of school closings shall be on local radio and television stations.
- All year round support staff are expected to report to work unless otherwise informed by their supervisor.

## Acceptable Use of District Technology/Property

### ❖ Policy 7540.04

- Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society.
- Educators are continually adapting their means and methods of instruction,

and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet.

- The Board provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work.
- The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

### Personal Communications

#### ❖ Policy 7530.01

- The Board of Education will provide wireless communication devices ("WCDs") (i.e. cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs) BlackBerries/Smartphones, WiFi-enabled or broadcast access devices, etc.) to employees who by the nature of their job have a routine and continuing business need for the use of such devices for official Board business.
- WCDs are provided as a tool to conduct Board business and to enhance business efficiencies. WCDs are not a personal benefit and shall not be a primary mode of communication unless they are the most cost-effective means to conduct Board business (i.e. because some wireless services plan are billed on a time-used basis, Board-owned WCDs should not be used if a less costly alternative method of communication is safe, convenient and readily available).

### Lending of District-Owned Equipment

#### ❖ Policy 7530

- No item of District-owned equipment shall be loaned for non-district school use off school property.
- If equipment is required for the use of those granted permission to use District facilities, it may be loaned in accordance with Board of Education policy on the use of school facilities.
- The Board may lend specific items of equipment on the written request of the user and approval granted by the District Administrator.
- Equipment may be loaned to other governmental agencies for a period of time not to exceed seventy-two (72) hours or three (3) days.

## Personal Property

### ❖ **Policy 4281**

- Employees may bring personal property, including personal communication devices, to school either for reasons associated with professional responsibilities or for use during off-duty time (see Policy 7540.02) in accordance with the Support Staff Handbook.
- The owner of the personal property bears all responsibility and assumes all risk for loss, damage, or misuse of said personal property while it is on Board of Education property.

## District Email

### ❖ **Policy 7540.06**

- The Board is committed to the effective use of electronic mail ("e-mail") by all District staff and Board members in the conduct of their official duties. This policy, as well as any guidelines developed pursuant to it are intended to establish a framework for the proper use of e-mail for conducting official business and communicating with colleagues, students, parents, and community members.
- When available, the District's e-mail system must be used by employees for any official District e-mail communications. Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise.
- District staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

## Social Media

### ❖ **Policy 4213**

- Support staff members shall not engage students in social media and online networking media, such as Facebook, Twitter, My Space, etc.

## **Hours and Pay**

## Pay Periods

### ❖ **Policy 6510B**

- Year-round staff shall be paid in twenty-four (24) pays to occur twice monthly.
  - Pay dates are the 15<sup>th</sup> and 30<sup>th</sup> of every month. If the pay date falls on a holiday or weekend it will be paid on the previous business day.
- School-year hourly staff shall be paid in nineteen (19) pays.

## Wages

### ❖ Policy 6510

- The District will comply with State Statutes as to employee compensation.

## Overtime

### ❖ Policy 6700

- Covered, non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours in a given work week will receive overtime compensation at the rate of one and one-half (1 1/2) times the employee's regular hourly rate of pay for all hours worked in excess of forty (40) in the work week.
- Payment will be in the form of wages or, if the employee and the District Administrator in the form of compensatory time off in the amount of one and one-half (1 1/2) times the number of overtime hours worked.
- Non-exempt employees who work overtime without prior approval from the District Administrator or a supervisor will be subject to disciplinary action, up to and including termination.

## Payroll Deductions

### ❖ Policy 6520

- Payroll will be distributed by direct deposit to one designated bank account.
  - Staff member may elect to have a set amount go to one additional checking and/or savings account.

## Holidays

- A paid holiday is a day off with pay for the number of hours the employee normally works.
- Paid holidays will be provided to full and part-time support staff employees according to the following schedule:
  - Twelve month support staff employees are entitled to the following paid holidays:
    - New Year's Eve
    - New Year's Day
    - Good Friday
    - Memorial Day
    - Fourth of July
    - Labor Day
    - Thanksgiving
    - Friday after Thanksgiving
    - Christmas Eve
    - Christmas Day

- School year support staff are entitled to the following paid holidays:
  - New Year's Eve
  - New Year's Day
  - Good Friday
  - Memorial Day
  - Labor Day
  - Thanksgiving
  - Friday after Thanksgiving
  - Christmas Eve
  - Christmas Day
- When a holiday falls on a Saturday or Sunday, the District Administrator will designate another day as a non-working day.
- In order to be eligible for holiday pay, an employee must be on the active payroll of the District and must have worked their full regularly scheduled workday before and after the holiday, unless excused by the Board for a paid leave.
- Employees will be compensated for paid holidays at their normal daily rate.
- An employee that is called into work on a holiday shall receive one and one-half times their regular straight-time hourly rate of pay for all hours worked.
- If a holiday(s) falls internally within PTO time of the employee, the employee will be paid for the holiday(s), but the holiday(s) will not be counted as used PTO.

## **Work Schedules and Daily Time Sheets**

### **❖ AG 6510A**

- All hourly employees must submit a properly approved time sheet in order to be eligible for pay.
- Staff members are expected to adhere strictly to their established work schedules, unless their immediate supervisor approves a deviation from it.
- Staff members are required to complete time sheets daily and submit to their immediate supervisor for payroll purposes in accordance with the established schedule.

## **Break and Meal Periods**

- Breaks will be provided in accordance with Federal and State law.
- An unpaid meal period of 30 minutes will also be provided daily for full time support staff members.

- This unpaid meal time will be taken at a time as close as possible to the midpoint of the employee's scheduled work shift.
- The employee will punch out for this meal period and punch back in to resume their shift.
- All support staff members are expected to adhere strictly to the length of time designated for breaks and meal periods.

## **Time Clock and Card Procedures**

### **❖ AG 6510A**

- Non-exempt employees must show the time of beginning and ending of work each day, the time of beginning and ending of all unpaid meal periods each day, and number of hours worked each day.

## **Years of Service Stipend**

- Staff will receive a years of service stipend based on the following schedule:
  - After 5 years completed - \$500
  - After 10 years completed - \$1,000
  - After 15 years completed - \$1,500
  - After 20 years completed - \$2,000
  - After 25 years completed - \$2,500
    - For every 5 years an additional \$500 will be added

## **Benefits**

### **❖ Policy 4425**

- It is the Board's policy to provide a competitive and comprehensive package of employee benefits to its employees to effectively attract and retain high-quality employees.
- The specific design and development of employee benefit plans, including health insurance, dental and vision insurance, short-term and long-term disability insurance, and life insurance benefits shall be determined by the District Administrator with approval by the Board.
- These programs shall be reviewed no less than annually and where necessary or appropriate, the District Administrator shall solicit bids from potential vendors to provide employee benefits, or analyze alternative options, such as self-funding insurance plans.
- The District Administrator shall present to the Board for its approval any proposed changes or contract extensions for such benefits.
- A copy of the employee benefits booklet in on the Crivitz School District website. (Staff will need to choose the correct year)



- <https://www.crivitz.k12.wi.us/Page/18>
- Covered employees shall be provided continuation rights to the extent required under applicable provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- The Board retains final authority to establish, modify, rescind, add, or in any way affect employee benefits.
- The Board shall determine annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both employee and employer share of applicable premiums through Board action.

## Leaves of Absences

### Extended Leave

#### ❖ Policy 4430

- Any support staff member may request a discretionary voluntary leave of absence from the Board. All requests shall state the reason for the leave and the expected duration of the leave.
- All requests for unpaid leaves of absence by support staff members shall be presented to the Board for consideration only if there is a recommendation for approval by the District Administrator.
- Any support staff member granted a leave of absence by the Board shall be considered to have stopped performance of all work with the District until completion of the leave. Exceptions may be made by the District Administrator in cases where the best interests of the District might be served.

## Employee Leaves

#### ❖ Policy 4431

- The Board recognizes that there may be instances in which employees cannot report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 4430.01 (FMLA), Policy 4432 (Employee Sick Leave/Paid Time Off), and Policy 4430 (Leaves of Absence).

### Bereavement Leave

- Staff members are eligible for three (3) days of bereavement leave in the event of the death of a relative.
- Relative in this policy shall include:
  - spouse

- parent
  - grandkids
  - grandparents
  - son
  - daughter
  - siblings
  - Parents-in-law
- The use of leave is expressly for the purpose of attending services or making arrangements for service prior to such service.
  - Bereavement leave may not be used for any other purposes and does not accrue unless there is a qualifying death in the family.

#### Paid time off (PTO)

- **Year Round Support**
  - May be used in 15 minute increments or more.
  - PTO schedule:
    - After 6 months of employment – 5 Days
    - After 18 months of employment – 10 Days
    - After 5 years of employment – 15 Days
    - After 10 years of employment – 20 Days
    - 11 years and beyond – 1 more day of PTO is given for every two years worked
      - Maximum PTO – 30 days
  - Unused PTO as of June 30<sup>th</sup> can be:
    - Paid out up to 10 days at current substitute hourly pay
    - All unused PTO (not paid out) rolls over to sick time that can be accumulated up to 100 days
  - PTO cannot be accrued if not used
  - If employment is terminated any time during the school year PTO will be prorated and withheld from the last paycheck
  - PTO is a combination of prior personal, vacation and sick leave
- **School Year Support**
  - May be used in 15 minute increments or more.
  - Will be given 5 PTO days as of the first day of school (with students)
  - Unused PTO as of June 30<sup>th</sup> can be:
    - Paid out up to 10 days at current substitute hourly pay

- All unused PTO (not paid out) rolls over to sick time that can be accumulated up to 100 days
- PTO cannot be accrued if not used
- If employment is terminated any time during the school year PTO will be prorated and withheld from the last paycheck

### Jury Pay

- Staff members who are called to perform their civic responsibility as a potential juror, shall be excused for any days or portion of days on which the staff member is required to report.
- Staff members required to serve on a jury will not be penalized for doing so.
- Staff members shall inform their supervisor when they are called for jury duty or a court appearance and shall call in each morning to report whether they are required to report to jury duty that day.
- Staff members who miss work due to jury duty must provide verification from the court that they attended on that date.
- Staff members will receive full pay, and are required to endorse the check received from the court or pay the amount shown on their record slip less travel allowance within fifteen (15) days of return from jury duty.
- While on jury duty, staff members are required to report daily their schedule for the following day, and must report to work when excused for a day or more.
- Staff members must submit to the District Office a record from the court of the number of days served.

### Military Pay

- Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law

### Volunteer Fire Fighter, Medical Technician, First Responder, or Ambulance Driver

- A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

- By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
  - When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
  - When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.
- When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

#### Organ Donor Leave

- A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure.
- The employee may be required to provide written medical certification that they will serve as a donor and the amount of leave time necessary.
- Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy.

- An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 4430.01.

#### Leave to Testify

- Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:
  - If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;
  - Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.

#### Leave without Pay

- Employees not eligible for vacation time may be allowed up to ten (10) days absence without pay within a calendar year (July 1st through June 30th).
- These absences are subject to approval by the employee's immediate supervisor and the District Administrator.

#### Sick Leave

##### ❖ Policy 4432

- Employees are eligible to use paid sick leave in accordance with this policy.
- Any employee that is sick and will not be able to attend work on a scheduled work day shall contact their immediate supervisor as early as possible.
- Sick leave is available for use by employees for:
  - illness of the employee;
  - illness of an ill child (under age 18 unless medically handicapped) or spouse.
- The District Administrator or supervisor may request a health care provider's

note verifying the employee's illness in any case.

- This policy applies to all support staff.
- Sick leave shall be used in no less than 15 minute increments.
- **School Year Support:**
  - Staff will be given seven (7) sick days prorated per FTE
  - Sick leave shall be granted on the first day of school (with students) and thereafter on an annual basis
- **Year Round Support:**
  - Sick time will not be accrued yearly. Any unused PTO time as of 6/30/YY can be rolled into sick time.
- If employment is terminated any time during the school year sick will be prorated and withheld from the last paycheck
- Absences of more than three consecutive work days may be counted as leave under the FMLA (See Policy 4430.01).

## Family Medical Leave Act (FMLA)

### ❖ Policy 4430.01

- In accordance with Federal and State law, the Board will provide family and medical leave to professional staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.
- Absences of more than three (3) consecutive work days may be counted as leave under the FMLA.
  - FMLA paperwork must be turned into the District Office

## Insurances

### Group Health Plans

#### ❖ Policy 4419

- The Board shall have discretion to establish and maintain group health plans for the benefit of eligible employees. These group health plans may provide certain health benefits to employees as permitted by law.

## Privacy Protections of Fully Insured Group Health Plans

### ❖ Policy 4419.02

- The Board provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured group health plans:
  - Medical Plan
  - Prescription Drug Plan
  - Dental Plan
  - Health Flexible Spending Accounts (FSA)

## Full Time Support

### Medical

- District provides full time staff with a medical insurance plan.
  - District covers 90% of the premium with staff covering 10% of the premium.
- Staff may make changes to their current plan if there is a life changing event or during annual open enrollment period.
  - **Life changing event:**
    - Changes need to be made with District office (payroll) within 30 days of the life changing event.
  - **Annual open enrollment period:**
    - Changes will go into effect on July 1 of the following school year.
    - Held in spring of current school year for the following school year.
- Staff may choose from 4 different medical plans:
  - Single
  - Employee + Spouse
  - Employee + Child(ren)
  - Family
- District covers a large portion of the staff's deductible.
  - 2,500 for single plans
  - 5,000 for employee + spouse, employee + child(ren), and family

### In-Lieu of Payment

- Eligible employees may receive compensation in lieu of the District's medical coverage.
- Eligible employees who waive the medical coverage will be paid an additional \$10,000.

- Will be paid out in 24 equal payments July 1 to June 30.
- This additional compensation is subject to FICA, Medicare, Federal and State taxes, and retirement.

## Dental

- District provides full time staff with a dental plan.
  - District covers 90% of the premium with staff covering 10% of the premium.
- Staff may make changes to their current plan if there is a life changing event or during annual open enrollment period.
  - **Life changing event:**
    - Changes need to be made with District office (payroll) within 30 days of the life changing event.
  - **Annual open enrollment period:**
    - Changes will go into effect on July 1 of the following school year.
    - Held in spring of current school year for the following school year.
- Staff may choose from 4 different medical plans:
  - Single
  - Employee + Spouse
  - Employee + Child(ren)
  - Family

## Flexible Spending Options

- Staff are allowed to choose to participate in the below programs 100% at the cost to the staff member:
  - Medical
  - Dependent Care

## Part Time Support and Additional for Full Time Support

### Aflac

- Multiple options to choose from. Will need to speak with the District's sales rep.

### Allstate

- Multiple options to choose from. Will need to speak with the District's sales rep.

## Long Term Disability

- District provides long term disability insurance at a rate of .385 per hundred



on base salary.

### Life (Term) Insurance

- District provides a \$20,000 term life insurance policy who are acceptable to the policy carrier.

### Standard

- Staff are allowed to choose to participate in the below programs 100% at the cost to the staff member:
  - Short term disability

### TSA Retirement Options

- Staff are allowed to choose to participate in the below programs 100% at the cost to the staff member:
  - Multiple options to choose from. A list of companies the District works with is available in the District office.

### Vision

- Staff are allowed to choose to participate in the below programs 100% at the cost to the staff member:
  - Family plan
  - Single plan
  - Limited plan
    - Employee + spouse
    - Employee + Child (ren)

## Additional Benefits

### Mileage Reimbursement

#### ❖ Policy 4440

- Support staff are reimbursed at the federal reimbursement rate for school related travel in their own vehicle.
- The use of a personal vehicle for such travel must be pre-approved by administration.

### School Functions

- Support staff are admitted to all school functions without charge (except WIAA tournament games).
- Staff must show their sports pass at the door.
  - Sports pass covers following individual(s):
    - Staff Member
    - Spouse

- Child(ren)
- Stepchild(ren)

## **Post-Retirement Benefits**

### **Sick time paid out at time of Retirement**

- Employees hired prior to July 1, 2012, with at least ten (10) years of employment with the School District will receive thirty-five dollars (\$35) per unused sick leave day, up to a maximum of ninety (90) days.
- Employees hired after July 1, 2012 will be paid out up to 100 sick days into Security Benefits (TSA account) at \$30 per day, 8 hour days

### **Years of Service Retirement Benefit**

- Staff will receive \$1,000 per year of service into Security Benefits (TSA Account) by the District.
  - Maximum benefit of \$20,000 based on FTE
- Employees are vested after 10 full years of service
  - Must be fully vested to receive benefit
- Must notify the District of intent to retire by March 1
- Must be less than 65 years old
- 3 support staff may retire and receive their benefits per year
  - School Board may hear from additional staff to consider allowing additional staff to receive benefits on an individual basis.

## **Employee Receipt and Acknowledgment**

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

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

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(Employee Name - Printed)

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(Employee Signature)

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(Date)