

# **School District of Crivitz**



## **Administrative Support Staff Handbook**

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## **Introduction**

### **Introductory Statement**

This Employee Handbook has been prepared for District administrative support staff employees including: administrative secretary and department directors. The provisions described herein are the terms and conditions governing employment in the School District of Crivitz.

Each administrative 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 3122**

- 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 3362**

- 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.
- Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably

with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

- "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

## 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 1130

- 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 the District's administrative employees, officers, and agents, and is essential to the Board's commitment to earn and keep the public's confidence in the School District.
- For these reasons, the Board adopts the following guidelines that are designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all administrative 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 administrative employees, officers, and agents. Administrative 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.



- No administrative employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. Specifically, administrative employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- Administrative employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or anything of substantial value or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.
- Included, by way of illustration rather than limitation are the following:
  - the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to, regular support provided to students as part of the administrator's regular duties
  - soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
  - the use, sale, or improper divulging of any privileged information through his/her access to School District records, about a student or client, gained in the course of the administrative employee's, officer's or agent's employment or professional relationship with the School District
  - the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
  - the requirement of employees, students, or clients to purchase any private goods or services provided by an administrative employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the administrative employee's supervisor

and will be disclosed to the District Administrator before entering into any private relationship.

- Administrative employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- Administrative employees, officers, and agents cannot participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- Administrative employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- However, pursuant to Federal rules, the School District has set standards for when an administrative employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$25 or less.
- Administrative employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- Administrative employees, officers, and agents found to be in violation of this conflict of interest policy will be subject to disciplinary actions: Up to and including termination of employment with the District.
- In the event that, within the course of administering a Federally funded grant program or service to the District, an administrative employee

identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the administrative employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agency's rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

- It is a violation of this policy to take action or to refrain from taking action, or for an administrative employee to otherwise use his/her public position to obtain a financial gain or anything of substantial value for himself/herself or his/her immediate family, as defined in 19.42(7), Wis. Stats.

#### ❖ **Policy 3210**

- An effective educational program requires the services of employees of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:
  - recognize basic dignities of all individuals with whom they interact in the performance of duties;
  - represent accurately their qualifications;
  - exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
  - seek and apply the knowledge and skills appropriate to assigned responsibilities;
  - keep in confidence legally-confidential information;
  - ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
  - avoid accepting anything of value offered by another for the purpose of influencing judgment;
  - adhere to the policies of the Board;
  - refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

## Outside Activities of Staff

### ❖ Policy 3231

- The Board expects professional 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 a staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional 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 him or 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

## Participation in Political Activities

### ❖ AG 3231A

- One of the primary purposes of the school is to create an environment that will permit students to grow and develop. To be of maximum effect, this environment must extend to both the formal academic program as well as to the many extra-curricular activities sponsored by the school. Because of the ages of the students and the significance of the task, it is important that this environment be protected from interference by external, sometimes coercive or disruptive, forces and influences that do not substantially contribute to the learning process.

## Drug Free Workplace

### ❖ AG 3122.01

- The Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event. Professional staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member and taken in accordance with the prescribed dosage shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken only in private, out of view of students.

## Nepotism

### ❖ Policy 3120

- Relatives of staff members may be employed by the Board; however, arrangements should be made so that the staff member being employed is

not placed in a position in which they would be supervised directly by or supervise directly the relative staff member.

## District Compliance Officers

### ❖ Elementary School

- Kam Dama  
Principal  
718 Hall Hay  
715-854-2721  
[kdama@crivitz.k12.wi.us](mailto:kdama@crivitz.k12.wi.us)

### ❖ Middle/High School

- Jeff Baumann  
Principal  
400 South Avenue  
715-854-2721  
[baumann@crivitz.k12.wi.us](mailto:baumann@crivitz.k12.wi.us)

## Safety and Health

### Use of Tobacco and Nicotine by Professional Staff

#### ❖ Policy 3215

- 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 professional 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.

## **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

### Administrator Definition

- An employee who holds a position of leadership over a defined function or department of the District, is employed with an administrative contract, and/or who reports directly to the District Administrator.
- In policy, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

### District Administrator Definition

- The administrative head of the School District sometimes locally referred to as Superintendent.
- In policy, capitalization of the term District Administrator implies delegation of responsibilities, as appropriate, to staff members.

### Principal Definition

- The educational leader and head administrator of one (1) or more District schools.



- In policy and administrative guidelines, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to staff members.

### **School Nurse Definition**

- A school nurse is a registered nurse who meets the requirements of 115.001(11), Wis. Stats. A school nurse has the authority to exclude students for signs of illness.

### **Professional Staff Member**

- District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

### **Support Staff Member**

- 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.

### **Creating a Position**

#### **❖ Policy 3111**

- The Board recognizes the need to establish positions which, when filled by competent, qualified professional staff members, 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' identity and authorization to work in the United States according to the Federal law.
- The Board reserves the right to, subject to and consistent with any applicable terms of a collective bargaining agreement:
  - create new positions;
  - specify the number of persons to be employed with 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 3120.01

- The Board recognizes that it is essential for District and employee accountability that each staff member be fully aware of the duties and responsibilities of their position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the District Administrator shall maintain a current, comprehensive, and coordinated set of job descriptions for professional staff positions. Job descriptions of licensed personnel, and any revisions thereof, shall be approved by the Board and maintained in the District Office.

## 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.

## Code of Conduct

- ❖ All professional staff members are expected to conduct themselves in accordance

with the District's code of conduct/ethics.

- 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 3160

- The Board requires any candidate who has been offered employment in a position that involves contact with children or the 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.

## **Staff Dress and Grooming**

### **❖ Policy 3216**

- Students, parents, and society judge teachers not only by their service but also by their appearance. It is the District's expectation that every professional staff member's appearance is consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. To our students, parents, and the public, teachers represent the District.
- The District reserves the right to require any employee to modify their attire if the District deems the attire to be inappropriate, unprofessional, distracting, or disruptive to the educational process.
- As such, the professional dress code for professional employees shall be business casual. The following are examples of appropriate dress (the list is for illustration and is not all-inclusive):
  - Dress pants or slacks
  - Collared and polo shirts/blouses
  - Dockers type pants
  - Suit coat and ties
  - Sport coats/blazers
  - Dresses, skirts
  - Sweaters
  - Dress shoes, casual shoes, and/or boots

## **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 3220

- The Board is responsible for the employment of all personnel. To carry out this responsibility, it delegates to the District Administrator the function of developing professional staff job descriptions for Board approval in accordance with Policy 3120.01 - Job Descriptions.
- The District Administrator is responsible for implementing approved job descriptions, a program of personnel assessment that identifies specific criteria and a systematic procedure to evaluate staff. This procedure shall include an appropriate and approved Educator Effectiveness program for the evaluation of teachers and Principals in the District.
- Evaluations shall be conducted in the first year of employment and at least every third year thereafter, or more frequently as determined by the administration or the protocols of the Educator Effectiveness program adopted and used by the Board. Pursuant to Wisconsin's Educator Effectiveness law, the Board delegates to the District Administrator the task of selecting and implementing an approved Educator Effectiveness program such that the District is in compliance with State law.
- The Board will use the educator effectiveness model available from CESA 6 and will assess, upon the recommendation of the District Administrator, whether to use an alternative program.

## Student Supervision and Welfare

### ❖ Policy 3213 & Policy 1213

- Each District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities

## **Assignment and Transfers**

### **❖ Policy 3130**

- The Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.
- The District Administrator shall be responsible for the proper assignment and transfer of all professional staff members and shall attempt to effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements and certification requirements.
- S/He shall establish an audit procedure to ensure that each instructional staff member's teaching certificate is currently in compliance with appropriate State certification criteria and has not been nullified.
- Professional staff members may be transferred between schools when the District Administrator determines that the needs of the students, the school or District so require.

## **Breach of Contract/Liquidated Damages**

- Should an employee breach his/her individual contract by resigning or failing to fulfill the terms of the contract during the term of the contract, a liquidated damage in the respective amount set forth below shall be paid or forfeited by the employee at the option of the District. The acceptance of the instructional employee's resignation by the Board does not relieve the individual from the liquidated damages set forth herein.
- At the District's option, the liquidated damages, pursuant to the above, shall be deducted from the employee's last paycheck or paid directly to the District by the instructional employee.
- This express intent to liquidate the damages arising out of a breach of contract is not the exclusive remedy or right of the Board but is, rather, an alternative right and remedy and shall not, unless the Board elects to rely on the same, preclude the Board from seeking and recovering the actual amount of damages resulting from such a breach.

## **Reduction in Staff**

### **❖ Policy 3131**

- The Board may abolish professional staff positions and/or reduce the administrative and/or professional staff as necessary.

## **Staff Furloughs**

### **❖ Policy 3131**

- A furlough is a temporary reduction in hours for individuals or groups of

employees that is intended to be of a short and predetermined duration, either in terms of days, weeks, or until the resumption of school operations. Furloughs differ from lay-offs in that a lay-off is of an indefinite, potentially permanent nature.

- In the event of a temporary disruption to school services due to unforeseen circumstances, such as a public health emergency, natural disaster, or some other disruption to school programming the Board may authorize the District Administrator to temporarily furlough employees by reducing employee hours, provided that a plan is presented to the Board for consideration.
- Furloughs may be targeted to a particular department, building, or program. Furloughs may be used to reduce all employees' hours consistent with the District's needs while minimizing the impact on individual staff members. Generally speaking, furloughs should be administered in a way to avoid any employee from serving a furlough period of a full week or more in a row, wherever possible. This may involve distributing furlough days or blocks of days shorter than a full week, spread out over a period of several weeks or months.
- Furloughs may be unpaid if based on budgetary concerns, or employees may be allowed to use available accrued paid time off. Furloughs shall be used only in a manner consistent with any individual contract requirements, or other employee rights or benefits, such as FMLA benefits.

## **Non-Renewal, Resignation and Termination**

### **❖ Policy 3140**

- A critical function of the Board is maintaining personnel necessary to carry out the District's educational program and mission. In the course of carrying out this function, the Board will at times find it necessary to end an employment relationship with a member of the professional staff. This policy governs the process of nonrenewal and termination of employees, as well as the conditions under which a resignation may be accepted.
  - **Non-Renewal:**
    - In the event that the District Administrator intends to recommend the non-renewal of a full time teacher's contract, all applicable statutory non-renewal procedures and timelines will apply, including both preliminary and final notice of nonrenewal.
    - No teacher may be non-renewed solely on the basis of the results of mandatory student examinations. The District Administrator shall be responsible for notifying the affected



teacher of his/her rights relative to the non-renewal process.

- Teacher contracts may be non-renewed upon a majority vote of the full membership of the Board.

- **Resignation:**

- A full-time teacher may resign from their position only upon approval of a majority of the full membership of the Board.
- The District Administrator may negotiate terms of resignation with such a teacher as appropriate and present those terms to the Board in an appropriately noticed, regular or special Board meeting, as necessary.
- A resignation is only in effect once approved by the Board. A resignation, once accepted by the Board, may not be rescinded without approval by the Board.

- **Termination:**

- A full-time teacher's contract may be terminated only by a majority vote of the full membership of the Board. The District Administrator shall, if deemed appropriate, recommend a teacher's termination to the Board.
- The District Administrator is responsible for providing the teacher with appropriate notice regarding the hearing and for taking the necessary steps to present any such recommendation to the Board.
- The District Administrator may engage in negotiations with the teacher for purposes of resignation short of a hearing, subject to final Board approval.

## **Staff Discipline**

### **❖ Policy 3139**

- The Board retains the right and the responsibility to manage the work force. 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 when they deem appropriate; however, student performance on examinations may not form the basis for staff discipline. This policy does not cover decisions to terminate or non-renew a staff member's employment.

### **❖ Investigation of Possible Criminal Activity**

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- The District may be required to investigate potential wrongdoings on the part of its employees.
- Such investigations may require that the employee answer questions relating to the activity. Employees may be required to answer such questions, consistent with any applicable collective bargaining agreement.
- Failure to cooperate in an investigation may result in discipline, up to and including termination of the employee.
- In cases where this possible wrongdoing may involve criminal activity, the District shall inform the employee that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law.
- Employees must also be informed that refusal to answer questions may be considered in determining discipline.

## **Grievance Procedure**

### **❖ Policy 3340**

- 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.

## **Board Staff Communication**

### **❖ Policy 3112**

- 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

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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.

## **Administratively Called Meetings**

○ **Staff meetings:**

- Administration and Administrative staff are required to attend all mandatory administratively called staff meetings. The administration shall attempt to provide reasonable notice of all such meetings. Staff who are required to attend all administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attendance at such meetings.

○ **Other Administratively Called Meetings:**

- The notification and durations provisions of the above section do not include nor shall they apply to meetings of individual educational plan teams, the preparation of individual education plans, parent-teacher conferences, department meetings or activities of similar

nature, which are normally conducted at other times. Teachers are required to attend such meetings regardless of the date, time or duration of said meetings. Teachers who are required to attend other administratively called meetings will receive no additional remuneration, above their regularly paid salary, for attending such meetings.

### **Requirement to Remain Current**

- Administration/ administrative/ professional and support staff must remain current in any areas of certification required as stated in their job description.

### **Emergency School Closures**

- 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.
- In the event the District is closed or an individual building is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum make up all days/hours necessary to guarantee the receipt of state aids and or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin.
- Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils. In any case one school closure day may, at the discretion of the administration, be scheduled as a staff in-service day to take place the next day after the last student attendance day.

### **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 3281**

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

## Social Media

- Professional staff members shall not engage students in social media and online networking media, such as Facebook, Twitter, My Space, etc.
- This provision is not meant to preclude professional staff members from communicating with students via the internet for the purposes of legitimate class related communications.
  - Examples of legitimate student teacher communication via the internet would include but are not limited to:
    - Blackboard class discussions
    - survey monkey surveys
    - curriculum related teacher websites links

## **Hours and Pay**

### Normal Hours of Work

- Admin support staff will have working hours determined by the District Administrator in order to oversee coverage for during office hours, school

hours, summer and extracurricular events. Duties of admin support staff may vary by specific position, thus varying hours of admin support staff.

## Attendance and Reporting Absences

- Staff members are expected to report for duty daily; however, when a staff member must be absent, the following procedure shall be followed:
  - **Reporting Absences on the Day of the Absence**
    - Unless it is an emergency staff members are to call their immediate supervisor and notify them of the absence no later than 6:00 a.m. the day of the absence. In the case of an emergency the staff member should call their immediate supervisor to report the absence as soon as possible before the start of the school day on the day of the absence. If the staff member's immediate supervisor cannot be reached, the staff member shall contact the District Administrator as soon as possible after 7:30 a.m. on the day of the absence.
  - **Pre-Approved Absences**
    - Staff members are expected to use the Frontline Absence Management system for requesting pre-approved leaves. Questions on the use of the Frontline Absence Management system for requesting leave should be directed to the Technology Coordinator.

## Pay Periods

- Admin support pay and time off benefits are determined by individual contracts.
- ❖ **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.

## Job Related Expenses

- ❖ **Policy 3440**
  - The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.
  - The validity of payments for job-related expenses shall be determined by the District Administrator.

❖ **AG 3440B**

- Expenses which are incurred by professional staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines.
- Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a professional staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

❖ **AG 3243**

- Reimbursement for travel, rooms, meals, and other meeting expenses shall be made, within budgetary constraints, on the basis of itemized expense accounts.
  - Registration fees exclusive of personal dues shall be reimbursed.
  - A per diem for meals amount for meals may not exceed \$30.00.
  - A mileage allowance or cost of round trip ticket by public carrier will be reimbursed. (If staff members attend meetings as a group, the allowance will be made accordingly.)
  - No reimbursement will be given to staff members attending required professional meetings conducted by the District.

**Extra and Co-Curricular Duty**

- Extra and co-curricular duty is any duty that a professional staff member is contracted to perform as outlined in the remuneration schedule in Appendix B.
- Professional staff with an extra or co-curricular contract for those items listed in Appendix B, will paid in lump sum payments on November 15, March 15 and June 15 (depending on season of item listed) of the contract year.

**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 3425**

- 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 3430**

- Any professional staff member may request a discretionary voluntary leave of absence from the District Administrator.
  - All requests shall state the reason for the leave and the expected duration of the leave.
- All requests for unpaid leaves of absence by professional staff members



shall be authorized by the Board for consideration only if there is a recommendation for approval by the District Administrator.

## **Unrequested Leaves of Absence/ Fitness for Duty**

### **❖ Policy 3161**

- It is the policy of the Board of Education to protect students and employees from the effects of contagious diseases and other circumstances that render professional staff members unable to perform their duties.
- The Board authorizes the District Administrator to place a professional staff member on unrequested leave of absence for physical or mental inability to perform assigned duties in conformance with the law.

## **Employee Leaves**

### **❖ Policy 3431**

- 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.

## **Bereavement Leave**

- This leave is per occurrence and results in no loss of other leave or pay. An additional leave of two (2) days can be granted at the discretion of the administration and if granted is deducted from sick leave.
- Funeral leave days for those not listed above may be taken by exchanging two (2) sick days for one (1) funeral leave day.
- Professional staff is given three (3) days of bereavement leave in situations of death in the immediate family:
  - Spouse
  - Children
  - Parents
  - parents-in-law
  - brothers and/or sisters
  - grandparents and/or grandchildren
- Travel leave time may also be approved and will be deducted from sick leave if approved.

## **Paid time off (PTO)**

- Admin support staff will be given 29 days of paid time off (PTO) at hire (prorated for a July-June calendar if hire date is not July 1)

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- After 5 years – 5 additional days
- After 10 years – 5 additional days
- After 15 years – 5 additional days
- PTO days are to be used within 12 months of being granted.
- PTO days may be used for sick leave if the employee's sick leave has been exhausted.
- Dates for use of PTO days are subject to approval by the employee's supervisor or the District Administrator.
  - Up to 10 days can be paid out at daily/hourly rate.
  - Any time not paid out will roll into sick time.

### 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 Principal when they are called for jury duty or a court appearance and shall call in on 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.
- Exempt employees 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.
- Teaching staff will be paid regular pay during any work days missed due to jury duty. Teaching staff who receive pay for any time spent on jury duty are required to turn over any pay received from the court to the District.
- While on jury duty, staff members are required to report on a daily basis 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. Such 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 firefighter, 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 s/he 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 3430.01.

### 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

- Professional staff members may request up to three (3) days without pay once every two (2) years.
  - Such leave shall not accumulate and must be used in the school year in which it was granted.
- Granting of leave without pay is subject to the approval of the professional staff member's immediate supervisor and the administration's ability to schedule a suitable substitute teacher.

### Sick Leave

#### ❖ Policy 3432

- An employee who is sick and unable to attend work on a scheduled work

day shall contact his/her immediate supervisor as early as possible and unless due to an emergency, not later than 6:30 a.m. on the day of the absence.

- Sick leave is available for use by employees for illness or injury to self, spouse or child (eighteen (18) years old or younger) or older if the child has a disability as set forth in Wisconsin Administrative Code Section PI 11.02(23) and Section 115.76(5), Stats. (Examples of handicapping conditions are: cognitive disability, learning disability, autism, etc.)
- Absences of more than three (3) consecutive work days may be counted as leave under the FMLA.
- Staff will receive 7 days on July 1
- Sick time can be used in 15 minute increments or more.
- Sick time can be accrued up to 100 days only

## **Family Medical Leave Act (FMLA)**

### **❖ Policy 3430.01**

- 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 3419**

- 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.
- This benefit will be administered only to the extent permitted by State or Federal tax regulations and if not permitted for any reason, the benefit shall be discontinued. If the benefit is discontinued, the Board may, but is not obligated to, provide some other form of benefit or compensation.

## Privacy Protections of Fully Insured Group Health Plans

### ❖ **Policy 3419.02**

- 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)

## 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

### 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.

### Additional Payroll Benefit Options

- Staff are allowed to choose to participate in the below programs 100% at the cost to the staff member:
  - Flexible Spending Options:
    - Medical
    - Dependent Care
  - Vision
  - 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.
- Standard
  - Short term disability
- TSA Retirement Options
  - Multiple options to choose from. A list of companies the District works with is available in the District office.

## **Additional Benefits**

### **Mileage Reimbursement**

- Professional 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.

### **Credit Reimbursement**

- Professional staff may apply for pre-approval of credit reimbursement at \$125 per credit.
- Such credit reimbursement will only be approved if the coursework is significantly related to the staff member's teaching assignment and is deemed as beneficial to fulfilling a need for the School District of Crivitz.
- The staff member must show proof of attaining a grade of "B" or higher in order to be reimbursed if approved. If a teacher is reimbursed for the coursework by an outside agency or grant, they will not be eligible for reimbursement by the District.

### **School Functions**

- Professional 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**

- Up to 100 sick days will be paid out into Security Benefits (TSA account) at \$50 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 teachers 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 Professional Staff Members and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Professional 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 Professional 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)