

2020-2021

Grafton  
School  
District

# STAFF HANDBOOK

Updated June 2020

## **Employee Acknowledgment**

Employees will acknowledge receipt of Grafton School District's Staff Handbook and agree to read the Handbook and abide by the standards, policies and procedures defined or referenced in this document via Skyward Employee Access.

It is also important to know that additional regulations, policies and laws are contained in the "District Board Policies Manual." The Staff Handbook and the District Board Policies Manual can be located throughout the District in various supervisors' offices and on the District's website. Web access for the Staff Handbook is on the Human Resources webpage under District Forms/Forms for Employees. Web access for Board policies is on the District homepage/Board of Education.

The information in this Handbook is subject to change. Changes in District policies may supersede, modify, or eliminate the information summarized in this Handbook. Unless otherwise provided by contract, or as may otherwise be provided under state and federal law, this Handbook does not constitute an employment contract or alter employees' status as at-will employees. Nothing in this Handbook is intended to confer a property interest in any staff member's continued employment with the District beyond the term of his/her current contract (if any).

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## **PREAMBLE**

The mission of the School District of Grafton is to prepare learners for a dynamic tomorrow. Our vision is to build a collaborative, versatile environment that fosters creative, adaptable, lifelong learners prepared to succeed in an ever-changing global community. This mission and vision is best served by the school board, administrators, professional educators, educational assistants, support staff, coaches, advisors, and substitutes working together to meet the educational needs of all students. While the Board of Education solely controls the content of this Handbook, it is created to maintain the spirit of collaboration that has made our District successful. The Board proudly acknowledges that it is through the hard work and professionalism of our employees that our students learn and grow in ways which allow them to better themselves and society. This Handbook has been created and will continue to be reviewed in order to maintain both the professionalism in the work place and, most importantly, the quality education of our students that are the hallmarks of the School District of Grafton.

## **SECTION 1. PURPOSE OF HANDBOOK**

This Handbook has been prepared to acquaint employees with the expectations, policies, procedures, rules, and regulations of the School District of Grafton. Employees are expected to read, understand and abide by its contents and any policies, guidelines and procedures referenced. The District will endeavor to share and review the expectations, policies, procedures, rules and regulations of this handbook with all new employees. Employees should present questions to their immediate supervisors who will provide answers and clarification or refer the employees to the appropriate source. Complete School Board policies are available on the District's website.

This Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitutes a guarantee of any other rights or benefits or a contract of employment, expressed or implied.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the School District. Notice of any substantive handbook changes will be disseminated to all employees. This Handbook supersedes any and all previous handbooks, statements, contracts, policies, memorandums, procedures, rules or regulation given to employees, whether verbal or written.

## **SECTION 2. GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS**

### District Expectations

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, students, visitors, and the general public. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook, and legal obligations.

The District expects employees to comply with the standards of conduct set out in Board policies, this Handbook, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board policies, work rules, job descriptions, terms of this Handbook, and legal obligations.

### Accidents/Incidents Involving Staff, Students and/or District Property

An accident report form (entitled "Workers' Compensation Report of Injury") must be completed and submitted to the building principal within twenty-four (24) hours or the next scheduled District workday for such accidents or incidents involving staff, absent extenuating circumstances. Accidents or incidents must be reported even if injury is not immediately obvious. In the event of a work-related accident or injury, please see the Workers' Compensation section of this Handbook.

A "Student Accident Form" must be completed and submitted to the building principal as soon as possible following an accident/incident involving a student. In no case should the form be submitted any later than twenty-four (24) hours after the accident/incident, absent extenuating circumstances. Accidents or incidents must be reported even if injury is not immediately obvious.

In the event of damage to District property or loss/theft of District property, a "Burglary, Theft, and Vandalism Report" form must be completed and submitted to the building principal as soon as possible following the incident. In no case should the form be submitted any later than twenty-four (24) hours after the incident, absent extenuating circumstances.



The “Workers’ Compensation Report of Injury,” “Student Accident Form,” and the “Burglary, Theft, and Vandalism Report” form are available on the District website.

### Attendance

The District expects employees to make every effort to be present for work and required District activities. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Scheduled breaks may only be taken during times designated by the employee’s supervisor/building administrator and as further specified in other parts of this Handbook. Any deviation from assigned hours must have prior approval from the employee’s supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures: all employees must enter absences in Skyward as soon as it is known or anticipated. Employees requiring a substitute must check the “Sub Needed” box in Skyward which will automatically open AESOP when the absence is submitted. Those employees requiring substitutes should then enter the absence in AESOP

Improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

### Cash Handling

Any payments collected by members of the staff are to be turned into the school office by the end of the day when the funds were collected. No money should be kept overnight in an unsecured location. All collected money shall be handled, secured, and deposited in accordance with Policy 6630.

### Child Abuse Reporting

- A. Except as provided under Wisconsin Statute § 48.981, sub. (2m), any of the following persons who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below: school nurse, social worker, professional counselor, school teacher, school administrator, school counselor, child care worker in a child care center or residential care center for children and youth, child care provider, alcohol or other drug abuse counselor, physical therapist, physical therapist assistant, occupational therapist, dietitian, speech-language pathologist, audiologist, emergency medical technician, first responder, police or law enforcement officer, including police liaison officer.
- B. A person required to report shall immediately inform, by telephone or personally, the applicable District administrative personnel and the Ozaukee Department of Human Services (262-284-8200 or 262-238-8200) of the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur.
- C. Employees who are not mandatory reporters as set forth in paragraph A above, and who in connection with their job responsibilities have reasonable cause to suspect that a child has been abused or neglected or who have reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect of the child will occur shall notify their immediate supervisor or other administrative personnel of such alleged abuse. See Board Policy 5540.01, Investigations Involving Suspected Child Abuse.

## Communications

The District is committed to providing technology resources that allow employees to communicate effectively with all employees in the District. All District-provided communication systems are provided on an “as is, as available” basis; no warranty is provided or implied. The following is required of employees in using technology resources.

### A. Electronic Communications:

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.
2. The District may review email logs, messages, and any District electronic communication system or device at its discretion. Because all computer hardware, digital communication devices and software belong to the District, users have no reasonable expectation of privacy, including, but not limited to, the use of email, text-message and other forms of digital communications.

### B. User Responsibilities: Network/Internet users (students and District employees) are responsible for their actions in accessing available resources. The following standards will apply to all users (students and employees) of the Network/Internet:

1. The user in whose name a system account is issued will be responsible at all times for its proper use. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy. A user may not disable internet tracking software or filters or implement a private browsing feature on District computers or networks.
2. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area and then notify the Technology Coordinator or immediate supervisor of the site address that should be added to the filtering software so that it can be removed from accessibility.

### C. Electronic Communications with Students: Employees are prohibited from communicating with students who are enrolled in the District through electronic media, except as indicated here and below. An employee is not subject to this prohibition to the extent the employee has a pre-existing social or family relationship with the student (including but not limited to the following examples: a pre-existing relationship with a niece or nephew; a student who is the child of an adult friend; a student who is a friend of the employee’s child; or a member or participant in the same civic, social, recreational, or religious organization).

Employees may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:

1. The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests).
2. Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently enrolled students.
3. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, including:
  - a. Prohibitions against soliciting or engaging in sexual conduct, a romantic relationship, or an inappropriate emotional relationship with a student.
  - b. Confidentiality of student records.
  - c. Confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses.

- d. Upon written request from a parent/guardian, the employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.
  - e. An employee may request an exception from one or more of the limitations above by submitting a written request to his/her immediate supervisor.
4. Communications outside of an employee's professional responsibilities must be reported to an administrator.
- D. Retention of Electronic Communications and other Electronic Media:—The District archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule. See the Wisconsin Records Retention /Schedule for School Districts (May, 2010) adopted by the Board of Education July 26, 2010.
- E. Electronic Recording: Administrators may openly record building meetings, department, and/or grade level meetings or other such staff meetings that are not considered confidential in nature. Staff may openly record classroom activities for the purpose of improving instruction.
- Employees shall not electronically record by audio, video, or other means, any other conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, investigations, posted video surveillance, and any other Board sanctioned meeting or purpose recorded in accordance with Board policy.
- F. Compliance with Federal, State and Local Law: For all electronic media, employees are subject to certain state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off District property. These restrictions include:
- 1. Confidentiality of student records.
  - 2. Confidentiality of other District records, including educator evaluations and private email addresses.
  - 3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
  - 4. Prohibition against harming others by knowingly making false statements about a colleague or the District.
- G. Personal Web Pages: Employees may not misrepresent the District by creating, or posting any content to, any personal or non-authorized website that purports to be an official/authorized website of the District. No employee may purport to speak on behalf of the District through any personal or other non-authorized website.
- H. Use of Personal Communication Devices (PCD) While at Work: Employees may possess PCDs while at work, but excessive use of a PCD for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action. Employees are personally and solely responsible for the care and security of their personally-owned PCDs. The District assumes no responsibility for theft, loss, damage, misuse or unauthorized use of personally-owned PCDs brought onto its property.
- I. Video Surveillance: The School Board has authorized the use of video surveillance and electronic monitoring equipment in common areas on District property. The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of

surveillance which shows information pertinent to staff performance or conduct may be used for that purpose. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. More information is available in Board Policy 7440.01.

### Confidentiality

Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board Policy 8330, Student Records. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator.

### Conflicts of Interest Including Contracts/Outside Employment

A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District. Employees are asked to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their immediate supervisor information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part.

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board of Education expects employees to devote maximum effort to the position in which employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require; nor will an employee use any District facilities, equipment or materials in performing outside work.

### Copyright

A variety of machines and equipment for reproducing materials to assist carrying out educational assignments are available to staff in each building. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media. Questions regarding copyright shall be directed to the Director of Business Services and Human Resources.

### Criminal Background Checks

All applicants for all District positions are required to file in writing, in advance of employment on forms provided by the District, a statement identifying whether the applicant:

- A. Has been convicted of a misdemeanor or felony in this state or any other state or country;
- B. Has any pending misdemeanor or felony charges against them in Wisconsin or any other state or country; and
- C. Has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the district's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for termination of employment.

Additionally, all persons applying for any position shall be required to:

- A. Submit to criminal history records checks to be conducted by the Director of Business Services or his/her designee; and
- B. Agree to the release of all investigative records to the District for examination for the purpose of verifying the accuracy of criminal violation information

Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

#### Criminal Background Checks/Charges/Convictions for Active Employees - Obligation to Report Criminal Record

All District employees shall notify their immediate supervisors or administrators as soon as possible but no more than three (3) calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- A. Crimes involving school property or funds;
- B. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. Crimes that occur wholly or in part on school property or at a school-sponsored activity;
- D. A misdemeanor which involves moral turpitude (an act or behavior that gravely violates moral sentiments or accepted moral standards of the community);
- E. A misdemeanor which violates the public trust; or,
- F. Providing alcohol, drugs or any illegally prohibited products to minors, on or off campus.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three (3) calendar days after the event giving rise to the duty to report.

The District may conduct criminal history and background checks on its employees. An arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the nature of the offense, the date of the offense, and the relationship between the offense and the employee's position in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District. Nothing herein shall prohibit the District from placing an employee on administrative leave, paid or unpaid, based upon an arrest, indictment or conviction.

### District Property

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment. District equipment borrowed for short term use with administrator approval should be returned the first work day after project completion.

### Diversity Initiatives

It is the policy of the District to take initiatives to achieve equal employment opportunity in all personnel actions and procedures, including, but not limited to, recruitment, hiring, training, transfers, promotions, compensation, and other benefits.

This policy is to be administered not only without prejudicial and discriminatory regard to any protected status which includes but is not limited to race, creed, color, disability, national origin, sexual orientation, religion, age and sex, but special efforts in recruitment and employment shall be taken to overcome barriers to equal employment opportunities.

### Drug-, Alcohol-, and Tobacco-Free Workplace

The District seeks to provide a safe drug-free workplace for all of its employees. "Workplace" is defined as anywhere on District property or at a school-related event.

- A. Prohibited Acts - Drugs and Alcohol: The manufacture, distribution, dispensation, and use of or presence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with controlled substances, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any controlled substance or alcoholic beverage as defined in Wisconsin Statutes while supervising students on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any controlled substance or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.
- B. Tobacco Products: Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school, on field trips, chaperoning, or during school-related activities. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment.
- C. Reasonable Suspicion Testing: All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. A trained supervisor must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.

### Employee Identification Badges

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to identify employees. They are an important part of providing a secure environment for our students. Employees must wear their employee identification badges in a visible spot during their contracted work time.

### False Reports

Employees may be disciplined for not filing required paperwork or for filing false reports or statements including but not limited to the following: accident reports, self-attendance reports, insurance reports, physician's statements, pre-employment statements, leave requests, student records, tax withholding forms, time sheets and work reports. Honesty is a core value of the District. Employees shall not create any intentional inaccuracies verbally or on any official District document such as, but not limited to, time sheets, job applications, and pupil records.

### Financial Controls, Oversight and Fraud Prohibition

The employee shall adhere to all internal controls that deter and monitor all fraud or financial impropriety in the District. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent, or his/her designee. Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety. Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

- A. Fraud and financial impropriety shall include but is not limited to the following:
1. Forgery or unauthorized alteration of any document or account belonging to the District;
  2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document;
  3. Misappropriation of funds, securities, supplies, or other District assets, including employee time;
  4. Impropriety in the handling of money or reporting of District financial transactions;
  5. Profiteering as a result of insider knowledge of District information or activities;
  6. Unauthorized disclosure of confidential or proprietary information to outside parties;
  7. Unauthorized disclosure of investment activities engaged in or contemplated by the District;
  8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy;
  9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
  10. Failure to provide financial records required by state or local entities;
  11. Failure to disclose conflicts of interest as required by law or District policy;
  12. Disposing of District property for personal gain or benefit; and,
  13. Any other dishonest act regarding the finances of the District.
- B. Fraud Investigations: If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory

authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

#### Gifts and Sale of Goods and Services

- A. Gifts: An employee or a member of the employee's immediate family may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees, or students. It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, lodging, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized national or statewide educational association or by an umbrella or affiliate organization of a national or statewide educational association. Exceptions to this policy are acceptance of minor items, which are generally distributed to all by companies through public relations programs. Employees should accept only gifts of token value from students or parents.

Gifts that are intended for the benefit of the District should be referred to the appropriate building administrator for proper processing under the District's policy on gifts and solicitations and the terms of § 118.27, Wis. Stats.

#### Investigations

In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his/her supervisor(s) or any other District official assigned to investigate all relevant and factual information about the matters involved in the investigation. Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive may constitute "insubordination," a violation that will be grounds for disciplinary action up to and including termination. The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

#### Licensure/Certification

Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. Appropriate licensure is required to maintain employment.

#### Nepotism

- A. Applicants for employment in the District shall be selected without regard to a relationship by affinity or consanguinity which they may have with a current employee of the District. However, to avoid possible conflicts of interest which may result from employment procedures, an employee who is related by affinity or consanguinity to another employee or applicant shall not participate in any decision to hire, retain, promote, evaluate or determine the salary of that person. Should an employee be called upon to participate in such a decision, he/she shall notify his/her immediate supervisor of the possible conflict of interest.
- B. Definition: For the purposes of this Handbook, a "relationship by affinity" is defined as one that includes, but is not limited to, a relationship which an individual has with his or her spouse, designated partner, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, adoptive sibling, adoptive child, adoptive parent, adoptive first cousin, a financial dependent or co-dependent (for example, sharing the same place of residence). A "relationship by consanguinity" is defined as a relationship which an individual has with a blood relative that extends to first cousin. The phrase "decision to hire" includes every aspect of the hiring process.



### Operators of District Vehicles and Mobile Equipment

- A. Allowances or Mileage Reimbursement: All employees who drive a District vehicle, vehicle rented/leased by the District, or operate mobile equipment, must be employed by the District and undergo an annual driver's license record check. Mobile equipment includes but is not limited to such equipment as street vehicles (cars/trucks), tractors, riding lawnmowers, forklifts, pallet jacks, ditch witches, and golf carts.
- B. Notice of Traffic Violations: All employees who drive a District vehicle (owned, leased, or rented) or operate mobile equipment must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the Director of Business Services and Human Resources at Ext. 5411. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle.
- C. Personal Transportation Utilized for School Use
  1. Car Insurance: Employees who transport students for school activities in their cars shall carry minimum insurance policy limits of \$500,000 combined single limit (CSL) liability, \$250,000/\$500,000 bodily injury and \$100,000 property damage. Transporting of students in private vehicles to, from or for school activities is generally discouraged and will be kept to a minimum. Employees must notify and receive approval from the building principal prior to transporting students in private cars for school activities. Such approval shall be in compliance with all applicable state and federal laws and administrative code provisions and shall include, but not be limited by enumeration, a review of the employee's driving record and an examination of the vehicle. Employees transporting students will provide written assurances of appropriate insurance coverage and vehicle safety before transporting students.
  2. All transportation will be done in accordance with Board policy.

### Personal Property

- A. Liability: The District does not assume any responsibility for loss, theft, or damages to personal property. The District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.
- B. Search of Personal Effects: Employees should have no expectation of privacy to items contained in plain view, for example, but not limited by enumeration to automobiles parked on the District's property, items left on top of or within desks and cabinets, lockers, etc. Items not in plain view and contained within personal property (e.g. purse, satchel, wallet, coat, backpack, etc.) may be searched in accordance with applicable state and federal law.

### Personnel Files

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file at least two times per calendar year, while in the presence of the administrator or his/her designee. The employee shall be entitled to have a representative accompany him/her during such review. This examination must be accomplished in the presence of the person officially charged by the Superintendent with custody of those files. The removal of this file from the safekeeping place will be done by the official personnel file custodian. The employee's personnel file or any part thereto may not be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of any documents contained in

the personnel file except those delineated in § 103.13(6), Wisconsin Statutes, upon payment of the actual cost for making such a copy.

If the request to review personnel records is pursuant to an active grievance filed by that employee, the District will provide copies of the records to the employee, at the employee's expense, and the employee and his or her representative may examine the copies outside of the presence of the administrator/records custodian.

After reviewing his or her personnel records, the employee has the right to request that records he or she believes to be inaccurate or obsolete be removed from his or her file. If the District denies the request, the employee has the right to file a written rebuttal statement and have that rebuttal attached to the disputed record. If the District intends to release the disputed record to a third party, the District must also release the attached employee rebuttal statement to the third party.

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file.

#### Personnel – Student Relations

All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old or older. Employees shall not use profane or obscene language or gestures in the workplace.

#### Physical Examination

- A. Examination: Upon initial employment, physical examinations shall be required of District employees in accordance with section 118.25 of the Wisconsin statutes. Upon initial employment, evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District.
- B. Fitness for Duty: The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee, and consistent with the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination.

#### Political Activity

Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions: (1) no school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action, and (2) no school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

#### Position Descriptions

Position descriptions are included in the WECAN posting for each position and available by request from Human Resources. Employees must be able to perform the essential functions of the job description.

### Professional/Staff Dress Code

District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee'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, to practice good personal hygiene, and to wear clothing that is in good condition. Employees represent the District to students, parents and the public.

The District expects that all employees are neat and clean and they wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers unprofessional, disruptive, inappropriate, or which adversely affects the educational atmosphere. Examples provided below are for guidance only and are not to be considered all-inclusive. Employees should consult their immediate supervisors if there are questions regarding acceptable dress.

The following are daily expectations for administrators, professional educators, paraprofessionals, administrative assistants, aides, substitutes, and technology staff:

- Dress in a manner that communicates to students a pride in personal appearance. "Business casual" dress is most appropriate.
- Dress in a manner consistent with their professional responsibilities, including necessary or appropriate health and safety gear.
- Be groomed in a way that their hair style, cleanliness or dress does not disrupt the educational process nor cause a health or safety hazard.
- Certain days can be declared by an administrator as "dress down" days. On these days casual attire is allowed as designated.

Prohibited dress for these employees includes:

- Blue jeans
- Shorts and sweatpants (unless consistent with a staff member's professional responsibilities)
- T-shirts (unless consistent with a staff member's professional responsibilities)
- Clothing, accessories, or body adornments which disrupt the educational process for students or which advertise or promote the use of alcohol, tobacco products or controlled substances or which is indecent or plainly offensive
- Clothing that is sheer or revealing of private parts of the body (including but not limited to midriff and back) or inappropriately tight or loose-fitting; tops that have no shoulder straps or straps that are less than two inches wide
- Undergarments worn as outerwear; pajama bottoms; hats
- Rubber-thonged beach shoes

The following are daily expectations for custodians, maintenance staff, and nutrition services workers:

- Dress in a manner that communicates to students a pride in personal appearance.
- Dress in a manner consistent with their professional responsibilities.
- Wear appropriate health and safety gear. Administrators/supervisors will determine when personal protective clothing and gear must be worn.
- Be groomed in a way that their hair style, cleanliness or dress does not disrupt the educational process nor cause a health or safety hazard.
- Certain days can be declared by an administrator as "dress down" days. On these days casual attire is allowed as designated.

Prohibited dress for these employees includes:

- Open-toed or slip-on shoes
- Sweatpants (unless otherwise approved by the immediate supervisor or building administrator)
- T-shirts (unless otherwise approved by the immediate supervisor or building administrator)
- Clothing, accessories, or body adornments which disrupt the educational process for students or which advertise or promote the use of alcohol, tobacco products or controlled substances or which is indecent or plainly offensive
- Clothing that is sheer or revealing of private parts of the body (including but not limited to midriff and back) or inappropriately tight or loose-fitting; tops that have no shoulder straps or straps that are less than two inches wide
- Undergarments worn as outerwear or pajama bottoms

The following are expectations for coaches and extra-curricular advisors:

- Dress in a manner that communicates to students a pride in personal appearance.
- Dress in a manner consistent with their professional responsibilities.
- Be groomed in a way that their hair style, cleanliness or dress does not disrupt the educational process nor cause a health or safety hazard.

Prohibited dress for these employees includes:

- Clothing, accessories, or body adornments which disrupt the educational process for students or which advertise or promote the use of alcohol, tobacco products or controlled substances or which is indecent or plainly offensive
- Clothing that is sheer or revealing of private parts of the body (including but not limited to midriff and back) or inappropriately tight or loose-fitting; tops that have no shoulder straps or straps that are less than two inches wide
- Undergarments worn as outerwear or pajama bottoms

### School Calendar

The school calendar shall be approved by the District. The determination of the structure of the days, such as, but not limited to, instructional, staff development and workdays, shall be at the discretion of the District. In the spirit of collaboration, the District will endeavor to seek the input of the staff to determine the calendar.

### Solicitations

Individuals, groups and organizations often wish to solicit employees to support a particular activity or organization. This solicitation may be charitable or for other purposes. All solicitations of employees must be approved in advance by the administration and be consistent with Board policy.

### Student Code of Conduct and Handbook

The Student Code of Conduct and Handbook is available online on each school page of the District website.

### Supervisory Assignments

The District, at its discretion, will assign employees to perform supervisory duties, such as, but not limited to, bus duty, hall duty, playground supervision, and/or lunchroom supervision, on a rotating basis in each building.

## Teamwork

Providing a quality education for students and a quality work experience for employees involves teamwork among all employees in the District. Some important actions are:

- A. Getting to know co-workers and their capabilities.
- B. Helping to create a pleasant, caring and enjoyable work atmosphere.
- C. Making use of District technology to effectively communicate with all employees in the District.
- D. Making use of District technology in order to perform all job functions well.

Teamwork is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective team member is a key component in accomplishing the District's mission.

## Violence/Intimidation in the Workplace

- A. Expectations: Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.
- B. Prohibited Behavior: Violence in the workplace may include, but is not limited to, the following list of prohibited behaviors directed at or by an employee, supervisor or visitor:
  1. Assault or battery
  2. Blatant or intentional disregard for the safety or well-being of others
  3. Commission of a violent felony or misdemeanor
  4. Dangerous or threatening horseplay or roughhousing
  5. Direct threats or physical intimidation
  6. Loud, disruptive, profane or obscene language or gestures that are clearly not part of the typical school learning environment
  7. Physical restraint, confinement (except in self-defense or protecting the safety of others)
  8. Possession of weapons of any kind on District property
  9. Stalking
  10. Any other act that a reasonable person would perceive as constituting a threat of violence
- C. Reporting Procedure: An employee who believes he/she has been the victim of violence or intimidation should take the following steps:
  1. If an emergency exists and the situation is one of immediate danger, the employee threatened with violence, or who witnesses an act or threat of violence towards anyone else shall contact the local law enforcement by dialing 9-1-1. Such employee(s) may take whatever emergency steps are available and appropriate to protect him/her self from immediate harm, such as leaving the area.
  2. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or his/her designee as soon as possible. Reference Board Policy 1662, Employee Anti-Harassment.
- D. Investigation and Investigation Findings: The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but a situation was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation, but may need to disclose results in appropriate circumstances;

(e.g., in order to protect individual safety or to conduct an adequate investigation). The District will not tolerate retaliation against any employee who in good faith reports workplace violence.

### Wellness

District employees are encouraged to facilitate a healthy learning atmosphere for students to promote wellness. The District encourages staff to use foods of a high nutritional value in fundraising activities and to create an educational environment that supports the promotion of healthy food and beverage choices for students. Using food as a learning or behavior incentive should be kept to a minimum. Incentives shall be healthy food choices. The withholding of a meal as punishment is prohibited.

### Employee (Whistleblower) Protection

- A. Complaint Procedure: If any employee of the District reasonably believes that some policy, practice, or activity of the District is in violation of law, a written complaint must be filed by that employee with the Superintendent. If the complaint is about a practice or activity of the Superintendent, the complaint must be filed with the Board President.
- B. Purpose: It is the intent of the District to adhere to all laws and regulations that apply to the District, and the underlying purpose of this provision is to support the District's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.
- C. Anti-Retaliation: An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the District and provides the District with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the District's complaint policies. The protection against retaliation that is described below does not limit the District from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy.

The District will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the District, or of another individual or entity with whom the District has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy. The District will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any policy, practice, or activity of the District that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. Nothing here shall limit an employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if such actions are protected by state and/or federal law.

### Work Made for Hire

Occasionally an employee has questions regarding the use of materials to be included in books or other commercial materials. Such materials created by the employee may include lesson plans, staff development presentations or tests/test items. Any work prepared by an employee within the scope of his/her employment is owned by the District. Under federal copyright laws, this is called "work made for hire." An employee with questions regarding ownership or copyrights on materials prepared within the scope of his/her employment should consult with his/her supervisor.

## Workplace Safety

- A. Adherence to Safety Rules: All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment. Employees should know the following:
1. Location of fire alarms;
  2. Location of fire extinguishers;
  3. Evacuation routes; and,
  4. Whom to notify in case of fire.

Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

- B. Protection of Staff: An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the Superintendent or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken. The District shall not discriminate against or discharge any employee for exercising any right afforded by this section. An employee may file a grievance under the Grievance Procedures listed below to address the workplace safety issues as defined here. The employee may, in his/her discretion, also file a complaint with the state Division of Equal Rights within thirty (30) days if the employee believes a violation of the first sentence of this paragraph occurred.
- C. Weapons Prohibition: Firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Licensed peace officers who are serving in their official capacities are the only persons excepted from this prohibition.
- D. Disaster Preparedness: All employees must become familiar with building procedures in the event of emergency such as fire, tornado, or intruders. When drills are staged, every staff member and student must follow proper procedures.
- E. Workplace Safety Definition for Grievance Procedure: In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety. For purposes of that procedure, the following guidelines shall apply:
1. A grievance can be filed over workplace safety only if the safety of at least one employee is involved (as opposed to the safety of students or visitors).
  2. The issue must concern the safety of a person (e.g., not the “safety” of one’s vehicle or other personal possessions).
  3. The grievance must be filed by the affected employee(s) (i.e., one employee may not file on behalf of another).
  4. The individual(s) filing the grievance must propose a specific remedy.
  5. The issue and proposed remedy must be under the reasonable control of the District.

## Work Spaces, Including Desks and Lockers

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked.

### SECTION 3. GRIEVANCE PROCEDURES

#### Purpose

The purpose of this Section is to provide for the exclusive internal method for resolving grievances concerning discipline, termination and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure. This section does not apply to individuals with individual contracts under Wis. Stats 118.24.

#### Definitions

- A. Grievance: A “grievance” is defined as any complaint that arises concerning discipline, termination, or workplace safety.
- B. Grievant: A “grievant” may be any employee or group of employees.
- C. Day: The term “days” as used in this Section shall mean regularly scheduled workdays unless otherwise indicated.

#### Time Limits

The time limits set forth in this Section shall be considered as substantive, and failure of the grievant to file and process the grievance within the time limits set forth in this Section shall be deemed a waiver and a settlement of the grievance. The number of days indicated at each level should be considered a maximum. The time limits specified may, however, be extended by the mutual consent of the District and the grievant. The parties may, through mutual consent, agree to start the grievance at a higher step if the grievance involves termination and is initially filed in a timely manner pursuant to the timelines set forth below.

#### Procedures

Employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues.

#### I. General Requirements

- A. An employee may only initiate a grievance in writing regarding employee termination, employee discipline or alleged workplace safety issues.
  1. The term "employee termination," as used in this section, shall not include the following:
    - a. Layoffs;
    - b. Workforce reduction activities;
    - c. Voluntary termination including, without limitation, quitting or resignation;
    - d. Job abandonment;
    - e. End of employment due to disability;
    - f. Retirement;
    - g. Non-Renewal under Wis. Sec. 118.22; or
    - h. Any other cessation of employment not involving involuntary termination including but not limited to completion of assignment of a temporary, seasonal, contract, daily assignment, substitute, or replacement employment relationship.
  2. The term "employee discipline," shall include any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, or disciplinary demotion. The term "employee discipline," as used in this section, shall not include the following:
    - a. Plans of correction or performance improvement;
    - b. Performance evaluations or reviews;
    - c. Documentation of employee acts and/or omissions in an employment file;
    - d. Oral or written reprimands;
    - e. Administrative suspension with pay;



- f. Administrative suspension without pay pending investigation of alleged misconduct or nonperformance;
    - g. Non-disciplinary wage, benefit or salary adjustments; or,
    - h. Other non-material employment actions.
  - 3. The term "workplace safety" as used in this section means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.
  - B. The written grievance must contain:
    - 1. A statement of the pertinent facts surrounding the nature of grievance;
    - 2. The date the incident occurred;
    - 3. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion;
    - 4. The specific requested remedy; and,
    - 5. Must include the workplace safety rule alleged to have been violated, if applicable.
  - C. The Administration's written response to the grievance must contain:
    - 1. A statement of the date the meeting between the Administration and grievant was held;
    - 2. A decision as to whether the grievance is sustained or denied;
    - 3. In the event the grievance is denied, a statement outlining the timeline to appeal the denial.
  - D. Impartial Hearing Officer Selection: The Administration shall select the Impartial Hearing Officer (IHO). The IHO shall not be an employee of the district. The IHO may be an employee of another district, a retired school administrator, a lawyer, a professional mediator/arbitrator, or other qualified individual. The cost of the IHO will be the responsibility of the District.
  - E. Impartial Hearing Officer Standard of Review: The IHO will adhere to specific guidelines set forth by the District regarding hearing procedures. The standard of review for the IHO is whether the decision of the Administration was arbitrary or capricious. A decision will not have been arbitrary or capricious if it was made in the best interest of the District. If the decision was not arbitrary or capricious then the IHO is required to find on behalf of the Administration. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence.
  - F. The Impartial Hearing Officer's written recommendation to the grievance must contain:
    - 1. A statement of the pertinent facts surrounding the nature of the grievance.
    - 2. A recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.
    - 3. A statement outlining the timeline to appeal the recommendation.
    - 4. The IHO must sustain or deny the decision of the Administration. Authority is not given to modify the decision as made by the Administration. Authority is not given to grant in whole or in part the specific request of the grievant.
  - G. Appeal to the School Board: The School Board may decide, in each situation, whether it will review the record and make a decision, assign an IHO to create a recommendation for the School Board's review, or hold a new hearing and make an independent decision. The manner of review is the sole choice of the School Board. The School Board's written decision regarding the grievance must contain: A decision as to whether the grievance is sustained, denied or modified.
- II. Timelines
- A. Informal Grievance Submission: The employee must discuss any grievance related to discipline or workplace safety with the employee's immediate supervisor prior to filing a formal written

grievance in order to informally resolve the issue. Grievances related to termination may proceed straight to the formal grievance step.

- B. Formal Grievance Submission: The employee must file a written grievance within fifteen (15) working days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. “Working day” is defined as any day that the District Business Office is open.
- C. Administrative Response: The Director of Business Services and Human Resources, or his/her designee, will meet with the grievant within fifteen (15) working days of receipt of the written grievance. The Administration will provide a written response within five (5) working days of the meeting.
- D. Impartial Hearing: The grievant may file an appeal to an IHO by giving written notice to the Director of Business Services and Human Resources within ten (10) working days of the Administrative Response. The Administration will work with the Impartial Hearing Officer and grievant to schedule a mutually agreeable hearing date.
- E. Impartial Hearing Officer Response: The IHO shall file a written response within thirty (30) working days of the hearing date.
- F. School Board Review: The non-prevailing party may file a request for School Board review within ten (10) working days of receipt of the Impartial Hearing Officer Response. The School Board shall make a decision regarding whether or not a hearing will be held within twenty-five (25) working days of the appeal. A written decision will be made within sixty (60) working days of the filing of the appeal.
- G. All timelines may be extended by mutual agreement.

### III. Process

- A. Grievances will be processed per the provided timelines.
  - 1. An employee may advance a grievance to the next step if a response is not provided within the designated timeframes.
  - 2. An employee may not file or advance a grievance outside of the designated timeframes. The Director of Business Services and Human Resources may advance a grievance to the next step at the written request of either the employee or the supervisor. Failure of the employee to adhere to any of the specified timelines within the process shall result in the grievance being denied. The School Board in its discretion may, however, consider an otherwise untimely grievance at the School Board level of the grievance procedure.
- B. Grievance meetings/hearings held during the employee’s off-duty hours will not be compensated.
- C. Granting the requested or agreed upon remedy resolves the grievance.
- D. The decision of the Board is final.

## SECTION 4. PAY PERIODS

- A. Professional Staff:
  - 1. Annualized Payroll: Professional, salaried employees scheduled to work the school year may voluntarily request to be paid on a twelve (12) month payroll cycle, consisting of twenty-four (24) pay periods. Such request shall be made in writing and submitted to the Business Office by September 1. For employees with an individual letter of reasonable assurance, such election may be provided at the same time as the issuance of the letter of reasonable assurance.

2. School Year Payroll: Professional, salaried employees who do not voluntarily request to be paid on a twelve (12) month payroll cycle, the payroll cycle shall be on a ten (10) month basis, consisting of twenty (20) pay periods.
- B. Salaried Fiscal Year Employees: All employees scheduled to work the fiscal year will be placed on a twelve month payroll cycle, consisting of twenty-four (24) pay periods.
- C. Hourly Staff – all non-exempt, hourly employees will be paid for the time actually worked following the payroll schedule developed each fiscal year and posted on the District web site.

#### Payroll Dates

Pay dates will be on the 15<sup>th</sup> and the last day of the month. If the pay date falls on a weekend or banking holiday, the pay date will be the day prior to the weekend or holiday on which the bank is open. The first pay date of the school year for professional staff will be September 15.

#### Direct Deposit Payment Method

All employees shall participate in a direct payroll deposit plan. Direct deposit changes may be made after giving thirty (30) calendar days notice in writing. All employees will have access to electronic records indicating the number of accumulated paid leave days and the number of vacation days (if applicable) to be taken and the number remaining. This access is available through Skyward.

#### Salary Deferrals –Tax Sheltered Annuities (TSA)

- A. The District will maintain a TSA program without regard to the employee’s current or former employee’s contribution amounts. Employees shall have the opportunity to participate in the District’s Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money through salary deferral in annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an “Investment Vehicle”).

The purchase of the annuity will be optional for the individual employee. The employee may make 403(b) elective salary reductions as pre-tax dollars (salary reduction, also known as “regular” TSA contributions).

The employee agrees to provide documentation certifying compliance with applicable IRS rules and regulations for the employee’s TSA vendor within thirty (30) calendar days if requested by the District.

- B. All employees will be permitted to have their contribution remitted via payroll deduction to an Investment Vehicle offered by a vendor listed as a District-approved vendor, as required by the IRS Code and as directed by the District’s plan document.
- C. A vendor becomes a District-approved vendor by meeting the requirements set forth by the District which include, but are not limited to, the vendor signing a District-approved Hold Harmless Agreement. The District may ask for proof of vendor registration from the teacher to ensure a District-approved vendor has been chosen. The total number of vendors shall be limited to no more than three (3). If at any time there are no active employees contributing to a particular vendor, that vendor shall be removed from the District-approved vendor list.
- D. The amount to be deducted is selected and the determination made wholly by the person choosing to participate in the Savings Program.
- E. Employees may choose to defer either a percent of salary or a specific dollar amount up to the amount permitted by law. The salary reduction limit (402(g)(1)), the age fifty (50) additional deferral (414(v)(2)(B)(i)), and the “catch up” provision (402(g)(7)) for employees with fifteen (15) or more years of service may change annually.
- F. General:

1. The employee shall be permitted to change the TSA amount or vendor two (2) times per calendar year, unless otherwise permitted by the Director of Business Services and Human Resources, provided he/she provides the District with at least ten (10) business days notice prior to the second payroll date of the month. Stopping contributions does not constitute a change. Upon initial enrollment for new employees, the employee shall certify in writing as requested by the District but no more than two times per year (e.g., due to a change in full-time equivalency, absence, other deferrals, etc.), that the percentage or dollar amount of salary reduction withheld from compensation complies with the limits applicable to 403(b) TSA plan deferrals and does not exceed the amount permitted under Section 403(b), 415 and 402(g) of the IRS Code except as provided for below.
2. In no event shall the employee's contribution exceed one hundred percent (100%) of the employee's compensation less payroll and other required deductions. Employee contributions are 100% vested and non-forfeitable at all times.

G. Salary Reduction Agreement:

1. Employees will be required to sign an agreement to authorize TSA deductions from salary. The District, without the consent of the employee, is authorized to modify the salary reduction agreement to comply with applicable legal requirements. The District will provide the employee with reasonable notice concerning any such modification.
2. The District will provide the employee with a dated and initialed copy of the authorized salary reduction agreement once the employer acknowledges receipt of the modified salary reduction agreement.
3. A change in a beneficiary designation shall take effect when the election is accepted by the Vendor.
4. The employee acknowledges the District made no representation to the employee regarding the advisability, appropriateness or tax consequences of any salary reduction agreement, participation in a tax sheltered annuity, or the company which issues the annuity contract or which invests the employee's salary reduction funds. The employee agrees the District shall have no liability whatsoever for any loss, solvency, operation or benefits provided by the TSA vendor.

## **SECTION 5. WORKERS' COMPENSATION**

### Workers' Compensation Coverage and Reporting Responsibilities

All employees shall be covered by Workers' Compensation Insurance. Any employee who is injured on the job shall report the injury to the Business/Human Resources Office or its designee within twenty-four (24) hours, or as soon as possible. The employee shall fill out an accident report form available on the Human Resources page of the District website.

### Modified Assignments

In order to help employees return to work as soon as possible, the District will offer modified assignments to staff members based on the recommendation of their physician, whenever feasible.

### Benefits While on Workers' Compensation

If any employee is injured while performing duties for the District, the District shall continue to provide workers' compensation insurance, and the employee will be compensated in the following manner:

- A. Up to day sixty (60) of Workers' Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining workers' compensation insurance with prorated

accumulated paid leave as available. After paid leave has been exhausted, only Workers' Compensation insurance amounts will be provided. This provision will apply up until the sixtieth (60th) consecutive day of leave or as long as the employee has accumulated sick leave available, whichever occurs first.

- B. Day sixty-one (61) and thereafter of Workers' Compensation Leave: The employee will receive his/her workers' compensation payment. No other leaves will be applied to the workers' compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.

#### Injuries Not Covered by Workers' Compensation

Some types of injuries suffered while at work may not be covered by workers' compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, injuries because of an intentionally self-inflicted wound, injuries sustained because of an employee's horseplay, injuries sustained while an employee does an activity of a strictly private nature.

## **SECTION 6. PAID LEAVES**

### Types of Paid Leave

- A. Sick Leave: All school year and calendar year employees are eligible for sick leave benefits. School year employees working more than 30 hours per week shall be eligible for seven (7) sick days per year. School year employees working less than 30 hours per week are eligible for two (2) sick days per year. All professional staff will be eligible for a prorated amount of sick days based on FTE. For professional staff that do not work full time, these days will either be prorated based on FTE should they work 8 hour days, but not a full teacher schedule or the sick days will be used to take a day off based on the length of the professional staff's work day. All calendar year employees shall be eligible for nine (9) sick days per year. For calendar year employees that do not work full eight (8) hour days, the sick days will be used to take a day off based on the length of the employee's work day. No employee may accumulate more than sixty (60) sick days. Sick leave shall be paid for any absence from work due to the:
  - 1. Personal illness, injury or serious health condition of the employee;
  - 2. Illness or injury of an employee's child under the age of eighteen (18) or age eighteen (18) or older if the child has a handicapping condition as set forth in Wisconsin Administrative Code section PI 11.02(23) (Examples of a handicapping condition are: Cognitive disability, learning disability, autism, etc.)
  - 3. Serious health condition of a spouse, child, or parent.
  - 4. Medical or dental appointments for the employee, spouse, and/or child that cannot be schedule outside of the employee's regularly scheduled work hours.

Definitions: the following definitions apply under this section:

- a. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.
- b. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee or an employee's spouse's parent.
- c. Spouse: means an employee's legal husband or wife.

Sick leave may be allowed in increments of full or half days. Sick leave, though credited at the beginning of the fiscal year, is vested only upon completion of the work year. Any employee terminating or resigning will be credited only with those days earned at the time of separation. Any unearned days used will be deducted from any remaining pay. Any remaining sick day balance at termination, resignation or retirement will not be paid out.

Absences must be submitted in Skyward and those employees requiring a substitute must check the “Sub Required” box and log in to Aesop to request a substitute. Absences should be submitted as far in advance as possible, preferably not later than 90 minutes before the start of the day of the absence in the event of an unanticipated illness or emergency. If the absence is for consecutive days, the Principal shall be notified of the probable date of return. Notification canceling a previously approved leave day shall be submitted at least three (3) working days prior to the date of the leave. Requirements for notice may be waived in unusual or emergency situations. Employees must enter the reason for the leave day (sick, bereavement, family illness, etc.) in Skyward. Additional substantiation for leave days may be required if the administration identifies an unusual absence request or pattern of absences. Requests for paid leave days adjacent to breaks and holidays may require a doctor’s excuse for sick leave or other substantiation related to the reason for the leave. A doctor’s certificate may be required after three (3) consecutive days of absence. Employees shall not receive sick leave benefits for any day that the employee abuses sick leave benefits. In addition, abuse of this provision shall subject the employee to discipline or discharge. For all absences of three (3) or more consecutive days and those that may otherwise qualify for Family and Medical Leave Act, in addition to submitting the days in Skyward, the employee must notify the Business Office.

For employees with days in either the Conversion Bank or the Paid Leave Bank, those days may be used in the case of an emergency prior to **or** following the use of Paid Leave Days with the approval of the Superintendent or his/her designee. No additional days shall be added or transferred to these banks.

In the event an employee becomes eligible for the District’s long term disability insurance program, the employee will no longer receive paid sick leave.

The District offers a Catastrophic Leave Program. The program, which can be used concurrently with FMLA, allows employees to voluntarily donate personal leave time to employees who have been granted either continuous or intermittent unpaid leaves of absence due to catastrophic need for which no eligible paid leave benefits are available.

Requests to use catastrophic leave should be made to the Superintendent, who will approve or deny the request. In the case of an employee who is unable to make the request due to their medical condition the Superintendent may grant the employee use catastrophic leave without a formal request.

To be an eligible recipient, an employee must:

1. be on an approved unpaid medical leave of absence,
2. be absent due to a catastrophic illness or injury for which medical documentation is provided and is required to return to work when medically able and released,
3. have exhausted or is expected to exhaust all available paid leave days
4. not be receiving worker’s compensation or long-term disability benefits.

Once catastrophic leave is granted, the district will inform employees of the same or higher job classification of the opportunity to donate personal leave days. Donated personal days can accumulate up to a maximum of 40 days when combined with the recipient’s existing available leave at the time of the diagnosis or injury. Donated personal leave may be used as sick leave

only for this illness or injury and will be paid at the receiving employee's daily rate. Donated personal leave days will be used in the order they are received and once the maximum possible leave to be used has been donated, no more donations will be accepted. Once donated, the personal leave days will no longer be available for use by the employee donating the leave even if the donated days are not used. The district will inform staff regarding the opportunity to donate only one time per potential recipient unless there is a significant change in circumstances. The opportunity to donate will not exceed 30 days.

- B. **Jury Duty:** Non-accumulative paid leave for as much time as is required will be provided to an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or work days.

An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will send a copy of the check received from serving on the jury to the Director of Business Services and Human Resources and/or his/her designee and will be docked that amount (less any travel expenses received) on the next payroll. The employee will not suffer any loss of benefits that would be accrued during this time (i.e., paid leave days leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from paid leave days or vacation time (if applicable) the employee has earned or will earn in the future.

- C. **Bereavement Leave:** In the event of death in an employee's immediate family, the employee shall be allowed per occurrence three (3) days off work with pay. Immediate family includes the spouse, parents, children, brother, sister, grandchildren, grandparent, step-relatives of the same relationship as provided herein of the employee and his or her spouse.

Employees shall be granted one (1) day with pay per occurrence to attend funerals of aunts, uncles, nieces, nephews, first cousins and other individuals residing in the employee's household. In extenuating circumstances, additional days may be granted by the Superintendent or his/her designee.

- D. **Personal Days:** Employees working 30 or more hours per week are eligible to use three (3) days of personal leave each year. All professional staff will be eligible for a prorated amount of personal days based on FTE. For professional staff that do not work full time, these days will either be prorated based on FTE should they work 8 hour days, but not a full teacher schedule or the personal days will be used to take a day off based on the length of the professional staff's work day.. All calendar year employees shall be eligible for three (3) personal days per year. For calendar year employees that do not work full eight (8) hour days, the personal days will be used to take a day off based on the length of the employee's work day. Personal days may be used in increments of half or full days and must be approved in advance unless there is an emergency.

Personal leave days shall not be used to extend a holiday, vacation, school recess period or after May 15. The personal leave day will not be granted for teachers on a parent-teacher conference day or on a professional development day. Personal leave during these days may be approved on a limited basis at the discretion of the Superintendent or his/her designee. Personal days requested after May 15 may only be used for extenuating circumstances and with prior approval unless it is

an emergency. If a personal day after May 15 is approved, substantiation of the need for the absence is required.

Personal leave days must be requested and entered into Skyward as far in advance as possible, with a recommendation of five (5) days in advance. Emergencies may delay the request/submission into Skyward until the employee returns to work. The supervising administrator has the right to approve or deny all requests. The supervising administrator may limit the number of granted personal days on any given day due to supervision or other legitimate concerns.

Unused personal days at the end of the fiscal year (June 30) will be moved to the sick leave if the employee has not reached the maximum of sixty (60) days of sick leave. Any remaining personal day balance at termination, resignation or retirement will not be paid out.

- E. **School Cancellation Days** – In the event school is canceled the Superintendent or his/her designee shall have the discretion to require employees to report to school. Professional staff, support staff (with the exception of custodians and maintenance staff), and paraprofessional staff are not to report to work on days when school is closed without prior approval of the Superintendent or his/her designee. Unless otherwise notified, custodian and maintenance are always required to report to work on school cancellation days.

Hourly (non-exempt) workers will only be paid for the hours actually worked. If eligible, hourly workers may use a vacation day to be paid for school cancellation days. Salaried (exempt) employees may not have salaries docked per state and federal guidelines.

Employees will be required to work any day designated as a make-up day by the School Board which requires teachers to be in attendance. Professional staff will not receive additional compensation for make-up days.

## **SECTION 7. UNPAID LEAVES**

### Uniformed Services Leave of Absence

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law, state law, and this Handbook.

The “uniformed services” consist of the following: Army, Navy, Marine Corps, Air Force and Coast Guard; Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve and Coast Guard Reserve; Army National Guard and Air National Guard; Commissioned Corps of the Public Health Service; any other category of persons designated by the President in time of war or emergency.

### Medical Leave of Absence

- A. Application Procedures: All requests for an unpaid medical leave of absence, other than emergencies, must be submitted to the District at least thirty (30) days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the Director of Business Services and shall be granted or denied in his/her sole discretion and in accordance with applicable law.
- B. Benefits During Leave:
1. Length of service and other benefits shall not accrue during such leave as required by applicable law.



2. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.
- C. Placement upon Return from Leave: The employee should notify the Director of Business Services or his/her designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave or as soon as possible. Refer to Board Policy 3430, Leaves of Absence.
- D. Failure to Return after Expiration of Leave: In the event the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.
- E. Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the Federal Family and Medical Leave Act.

#### Other Unpaid Leave of Absence

- A. Application Procedures: All requests for other unpaid leave of absence, other than emergencies, must be submitted to the Director of Business Services at least sixty (60) days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the Superintendent and shall be granted or denied in his/her sole discretion. The unpaid leave of absence shall not exceed one (1) calendar year.
- B. Benefits During Leave:
  1. Length of service and other benefits shall not accrue during such leave.
  2. The employee may continue health insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health insurance at the employee's expense is contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.
  3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.
- C. Placement upon Return from Leave: The employee shall notify the Director of Business Services and Human Resources or his/her designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the leave is expected to continue past April 15, the notice of return must be made by April 15. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee will return to the place on the salary schedule the employee was on before the leave. The employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or layoff, whichever is applicable.

### **SECTION 8. BENEFITS APPLICABLE TO ALL EMPLOYEES**

#### Flexible Spending Account

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account (FSA) under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) to permit employees to reduce their salary and contribute to an FSA to cover the following expenses:

- A. Payment of insurance premium amounts (IRC Section 106);

- B. Permitted medical expenses not covered by the insurance plan (IRC Section 105) subject to limitations set forth by the Internal Revenue Code;
- C. Dependent care costs (IRC Section 129) subject to limitations set forth in the Internal Revenue Service Code.

Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§ 105, § 106, § 125 and § 129).

#### Mileage Reimbursement

The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the District to drive his or her personal vehicle during the course of performing duties for the District. Forms to be used to report mileage shall be available in the District Business Office and on the District website.

#### Dental Insurance

The District shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the District.

##### A. Eligibility

- 1. Minimum Hours for Participation: An hourly employee whose individual assignment is at least 30 hours or more per week or a salaried employee whose FTE is at least 0.75 is eligible to participate in the District's dental insurance. Employees whose assignments are less than 30 hours per week are not eligible to participate in the District's dental insurance.

##### B. Commencement and Termination of Benefits: Dental coverage will commence on the employee's first day of employment. The insurance benefits described in this Handbook terminate according to the following schedule:

- 1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
- 2. If an eligible school year employee resigns or is terminated after completion of a school year but before the commencement of the next school year, his/her insurance benefits shall terminate as of August 31.

##### C. Premium Contributions: The District contributions toward dental care premiums will be determined by the Board on an annual basis.

#### Health Insurance

The District shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the District.

##### A. Eligibility

- 1. Minimum Hours for Participation: An hourly employee whose individual contract or assignment is at least 30 hours or more per week or a salaried employee whose FTE is at least 0.75 is eligible to participate in the District's health insurance. Employees whose assignments are less than 30 hours or more per week are not eligible to participate in the District's health insurance.

##### B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment. The insurance benefits described in this Handbook terminate according to the following schedule:

1. If an employee resigns or is terminated during the term of his/her individual contract or assignment, District coverage shall cease at the end of the month the resignation or termination becomes effective.
  2. If an eligible school year employee resigns or is terminated after completion of a school year but before the commencement of the next school year, his/her insurance benefits shall terminate as of August 31.
- C. Premium Contributions: The District contributions toward health care premiums and Health Savings Accounts contributions, if any, for employees selecting the HDHP, will be determined by the Board on an annual basis.

#### Cash-in-Lieu of Health Insurance

Eligibility for and payments toward coverage for individual employment groups are set forth in the applicable part of the Handbook covering such employees.

- A. Employees eligible for insurance may annually choose, either:
  1. Participation in the District's health plan,
  - OR
  2. Cash compensation-in-lieu of health insurance benefit as determined by the Board on an annual basis.
- B. Any employee who qualifies for participation in the District group health insurance plan may waive such participation and elect to receive the Cash-In-Lieu Option.
- C. Eligible employees may choose the Cash-In-Lieu Option at the beginning of any month with thirty (30) days notice to the District. The amount of the cash-in-lieu option will be prorated for the remainder of the year accordingly.
- D. The Board may, at its discretion, discontinue the Cash-In-Lieu Option benefit by providing the participating employees with written notice by August 1 and with an "open enrollment" opportunity to enroll in the group health insurance plan.
- E. An employee has two options for the payment: a cash payment or payment into a TSA (Tax Sheltered Annuity). An employee selecting a cash payment will have the payments made on each payroll check (twice per month) during the course of the fiscal year. All appropriate payroll taxes for this type of payment will be deducted (excluding WRS).
 

An employee selecting that the payment be made into a TSA will have the payment made once per month to the WEA Trust (the District's designated vendor for this type of payment). All appropriate payroll taxes for this type of payment will be deducted (excluding WRS).

Any employee whose TSA salary reduction amount exceeds the limitations of law is ineligible for additional deferrals to the TSA. The amount, which would have been contributed to the TSA except for the limitations of law, will be added to the employee's paycheck as taxable compensation subject to all applicable payroll taxes, including FICA and Medicare.
- F. The amount shall be paid to the employee as additional taxable earnings which are not subject to Wisconsin Retirement System (WRS) contributions to the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state and federal taxes deducted from the employee's payroll check.
- G. Beginning Eligibility Date for Cash-in-Lieu Option:
  1. New Employees. Payments shall be based on the employee's eligibility date. For new employees, this constitutes the employee's first day of active service. Employees not electing health coverage must enroll in the cafeteria plan within 30 days of the employee's first day of

active service. Thereafter, an annual election must be made prior to the beginning of each cafeteria plan benefit year. However, the District will use the same rule for contributions as for health insurance payments; if the employee's first date of active service is after the 15th of the month, no cash-in-lieu option is required in that month. If the employee's first date of active service is on the 1st through the 15th of the month, the District will contribute the payment.

2. Current Employees. Current employees changing to the cash-in-lieu option when permitted by applicable Internal Revenue Code section 125 "cafeteria plan" rules are only eligible to waive coverage for the health insurance and begin the cash-in-lieu option on the first payroll of any month. Absent a mid-year (January through December) cafeteria section 125 exception (such as an employee getting married, loss of spouse coverage, etc.), employees must make a written annual cafeteria plan election prior to each open enrollment period to permit the election of the cash option in the next cafeteria plan year. Once the employee is eligible to begin cash-in-lieu option status, contributions will begin in that month.

#### Liability Insurance

The District shall carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

#### Life Insurance

The District shall provide life insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the District.

##### A. Eligibility:

1. Minimum Hours for Participation: An employee whose individual contract or assignment is at least 30 hours per week is eligible to participate in the District's life insurance. Employees whose assignments are less than 30 hours per week are not eligible to participate in the District's life insurance

##### B. Commencement and Termination of Benefits. Coverage will commence on the employee's first day of employment. The life insurance benefits described in this Handbook and on the individual contract terminate according to the following schedule:

1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease on the effective date of separation.

##### C. Premium Contributions: The District shall pay the entire premium for term life insurance equal to the next highest one thousand dollars (\$1,000.00) of each eligible employee's salary, not to exceed \$100,000.

#### Long-term Disability Insurance

The District shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the District.

##### A. Eligibility:

1. Minimum Hours for Participation: An employee whose individual contract or assignment is at least 30 hours or more per week is eligible to participate in the District's long-term disability insurance. Employees whose assignments are less than 30 hours or more per week are not eligible to participate in the District's long-term disability insurance.

- B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment. The long-term disability insurance benefits described in this Handbook and on the individual contract terminate according to the following schedule:
1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease on the effective date of separation.
- C. Premium Contributions: The District shall pay the full premium amount for long-term disability insurance for full-time employees. The benefits will be equal to sixty six and two thirds percent (66 2/3%) of an employee's monthly wages subject to the maximum amount as indicated in the current policy. Coverage shall begin after sixty (60) consecutive calendar days of disability and continue until the employee is eligible to work or is eligible for Medicare/Medicaid.

#### Wisconsin Retirement System (WRS) Contributions

The District agrees to contribute the employer's share. The employee will pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the District pay the employee's required WRS contribution. Payroll deductions for WRS contributions will be made pre-tax.

#### COBRA Law Continuation of District Health Plan Participation

The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers the opportunity to remain on the District's health and dental insurance plan at the group rate in certain instances where coverage under the plan would otherwise end. Contact the Director of Business Services and Human Resources for details and specific information regarding COBRA.

## **SECTION 9. EMPLOYMENT PROVISIONS**

#### Employment of Minors

No one under eighteen (18) years of age will be employed without providing proper proof of his or her age. Minors will be employed only in accordance with state and federal laws and District policies.

#### Equal Employment Opportunity

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or workers' compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policies of the

District. Reference Board Policies 511, Equal Opportunity Employment and 511R, Employee Discrimination Complaint Reporting Procedures, Rule, available on the District website.

#### Fair Labor Standards Act

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act (FLSA). For non-exempt employees, issues concerning overtime, compensatory time off, minimum and notification of rights under FLSA are found in each building work area and in the District Office mailroom.

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

- A. Notification of Benefits and Leave Rights: Information concerning FMLA entitlements and employee obligations under the FMLA is included in this Handbook as required by federal law. The District shall also post the notice contained in the following link in a conspicuous place where notices to employees and applicants are customarily placed. (<http://www.dol.gov/whd/fmla/finalrule/FMLAPoster.pdf>)

The notice is posted in each building work area and in the District Office mail room. A copy of the FMLA request form, notification of benefits and leave rights, eligibility notice, designation notice, and rights and responsibilities notice are on the District website.

- B. Eligibility Notice. When an employee requests FMLA leave, or when the employer acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the employer must notify the employee of the employee's eligibility to take FMLA leave within five business days, absent extenuating circumstances.
- C. Rights and Responsibilities Notice. The District shall provide written notice outlining specific obligations of the employee and explaining any consequences of not meeting those requirements. The District is satisfying this notice requirement by directing the employee to the following website, which combines the eligibility notice and the rights & responsibilities notice into a single form: U.S. DEP'T OF LABOR, Notice of Eligibility and Rights & Responsibilities (FMLA), available at <http://www.dol.gov/whd/fmla/finalrule/WH381.pdf>.
- D. Designation Notice. The District shall inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. U.S. DEP'T OF LABOR, Designation Notice (Family and Medical Leave Act), available at <http://www.dol.gov/whd/forms/WH-382.pdf>.
- E. Employees are eligible to take Federal FMLA using the "rolling" 12 month period measured backward. This is the 12-month period measured backward from the date an employee uses any FMLA leave. Under the "rolling" 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

#### Immigration Law Compliance

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

#### Discrimination and Harassment

The District will not tolerate discrimination or harassment. Harassment includes action on the basis of a protected class, such as race, color, religion, sex, national origin, disability, marital status, or sexual orientation. See school board policy regarding this matter.

All employees are responsible for ensuring that discrimination and harassment do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures available on the District website. Reference Board Policy 1662, Employee Anti-Harrassment.

All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment, as described above, may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

#### **SECTION 10. CONFORMITY TO LAW**

If any provision of this Handbook, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby.

**GRAFTON SCHOOL DISTRICT**  
**PROFESSIONAL STAFF HANDBOOK**  
**(Teachers, School Counselors, School Psychologists, Library Media Specialists)**

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## **SECTION 1. PROFESSIONAL HOURS**

### Normal Hours of Work

Professional staff are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1) (L), Wis. Stats.

Professional staff are responsible for completion of their professional duties as set forth by the District, whether such duties are performed at the employee's work site or elsewhere. Specific work schedules, including days of work, duties and responsibilities, will be established by the employee's supervisor and/or the District. Secondary professional staff hours will be from 7:15-3:15. Elementary professional staff hours will be from 7:45-3:45. On Fridays or the day before a scheduled break, staff will be able to leave the building once student busses have left.

### Administratively Called Meetings and Staff Development Sessions

Both part-time and full-time professional staff are required to attend all mandatory administratively called staff meetings and staff development sessions. The administrators shall attempt to provide reasonable notice of all such meetings. Professional staff who are required to attend any type of administratively called meetings will receive no additional remuneration above their regularly paid salaries for attending such meetings.

### Attendance at School Events

Professional staff are required to attend all school events related to their professional responsibilities, as directed by their supervisors. Examples of this include open houses, parent-teacher conferences, and particular programs and events as they relate to specific positions within the school district. Staff members shall be given reasonable notice of such events. Professional staff who have an extra-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the Building Principal. Professional staff shared between two or more buildings should consult with the principal of each building to determine the amount of time spent at each building for such school events.

### Emergency School Closures

In the event the District is closed or an individual building(s) 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.

## **SECTION 2. TEACHER SUPERVISION AND EVALUATION**

### Evaluators

Every teacher in the District will be supervised and evaluated by an administrator and/or his/her designee. The administrator may be a certified building principal, associate principal, Superintendent, Director of Teaching and Learning, or Director of Pupil Services. The District will provide the employees with their placement within the supervision and evaluation rotation cycle. The District may modify this list at any time during the school year. The District shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel.

### Evaluation Process

#### A. Basic Requirements

1. An employee new to the District shall be formally evaluated at least three (3) times during the first year of employment. Evaluations shall consist of a pre-conference, observation, and post-conference. The first two evaluations must be completed by February 1.

2. An employee in the second year of employment shall be formally evaluated at least two (2) times during that year. A third year of formal evaluation is at the discretion of the evaluator.
  3. A continuing employee shall be formally evaluated every school year, every second school year, or every third school year at the discretion of the District.
  4. All required observations must be completed by May 31.
  5. All formal observations will be followed by a conference with the administrator. This conference will take place within ten (10) working days of the actual observation.
  6. Assistance, recommendations and directions may, at the discretion of the District, be provided to each teacher in an attempt to correct professional difficulties observed.
- B. Acknowledgement of Receipt and Response: The teacher shall acknowledge receipt of all documents related to supervision and evaluation by acknowledging electronically in the evaluation digital platform within ten (10) calendar days of the conference. The teacher shall have the right to electronically submit a response with any remarks concerning the document(s). Acknowledging receipt does not imply agreement with all or part of the documents received.
- C. Copy of Evaluation Forms: The evaluation form will be made available to all teachers via the digital evaluation platform. Each teacher has the ability to view a history of their evaluations within the digital evaluation platform.
- D. Performance Improvement Plan: Continuing teachers whose overall performance has not met expectations may, at the discretion of the District, be placed on a Performance Improvement Plan and may or may not be non-renewed pursuant to applicable state statutes. If, in the District's discretion, a Performance Improvement Plan is necessary, the plan will include the following:
1. Goal of a Performance Improvement Plan: The goal of a Performance Improvement Plan is for the teacher to meet performance expectations. The plan will be designed to meet the specific needs of the teacher and the performance expectations of the District.
  2. Content of a Performance Improvement Plan: It may include a description of the teacher's deficiencies, a description of appropriate performance, a goal setting plan to help the teacher develop required skills, a schedule of supervisory activities including at least one additional evaluation, and a target date(s) by which time the teacher will perform satisfactorily. The plan is not limited to, but might include, the following interventions: any means of staff development defined in the District staff development plan, observations and/or support by experts outside the District, and/or peer coaching or mentoring.

#### Teacher Mentor Program

- A. Description: Recruitment, hiring, and retention of high quality professional staff members are essential to the continued success of the Grafton Schools. Equally important is support to these new educators so that they will be successful in teaching our children and be committed to remaining with the District.

New teachers (mentees) are those:

- new to the teaching profession (within the first three years of the profession),
- new to the District or returning to the profession after a significant absence (as determined by the administration), and
- in major assignment changes within the District.

Mentors shall be recruited by the building principal from among persons who have:

- completed the District training program,
- at least five (5) years teaching experience with at least three (3) years in the District,
- satisfactory evaluations,
- , and
- a valid teaching license.

After the principal recruits a mentor for the new mentee, this shall be shared with the Director of Teaching and Learning. All mentors and all new employees shall be provided the New Teacher Mentor Handbook as a resource.

Goals of the mentoring program include:

- enhance beginning teacher performance
- attract and retain beginning teachers
- promote professional collegiality
- facilitate the personal and social adjustment of the new teacher to the school and community
- provide an understanding of the climate and culture of the school district and community
- meet the goals and requirements of PI34 and the state teaching standards

Structure: There are many ways in which these goals can be met. The following program attempts to provide a framework and will be regularly reviewed and evaluated. The following chart explains the mentoring structure and time commitment.

<u>What:</u>	<u>Who:</u>	<u>What:</u>
New Teacher Onboarding	All teachers newly hired to the District	Each new employee is required to fulfill 4 off site learning hours within the New Teacher Onboarding Canvas course and 4 on site learning hours with their mentor prior to the New Teacher Orientation dates.  New Teacher Orientation will be 2 days in August prior to the start of the school year for new teachers; mentors are present for one afternoon.
Tier 1 Level of Support	Teachers within the first 3 years of the profession or new to the profession after an extended absence (discretion of the district)	Four District seminars after the school day for up to two hours each. This may include learning or preparing outside of the meeting.  Weekly support meetings with the teacher mentor for the first semester, bi-weekly support meetings with the teacher mentor for the second semester, at least one 6 week coaching cycle with the instructional coach in September or October.
Tier 2 Level of Support	Newly hired teachers with more than 3 years of experience	Attend the first and last (two) District seminars after the school day for up to two hours each. This may include learning or preparing outside of the meeting.  Bi-weekly support meetings with the mentor for the first semester of the school year and a personalized learning requirement based on need

and teacher area (supported by the mentor).

**B. Structure for New Teachers (Mentees) in the Mentor Program**

New teacher mentoring will be determined by the Tier 1 or Tier 2 level of support. New teachers will be provided the New Teacher Mentor Handbook with detailed description of responsibilities upon hire. It is the responsibility of the building principal and designated mentor to review the handbook.

**C. Structure for Mentors in the Mentor Program**

1. **Mentor Training:** All mentors will participate in a district sponsored mentor training every five years. The mentors will be paid a stipend determined by the district for participating in the training. Mentors shall be paid a separate stipend for the mentor duties based on the determination of the level of support being Tier 1 or Tier 2.
2. **Mentor Criteria:** The following criteria shall apply to mentor selection:
  - a. Three years of successful teaching experience in the District and a total of at least five years teaching experience overall.
  - b. Successful completion of the district approved mentoring workshop or course.
3. **Mentor Selection:** After a mentor is recruited by the building principal, the building principal and the Director of Teaching and Learning will confirm mentors. The selected mentor may decline without reason.
4. **Mentor requirements and responsibilities before the school year:** Mentors will participate in 4 hours of onsite work with the mentee prior to the New Teacher Orientation, and will participate in one afternoon of the New Teacher Orientation session in August.
5. **Mentor responsibilities will be determined by the Tier 1 or Tier 2 level of support.** Mentors will be provided the New Teacher Mentor Handbook with detailed description of responsibilities prior to accepting the mentor position. It is the responsibility of the building principal and designated mentor to review the handbook.

**D. Mentor Removal or Change Request:** Either the mentor or mentee may request a change of mentors during the school year. These requests are to be made to the building principal.

The Mentor may request to be removed from mentoring a mentee. The removal of the mentor will not occur without the mentee being informed. If the mentee no longer wishes to participate, the request shall be granted and a new mentor provided as soon as possible. There shall be no recriminations once the mentor makes the request.

The mentee may request the removal/change of a mentor. A new mentor will be provided as soon as possible.

**E. Mentor Incentives:** Mentor compensation will be determined by administration on an annual basis. If for any reason the mentor cannot complete the responsibilities for a full year the mentor payment shall be prorated.

### **SECTION 3. TEACHER ASSIGNMENTS, VACANCIES AND TRANSFERS**

#### Teacher Assignments, Vacancies and Transfers

- A. Determination of Assignment: Teachers will be assigned or transferred by the Superintendent, or his/her designee, in conjunction with principals and/or other District staff. Notice of assignments and transfers will be made when known or as soon as practical.
- B. Assignment Preference Consideration: Teachers may express in writing to the Superintendent, or his/her designee, their preference of: a) school; b) grade level; or c) subject. If a teacher wishes to be transferred to another position which may open during the summer, application for a transfer should be made in writing to the Superintendent or his/her designee. Consideration may be given to these requests.
- C. Job Posting: When a position becomes vacant or a new position is created, notice of such available position shall be posted on the District's website for a minimum of five (5) days. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. The notice shall include the date of posting, the job requirements, classification, a description of the position available, the anticipated start date and the qualifications required for the position.
- D. Process for Filling Vacancies: An employee who applies for a vacant position prior to the end of the posting period may be granted an interview for the position. The District retains the right to select the most qualified applicant. The District retains the right to determine the job descriptions needed for any vacant position.

#### Employee Resignations

The teacher's individual contract shall be considered binding on both parties. If for any reason a teacher asks for release from the contract, it is understood that the teacher must give the District notice that he/she intends to sever his/her contract with the District. Any liquidated damages due to the District as a result of the teacher's resignation as it pertains to the contract may be collected through the withholding of remaining compensation.

#### Summer School Assignments

All current teachers in the District may apply for summer school positions in the same manner as non-District teachers. Summer school teacher compensation will be determined annually by administration.

### **SECTION 4. REDUCTION IN FORCE AND POSITIONS**

#### Notice of Reduction

In the event the district decides to reduce the workforce, employees selected for reduction (layoff) shall be selected at the sole discretion of the District. In these situations, District protocol is to examine a variety of factors with the quality of the educator being the #1 factor. Other factors that are considered include (in no particular order) time in our district, licensure and certifications, disciplinary history, as well as leadership roles in our district, contributions to the overall educational mission of the district, and other factors based on the position. If so selected, employees will receive a preliminary notice of non-renewal of their contract by the end of April and a final notice of non-renewal by May 15. Said non-renewal shall be a non-renewal for economic purposes. Wisconsin Statute 118.22 shall be the basis for said non-renewal for economic purposes.

## **SECTION 5. PROFESSIONAL COMPENSATION**

### Salary Information

Salary information for professional staff will be made available August 1. In circumstances where the District does not have the information to make its salary decisions by August 1, the District will provide a preliminary decision.

### Initial Salary

The District, in its sole discretion, may place newly employed employees at a salary that exceeds his/her actual years of service. The number of years of credited experience will be determined by the Director of Business Services and Human Resources at the time the first contract is granted and is not subject to the grievance procedures of this Handbook.

### Department Chairs/Team/Grade Leaders/Lead Teachers

- A. The District may have designated department chairs and team/grade leaders as determined and designated by administration. Individuals for these positions will be selected by administration from staff members that apply. The department chairs will coordinate department business and tasks. Department chairs are responsible to the building principal.
- B. Compensation for Department Chairpersons/Team/Grade Leaders will be determined annually by administration

## **SECTION 6. RETIREMENT BENEFITS**

### **Notice must be given by February 1**

### Eligibility:

Retirement benefits will be available to any teacher who reaches 55 years of age, is eligible to collect a Wisconsin Retirement System annuity and has at least 15 years of service in the Grafton School District as a contracted teacher. The District will make a contribution in January of each year for five (5) years to a tax-sheltered annuity on behalf of the retiree. The retiree must meet the requirement that they collect a WRS annuity payment on an ongoing basis in order to continue the benefit. Failure to meet this requirement would result in contributions ceasing from that date forward. The annual contributions are based on the parameters outlined below:

Years of Service	Annual TSA for 5 years	Total
15	\$7,500	\$37,500
16	\$8,500	\$42,500
17	\$9,500	\$47,500
18	\$10,500	\$52,500
19	\$11,500	\$57,500
20 or more	\$15,000	\$75,000

This amount will be prorated for retirees whose cumulative FTE during their years of service is less than their total years of service. No proration will be made for retirees with a cumulative FTE of at least 20 years.

## **SECTION 7. STANDARD FOR EMPLOYMENT**

### Standard for Nonrenewal for Teachers

Employees may be recommended for non-renewal in accordance with applicable Wisconsin Statutes. Such nonrenewal is subject to the grievance provisions of this Handbook.

### Termination of Employment

The employment relationship between the District and any employee is terminated if the employee:

- A. Is non-renewed as described above.
- B. Quits his/her employment.
- C. Fails to return to work on the work day following the expiration of an authorized leave of absence unless unable to notify because of illness or other reasonable basis.
- D. Retires.

**GRAFTON SCHOOL DISTRICT**  
**EDUCATIONAL ASSISTANTS HANDBOOK**  
(Special Education Paraprofessional, General Education Aides, Educational Interpreters)

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## **SECTION 1. HOURS/DAYS OF WORK**

### Letter of Reasonable Assurance

The District will issue an annual letter of intent by May 15 of each year. The letter of intent will identify the employee and the position(s) for which the employee is hired. Specific assignments and hours cannot be guaranteed indefinitely.

### Regular Workday and Starting and Ending Times

Because of different schedule requirements, an employee's starting, lunch, and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods based upon the employee's full time equivalency (FTE).

All aides (special and general education) and educational interpreters will work their scheduled hours on all student contact days. Staff development days or other hours of work may be offered by the District at its discretion.

### Additional Hours - Approval

Working hours beyond the employee's regularly scheduled starting and ending times requires prior approval of the employee's immediate supervisor.

### Lunch Period

All employees who work seven (7) hours or more per day will be entitled to an unpaid half-hour (30 minute) lunch period, which shall be duty free.

### Breaks

Employees scheduled to work over four (4) hours per work day shall receive one (1) fifteen (15) minute paid break.

### Time Sheets

All time worked shall be recorded in True Time in Skyward and submitted at the end of each work week for approval.

### Emergency School Closings

All employees shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the control of the District. Employees shall be required to make days up in the event that the District schedules make-up days.

### Attendance at Meetings

Employees required to attend meetings called or scheduled by the Employer shall be paid for all hours spent in attendance at such meetings, if such meetings are held when the employee would not regularly be on duty.

## **SECTION 2. REDUCTION IN FORCE, POSITIONS & HOURS**

### Selection for Reduction

In the event the district decides to reduce the workforce, employees selected for reduction shall be selected at the sole discretion of the District. In these situations, District protocol is to examine a variety of factors with the quality of the educator being the #1 factor. Other factors that are considered include (in no particular order) time in our district, licensure and certifications, disciplinary history, as

well as leadership roles in our district, contributions to the overall educational mission of the district, and other factors based on the position

#### Notice of Reduction

In the event the District determines to reduce the number of positions or the number of hours in any position, the District will give at least ten (10) calendar days notice of reduction. The notice shall specify the effective date and the reason for the reduction.

#### Reduction in Hours

Employees who are reduced in hours shall not lose any paid leave days, time of service, or vacation (if applicable) they have accrued.

#### Insurance Benefits During Reduction

Please see the COBRA subsection of the All Staff portion of the Handbook for an explanation of insurance continuation options or contact the Business Office.

### **SECTION 3. ASSIGNMENTS, VACANCIES AND TRANSFERS**

#### Job Posting

When a position becomes vacant or a new position is created, notice of such available position shall be posted on WECAN for a minimum of five (5) working days, unless circumstances as determined by the District require a shorter posting period. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. Vacancies will be posted on the District's website. The notice shall include the date of posting, the job requirements, classification, a description of the position available, the tentative work hours of the position, and the qualifications required for the position.

#### Interviews

An employee who applies for a vacant position prior to the end of the posting period may be granted an interview for the position.

#### District Ability to Select the Most Qualified Applicant

The District retains the right to select the most qualified internal or external applicant for any position.

#### District Ability to Determine Job Description

The District retains the right to determine the job descriptions needed for any vacant or current position.

#### Transfers

The District reserves the right to transfer employees at its discretion.

### **SECTION 4. COMPENSATION AND EXPENSES**

#### Wage Information

Employees will be provided with wage information. New employees shall be compensated at the discretion of the District.

#### Expenses

Employees required, or approved, by the District to attend conferences, seminars, and staff development training off-campus may receive reimbursement for overnight accommodations (if appropriate), travel and meals. Registration should be paid through a District purchase order if at all possible. The District will not pay for any alcohol.

### Substitutes for Teachers

Instructional aides, with teacher licensure, assigned to substitute for an absent teacher for one class period or more will be paid the daily substitute rate (or prorated) for the time spent substituting for a teacher during the teacher's absence, provided that rate is more than they would earn for the same period as an aide. By definition, instructional aides who do not hold teaching or substitute certificates are not qualified teachers and shall not be required, permitted nor authorized to take the place of a teacher for the purpose of instructing students during times that a qualified substitute for that teacher could reasonably be expected to be hired. This provision does not preclude instructional aides from being assigned to student supervision responsibilities, such as, but not limited to, monitoring a study hall, cafeteria, hallway, or playground.

### Conversion Bank

Accumulated sick days in excess of sixty (60) on June 30, 2011 will be transferred to a sick day "conversion bank" (no more than 40 days). The days in the "conversion bank" are available for use in the case of an emergency, subject to Superintendent approval.

Days in either the Conversion Bank or the Paid Leave Bank may be used in the case of an emergency prior to or following the use of Paid Leave Days with the approval of the Superintendent or his/her designee.

## **SECTION 5. JOB RELATED TRAINING AND LICENSURE**

### Staff Development Training

The District within its discretion may provide appropriate paid staff development training to each employee.

### Licensure for Special Education Aides and Educational Interpreters

Special education aides and educational interpreters who are employed by the District are required to possess and maintain appropriate licensure through the Wisconsin Department of Public Instruction. Failure to do so will result in termination of employment.

## **SECTION 6. EMPLOYEE EVALUATIONS**

### Evaluation

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District. The District will orient all new employees regarding evaluation procedures and instruments. If an instrument is changed, all affected employees will be reoriented. Evaluations shall be conducted by the building administrators.

### Frequency

The frequency of evaluations shall be established at the discretion of the District, but will occur at least one time in each of the first three (3) years of employment. Following that, evaluations will take place at least once every three years. If an employee is transferred to a different building or different employee category within a building, evaluation will occur at least one time in each of the subsequent three (3) years of employment. The District shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel.

### Receipt of Evaluation and Comments or Disputes

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation but only to acknowledge receipt of the same. The employee may respond in writing within ten (10) calendar days of the conference with his or her comments attached to the completed evaluation.

## **SECTION 7. STANDARD FOR EMPLOYMENT**

### Standard for Employment

The Superintendent, or his/her designee, is solely responsible for implementing any or all disciplinary measures, including, but not limited to, suspension and/or dismissal from employment. Such discipline or termination shall be subject to the grievance procedure provisions of the Staff Handbook.

## **SECTION 8. RESIGNATION FROM EMPLOYMENT**

### Notice of Separation

Employees will give written notice of termination of employment as soon as possible, but at least ten (10) working days prior to the effective date of resignation.

# GRAFTON SCHOOL DISTRICT

## SUPPORT STAFF HANDBOOK

(Administrative Assistants, Clerks, Custodians, Maintenance Staff, Nutrition Services Staff,  
Coordinators, & Technology Staff)

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## **SECTION 1. HOURS OF WORK**

### Letter of Reasonable Assurance

For non year round employees, the District will issue an annual letter of reasonable assurance by May 15 of each year. The letter of reasonable assurance will identify the employee and the position(s) for which the employee is hired. Specific assignments and hours cannot be guaranteed indefinitely.

### Regular Workday and Starting and Ending Times

Because of different schedule requirements, an employee's starting, lunch, and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods. This section shall not be construed as a guarantee or limitation on the number of hours per day or hours in a work week which may be scheduled or required by the District.

### Additional Hours and Overtime - Approval and Assignment – Hourly Employees

In order for a non-salaried employee to work beyond his or her contract hours in any week, prior approval must be obtained from the immediate supervisor. Any additional hours should be documented in Skyward.

### Lunch Period

All employees who work seven (7) hours or more per day will be entitled to an unpaid half-hour (30 minute) lunch period, which shall be duty free.

### Breaks

Employees scheduled to work over four (4) hours per work day shall receive one (1) fifteen (15) minute paid break.

### Time Sheets

All time worked shall be recorded in True Time in Skyward and submitted at the end of each work week for approval.

### Emergency School Closings

All custodial and maintenance staff are expected to report to work when school is closed due to inclement weather or situations beyond the control of the District, if at all possible.

All other employees shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the control of the District. Employees shall be required to make days up in the event that the District schedules make-up days.

### Attendance at Meetings

Employees required to attend meetings called or scheduled by the District shall be paid for all hours spent in attendance at such meetings if they are held when the employee would not regularly be on duty.

## **SECTION 2. REDUCTION IN FORCE, POSITIONS & HOURS**

### Selection for Reduction

In the event the district decides to reduce the workforce, employees selected for reduction shall be selected at the sole discretion of the District. In these situations, District protocol is to examine a variety of factors with the quality of the educator being the #1 factor. Other factors that are considered include (in no particular order) time in our district, licensure and certifications, disciplinary history, as



well as leadership roles in our district, contributions to the overall educational mission of the district, and other factors based on the position.

#### Notice of Reduction

In the event the District determines to reduce the number of positions or the number of hours in any position, the District will give at least ten (10) calendar days notice of reduction. The notice shall specify the effective date and the reason for the reduction.

#### Reduction in Hours

Employees who are reduced in hours shall not lose any paid leave days, time of service, or vacation (if applicable) they have accrued.

#### Insurance Benefits During Reduction

Please see the COBRA subsection of the All Staff portion of the Handbook for an explanation of insurance continuation options or contact the Business Office.

### **SECTION 3. ASSIGNMENTS, VACANCIES AND TRANSFERS**

#### Job Posting

When a position becomes vacant or a new position is created, notice of such available position shall be posted on WECAN for a minimum of five (5) working days, unless circumstances as determined by the District require a shorter posting period. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. Vacancies will be posted on the District's website. The notice shall include the date of posting, the job requirements, a description of the position available, the tentative work hours of the position, and the qualifications required for the position.

#### Interviews

An employee who applies for a vacant position prior to the end of the posting period may be granted an interview for the position.

#### District Ability to Select the Most Qualified Applicant

The District retains the right to select the most qualified internal or external applicant for any position.

#### District Ability to Determine Job Description

The District retains the right to determine the job descriptions needed for any vacant or current position.

#### Transfers

The District reserves the right to transfer employees at its discretion.

### **SECTION 4. PAID VACATION**

Section 4, Paid Vacation, applies only to year round employees.

#### Notice

The number of available and used vacation days for each eligible employee is available through the District management software (Skyward).

#### Paid Vacation

Provided as follows:

Zero (0) to five (5) years in the District – 10 vacation days/year

Six (6) to ten (10) years in the District – 10 vacation days/year plus one (1) additional day each year, beginning in year six to a maximum of fifteen (15)

Eleven (11) or more years in the District – fifteen (15) days/year

Vacation is earned monthly. If employee resigns or employment is terminated, used but unearned vacation will be deducted from the employee's pay.

Vacation for part-time fiscal year employees will be prorated relative to full-time equivalency. In the first year of employment, vacation time will be prorated based on hire date through June 30.

#### Scheduling of Vacation

Vacation time may be taken in full day or half day blocks, as arranged with the immediate supervisor. Requests for vacation time shall normally be made and approved at least five (5) working days prior to taking such leave; however, vacation time requested with less than five (5) working days notice may be approved by the immediate supervisor. No employee may be denied the ability to take all of his or her accrued vacation during a 12-month period, but the immediate supervisor shall have the right to schedule vacations on a first-come, first-served basis as necessary to accomplish work objectives.

#### Vacation Accumulation

An employee may carry over a total of five (5) vacation days from the prior year to the next year's vacation amount. Vacation days carried over to the next year must be used by December 31 of the next year.

#### Payment upon Termination/Transfer to a Position Not Eligible for Vacation

Any employee who terminates his or her employment for any reason, other than discharge, or any employee who transfers to a position that is not eligible for vacation, shall be entitled to earned but unused vacation pay.

## **SECTION 5. HOLIDAYS**

Section 5, Holidays, applies only to full-time fiscal year employees.

#### Holidays Defined

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-time and part-time employees working a full fiscal year as follows: January 1, Memorial Day, Good Friday, July 4, Labor Day, Thanksgiving Day and the day after, December 24, December 25, December 31.

#### Holidays Falling on Weekends or During Vacation

If any of the holidays listed above falls on a Saturday, the preceding workday shall be observed as the holiday. If any of the above named holidays falls on a Sunday, the following workday shall be observed as the holiday. If January 1st falls on a Sunday and school is scheduled to begin on the following Monday, the preceding work day shall be observed as the holiday.

## **SECTION 6. COMPENSATION AND EXPENSES**

#### Wage Information

Employees will be provided with wage information. New employees shall be compensated at the discretion of the District.

#### Expenses

Employees required, or approved, by the District to attend conferences, seminars, and staff development training off-campus may receive reimbursement for overnight accommodations (if appropriate), travel and meals. Registration should be paid through a District purchase order if at all possible. The District will not pay for any alcohol.

### Conversion Bank

Accumulated sick days in excess of sixty (60) on June 30, 2011 will be transferred to a sick day “conversion bank” (no more than 40 days). The days in the “conversion bank” are available for use in the case of an emergency, subject to Superintendent approval.

Days in either the Conversion Bank or the Paid Leave Bank may be used in the case of an emergency prior to or following the use of Paid Leave Days with the approval of the Superintendent or his/her designee.

## **SECTION 7. JOB RELATED TRAINING AND LICENSURE**

### Staff Development Training

The District, within its discretion, may provide appropriate paid staff development training to each employee.

### Licenses

Other employees may be required to possess and maintain licenses appropriate to their area of employment.

## **SECTION 8. EMPLOYEE EVALUATIONS**

### Evaluation

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District. The District will orient all new employees regarding evaluation procedures and instruments. If an instrument is changed, all affected employees will be reoriented.

### Frequency

The frequency of evaluations shall be established at the discretion of the District, but will occur at least one time in each of the first three (3) years of employment. Following that, evaluations will take place at least once every three years. If an employee is transferred to a different building or different employee category within a building, evaluation will occur at least one time in each of the subsequent three (3) years of employment. The District shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel.

### Receipt of Evaluation and Comments or Disputes

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation but only to acknowledge receipt of the same. The employee may respond in writing within ten (10) calendar days of the conference with his or her comments attached to the completed evaluation.

### Performance Improvement Plan

Continuing employees whose overall performance has not met expectations may, at the discretion of the District, be placed on a Performance Improvement Plan or may have their employment terminated.

1. Goal of a Performance Improvement Plan: The goal of a Performance Improvement plan is for the employee to meet performance expectations. The plan will be designed to meet the specific needs of the employee and the performance expectations of the District.
2. Content of a Performance Improvement Plan: It may include a description of the employee’s deficiencies, a description of appropriate performance, a goal setting plan to help the employee develop required skills, a schedule of supervisory activities including at least one additional conference, and a target date(s) by which time the employee will perform satisfactorily. The plan is not limited to, but might include, the following interventions: any means of staff development, observations and/or support by District employees, and peer mentoring.

## **SECTION 9. STANDARD FOR EMPLOYMENT**

### Standard for Employment

The Superintendent, or his/her designee, is solely responsible for implementing any or all disciplinary measures, including, but not limited to, suspension and/or dismissal from employment. Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook.

## **SECTION 10. RESIGNATION FROM EMPLOYMENT**

### Notice of Separation

Employees will give written notice of termination of employment as soon as possible, but at least ten (10) working days prior to the effective date of resignation. If an employee has overused the holiday, paid leave days or vacation time (if applicable) earned, the employee will have an amount equal to the value of that overused leave withheld from his or her last paycheck. The employee's insurance benefits will terminate at the end of the month in which the employee works his/her last day.

# GRAFTON SCHOOL DISTRICT

## INFORMATION FOR ATHLETIC COACHES AND EXTRA-CURRICULAR ADVISORS

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### **Letter of Assignment**

Employees shall assume responsibility for the supervision of the athletic and/or extra-curricular activities that are included in their letters of assignment according to the following guidelines:

- A. Athletic and/or extra-curricular activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. However, under no circumstances shall a Board of Education member work as a coach, assistant coach, advisor, or assistant advisor to an extra-curricular activity (on either a paid or a volunteer basis).
- B. The stipend for athletic and/or extra-curricular activities shall be specified in the letter of assignment.
- C. The letter of assignment shall not be deemed a contract, and individuals holding athletic and/or extra-curricular positions are at-will employees.

### **Payments**

Payments for athletic and/or extra-curricular activities shall be made in accordance with District payroll procedures. Wages earned will be in one installment following satisfactory completion of the assignment.

### **Evaluation of Athletic and Extra-Curricular Assignments**

Individuals holding athletic and/or extra-curricular assignments shall be evaluated in the manner and frequency that their supervisors deem appropriate. When determining the manner and frequency of evaluations, the supervisors may take into account such factors as: (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and, (4) any other consideration that a supervisor, in his/her reasonable discretion, deems appropriate.

Continuing coaches or advisors whose overall performance has not met expectations may, at the discretion of the District, be placed on a Performance Improvement Plan and may or may not have their athletic and extra-curricular assignment continued. If, at the District's discretion, a Performance Improvement Plan is offered, the plan will include the following:

1. **Goal of a Performance Improvement Plan**  
The goal of a Performance Improvement Plan is for the coach or advisor to meet performance expectations. The plan will be designed to meet the specific needs of the coach/advisor and the performance expectations of the District.
2. **Content of a Performance Improvement Plan**  
It may include a description of the coach/advisor's deficiencies, a description of appropriate performance, a goal setting plan to help the coach/advisor develop required skills, a schedule of supervisory activities including at least one additional evaluation, and target date(s) by which time the coach/advisor will perform satisfactorily. The plan is not limited to, but might include, the following interventions: any means of skill development defined by the District, observations and/or support by experts outside the District, and/or peer mentoring.

### **Volunteers**

Upon approval from the head coach/advisor and the athletic director or principal, an individual may serve as a volunteer coach/advisor for an athletic and/or extra-curricular activity. The following guidelines apply to volunteers:

- A. They will not be eligible for salary/wages, stipend, or benefits;
- B. They will be covered by the District's general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees;

- C. They will be ineligible for workers' compensation;
- D. They must consent to a background check and agree to have a tuberculin skin (TB) test;
- E. They must follow all District activity and athletic policies and procedures and other District policies as applicable;
- F. They accept direct and indirect supervision of the head coach and assistant coaches; and,
- G. They may be dismissed at any time without cause.

**Athletic and Extra-curricular Classifications**

- A. To be placed on the extra-curricular list and receive compensation, the activity must be recommended by both the building principal and the Director of Business Services and Human Resources, approved by the Board of Education AND have functioned independently (without compensation or District financial support) for two (2) consecutive years.
- B. Assignment of an athletic or extra-curricular (non-athletic) activity to a classification category for payment is determined by the Board of Education and Administration, with staff input, and is based on the following:
  - 1. Length of season (practice and game/meet)
  - 2. Equipment responsibilities
  - 3. Number of contests; number of evening contests
  - 4. Vacation or non-school day practices, games, or competitions
  - 5. Number of players involved
  - 6. Risk of injury to students
  - 7. Number of assistants
  - 8. Amount of recordkeeping
  - 9. Post-season tournaments/post-school year competitions
  - 10. Scouting responsibilities
  - 11. Facility responsibilities
  - 12. Budget responsibilities/fund-raising responsibilities
  - 13. Scheduling personnel assignments
  - 14. Parent group responsibilities
  - 15. Off-campus competitions
- C. Athletic Classifications

**Grafton High School**

<u>Sport</u>	<u>Level</u>	<u># Positions</u>	<u>Classification</u>
Football	Varsity	1	1
Football	Varsity-Asst.	3	4
Football	JV	2	4
Football	Assistant-at-Large	1	5
Football	JV 2	2	5
Boys' Soccer	Varsity	1	2
Boys' Soccer	Varsity-Asst.	1	4
Boys' Soccer	JV	1	4
Volleyball	Varsity	1	2

Volleyball	Varsity Asst.	1	5
Volleyball	JV	1	5
Volleyball	JV 2	1	5
Girls' Swm	Varsity	1	2
Girls' Swim	Asst.	1	6
Girls' Swim	JV	1	6
Girls' Tennis	Varsity	1	3
Girls' Tennis	JV	1	5
Boys' XC	Varsity	1	3
Girls' XC	Varsity	1	3
Boys' BB	Varsity	1	1
Boys' BB	Varsity-Asst.	1	5
Boys' BB	JV	1	4
Boys' BB	JV 2	1	5
Girls' BB	Varsity	1	1
Girls' BB	Varsity Asst.	1	5
Girls' BB	JV	1	4
Girls' BB	JV 2	1	5
Wrestling	Varsity	1	2
Wrestling	Varsity Asst.	1	5
Wrestling	JV	1	5
Boys' Swim	Varsity	1	2
Boys' Swim	Assistant	1	2
Boys' Swim	JV	1	6
Gymnastics	Varsity	1	2
Gymnastics	JV	1	5
Boys' Track	Varsity	1	2
Girls' Track	Varsity	1	2
Boys' Track	Asst.	2	5
Girls' Track	Asst.	2	5
Track Coed	Asst.	1	5
Softball	Varsity	1	2
Softball	Varsity Asst.	1	5



Softball	JV	1	5
Softball	JV 2	1	5
Boy's Tennis	Varsity	1	3
Boys' Tennis	JV	1	5
Golf	Varsity	1	3
Golf	JV	1	6
Golf	JV 2	1	6
Baseball	Varsity	1	2
Baseball	Varsity Asst.	1	5
Baseball	JV	1	4
Baseball	JV 2	1	5
Girls' Soccer	Varsity	1	2
Girls' Soccer	Varsity-Asst.	1	4
Girls' Soccer	JV	1	4
Dance	Head Coach	1	3
Dance	Assistant	1	6
Cheer	Football	1	5
Cheer	Competition	1	5
Cheer Assistant	Competition	1	6
Cheer	JV Football	1	6

**John Long Middle School**

<u>Sport</u>	<u>Level</u>	<u># Positions</u>	<u>Classification</u>
Boys Basketball	8th Grade	1	7
Boys Basketball	7th Grade	1	7
Girls Basketball	8th Grade	1	7
Girls Basketball	7th Grade	1	7
Wrestling	Head	1	7
Wrestling	Assistant	1	8
Track	Head	1	8
Track	Assistant	4	9
Cross Country (Co-ed)	Head	2	8
Volleyball	8th Grade	1	8
Volleyball	7th Grade	1	8
Dance	Head	1	8

D. Extra-curricular (non-athletic) classifications

**Grafton High School**

<u>Position</u>	<u># Positions</u>	<u>Classification</u>
Accipiter	2	C
ACT Test Prep Coordinator	1	C
Amnesty International	1	I
Auto Skills	1	E
Best Buddies	2	C
Black Hawk Crew	3	\$1,250
Cabaret Show - Producer	1	A
Cabaret Show - Assistant	1	C
Chemical Hygiene Officer	1	\$1,500
Racecar Club	1	G
Environmental Science Club	1	D
First Tech Challenge	2	B
Future Business Leaders of America	1	A

Forensics	1	B
Forensics Assistant	1	E
GHOST (Grafton High Open Studio Time	1	I
Global Education Achievement Certificate	1	\$1,000
Homecoming Advisor	1	\$500
HOSA	1	F
LEAD / Champions	1	I
LEO Club	1	\$1,250
Math Hawks	1	H
Military History Book Club	1	I
Model U.N.	1	I
Music - Chamber Singers	1	D
Music - Marching Band	1	E
Music - Pep Band	1	D
Music - Solo / Ensemble Vocal	1	I
Music - Solo / Ensemble Instrumental	1	I
Music - Graftonics	1	B
Music - Jazz Band	1	H
Music - Vocal Jazz	1	D
Musical - Musical Director	1	A
Musical - Pit Director	1	A
Musical - Choreographer	1	A
Musical - Assistant Director	1	B
Musical - Accompanist	1	C
Musical - Costumes	1	C
Musical - Production Manager	1	D
Musical - Sound	1	E
Musical - Publicity Coordinator	1	E
Musical - Light Design	1	E
Musical - Set Design	1	E
Musical - Stage Manager	1	G

Musical - Volunteer Coordinator	1	I
National Honor Society	1	F
Prom Coordinator	1	\$1,000
Skills USA Coordinator	1	E
SMART Team	1	I
Spanish Club	1	I
Spring Play - Director	1	A
Spring Play - Stage Manager	1	E
Spring Play - Set Builder	1	F
Student Council Advisor	1	C
Video Club	1	E
Yearbook	1	A

**John Long Middle School**

<u>Position</u>	<u># Positions</u>	<u>Classification</u>
Art Club	1	G
Battle of the Books	1	I
Cambiata Choir	1	E
Chess Club	1	I
Chorale Choir	1	E
FBLA	1	F
Forensics	3	C
Jazz Band (Ensemble)	1	E
JLMS Web Design Updates	1	\$1,000
Lego League Coordinator	1	B
Math Olympiad	1	F
Music Accompanist	1	D
Musical Accompanist	1	D
Musical Choral Director	1	D
Musical Choreography	1	D
Musical Costumes	1	F
Musical Director & Producer	1	B

Musical Drama Director	1	C
Musical Hair & Make-up	1	I
Musical Set Design	1	E
NJHS	1	F
PBIS	1	\$1,000
Pop Acapella	1	E
Solo-ensemble- Instrumental	1	I
Solo-ensemble-Vocal	1	I
Student Council Advisor	1	D
Student Council Assistant	1	E
Treble Choir	1	E
Variety Show	1	G
WEB Crew	3	\$750
Yearbook	1	C

**Elementary Extra-curricular Classifications (non-athletic)**

Position	# Positions	Classification
Choir	1 per building	G
Math Olympiad	1 per building	F
Battle of the Books	1 per building	I
PBIS	1 per building	\$1,000
Student Council	1 per building	D
Teacher In Charge	1 per building	\$1,500

**District Wide Extra-curricular Classifications (non-athletic)**

Position	# Positions	Classification
Spelling Bee	1	G
Lego League Jr.	1	C
Elementary Ski & Snowboard Club	2	\$300

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**Athletic Coaches Salary Schedule**

<u>Classification</u>	<u>Years in Position</u>			
	<u>1 to 3</u>	<u>4 to 6</u>	<u>7 to 9</u>	<u>10+</u>
1	\$3,750.00	\$4,083.75	\$4,447.20	\$4,843.00
2	\$3,236.25	\$3,524.28	\$3,837.94	\$4,179.51
3	\$2,792.88	\$3,041.45	\$3,312.14	\$3,606.92
4	\$2,410.26	\$2,624.77	\$2,858.38	\$3,112.77
5	\$2,080.05	\$2,265.18	\$2,466.78	\$2,686.32
6	\$1,795.09	\$1,954.85	\$2,128.83	\$2,318.30
7	\$1,549.16	\$1,687.03	\$1,837.18	\$2,000.69
8	\$1,336.92	\$1,455.91	\$1,585.49	\$1,726.59
9	\$1,153.77	\$1,256.45	\$1,368.28	\$1,490.05

**Extra-curricular Salary Schedule**  
(non-athletic)

<u>Classification</u>	<u>Rate</u>
A	\$2,045.00
B	1,583.03
C	1,225.43
D	948.60
E	734.31
F	568.43
G	440.02
H	340.62
I	263.68