



Palmyra-Eagle Area School District

**EMPLOYMENT HANDBOOK
for
SUPPORT STAFF MEMBERS**

2026-2027

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I. INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for support staff members including all non-certified staff. The provisions described herein are the terms and conditions governing employment in the Palmyra-Eagle Area School District and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of Palmyra-Eagle Area School District. It has been prepared to inform all support staff members with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

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

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

DISCLAIMER STATEMENT

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

Furthermore, any support staff member who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with [Policy 4139](#) – Staff Discipline and [Policy 4140](#) – Termination and Resignation.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies and

administrative guidelines, rules, or regulations given to employees, whether verbal or written.

STATEMENT OF PHILOSOPHY

The public schools belong to the people. The people elect a School Board to represent them and to determine local educational plans and policy and to establish publicly-endorsed educational goals and objectives. The Board functions as an agency of the public within this framework.

The Board is mindful that the Board is directly accountable to the people through the elective process. The Board also believes that accountability is a shared responsibility involving students, teachers and other employees, the District Administrator, and the people, as well as the School Board. The Board therefore asserts these beliefs and expectations:

- A. Students should be educated at home and school to learn to be accountable for their own lives, actions, and decisions as maturing members of a democratic society.
- B. Students are held accountable for achieving the objectives of each learning experience.
- C. Teachers and other employees are held accountable for working with diligent effort and with intelligence, virtue, and innovation for achieving the objectives directly related to their job responsibilities.
- D. The Board shall appoint the most capable person available to hold the position of District Administrator and will hold him/her accountable for providing effective professional leadership in all aspects of the District's program.
- E. The Board shall hold itself accountable for carrying out its mandate to plan, make policy, and lead in the identification of goals and objectives and the resources necessary for their achievement.
- F. The public shall hold itself accountable for maintaining a vigorous interest in, concern for, and constructive criticism of the schools; for electing the most able men and women available to represent them on the Board; and for providing the resources necessary for the Board and staff to accomplish the publicly-endorsed goals and objectives of the District.

Policy 2110 - Statement of Philosophy

CHAIN OF COMMAND

The chain of command is the formal line of authority, communication, and responsibility within the District. Employees are expected to follow the established chain of communication as described in [Policy 4112](#). Failure to do so may result in discipline.

Policy 4112 – Board-Staff Communications

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). Notification of rights under the FLSA is set forth in the employment poster located in each district building.

Policy 6700 – Fair Labor Standards Act

II. EMPLOYMENT

NOTICE OF VIDEO SURVEILLANCE

The Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. Wherever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed.

The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times.

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.

Legible and visible signs will be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are subject to being monitored/recorded, which may include video and audio recording or both.

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.

Policy 7440.01 – Video Surveillance and Electronic Monitoring

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES (The Board’s Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024)

The Board of the Palmyra-Eagle Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District’s Title IX Coordinators are:

[Dr. Elizabeth Kayzar](#)

Eagle Elementary Administrator

262-594-2148 ext 4451

810 East Main Street Eagle, WI 53119

ekayzar@peasd.org

[Joel Tortomasi](#)

Palmyra-Eagle Montessori Administrator

262-594-4330 ext 3416

701 Maple Street Palmyra, WI 53156

jtortomasi@peasd.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education’s Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in [Policy 2266](#) – Nondiscrimination on the Basis of Sex in Education Programs or Activities (*The Board’s Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024*), which is available at: [Policy 2266](#). The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

It is a violation of Board policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly make false statements or knowingly submit false information including intentionally making a false report of sexual harassment or submitted a false formal complaint. The Board will not tolerate such conduct and violators may be subject to discipline up to and including termination.

Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities (The Board’s Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024)

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

This policy pertains to sex discrimination, including sex-based harassment, which occurs on or after August 1, 2024. Allegations of sex-based harassment that occur on or before July 31, 2024, shall be addressed pursuant to Policy 2266. Throughout this policy, unless expressly stated otherwise, reference to “Title IX” includes and incorporates the 2024 Title IX regulations (also known as to “2024 Final Rule”). The Title IX regulations are found at 34 C.F.R. Part 106. References solely to Title IX (20 U.S.C. §§ 1681 – 1688) are denoted as “Title IX (Statute)”. In this policy, unless the context otherwise requires, words importing the singular include the plural and vice versa.

For purposes of this policy, both Policy 2264 – Nondiscrimination on the Basis of Sex in Education Programs and Activities and Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities (The Board’s Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024) are frequently referenced herein and shall only be referred to by the policy number. As identified in Policy 2266, that policy shall be used for allegations of sex discrimination, including Sexual Harassment, that is based on conduct alleged to have occurred prior to August 1, 2024.

The Board of the Palmyra-Eagle Area School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

The Board is committed to maintaining an education and work environment that is free from sex discrimination (including sex-based harassment), responding promptly and effectively when it has knowledge of conduct that reasonably may constitute sex discrimination, and addressing sex discrimination in its education program or activity. Persons who commit sex-based harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced sex-based harassment ongoing remedies as reasonably necessary to restore or preserve access to the District’s education program or activity.

The Board has adopted a grievance procedure to provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the District’s education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX.

These grievance procedures shall be used for all complaints of sex discrimination, including sex-based harassment, involving conduct alleged to have occurred on or after August 1, 2024. These grievance procedures also may be used, at the discretion of the Title IX Coordinator, to investigate, address, and remedy (as necessary) conduct alleged to have occurred before August 1, 2024, that does not involve sex-based

harassment, but some other form of sex discrimination prohibited by Title IX (Statute) – e.g., claims of unequal athletic opportunities, admissions discrimination, discrimination in courses or academic programs (i.e., excluding students from certain classes or programs based on their sex), pregnancy discrimination, unequal treatment based on parental, family, or marital status, discrimination in employment (including in hiring, promotion, and compensation), and retaliation. If the Title IX Coordinator elects not to use these grievance procedures to investigate and resolve such claims, the Title IX Coordinator will still need to implement some procedures to assess – in a prompt, effective, and equitable manner – whether Title IX (Statute) was violated, and, if it was, how best to end the sex discrimination in the District’s education program or activity, prevent its recurrence, and remedy its effects.

It is a violation of Board policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly make false statements or knowingly submit false information, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct and violators may be subject to discipline up to and including termination.

Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities

**SECTION 504/ADA PROHIBITION AGAINST DISABILITY
DISCRIMINATION IN EMPLOYMENT**

The Board prohibits discrimination against any employee or applicant based upon disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

The Board will provide reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability unless the accommodation would impose an undue hardship on the operation of the District’s program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

If a support staff member has questions regarding this policy or how to file a complaint, they should contact the District Compliance Officers.

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Policy 8913 – Section 504/ADA Prohibition Against Disability Discrimination in Employment

EQUAL EMPLOYMENT OPPORTUNITY

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

If the support staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment, they should contact the District Compliance Officers.

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In addition, the support staff member should refer to:

Policy 4122 - Nondiscrimination and Equal Employment Opportunity

EMPLOYEE ANTI-HARASSMENT POLICY

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

otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, “School District community” means students and Board members (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. “Third party” include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person’s protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual’s work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and, if applicable, remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

If the support staff member has questions regarding this policy, or how to file a complaint, they should contact the district Compliance Officers.

For more information, contact the Compliance Officers:

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[Policy 4362](#) - Employee Anti-Harassment

JOB DESCRIPTIONS

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

For more information regarding job descriptions, support staff members shall refer to [Policy 4120.01](#) – Job Descriptions. Further, if a copy of a job description is required or desired, the support staff member shall ask their immediate supervisor or go to the District Office and request a duplicate copy.

[Policy 4120.01](#) - Job Descriptions

HIRING OF RELATIVES (NEPOTISM)

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

[Policy 4120](#) - Employment of Support Staff

IMMIGRATION REFORM ACT COMPLIANCE

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

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

[Policy 4111](#) - Creating a Position

[AG 4111B](#) – Verification of Employment Eligibility

ETHICS AND CONFLICT OF INTEREST

Support staff employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District, or that was intended to be beneficial to the District, may still be a violation of Board policy.

- A. No support employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. Specifically, support employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. Support employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, anything of substantial value, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation, are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the staff member's regular duties
 2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
 3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records
 4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship
 - D. Support employees shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

- E. Support employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the support employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Support employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the School District has set standards for when an employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$25.00 or less.

- F. Support employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- G. Support employees, officers and agents found to be in violation of this conflict of interest policy will be subject to the following disciplinary actions:

Review by the District Administrator and/or Board on a case-by-case basis subject to disciplinary measures up to and including termination depending on the severity of the circumstances.

The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any applicable Board policy or employee handbook provisions.

No support staff employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the employee will receive compensation for such outside activity or not, without first providing notice to the District Administrator.

Policy 4230 – Ethics and Conflict of Interest

STAFF GIFTS

The Board generally discourages the presentation of gifts to staff members by students and their parents beyond nominal value to avoid the appearance of favoritism and to avoid the embarrassment of students who are unable or whose parents are unable or unwilling to provide support staff with gifts.

Support staff may only accept gifts of nominal value (the amount as defined in Policy 4230 - Ethics and Conflict of Interest) from students and their parents, or token items often distributed by companies through their public relations or marketing programs. Other gifts must be graciously declined for compliance with this policy.

It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, or beverages that are provided in connection with a conference sponsored by an established or recognized educational organization, or as may be approved by the District Administrator.

Gifts that are intended for the benefit of the District shall be referred to the District Administrator for proper processing in accordance with Policy 7230 - Gifts, Grants, and Bequests.

The District Administrator may approve acts of generosity to individual staff members in special situations

Policy 4214 – Staff Gifts

OUTSIDE ACTIVITIES OF SUPPORT STAFF

The Board expects support staff members to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the School District, the District Administrator shall evaluate the impact of such interest, activity, or association upon the support staff member's responsibilities. Staff members are expected to notify the District Administrator of involvement in any outside organization, association, or the like if the staff member's role as a member of the District's staff is tied directly to involvement in the identified outside activity. Additionally, staff members are expected to notify the District Administrator of involvement in any outside activity if the staff member will receive compensation for that outside activities (refer also to [Policy 4230](#) - Ethics and Conflict of Interest).

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

Policy 4231 - Outside Activities of Staff

BOARD-STAFF COMMUNICATIONS AND SUGGESTIONS

The Board has a legitimate interest in maintaining order and facilitating the efficient resolution of concerns by directing that employee communications to the Board move initially through the chain of command to the District Administrator. Employees are expected to follow the established chain of communication as described in this policy. Failure to do so may result in employee discipline.

Support staff members should refer to the detailed procedure regarding communication set forth in Policy 4112 - Board-Staff Communications.

Policy 4112 - Board-Staff Communications

POLITICAL ACTIVITIES

Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:

- A. No school employee shall, during hours for which pay is received, use any time for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- B. 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.
- C. 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.

Further, It is the intention of the Board to regulate political activities on all Board owned or used property, within all school buildings and at all school sponsored activities.

Policy 4231 – Outside Activities of Support Staff

STAFF ETHICS

An effective educational program requires the services of employees of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all staff members to maintain high standards in their working relationships, and in the performance of their duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private interests;
- G. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- H. adhere to the policies of the Board;
- I. refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

Policy 4210 – Staff Ethics

UNAUTHORIZED WORK STOPPAGE

The Board is obligated and committed to provide certain basic services to students participating in District programs.

Recognizing the fact that the District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services.

Support staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

Policy 4531 - Unauthorized Work Stoppage

CROWDFUNDING

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extra-curricular activity.

For purposes of this policy, "crowdfunding" is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific cause approved by the District. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the Board upon the recommendation of the District Administrator.

Such approved crowdfunding activities are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District.

Policy 6605 – Crowdfunding

CONFIDENTIALITY

State and Federal law requires that student education records be maintained as confidential. State law further exempts certain information and records from public disclosure. As such, the Board is obligated to take appropriate steps to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from Board property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the District intact. Confidential information and records may not be disclosed except as authorized by Board policy. Individuals who have access to confidential information and records while employed by the Board are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving the Board's employ.

Policy 8350 - Confidentiality

FALSE REPORTS

It is a violation of Board policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information, including intentionally making a false report of sexual harassment or submitting a false formal complaint.

Employees may also be disciplined or terminated, for filing false reports or statements including but not limited to the following: accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, student records, tax withholding forms and work reports.

FRAUD

The Board is committed to protecting the financial assets of the District. Fraudulent behavior by School District employees, any contracted entity, or other individual will not be tolerated.

Fraudulent behavior includes, but is not limited to, theft, embezzlement, lying or providing false information to obtain a material benefit, including falsification of employee time records or other manipulation of time records to obtain compensation for time not worked, purchasing property for personal use with Board funds, and inappropriate personal use of Board property.

All employees have an obligation to report fraud to their supervisor or directly to the District Administrator, or to the Board President when a fraud report concerns the District Administrator. The failure to report known fraudulent actions or actions that reasonably appear to be fraudulent may be grounds for discipline.

Policy 8900 - Fraud

WHISTLEBLOWER PROTECTION

The Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative procedures. Pursuant to State law, the Board expects instructional staff members to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, staff members are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of their immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the District Administrator.

After such a report is made, the immediate supervisor will ask that the report be put in writing.

Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made such a report based on a reasonable and good faith belief that the report is accurate and not based on the employee's intent to harm, harass, intimidate, or retaliate against another individual.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

If the alleged misconduct that is reported involves a Board member, the employee shall report to the District Administrator who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the District Administrator the employee shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by a staff member pursuant to this policy, an investigation shall be commenced as soon as possible and shall be handled expeditiously.

Policy 4211 - Whistleblower Protection

PHYSICAL EXAMINATION

The Board requires any candidate who has been offered employment in a position that involves contact with children or the preparation of food for children, as a condition of employment, to submit to an examination, including a tuberculosis screening questionnaire. Additional testing may be required to assure freedom from tuberculosis in communicable form.

No physical examination may be required of any employee who has filed an affidavit with the Human Resources Staff requesting such exemption on the basis that the employee relies exclusively on prayer or spiritual healing in accordance with the teaching of a bona fide religious sect, denomination, or organization and that the employee is to the best of his or her knowledge and belief in good health. An employee exempt from the physical examination requirement may still be required to submit to an examination if there is reason to believe the employee may have an illness that is detrimental to the health of students. Such examination shall be only to the extent sufficient to determine whether the employee suffers from such illness.

The District Administrator may establish additional physical examination requirements for positions requiring particular demands or as may otherwise be required by law. Any fitness for duty examination shall be job related and out of necessity for safe and proper performance of job duties.

Policy 4160 - Physical Examination

NURSING EMPLOYEES

The Board supports staff members who choose to breast feed and/or express breast milk following the birth of a child. When any staff member, whether a professional staff member or support staff member has notified their supervisor of the staff member's intent to express breast milk during the workday, the Administrator shall make necessary arrangements to provide the following:

- A. An appropriate location that is suitable for expressing breast milk. The location must be shielded from view and not accessible during usage by any other person. The location provided may not be a bathroom.

- B. A reasonable amount of time to complete the activity based on an established schedule of frequency the staff member requires. The staff member is responsible for providing a schedule of frequency and for completing the process efficiently.

Additional requests from a covered employee to assist in the process of expressing breast milk under this policy should be addressed to a building administrator. Reasonable efforts will be made to facilitate full access to the benefits of this policy.

Any staff member who has given birth to a child and opts to express breast milk thereafter is entitled to the benefits of this policy.

Any staff member who has provided notice of the need to express breast milk at work and has complied with the responsibilities of doing so in this policy is eligible to do so for up to one (1) calendar year from the birth of the child.

No staff member who requires break time to express breastmilk consistent with this policy shall be subjected to retaliation or any form of adverse treatment for doing so.

Any staff member who feels they have been denied adequate protections or feels they have been retaliated against or otherwise treated unfairly as a result of availing themselves of the rights described in this policy shall report such concerns to the District Administrator. Any such report shall specify the alleged deficiency and desired resolution so that the District Administrator may provide an appropriate resolution, within ten (10) calendar days of the report.

The benefits described in this policy shall be administered concurrently with other benefits, such as Family Medical Leave Act (FMLA) rights.

Policy 8700 - Nursing Employees

RELIGIOUS ACTIVITIES AND OBSERVANCES

The Board acknowledges that the U.S. Constitution prohibits it from adopting any policy or rule promoting or establishing a religion or any policy that unlawfully restricts any person's free exercise of the individual right to worship enjoyed by all persons. Within the confines to this legal framework, the Board adopts the following policy to address the scope of these rights and the District's authority within its own facilities or during events.

As public employees, while on duty and acting within the scope of employment or pursuant to official duties, District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. Staff are expected to avoid circumstances where the staff member's expression of religious views could be reasonably construed as an endorsement or approval of the message by the school or District. Nothing in District policy or its application shall serve to prohibit or interfere with any staff member's free exercise of their religious views in circumstances not covered by this policy.

Policy 8800 - Religious Activities and Observances

EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

The Board may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Employment of coaches in sports governed by the WIAA shall be consistent with WIAA rules and guidelines.

The District Administrator shall require that each person employed as a coach or activity sponsor have the appropriate qualifications, has been properly interviewed, and signs a co-curricular appointment letter that specifies the assignment and the stipend associated with the assignment.

Any such appointment may be terminated by the Board for any reason that is not arbitrary or capricious.

There must also be verification that the District through appropriate State agencies or other applicable means has conducted a satisfactory background check.

Coaching/Advisory duties accepted by a teaching or administrative staff member shall not be incorporated into the staff member's regular teaching or administrative contract. There shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year. Compensation for coaching/advising duties shall be determined by the Board. Nonrenewal procedures are not applicable to coaching/advising assignments.

Any coach/advisor not offered similar duties in any subsequent year may not pursue a grievance through Policy 4340 – Grievance Procedure.

Policy 3120.08 - Employment of Personnel For Co-Curricular Activities

RECEIPT OF LEGAL DOCUMENT BY EMPLOYEES

Service of Legal Process

Service of legal process is defined as a formal delivery of a notice of claim, summons, complaint, writ, or other legal notice to a defendant or interested party. This action officially notifies the defendant or interested party of a lawsuit or legal proceeding, establishing a court's jurisdiction over them.

Accepting Legal Service

Legal service requires compliance with procedural rules. The Board authorizes the District Administrator to receive service of legal process for District matters, pursuant to 118.26, Wis. Stats. The District Administrator is authorized to refer legal process to the Board's legal counsel.

Staff members may not accept service of legal documents on behalf of the District unless authorized by the District Administrator to do so. If authorized by the District Administrator to accept service of legal documents on behalf of the District, staff members may only accept service through personal service and should not agree to accept service via email, fax, or any other means other than personal service unless directed to do so by the District Administrator.

The District Administrator shall be immediately informed of the receipt of any legal documents by a District staff member naming a District staff member in their official capacity as a party to a legal action or otherwise implicating the District staff member's official duties as a subject of a lawsuit or legal proceeding.

Providing Testimony or Documentation

At times employees may be called upon to provide legal testimony or provide documentation on student or District matters. The staff member shall immediately notify their building principal or the District Administrator who notify the District Administrator who shall consult with the Board's legal counsel.

No staff member may produce confidential student records or testify concerning the content of student records without first notifying students or the administration.

[See Policy 8325](#) – **Receipt of Legal Documents by Employees**

III. EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

All employees, other than the District Administrator or professional staff members, are considered support staff members who provide support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

[Bylaw 0100](#) - **Definitions**

[Policy 4120](#) - **Employment of Support Staff**

CRIMINAL BACKGROUND CHECKS

All applying for a position 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; and
- B. 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:

1. Agree to the release of all investigative records to the Board for the purpose of verifying the accuracy of criminal violation information; and
2. Supply a fingerprint sample, when required, and submit to criminal history records checks. 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.

Policy 4121 – Criminal History Record Check and Employee Self-Reporting Requirement

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 (2) 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 District Administrator with custody of those files.

Policy 8320 – Personnel Records

PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in [Policy 8320](#) – Personnel Records to either have a correction made to the information in question, or to have the content in question removed from the file.

Policy 8320 – Personnel Records

PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation for support staff members.

Policy 4220 - Evaluation of Support Staff AG 4220 - Evaluation of Support Staff

STUDENT SUPERVISION AND WELFARE

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

For the Board's expectations in this regard, support staff members should refer to [Policy 4213](#) - Student Supervision and Welfare.

[Policy 4213](#) - Student Supervision and Welfare

ASSIGNMENT AND TRANSFERS

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

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

[AG 4130](#) - Assignment and Transfer of Support Staff

REDUCTION IN STAFF

It is the responsibility of the Board to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular support staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant.

Where appropriate, attrition may be used to achieve the necessary number of position reductions.

Selection of staff for reduction once positions have been identified will be based on the following considerations:

- A. qualifications of the employees being considered for reduction
- B. performance of employees, based on performance evaluations
- C. input from direct supervisors
- D. length of service to the District

The District Administrator shall determine the appropriate employees for reduction considering all factors that s/he deems important and in the best interests of the District.

No employee whose position has been eliminated shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid off employee may be qualified. Likewise, no such employee is entitled to a future position or is provided any preference over other applicants. Any employee whose position was

eliminated under this policy may file a grievance under [Policy 4340](#). Staff whose employment ended with the District due to a reduction in force, shall not be prevented from applying for future positions with the District.

[Policy 4131](#) – Reduction in Staff

IV. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

The Board recognizes its obligation to pay its employees for services rendered in accordance with State and Federal laws and District commitments.

1. Year-round staff shall be paid in twenty-four (24) pays occurring twice monthly.
2. School-year hourly staff shall be paid in twenty (20) pay.

The payroll dates shall be the 15th and 30th of each month. If the 15th or 30th of the month falls on a weekend, the payroll date will be the preceding Friday. If a paid holiday falls on the 15th or 30th, payroll deposits shall be issued on the preceding day.

All employees shall participate in a direct payroll deposit plan. Direct deposit statements will be given to the employee on each payday. Direct deposit changes may be made after giving notice in writing. Each non-exempt employee shall, with each electronic payroll deposit slip, receive information indicating the number of hours for which straight time hourly pay is received and the number of hours for which the overtime rate of pay is received. Each exempt employee shall, with each electronic payroll deposit slip, receive information on the employee's salary received.

Day: A day shall run from 12:00 midnight (12:00 a.m.) to 11:59 p.m.

Week: A week shall run from 12:00 midnight (12:00 a.m.) Monday until 11:59 p.m. the following Sunday.

Pay Period: The pay periods shall begin on the 1st and 16th of each month and shall be composed in the following fashion: 1st through the 15th is one pay period and 16th through the end of the month is the other pay period.

If an employee believes that an error has been made regarding his or her compensation, he or she must contact the Human Resources Department immediately. Reports of payroll errors will be promptly investigated. If it is determined that an error has been made and timely reported, the error shall be promptly corrected.

[AG 6510B](#) - Payroll Authorization

Salary Deferrals –Tax Sheltered Annuities (TSA)

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”) in accordance with the provisions of the written plan document.

Support staff 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.

The amount to be deducted is selected and the determination made wholly by the person choosing to participate in the Savings Program.

Salary Reduction Agreement:

As outlined in school board [policy 6520](#) and administrative guideline [AG 6510B](#) employees will be required to sign a salary reduction 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.

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.

HEALTH INSURANCE BENEFITS

Health Insurance will be provided to support staff members in accordance with the District’s Health Insurance Plan.

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

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

[Policy 4419.02](#) - **Privacy Protections of Fully Insured Group Health Plans.**

BENEFITS

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

[Policy 4425](#) - **Benefits**

Cafeteria Plan/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 § 106);
- B. Permitted medical expenses not covered by the insurance plan (IRC § 105) to a maximum as indicated in the plan document.
- C. Dependent care costs (IRC § 129) subject to the 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 administering 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).

Health Insurance

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

A. Eligibility.

1. Minimum Hours for Any Board Contribution: An employee whose individual contract has an assignment of at least seventy-five percent of full-time equivalency (75%) is eligible to participate in the District's health insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are for less than seventy-five percent of a full-time equivalency (75%) are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.

2. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District.

B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment. The insurance benefits described in this Handbook and in 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 at the end of the month the resignation or termination becomes effective.
- 2. If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of August 31 of the current contract year.

C. Premium Contributions:

1. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay no more than 85% of the single premium of the lowest cost health insurance plan. Employees shall be responsible for the remaining portion of the premium.

2. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay no more than 85% of the family premium of the lowest cost health insurance plan. Employees shall be responsible for the remaining portion of the premium.

Dental Insurance

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

A. Eligibility.

1. Minimum Hours for Any Board Contribution: An employee whose individual contract has an assignment of at least seventy-five percent of full-time equivalency (75%) is eligible to participate in the District's dental insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than seventy-five percent of a full-time equivalent (75%) are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.

2. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District.

B. Commencement and Termination of Benefits. Coverage will commence on the first day of the month following the date of employment. The 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 at the end of the month the resignation or termination becomes effective.

2. If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of August 31 of the current contract year.

C. Premium Contributions:

1. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay 100% of the single premium of the lowest cost dental insurance plan.

2. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay 100% of the family premium of the lowest cost dental insurance plan.

Alternate-Benefit Plan (ABP) in Lieu of Health Insurance

Implementation of the Alternative Benefit Plan for eligible employees. Eligibility for and payment toward coverage for individual employment groups are set forth as follows:

A. Any employee who qualifies for participation in the District group health and dental insurance plans may waive such participation and elect to receive cash compensation in lieu of the health and dental insurance benefits. Where the District employs both spouses, the following options exist for such spouses:

- a. Coverage under one family plan; or
- b. One cash-in-lieu benefit instead of a family plan (subject to the eligibility of the insurance carrier); or
- c. Two single plans; or
- d. One single plan and one cash-in-lieu benefit
- e. One family plan and one cash-in-lieu benefit provided they were hired prior to July 1, 2011.

B. Employees eligible for insurance may annually choose between

1. Participation in the District's health and dental plan, with the premium payment specified in the applicable part of the Handbook covering such employees, or
2. A cash payment equal to the amount listed in the applicable part of the Handbook covering such employees.

C. Cash Compensation: The cash contribution dollar amount shall be indicated in the plan document which is currently \$300 per month

D. The cash compensation 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.

E. Beginning Eligibility Date for Alternative Benefit Plan Payments:

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. 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 ABP contributions are 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 ABP when permitted by applicable Internal Revenue Code section 125 "cafeteria plan" rules are only eligible to waive coverage for the health and dental insurance and begin the

ABP 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 January 1 to permit the election of the cash option in the next cafeteria plan year. Once the employee is eligible to begin ABP status, contributions will begin in that month.

F. The Board may, at its discretion, discontinue the cash compensation in lieu of health and dental insurance benefit by providing the participating employees with written notice of not less than sixty (60) days and an “open enrollment” opportunity to enroll in the group health insurance plan.

Liability Insurance

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

A. Eligibility:

1. Minimum Hours for Any Board Contribution: An employee whose individual contract has an assignment of at least fifty percent of full time equivalency (50%) is eligible to participate in the District's life insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than fifty percent of a full-time equivalency (50%) are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.

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 at the end of the month the resignation or termination becomes effective.

2. If an employee resigns or is terminated who has completed the school year, his/her life insurance benefits shall terminate August 31 of the current contract year.

C. Premium Contributions: The District shall pay 32% of the premium for term life insurance equal to each eligible employee's salary rounded to the nearest \$1,000. The employee shall pay the remaining portion of the premium.

Long-Term Disability

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

A. Eligibility:

1. **Minimum Hours for Any Board Contribution:** An employee whose individual contract has an assignment of at least fifty percent of full time equivalency (50%) is eligible to participate in the District's long-term disability insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than fifty percent of a full-time equivalency (50%) are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.

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 at the end of the month the resignation or termination becomes effective.

2. If an employee resigns or is terminated who has completed the school year, his/her long-term disability insurance benefits shall terminate August 31 of the current contract year.

C. Premium Contributions: The District shall pay 100% for long-term disability insurance.

Short-Term Disability Insurance

The Board shall make available, at the employee's expense, short-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

Wisconsin Retirement System (WRS) Contributions

The Board agrees to contribute the employer's share. The employee agrees to pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution.

Vision Insurance

The Board shall make available, at the employee's expense, vision insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

Cobra Law Continuation of District Health Plan Participation

The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers employees the opportunity to remain on the District's health, dental and vision insurance plans at the group rate in certain instances where coverage under the plan would otherwise end. This coverage is solely at the employee's

cost. For additional information regarding COBRA contact the Human Resources Department.

VOLUNTARY LEAVES OF ABSENCE

Any support staff member may request a discretionary voluntary leave of absence from the District Administrator. All requests shall state the reason for the leave and the expected duration of the leave.

Approved leaves of absence that are also qualifying leave under [Policy 4430.01](#) will be designated as such and count towards the employee's leave entitlement. Approved leave shall state the conditions applicable to the employee's return to work. Nothing in this policy shall serve as a guarantee of any job protection for leave beyond otherwise protected leave.

Any support staff member granted a leave of absence by the District Administrator shall be considered to have stopped performance of all work with the District until the completion of the leave. Exceptions may be made by the District Administrator in cases where the best interest of the District might be served.

Benefits During Leave

1. Length of service and other benefits shall not accrue during such leave.
2. The continuation of health insurance at the employee's expense is contingent upon the health insurance carrier allowing such a benefit.
3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.

Placement upon Return from Leave

The employee shall notify the District Administrator 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 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 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.

The employee shall be eligible to return to duty from an unpaid medical leave of absence when he/she is physically able provided:

1. The employee has previously indicated his/her intent to return to duty following the expiration of the medical leave.
2. The employee provides his/her physician's certification that he/she is able to return to work. The District reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third mutually agreed physician will issue a physician's certification. The third physician's certification will be binding on

the parties. The District will pay all costs associated with the second and third physician's certification.

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.

Policy 4430 – Leaves of Absence

EMPLOYEE LEAVES

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences.

Bereavement Leave - Immediate Family

In the event of death in an employee's immediate family, the employee shall be allowed per occurrence 3 day(s) off work with pay. Such immediate family includes the spouse, parents, domestic partner, children, brother, sister, grandchildren, grandparent, step-relatives of the same relationship as provided herein of the employee and his or her spouse. The use of leave is expressly for the purpose of attending services or making arrangements for service prior to such service.

Bereavement Leave - Non-Immediate Family

Employees shall be granted up to three (3) day(s) with pay per occurrence to attend funerals of aunts, uncles, nieces, nephews, first cousins and other individuals residing in the employee's household. Such days shall be deducted from the employee's accumulated sick leave. If the employee does not have any sick leave days available, they will not receive pay for that absence.

Additional Bereavement Leave

In extenuating circumstances, additional days may be granted by the District Administrator or his/her designee. Such additional days shall be deducted from the employee's accumulated sick leave. If the employee does not have any sick leave days available, they will not receive pay for that absence.

Jury Duty Leave

Staff members who are called to perform their civic responsibility as a potential juror shall be excused for any days or portions of days on which the staff member is required to report. Staff members required to serve as a juror will not be penalized for doing so. Staff members shall inform their direct supervisor when they are called for jury duty or a court appearance and shall call in on each morning to report whether s/he is required to report to jury duty that day. Staff members who miss work due to jury duty must provide verification from the court that they attended on that date.

Any compensation received for absences under this section shall be reduced by the amount the employee is paid for required services. Compensation should be reported to the Human Resources Department 15 days after the start of jury duty leave.

While on jury duty, staff members are required to report on a daily basis their schedule for the following day and must report to work when excused for a day or more.

Staff members must submit to the Human Resources Department a record from the court of the number of days served.

Military Leave

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

Absences due to military leave covered by the Uniformed Services Employment and Reemployment Act (USERRA) shall be paid.

Any compensation received for absences under this section shall be reduced by the amount the employee is paid for required services. Compensation should be reported to the Human Resources Department 15 days after the start of the military leave.

Volunteer Fire Fighter, Emergency Medical Technician, First Responder, or Ambulance Driver Leave

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

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, the staff member submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, the staff member makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior

- notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, the staff member provides, at the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.
 4. When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

Bone Marrow or Organ Donor Leave Policy

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, [Policy 4430.01](#) - Family & Medical Leave of Absence("FMLA").

Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

Election Day Official

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

Leave to Testify

Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:

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

EMPLOYEE SICK LEAVE & PERSONAL LEAVE

Support staff members may use paid sick leave and must follow the protocol established in [Policy 4432](#) – Employee Sick Leave.

Sick Leave

Calendar Year Full Time Employees

Calendar Year Full Time Employees: Each employee shall be credited with one (1) day of paid sick leave per month of employment to a maximum of twelve (12) days per contract year. Those employees who work at least .75 FTE but less than 1.0 FTE will receive sick leave on a pro-rated basis based on the number of hours they are scheduled to work.

School Year Full Time Employees

Each employee shall be credited with one (1) day of paid sick leave per month of employment to a maximum of ten (10) days per contract year. Those employees who work at least .75 FTE but less than 1.0 FTE will receive sick leave on a pro-rated basis based on the number of hours they are scheduled to work.

Crediting of Sick Leave

Sick leave though credited at the beginning of each fiscal year is vested only upon completion of the work year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed.

Calendar Year Part-time Employees

Part-time employees who work less than .75 FTE will receive sick leave on a pro-rated basis based upon the number of hours they are scheduled to work.

School Year Part Time Employees

Part-time employees who work less than .75 FTE will receive sick leave on a pro-rated basis based on the number of hours they are scheduled to work.

Sick Leave Use

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
3. Serious health condition of a spouse, child, domestic partner or parent
4. Medical or dental appointments for the employee and/or child that cannot be scheduled outside of the employee's regularly scheduled work hours.

Definitions

The following definitions apply under this section:

1. 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.
2. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee or an employee's spouse or domestic partner.
3. Spouse: means an employee's legal husband or wife.
4. Serious Health Condition: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
 - a. Inpatient care in a hospital, nursing home, or hospice.
 - b. Outpatient care that requires continuing treatment or supervision by a health care provider.
5. Domestic Partner: means a relationship between two (2) individuals that satisfies all of the following:
 - a. Each individual is at least eighteen (18) years old and otherwise competent to enter into a contract.
 - b. Neither individual is married to, or in a domestic partnership with, another individual.
 - c. The two (2) individuals are not related by blood in any way that would prohibit marriage under § 765.03, Wis. Stats.
 - d. The two (2) individuals consider themselves to be members of each other's immediate family.
 - e. The two (2) individuals agree to be responsible for each other's basic living expenses.
 - f. The two (2) individuals share a common residence. Two individuals may share a common residence even if any of the following applies:

1. Only one of the individuals has legal ownership of the residence.
2. One or both of the individuals have one or more additional residences not shared with the other individual.
3. One of the individuals leaves the common residence with the intent to return.

Sick Leave Increments

Sick leave may be allowed in increments of one quarter hour.

Sick Leave Accumulation

Sick leave for employees will accumulate for full-time and part-time employees to a maximum of sixty (60) days. Employees will be eligible for a payout of unused sick leave at a maximum of sixty (60) days at a rate of \$7.50 per hour (\$60 for an 8-hour day) under the following conditions: such payment will be deposited into a health reimbursement arrangement account (HRA), employees have at least ten (10) days of accumulated sick leave, they have at least ten (10) years of service with the district and they are terminating their employment either through resignation or retirement. For employees whose annual allotment of sick leave causes their accumulation to exceed 60 days, days in excess of the sixty (60) day maximum will be paid annually at a rate of \$3.75 per hour (\$30 for an 8-hour day).

Overused Sick Leave

If an employee were to leave the school system prior to the completion of his/her contract term or the school year and had used all sick leave, a sum equal to the sick leave days not earned would be deducted from the remaining pay. Deductions will be based on the language above.

Reporting Procedure - Doctor's Certificate

If at all possible, each employee shall be required to inform his/her supervisor prior to his/her normal daily starting time of his/her need to be absent for one of the reasons stated in above. Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. Such a certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

Holidays during Sick Leave

In the event that a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick leave.

Personal Leave**Personal Days Provided**

Calendar Year and School Year Full Time Employees: Employees shall be entitled to up to two (2) days of personal leave each employment year which shall be deducted

from sick leave allotment. Unused personal leave rolls into the sick leave accumulation at the end of school year. By definition, a “day” of personal leave is defined the same as a “day” of sick leave and may be used in the same increments as sick leave.

Reasons for Personal Leave

Personal leave may be used for compelling personal obligations which cannot reasonably be conducted outside of the employee's workday.

Personal Leave Use & Limitations

Personal leave days are provided to take care of personal business that cannot be handled outside the standard school day. Personal leave shall not be used as vacation or to engage in activities for which the employee receives outside compensation (excluding expense reimbursements).

Personal leave will not be granted during the following times:

1. To extend a holiday, vacation, or school recess period.
2. **From May 15th through the end of the school year.**
3. **From August 15th through the first week of school.**
4. On scheduled staff in-service days.
5. On parent-teacher conference days (applicable to certified staff).

Exceptions will only be considered by the District Administrator or his/her designee for time-sensitive personal matters that cannot be rearranged for a later date.

Approval of Personal Leave and the Total Number of Employees Requesting Personal Leave

All requests shall be made as far in advance as possible and normally not less than five (5) calendar days prior to the request for Personal Leave. Emergencies may delay the submitting of the request until the employee returns to work. The building administrator has the right to approve or disapprove all requests. No more than three (3) employees per building may take personal leave on any given day when school is in session, unless the District Administrator or his/her designee grants approval to exceed the three (3) employee limit.

PAID VACATION

Calendar Year Full-Time Employees

Paid Vacation will be provided to Calendar Year Full-time employees according to the following schedule:

Number of Years Worked	Vacation Days Earned
One (1) year of service	Five (5) days
Two (2) years of service	Five (5) days
Three (3) years through five (5) years of service	Ten (10) days
Six (6) years through ten (10) years of service	Fifteen (15) days
Eleven (11) years or more years of service	Twenty (20) days

Employees in their first year of service earn a pro-rated amount of vacation based upon the number of months worked as of June 30th.

"Years of Service" as set forth in this Article refers to years of service in the District in a position that is eligible for vacation.

Scheduling of Vacation

Vacation time may be taken in full blocks, or in shorter blocks not less than one hour 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 District Administrator and/or his/her designee. No employee may be denied the ability to take all of his or her accrued vacation during a 12-month period, but the District Administrator and/or his/her designee 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 any unused vacation days from the prior year to the next year's vacation amount. Prior year vacation days, not used by July 31 of the current year shall be forfeited.

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 the vacation pay remaining in his or her accumulation.

Compensation for any unused vacation days will be equal to the daily wages per accumulated day at the time of the employee's termination and will be remitted on the final paycheck.

HOLIDAYS

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 employees according to the following schedule:

Employees working 2080 hours per year (260 working days)

New Year's Eve

New Year's Day

Good Friday

Memorial Day (Federal)

July 4 (3 days)

Labor Day

Thanksgiving Day

Day after Thanksgiving Day
Christmas Eve
Christmas Day

Employees working at least 1400 hours per calendar year (260 working days)

New Year's Eve
New Year's Day
Good Friday
Memorial Day (Federal)
July 4 (1 day)
Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve
Christmas Day

Employees working at least 1400 hours per year, but less than 260 days per calendar year, and aides hired before July 1, 2005, who were working 8 hours per day for the 2004-5 school year and who had their hours reduced to 7 hours per day for the 2005-6 school year

New Year's Eve
New Year's Day
Memorial Day (Federal)
Good Friday
Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve
Christmas Day

Holidays Falling on Weekends

If any of the holidays listed above, fall 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.

Holidays Falling on Student Contact Days

If any of the holidays listed above fall on a student contact day, the employees shall work their regular hours that day, and shall instead receive a paid holiday on a date determined by the Administration.

Eligibility for Holiday

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the

employee is on an excused absence with pay which has been approved by the District Administrator and/or his/her designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

FAMILY AND MEDICAL LEAVE

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

GIFTS AND SALE OF GOODS AND SERVICES

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. Exceptions to this policy are acceptance of minor items, which are generally distributed to all by companies through public relations programs. Teachers should accept only gifts of token value from students.

It is the school board policy 3214 for individuals to decline gifts, gratuities or favors from any outside organization or individual doing business or seeking to do business with the District. Gifts that are intended for the benefit of the District should be referred to the district business office for proper processing under the District's policy on gifts and solicitations and the terms of § 118.27, Wis. Stats. Gifts of nominal or of insubstantial value and services offered for a reason unrelated to the employees' position and which could not reasonably be expected to influence a decision could be accepted. Larger gifts to employees as an individual and gifts of more than a nominal or insignificant value should be graciously declined.

Policy 3214 – Staff Gifts

Sale of Goods and Services

No District employee may receive for his or her personal benefit anything of value from any person other than his or her employing District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any public school pupil while on the property of his or her employing District or at an activity of his or her employing District. § 118.12, Wis. Stats.

Solicitation:

No employee or vendor may solicit or distribute written materials relating to any profit or non profit organization to District employees or the products of any profit or non-

profit organization during work hours and/or in District work areas, including halls, stairs and lobbies or utilizing District resources or equipment including, without limitation, District bulletin boards and computers, unless approved in advance by the administration, and in accordance with Board Policy. **Employees offering to sell items for fundraising purposes in the employee break room are exempt from this No Solicitation policy.** Off-duty employees may not return to District premises to solicit or distribute materials to employees.

Policy 3231 - Outside Activities of Professional Staff

V. WORKING CONDITIONS AND HOURS OF WORK

STAFF DRESS AND APPEARANCE

The Board has exercised its authority to specify dress and appearance guidelines for staff.

When on duty, support staff members are expected to dress in a manner that is consistent with the expectations described in [Policy 4216](#)-Staff Dress and Appearance.

WORK SCHEDULES/PERSONNEL PAYROLL RECORDS

Support staff members are expected to adhere strictly to their established work schedules, unless their immediate supervisor approves a deviation from it. Support staff members are also required to complete a personnel payroll record and submit them to their immediate supervisor via Skyward True Time for payroll purposes in accordance with the established schedule. Support staff members must show the time of beginning and ending of work each day, the time of beginning and ending of all unpaid meal periods each day, and number of hours worked each day.

Letter of Appointment

Each employee shall be issued an annual letter of appointment that shall be consistent with, but subservient to, this Handbook and board policy. The letter of appointment shall identify the employee, the position(s) that the employee is employed for, immediate supervisor, the length of the work year, the length of the work week, the tentative starting and ending times of the work day, and the pay rate for the position. Specific assignments and hours cannot be guaranteed, but an effort will be made to place the employee in a similar position (i.e., assignment, wages and hours) as the one currently held.

A new letter of appointment shall be issued in cases of transfers, promotions, demotions, and partial or full reduction in hours. In the case of a change of assignment the employee shall be provided with at least thirty (30) calendar days' notice of the change of assignment, if practicable, as determined by the administration.

Regular Workday and Starting and Ending Times

A regular full-time workday is eight (8) hours, excluding lunch time. Because of different schedule requirements, 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.

Regular Work Week

A regular work week is forty (40) hours or less. The regular work week is five (5) consecutive days unless the immediate supervisor assigns the employee to a different work schedule. 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.

Part-time Employees

A regular schedule of hours shall be prepared for part-time employees. Such a schedule shall be made known to the affected employees.

Call-In Pay

Employees called in to work hours outside of their regular work schedule that are not contiguous with their regular work schedule, shall be paid no less than two (2) hours pay. The District may, at its discretion, require such employees to work the full two (2) hour period.

Employees called in to open the building for a special event, i.e. use of school District facility by an outside agency or for co-curricular events, will be paid one (1) hour to open and one (1) to close. In addition, the employee will be paid for the time that they are required to be at the District.

Attendance at Meetings and Events

Employees required to attend meetings called or scheduled by the Employer shall be paid for all hours spent in attendance at such meetings and/or events, if such meetings are held when the employee would regularly be on duty.

BREAK AND LUNCH PERIOD

Lunch Period

All employees who work six (6) hours or more per day will be entitled to an unpaid half-hour lunch period, which shall be duty free.

Breaks

Employees scheduled to work at least four (4) hours per work day shall receive one (1) fifteen (15) minute paid break. Employees scheduled to work at least eight (8) hours per work day shall receive two (2) fifteen (15) minute paid breaks. Breaks shall be scheduled by the immediate supervisor.

Hours Worked

0 to 3.99 hours

At least 4.0 to 5.99 hours

At least 6.0 to 7.99 hours

At least 8.0 or more hours

Break(s) and Lunch Period Scheduling

Zero (0) minutes

Fifteen (15) minutes (paid)

Fifteen (15) minutes (paid) and a thirty (30) minute duty-free lunch (unpaid)

(2) Fifteen (15) minutes (paid) and a thirty (30) minute duty-free lunch (unpaid)

OVERTIME

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

For further information regarding overtime eligibility and approval of overtime work refer to [Policy 6700](#) - Fair Labor Standards.

Additional Hours and Overtime - Approval and Assignment

Approval

In order for an employee to work beyond his or her regularly scheduled hours in any week, prior approval must be obtained from the immediate supervisor. Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/principals/ immediate supervisors are unavailable and such pre-approval may cause harm to students, staff, the community or District property.

Assignment

Overtime assignments shall be assigned at the discretion of the District.

Pay Rate for Overtime

Time worked over forty (40) hours per week is paid at one and one-half (1.5) rate. Time over forty (40) hours per week does not include sick, vacation, holiday, or personal leave time. The reason for overtime must be indicated on the employee's time card. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00am on Monday and ending at 11:59pm on Sunday.

SKYWARD TRUE TIME PROCEDURES

All employees are required to use the electronic timekeeping system (Skyward TrueTime) to accurately record their work hours. Employees must clock in and clock out using their own credentials through an approved electronic device (e.g., desktop, tablet, or mobile device) when reporting to work, taking unpaid breaks, and leaving for the day.

If an employee leaves the premises for any personal reason during the workday, they are required to clock out upon departure and clock back in upon return.

Employees are responsible for ensuring the accuracy of their own time records and must not clock in or out on behalf of another employee under any circumstances.

ATTENDANCE AND REPORTING ABSENCES

The District expects employees to make every effort to be present for work. 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. Breaks and meal periods 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 for reporting the absence. Ideally, report an absence to your building administrator by 5:00 am. Any time spent not working during an employee's scheduled day must be accounted for using the appropriate reasons. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination.

Log On:

- Click on the Teachers On Call link from School District Home Page (or log onto <https://www.aesoponline.com>)
- or call TOC 24/7's toll-free phone number (1-800-713-4439). (Office staffed M-Th 6am-6pm, F 6am-5pm.)
 - Call us directly for last-minute/mid-day emergencies, or if you are having any challenges logging on.

Create an Absence:

- Click Create Absence tab (bottom of page) or Absence tab (top of page).
 - Select the date(s) of your absence on your interactive calendar.
 - Multiple days: click on dates individually or click-and-drag to select a range of dates.
 - Select "Yes" if a substitute is required.

- Choose the Absence Reason in the drop down menu.
- Specify the time of the absence - Full Day, Half Day AM, Half Day PM, or Custom.
 - If you need a substitute for a time period that is different from your absence, click the link in the circle to specify for the substitute his/her report times.
 - Please note that Teachers On Call pays substitutes for half day or full day.
- Add Notes to Administrator: basic notes for the reason of your absence
- Add Notes to Substitute: basic lesson plan notes or activities in your classroom
 - These are viewable by all substitutes considering this absence opportunity, so please do not put in student-related or confidential information.
- Add File Attachments: upload lesson plans or other files to prepare a substitute to work in your classroom.
 - “Drag and drop” files into the “File Attachments” box, or choose a file to upload.
- Click “Create Absence”, “Create & Assign Sub”, or “Cancel”.
 - To assign a particular sub to your absence, click “Create & Assign Sub”.
 - Find the name of the substitute you want, either by typing and searching the name or by clicking on “View List of Substitutes”.
 - Click on “Assign” only if the sub verbally agrees. If the name is not on the list, this sub is not available for that day(s).
- For Itinerant Employees: To create an absence at multiple locations, use the Create Absence tab (bottom of page). Note: if you do not have the correct location(s) assigned to your profile, please contact your district office.
 - Select the date(s) of your absence on your interactive calendar.
 - Multiple days: click on dates individually or click-and-drag to select a range of dates.
 - Select “Yes” if a substitute is required.
 - Choose the Absence Reason in the drop down menu.
 - Click Set Location(s) and Time
 - Specify your first location in the School dropdown, then specify the hours for this location - Full Day, Half Day AM, Half Day PM, or Custom.
 - Click on Add New Variation
 - Select your second location in the School dropdown, then select the hours for this location – Full Day, Half Day AM, Half Day PM, or Custom.
 - Note: the times for your two locations can not overlap.
 - If you need to add an additional location, click on Add New Variation and repeat the steps above until all of your locations/times have been added.
 - Click on Add Additional Details
 - Add Notes to Administrator: basic notes for the reason of your

absence

- Add Notes to Substitute: basic lesson plan notes or activities in your classroom, and any additional scheduling information.
 - These are viewable by all substitutes considering this absence opportunity, so please do not put in student-related or confidential information.
- Click on Review Absence Summary
 - Review all variations of your absence
 - Add File Attachments: Upload lesson plans or other files to prepare a substitute to work in your classroom.
 - “Drag and drop” files into the “File Attachments” box, or choose a file to upload.
- Click “Create Absence”, “Create & Assign Sub”, or “Cancel”.
 - To assign a particular sub to your absence, click “Create & Assign Sub”.
 - Find the name of the substitute you want, either by typing and searching the name or by clicking on “View List of Substitutes”.
 - Click on “Assign” only if the sub verbally agrees. If the name is not on the list, this sub is not available for that day(s).

View My Current Schedule:

- Navigate your interactive calendar.
 - School Closed Days are coded red – you cannot create an absence for these days.
 - In-Service Days are coded yellow – you may create an absence for these days, but cannot request a substitute.
 - Absences you created are coded blue – click on these dates to see details of scheduled absences.
 - See Scheduled Absence tab to view upcoming absences.
 - If your district uses approvals, you will see the approval status next to the confirmation number.
 - See Past Absences tab to view absence history.
 - To cancel an absence, find the absence on the Scheduled Absence tab or on the calendar (blue-coded day), and click the “Delete” button.
 - Note: Please call Teachers On Call for same-day cancellations so that we can contact the substitute.
- Manage My Account:
 - Click the Account tab or click on your name (top bar).
 - Personal Info
 - Change Pin
 - Shared Attachments are files that will be automatically attached to every absence you create.
 - Preferred Substitutes will be given preferential viewing to accept your absences.
 - Click on the green Add Substitutes button, then search for your favorite substitutes or select them from the list. Once you’ve selected all names, click “Add Substitutes to List”.

- Click on the heart icon next to each sub you would like to give your favorite five status to; they will be notified of your opportunities immediately. Click on the dots next to each heart to drag and re- order your favorite five.
 - Excluded Substitutes will not see opportunities for your classroom. Click on the green Add Substitutes button, search for the sub's name or choose from the list, then click "Add to Excluded Substitutes".
 - Absence Reason Balances shows your balance for specific absence reasons.
- Explore Other Features:
 - Click the Feedback tab to answer short questions and enter a rating (1-5 stars) for the substitute's performance.
 - Click on the Help Tab to access Aesop User Guides, Interactive Videos, etc.
 - Call your school district Aesop administrator for direct help.

PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCD") (as defined in Bylaw 0100) has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee or school official or personally-owned by the employee or school official regardless of whether the Board pays the employee or school official an allowance for his/her use of the device, the Board reimburses the employee or school official on a per use basis for their business-related use of his/her PCD, or the employee or school official receives no remuneration for his/her use of a personally-owned PCD, the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with District policy and its accompanying guideline, as well as other pertinent Board policies and guidelines.

District-Approved PCD Platform - When communicating with students, staff, and coaches/advisors, are required to exclusively use the District-approved social media/communication platforms/sites. See [Policy 4213](#) - Student Supervision and Welfare for specifics regarding appropriate discussion content when using PCDs as well as the approved PCD Platform.

Support staff are subject to all applicable policies and guidelines pertaining to protection of the security, integrity, and availability of the data stored on a PCD regardless of whether they are Board-owned and assigned to a specific employee or personally-owned by the employee.

Communications, including text messages, instant messages, and e-mails sent and/or received by a support staff member on his/her PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with [Policy 8310](#) - Public Records. Cellular/Wireless communications that are student records should be maintained pursuant to [Policy 8330](#) - Student Records.

[Policy 7530.02](#) - Staff and School Official Use of Personal Communication Devices

EMPLOYEE IDENTIFICATION BADGES, FOBS & KEYS

The District shall provide employees with an employee photo identification badge to allow students, parents, coworkers, vendors and the public to know who the employees are. The photo ID badge will serve as a fob to grant access into designated District buildings. The photo ID badge is also used for District copiers. Employees are required to wear their employee identification badges in a visible spot during their contracted work time. Employees will be assessed a \$5 fee to replace their photo ID badge. Some employees may be issued a key fob for access into designated District buildings. Employees will be assessed a \$5 fee to replace their key fob. Employees who need District issued keys replaced will be assessed the replacement cost of the key as well as any costs associated with lock replacement.

USE OF EMPLOYER PROPERTY/EQUIPMENT

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

Policy 4281 - Personal Property of Staff Members - Personal Property of Staff Members

Policy 7530 – Lending of District-Owned Equipment

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. Subject to board approval, an agreement may be reached between the district and the employee either before the work is started or after it has been completed that addresses ownership and copyrights on materials that have been prepared within the scope of the individual's employment with the district.

USE OF PERSONAL PROPERTY AT SCHOOL

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

Policy 4281 – Personal Property of Staff Members

EMERGENCY CLOSINGS

The District Administrator may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

The following procedures:

Whenever school is closed due to inclement weather or other emergency conditions, only non-certified personnel whose assigned job responsibilities require them to report to work shall report. Individuals required to report to work on a day when school is closed due to inclement weather or other emergency conditions will only be expected to report if and when it is safe to do so. Secretaries, technology support, and district office support staff may report at their discretion.

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. Any employee not at work when school is closed for an emergency shall not be paid for that day. Employees shall be required to make days up in the event that the District schedules make-up days.

If employees report to work and a decision to close schools is made after that time, those employees will only be paid for the actual hours worked on such days.

The District Administrator shall have the authority to determine which school-related activities may be conducted if the school is closed for a period of time.

Policy 8220 – School Day/School Closure

TRAVEL EXPENSES

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

Policy 4440 – Job-Related Expenses

AG 4440A – Job-Related Expenses

AG 4440B – Use of Private Car for School Business

ESSENTIAL OILS

All staff wishing to use essential oils in the school must seek prior approval from administrators.

VI. SAFETY AND HEALTH

USE OF TOBACCO

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any support staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events.

The term “off-campus, school-sponsored event” means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term “school property” means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff, and visitors.

The term “smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically included marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD product, Delta 8 THC, Delta 9 THC, or any other variation thereof. “Smoking” also includes carrying or using an activated electronic smoking device.

[Policy 4215](#) – Use of Tobacco by Support Staff

PERSONAL PROTECTIVE EQUIPMENT

The District Administrator may incorporate requirements for the use of Personal Protective Equipment (PPE) which may include requirements that all school staff, volunteers, and visitors (including vendors) wear appropriate face masks/coverings inside District buildings and/or outside on school grounds unless it is unsafe to do so or where doing so would significantly interfere with the District's educational or

operational processes. Individuals with valid medical reasons for not wearing a face covering may be exempted from this requirement, as determined by the District Administrator.

Policy 8450.01 – Personal Protective Equipment During Pandemic/Epidemic Events

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight (e.g., receives first aid or medical attention), to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the principal or job supervisor.

The injured employee shall complete an injury form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Injury Report Form

So that legitimate employee claims for worker's compensation may be handled appropriately, the Board requires that employee accidents be reported and evaluated. Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action in accordance with applicable policies and/or administrative guidelines.

Policy 8442 - Reporting Accidents

REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring, or has reasonable cause to believe a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur shall be responsible for reporting immediately every case, whether verified or suspected, the circumstances giving rise to the reasonable cause.

Reporting is mandatory even if the staff member has reason to believe that the abuse or neglect occurred, but is no longer occurring (for example, the child is no longer living with the suspected abuser). Staff members should make reports based on reasonable cause to suspect abuse or neglect and are not permitted to first investigate the circumstances in an effort to verify abuse or neglect. This can cause a loss of time and jeopardize law enforcement or social services investigations into child welfare concerns.

Policy 8462 – Child Abuse and Neglect

REPORTING OF SEXUAL MISCONDUCT

Staff members who possess information leading a reasonable person to suspect that misconduct may have occurred, as indicated below, shall report this immediately to a designated administrator or Title IX Coordinator, who shall inform the District Administrator of the report.

- A. Sexual misconduct, as defined in 948.098 (1) (d), Wis. Stats., s. 948.098 (1)(d), by a school staff member, as defined in s. 948.098 (1)(c).;
- B. That an individual who has been convicted of a serious child sex offense, as defined in 948.13, Wis. Stats., s. 948.13, has engaged in an occupation or participated in a volunteer position that requires the individual to work or interact primarily and directly with children in a manner that would be a felony under s. 948.13.; and/or
- C. That a sex offender, as defined in 948.14 (1) (d), Wis. Stats., s. 948.14 (1) (d), has intentionally captured a representation of a minor student without the written consent of the minor student's parent or guardian.

Failure on the part of the staff member to immediately report the aforementioned (A., B., and/or C,above) may result in disciplinary action, up to and including termination.

[See Policy 8462](#) – **Reporting of Abuse and Neglect, and Sexual Misconduct**

REPORTING – THREATS OF VIOLENCE

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

[Policy 8462.01](#) – **Threats of Violence**

THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The Board believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate, or are intended to intimidate, a staff member or are reasonably likely to cause concern for his/her

physical and/or psychological well-being is strictly forbidden. Such actions by any student, parent, visitor, staff member, Board member, contractor, or agent of the Board is prohibited, and the Board authorizes appropriate corrective and remedial action including disciplinary action where appropriate, referral to law enforcement, or pursuit of other remedies, including injunctive relief if appropriate. This policy should be read consistent with, and in conjunction with, school safety and the mandatory reporting of threats of violence in [Policy 8462.01](#) - Threats of Violence.

Any staff member who believes that they are the victim of threatening behaviors or has observed such actions taken by a student, parent, fellow staff member, supervisor, co-worker, other member of the District community, or Third Parties, promptly should take the following steps:

- A. If the Respondent would be the staff member's supervisor or a member of the District office staff, as soon as possible after the incident, the Complainant should contact the District's Compliance Officer ([Policy 4362](#) – Employee Anti-Harassment).
- B. If the Respondent is not the staff member's supervisor or member of the District office staff, as soon as possible after the incident, the Complainant should contact their supervisor or the District Compliance Officer.
- C. If the Respondent is a student of the District, the supervisor, if not the student's principal, should immediately inform the student's Principal of the alleged threat.

The staff member may make contact either by a written report or by telephone or personal visit. During this contact, the reporting staff member should provide the name of the person(s) whom the staff member believes to be responsible for the threatening behavior and the nature of the threatening behavior incident(s).

[Policy 4362.01](#) – Threatening Behavior Toward Staff Members

WEAPONS

The Board prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

This prohibition does not apply to unloaded firearms in a locked vehicle or locked firearms case, or to separately stored ammunition, that is on any part of school grounds used as a parking facility

Concealed Carry Permit Holders

Nothing in this policy prohibits an employee with a properly issued permit to carry a concealed weapon from exercising his/her rights consistent with Wisconsin's concealed carry law and the State and Federal gun free school zones laws. However, a staff member who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of 948.605(2)(b)1r, Wis. Stats.

possess a concealed weapon anywhere in or on school grounds, including parking areas.

Definition of Weapon

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

Policy 4217 - Weapons

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT TECHNOLOGY

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

All users of District technology resources are required to confirm their agreement to abide by the terms and conditions of [Policy 7540.04](#) and its accompanying guidelines during the Employee Handbook receipt and acceptance process.

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

EMAIL

The Board is committed to the effective use of electronic mail ("e-mail") by all District staff and Board members in the conduct of their official duties. When available, the District's email system must be used by employees for any official District email communications.

Employees are required to keep their inbox and folders organized by regularly reviewing email messages, appropriately saving emails that constitute a public record or student record and emails that are subject to a litigation hold, and purging all other emails that have been read.

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

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

Employees should be aware of the framework for the proper use of email established in [Policy 7540.06](#) – District Issued Staff Email Account and any related established guidelines.

ARTIFICIAL INTELLIGENCE

The Board acknowledges the positive impact and transformative potential of Artificial Intelligence (AI) in education and operations, emphasizing a balanced, people-centered approach. It supports the responsible and innovative use of AI in classrooms and professional settings, with the understanding that AI should enhance human interaction and instruction, not replace it, and all AI-driven decisions require human review. The District Administrator is authorized to support the use of artificial intelligence technology when its use is consistent with the District’s mission, goals, and operational integrity.

Employee Use of AI

- A. **Data Privacy & Information Security:** Employees shall not input sensitive, confidential, personally identifiable, or proprietary information about students, colleagues, or institutional operations into AI systems that lack safeguards and policies to protect such data from being used in their training models. If an employee intends to enter personally identifiable information, sensitive or proprietary data into an AI tool, they must first ensure the tool is on the District’s Approved AI Tool Inventory. If it is not, they must seek written approval from their IT Department regarding legal and privacy safeguards.
- B. **Academic Integrity & Detection:** Using AI detection software to enforce academic integrity should be done in accordance with the knowledge that this software is not foolproof and that the disruptive nature of AI technologies in education can lead to considerable confusion regarding expectations for AI use. Employees should use AI-detection ethically and as the starting point of an inquiry into a possible violation of academic integrity rather than as a definitive indication of student dishonesty. Employees must also disclose the use of AI software in course curricula.

- C. **Workflow Enhancement:** Employees may use AI tools to enhance workflows, such as drafting communications, analyzing data, or developing reports, provided the outputs are verified for accuracy and compliance with State and Board policies. The use of AI tools for such purposes should be disclosed when disseminating AI output.
- D. **Records Management:** Any record, or portion thereof, generated or compiled by an artificial intelligence (AI) system is subject to all provisions of this policy, other applicable Board policies, administrative guidelines, and state or federal laws. The District is fully responsible for the accuracy, security, access, and disclosure of all AI-generated content within a record, as if created solely by a District employee.
(See [Policy 8330](#) - Student Records and [Policy 8310](#) - Public Records)
- E. **Behavioral Prohibitions:** Staff members are prohibited from using artificial intelligence (AI) tools to bully, harass, threaten, impersonate, or create or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used in ways that violate student or employee privacy, compromise confidential information, engage in academic or professional misconduct, or otherwise disrupt the educational environment.

Enforcement

Violation of the policy may result in disciplinary consequences. Staff may be disciplined for violations, up to and including suspension or termination of employment. The District Administrator will refer any illegal acts to law enforcement.

[Policy 7540.08](#) – Artificial Intelligence

SOCIAL MEDIA

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages or discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

Employees' Use of District Communication Devices at Work to Access Social Media for Personal Use

Employees are prohibited from using District technology resources (as defined in Bylaw 0100) to access social media for personal use.

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

Employees are permitted to use personal communication devices to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.

Staff members shall not engage students in social media and online networking media, except for appropriate academic, extra-curricular and/or support uses only.

Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums.

Policy 4213 – Staff Supervision and Welfare

Policy 7544 – Social Media

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

The Board retains the right and the responsibility to manage the workforce. When the discipline of a staff member becomes necessary, such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law. The District Administrator may issue discipline when deemed necessary.

Investigation of Possible Criminal Activity

The District may be required to investigate potential wrongdoings on the part of its employees, and such wrongdoing in some cases may involve potential criminal conduct and/or co-occurring law enforcement investigation. Such investigations still require that the employee answer questions relating to the activity and employees who refuse to answer such questions may be disciplined for failure to cooperate in the investigation. Employees required to respond to questions regarding potential criminal activity are permitted to do so without waiving any Constitutional rights against self-incrimination that may apply during the course of a criminal investigation. Employees should be advised of this right, through what is often referred to as a “Garrity Warning”. The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law.

Staff may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action.

The District Administrator may issue discipline to staff members when deemed appropriate. The level of discipline may range from oral reprimands to suspension or termination. The level of discipline shall be consistent with the seriousness of the offense as determined by the District Administrator.

All instances of staff discipline are subject to the employee grievance procedure, set forth in [Policy 4340](#).

[Policy 4139](#) - Staff Discipline

TERMINATION AND RESIGNATION

TERMINATION

Employment may be terminated by the District Administrator.

Support staff employees subject to termination shall be given an opportunity to resign.

RESIGNATION

A support staff member may resign by filing a written resignation with the District Administrator.

A resignation, once accepted, may not then be rescinded.

[Policy 4140](#) - Termination and Resignation

GRIEVANCE PROCEDURE

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

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

A grievance shall mean a dispute concerning an employee's discipline or termination of employment, or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- A. The name and position of the grievant;
- B. A clear and concise statement of the grievant;
- C. The issue involved;
- D. The relief sought;
- E. The date the incident or violation took place;
- F. The specific section of the Policy Manual alleged to have been violated;
- G. The signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) business days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

A. Principal/Supervisor:

Any employee that believes the employee has a matter subject to the grievance procedure shall present the grievance to his/her immediate supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal/Supervisor shall, within five (5) business days, inform the employee in writing of his/her decision.

B. District Administrator:

In the event the Principal's/Supervisor's decision does not resolve the problem, the employee may, within five (5) business days of the date the Principal's/Supervisor's written decision is issued, present his/her grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) business days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) business days. This step does not apply to any grievance related to action by the Board that directly affects the grievant.

C. Hearing Before an Impartial Hearing Officer:

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

Any employee representative selected shall be at no expense to the District.

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

impartial hearing officer shall be () paid by the District () split evenly between the grievant and the District.

D. Board:

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) business days, present the grievance in writing to the Board, who shall consider the matter within thirty (30) business days after its receipt, unless postponed by mutual agreement. The Board shall review the decision of the impartial hearing officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose. The Board's decision shall be by majority vote of a quorum present, which shall be final.

This procedure constitutes the exclusive process for the redress of employee grievances for the subject matter referred to herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by the administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

For purposes of this grievance procedure, the following definitions shall apply:

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.
- B. "Termination" does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24, Wis. Stats., nor does it include position elimination due to a reduction in force under [Policy 4131](#).
- C. "Employee discipline" refers to unpaid suspensions, written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.

- D. Business days means weekdays, excluding any District recognized holiday that falls on a weekday, but does not exclude weekdays during scheduled break periods.

DRUG-FREE WORKPLACE

The Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is free from alcohol and other drug abuse.

In accordance with Federal Law, the Board prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all staff members.

Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and/or the Employee Handbook. When appropriate or required by law, the District will also notify law enforcement officials.

Support staff members, who use or possess a prescription drug that has been lawfully prescribed to the staff member, and taken in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken only in private, out of the view of students. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to [Policy 4161](#) - Unrequested Leaves of Absence/Fitness for Duty.

The use of marijuana and/or products containing tetrahydrocannabinol (THC), other than products expressly excluded from the definition of a schedule drug (hemp-derived CBD oil, etc.), is still prohibited under Wisconsin law and Board policy. Use of such products even in states which have passed state laws permitting usage is still unlawful under Federal law and Wisconsin law and is not an exception to the drug-free workplace policy.

CBD products are prohibited on District grounds and at school events.

Off Work Conduct

Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs on social media or other outlets in a fashion that tends to provoke public scrutiny, damage the staff member's credibility, depict inappropriate involvement of minors, or in some fashion diminish the staff member's ability to safely

and effectively perform his/her duties. If the District administration becomes aware of such circumstances, it will investigate the matter even though the events occurred on one's personal time and not on District property or at a District event.

Use of Resources for Treatment

The District is concerned about any staff member who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. A staff member should contact his/her supervisor or the District Administrator's office whenever such help is needed.

However, the decision to seek diagnosis and accept treatment for alcohol, illegal drug use, or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Policy 4122.01 - Drug-Free Workplace

REASONABLE SUSPICION TESTING

Staff members shall be required to undergo alcohol and/or drug testing at any time the District has reasonable suspicion to believe that the staff member may have violated this policy.

Policy 4122.01 - Drug-Free Workplace

EMPLOYEE EXPRESSION IN NON INSTRUCTIONAL SETTINGS

The Board acknowledges the right of its support staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, including matters related to the performance of their job duties or responsibilities, the support staff member's expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and, therefore, avoid situations in which the support staff member's expression could conflict with the District's interests. In such situations, the employee should:

- A. state clearly that their expression represents personal views and not necessarily those of the School District;
- B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
- C. not make threats or abusive or personally-defamatory comments about co-workers, administrators, or officials of the District;
- D. refrain from making public expressions that they know to be false or are made without regard for truth or accuracy.

Policy 4310 - Employee Expression in Non Instructional Settings

EMPLOYEE SELF-REPORTING REQUIREMENT

All District employees shall notify the District Administrator 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 criminal or municipal offense.

The requirement to report a conviction or deferred adjudication applies to major traffic offenses (e.g. operating under the influence of an intoxicant or other drug, reckless driving, operating after suspension/revocation, failure to report an accident, refusal to take a breath test). Minor traffic offenses (e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking) do not need to be reported.

However, if an employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff, other than the staff member's own family, in any vehicle they must report any traffic offense (not including parking tickets).

Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

Policy 4121 - Criminal History Record Check and Employee Self-Reporting Requirements

UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render support staff members unable to perform their duties.

The Board authorizes the District Administrator to place a support staff member on sick leave or suspend a support staff member for physical or mental disability to perform assigned duties in conformance with the law.

The District Administrator may require that the support staff member submit to an appropriate examination by a healthcare provider designated by the support staff member, a health care provider designated and compensated by the District, or both.

The staff member will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator to speak to the healthcare provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 4122.02 – Nondiscrimination Based on Genetic Information of the Employee, the District

Administrator shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the support staff member is found to be unable to perform assigned duties, the support staff member shall be placed on leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability.

Should a support staff member refuse to submit to the examination requested by the District Administrator, such refusal shall subject the support staff member to disciplinary action.

The District Administrator may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with [Policy 4430.01](#) – Family & Medical Leave of Absence ("FMLA") as provided by law.

IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

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

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

(Employee Name Printed)

(Employee Signature)

(Date)