

Wilmot Union High School District



EMPLOYEE HANDBOOK for SUPPORT STAFF MEMBERS

June 2024

TABLE OF CONTENTS

<u>TOPIC</u>	<u>POLICY REFERENCE</u>
I. INTRODUCTION	
Introductory Statement	
Disclaimer Statement	
Statement of Philosophy	Policy 2110
Chain of Command – Organizational Chart	
II. EMPLOYMENT	
Employee Code of Conduct	
Notice of Video Surveillance	Policy 7440.01
Nondiscrimination on the Basis of Sex in Education Programs and Activities	Policy 2266
Section 504/ADA Prohibition Against Discrimination Based on Disability	Policy 2260.01
Equal Employment Opportunity	Policy 4122
Employee Anti-Harassment Policy	Policy 4362
Job Descriptions	Policy 4120.01
Hiring of Immediate Relatives (Nepotism)	Policy 4120
Immigration Reform Act Notice	Policy 4111
Conflicts of Interest	Policy 4210
Outside Activities of Staff	Policy 4231
Board-Staff Communications	Policy 4112
Political Activities	Policy 4210
Staff Ethics	Policy 4210
Unauthorized Work Stoppage	Policy 4531
Crowdfunding	Policy 6605
Fraud	Policy 8900

III. EMPLOYMENT STATUS AND RECORDS

Employment Categories	Policy 4120
Personnel Files	Policy 8320
Personnel File Record Correction	Policy 8320
Performance Evaluation	Policy 4220 AG 4220A
Student Supervision & Welfare	Policy 4213
Assignment and Transfers	Policy 4130
Reduction in Staff	Policy 4131

IV. EMPLOYEE PAY AND BENEFITS

Pay Periods	Policy 6510
Benefits	Policy 4425
Leaves of Absence (extended leave)	Policy 4430
Employee Leaves	Policy 4431
Employee Sick Leave	Policy 4432
Family and Medical Leave	Policy 4430.01
Group Health Plans	Policy 4420
Privacy Protections of Fully Insured Group Health Plans	Policy 4419.02

V. WORKING CONDITIONS AND HOURS OF WORK

Drug and Alcohol Testing of CDL License Holders	Policy 4162
Dress Codes	Policy 4216
Attendance and Reporting Absences	
Work Schedules/Daily Time Sheets	AG 6510A
Break and Meal Periods	
Overtime	Policy 6700
Personnel Payroll Records	AG 6510A
Personal Communications	Policy 7530.02
Use of Employer Property/Equipment	Policy 7530
Use of Personal Property at School	Policy 4281
Emergency Closings	Policy 8220
Travel Expenses	Policy 4440
Use of Essential Oils	

VI. EMPLOYEE HEALTH AND SAFETY

Use of Tobacco	Policy 4215
Personal Protective Equipment (PPE)	Policy 8450.01

Training	Policy 8450
	Policy 8452
	Policy 8453
	Policy 8453.01
Reporting Work-Related Injury	Policy 8442
Reporting of Suspected Child Abuse or Neglect	Policy 8462
Reporting Threats of Violence	Policy 8462.01
Threatening Behavior Toward Staff Members	Policy 4362.01
Weapons	Policy 4217

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

Staff Technology Acceptable Use and Safety	Policy 7540.04
District-Issued Staff E-mail Account	Policy 7540.06
Social Media	Policy 4213
	Policy 7540
	Policy 7540.04
	Policy 7544

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

Staff Discipline	Policy 4139
Termination and Resignation	Policy 4140
Grievance Procedure ¹	Policy 4340
Drug-Free Workplace	Policy 4122.01
CBD Products on District Grounds and at School Events	Policy 4122.01
Substance Abuse	
Employee Expression in Non Instructional Settings	Policy 4310

IX. EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I. INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for support staff employees including administrative assistants, instructional aides, library aides, custodians, and maintenance workers. The provisions described herein are the terms and conditions governing employment in the Wilmot Union High School District and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and procedures, as well as rules and regulations of Wilmot Union High School District ("District"). It has been prepared to inform all support staff members with these policies and procedures, 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 website, as well as the rules and regulations contained herein.

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

DISCLAIMER STATEMENT

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

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

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies and procedures, rules, or regulations given to employees, whether verbal or written.

STATEMENT OF PHILOSOPHY

The Board of Education believes that the purpose of education is to facilitate the development of the potential of each student. In a free society, every individual has both the right and responsibility to make choices and decisions for himself/herself and for society. A prerequisite for every member of such a society in meeting those responsibilities is competence in the use of the rational thought processes needed to make intelligent, ethical choices and decisions. If our society, as originally conceived, is to survive and function effectively, its young people need to be prepared to exercise their rights and their responsibilities in ways that benefit them and the society. Likewise, if individuals are to be able to achieve their life goals in a free society, they need to be competent to choose among the myriad alternatives that are and continue to be available to them.

The enculturation process in our society focuses on preparing the young to meet certain expectations and to avail themselves of opportunities to attain personal goals within that society. The District's program should reflect the formal aspect of the enculturation process, and, therefore, needs to focus on both the areas of societal expectations and personal opportunity available in our society.

With regard to societal expectations, people in this society are expected to:

- A. be self-sufficient -- that is, to meet their own needs, to the extent they are able, in their own way and without inhibiting others' opportunity to do the same;
- B. fulfill their responsibilities to contribute to the "common good" by actively participating in affairs affecting all members of society.

Today there is ample evidence that many students are not learning how to make effective, rational, responsible, or ethical choices or decisions in regard to how they treat their minds and bodies, how they plan their futures, how they cope with frustration, or how they solve personal, social, and economic problems.

The Board and staff believe that the thought and action process involved in taking intelligent, ethical action can be learned just as any other set of procedures can be learned, provided students are given consistent, appropriate opportunities to:

- A. see the procedures modeled;
- B. learn what the procedures are;
- C. practice using the procedures and correct ineffective use of them;
- D. apply the procedures to a variety of relevant situations.

The District is committed to ensuring adequate provision for such opportunities and to the applications of these processes to achieving the other educational goals associated with the District's mission.

CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District.

See Policy 4112 – Board-Staff Communications

II. EMPLOYMENT

EMPLOYEE CODE OF CONDUCT

The following is the *Code of Conduct for Support Staff* as adopted by the Board of Education. Employees are representatives of the District, both in and out of the District. Employees are expected to model positive, effective behaviors and to adhere to the highest standards of their professions. To assist with the efficient operation of the Wilmot Union High School District and to ensure the safety and well-being of those at the District, the following rules of conduct are in force.

The rules of conduct are not intended to restrict the legitimate rights and activities of employees, but rather are intended to help employees by defining and protecting the rights and safety of all persons working, attending, or visiting the District. Employees are expected to acquaint themselves with these rules as well as with other work rules specific to their department. The conduct defined below (and specific department work rules) will subject employees to corrective action, up to and including termination, depending upon the severity of the violation. The following list of general rules of conduct is by no means exhaustive and other conduct may subject an employee to discipline. Violations of policy include, but are not limited to:

- A. Falsification or unauthorized altering, deletion or omissions of records, employment applications, time sheets, time cards, work reports, departmental records, or other documents related to District operations.
- B. Unauthorized disclosure of confidential or privileged information.
- C. Unauthorized use and/or possession of intoxicating beverages, narcotics or drugs on District premises; or reporting to work under the influence of intoxicating beverages, narcotics or drugs; being in an unfit condition to work.
- D. Threatening, intimidating or harassing others in the workplace or on District premises.
- E. Carrying weapons onto District premises unless specifically preauthorized to do so.
- F. Behaving in an overtly discourteous, abusive or disrespectful manner toward a fellow employee, supervisor, student or any

other members of the District community.

G. Stealing, unauthorized removal, unauthorized use, loss, damage, or destruction of property belonging to the District, employees, students or visitors of the District.

H. Refusal to follow a work directive, carry out assigned job duties or insubordination toward a manager, supervisor or management representative.

I. Demonstrating any conduct or behavior which constitutes harassment, abuse or discrimination.

J. Being tardy, leaving early or absent from work without permission or proper notification. Fraudulent requests for time off or fraudulent absence allegedly due to illness.

K. Taking breaks at unauthorized times or places.

L. Fighting, gambling, use of obscenities or abusive language on District premises.

M. Violating or ignoring workplace safety and sanitary standards and expectations.

N. Unauthorized or misuse of e-resources or District software.

O. Any and all other standards of conduct which the District has established or reasonably has the right to expect in conducting its business.

The aforementioned list constitutes some, but not necessarily all, of the kinds of conduct that will result in disciplinary action, up to and including termination. The District reserves the right to determine the appropriate discipline, up to and including termination, based on the circumstances of the individual incident. This provision does not alter the at-will employment relationship and the District may terminate the employment relationship at any time.

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.

See Policy 7440.01 – Video Surveillance and Electronic Monitoring

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

The Board of the Wilmot Union High 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 Coordinator(s) is/are:

Rob Kreil
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kreilr@wilmoths.k12.wi.us

Danielle Fiveland-Scott
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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 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.

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

SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

If the professional staff member has questions regarding this policy or how to file a complaint (s)he should contact the district Compliance Officers.

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See Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability

EQUAL EMPLOYMENT OPPORTUNITY

The Board does not discriminate in the employment of 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 Section 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.

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

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy. (Policy 4122 - Nondiscrimination and Equal Employment Opportunity)

If the employee has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should contact the district Compliance Officers.

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In addition, the support staff member should refer to:

See Policy 4122 - Nondiscrimination and Equal Employment Opportunity

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

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 calculated 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.

For more information contact the Compliance Officers:

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See Policy 4362 - Employee Anti-Harassment

JOB DESCRIPTIONS

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

For more information regarding job descriptions, support staff employees shall refer to Policy 4120.01 – Job Descriptions. Further, if a copy of a job description is required or desired, the employee shall ask their immediate supervisor or go to the District office and request a duplicate copy.

HIRING OF IMMEDIATE RELATIVES (NEPOTISM)

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

See Policy 4120 - Employment of Support Staff

IMMIGRATION REFORM ACT NOTICE

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:

See Policy 4111 - Creating a Position

See AG 4111B – Verification of Employment Eligibility

CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and support conduct by Board members and the District's employees, officers, and agents is essential to the Board's commitment to earn and keep the public's confidence in the School District. Thus, employees are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Employees are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

See Policy 4230 – Conflict of Interest

OUTSIDE ACTIVITIES OF SUPPORT STAFF

The Board expects professional staff members to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the School District, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities. Staff members are expected to notify the District Administrator of their involvement in any outside organization, association, or the like if the staff member identifies him or herself as a staff member of the District as part of his/her involvement, or if the staff member will receive compensation for any outside activities (refer also to Policy 4230 - 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 employees should review the following:

See Policy 4231 - Outside Activities of Support Staff

COMMUNICATIONS AND SUGGESTIONS

The Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the District Administrator.

A. Staff Communications to the Board

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises. The administrator shall refer such matters to the next higher authority when necessary. All employees shall have the right to appeal any decision made by an administrator to the next higher authority and through appropriate successive steps to the Board.

All communications from staff members to the Board or its committees shall be submitted through the District Administrator. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

If any matter is not resolved in the above procedures, a written appeal may be made directly to the President of the Board.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the District Administrator, who shall also keep staff members fully informed of the Board's problems, concerns, and actions. Board member

communications with staff shall also be consistent with the expectations in Board Bylaw 0144.5 - Board Member Behavior and Code of Conduct.

C. Social Interaction

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members of personalities or personnel grievances will be considered to be unethical conduct.

D. Request for Information

During strategic planning, program evaluations or updates, the Board may call upon staff for their professional opinion or feedback about their experience. Staff are encouraged to be forthcoming with their feedback. There will be no threat of retaliation from the board for staff assistance in improving school systems or programs.

See Policy 4112 - Board-Staff Communication

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.

See Policy 4231 – Outside Activities of Staff

See AG 4231A – Participation in Political Activities

STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional 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 as they may secure;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic 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.

See Policy 4210 – Support 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.

Professional 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.

See Policy 4531 - UNAUTHORIZED WORK STOPPAGE

CROWDFUNDING

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 Principal or Athletic/Activities Director.

See Policy 6605 – Crowdfunding

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 School Board funds, and inappropriate personal use of School 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.

See Policy 8900 - Fraud

III. EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

All staff as defined in By-Law - 0100 – Definitions are considered Support Staff Members.

By-Law – 0100 - Definitions

PERSONNEL FILES

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file, at least two times per calendar year, while in the presence of the administrator or his 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.

See Policy 8320 – Personnel Records and State law.

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.

PERFORMANCE EVALUATION

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

See Policy 4220 - Evaluation of Support Staff

See AG 4220 - Evaluation

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 with regard to student supervision and welfare, refer to 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.

See AG 4130 - Assignment and Transfer

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.

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.

See 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.

Year-round staff shall be paid in twenty-four (24) pays occurring twice monthly.

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 thirty (30) calendar day notice in writing.

If an employee believes that an error has been made regarding his or her compensation, he or she must contact the Business Services Office 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.

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.

See Policy 4425 Benefits

VOLUNTARY LEAVES OF ABSENCE

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

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 Board 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.

See Policy 4430 – Leaves of Absence

EMPLOYEE LEAVES

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

Bereavement Leave

Staff members are eligible for unlimited days of bereavement leave in the event of the death of a relative. Relative in this policy shall include spouse, domestic partner, parents, son, daughter, siblings, aunts, uncles, grandparent, nieces, nephews, and cousins. The use of leave is expressly for the purpose of attending services or making arrangements for service prior to such service.

Bereavement leave may not be used for any other purposes and does not accrue unless there is a qualifying death in the family.

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.

Leave for Jury Duty

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 on a jury will not be penalized for doing so. Staff members shall inform their supervisor when they are called for jury duty or a court appearance and shall call in 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.

Staff members will receive full pay and the jury stipend does not need to be turned into the district.

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

Staff members must submit to the Business Services Administrative Assistant a record from the court of the number of days served.

Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver

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

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, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

Bone Marrow or Organ Donor Leave

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

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

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.

See Policy 4431 - Employee Leaves

EMPLOYEE PAID TIME OFF

SUPPORT STAFF

General Leave

Each full-time twelve (12) month employee may be granted one hundred and twenty (120) hours of general leave. Eleven (11) months employees will be granted 112 hours of general leave. Ten- and nine-month employees will be granted ninety-six (96) hours of general leave.

The use of general leave days is based upon the following:

- A. The District Administrator or Principal may request a health care provider's note verifying the employee's illness in any case in which an illness causes absence from work in excess of three (3) working days. In these cases, the employee will be required to provide certification from a health care provider of the illness. Absences of more than three consecutive work days may be counted as leave under the FMLA (See Policy 4430.01).
- B. For school-year absences in excess of three (3) days that are not due to illness or bereavement, pre-approval is required. The District Administrator reserves the right to deny requests for absences.

Carryover of Unused General Leave

Unused general leave days may be carried over for use by the employee in future years. Employees may accrue up to a total of 400 hours of general leave.

Accrued General Leave at End of Employment

General leave that is not used during employment will be lost and not paid out to the employee upon termination for any reason.

Vacation Days

For support staff employees hired prior to July 1, 2015

Vacation days will be awarded to each full-time, full-year (twelve (12) month) employee on the following July 1st after completing each step of employment as described below. During partial years of employment vacation days shall be calculated and credited to employees on a pro-rated basis.

All vacation earned as of July 1 shall be taken within the subsequent twenty-four (24) months. Employees will accumulate paid vacation in the following manner:

Step #	Employment Experience	# of vacation days credited and allowed to be taken during the subsequent 12 months
Step 1	Completion of first June 30 employment date (hire date through the first June 30)	Pro-rated from date of hire based on 2080 hours/ten (10) vacation days
Step 2	Completion of second through fourth June 30 employment dates	Ten (10) days
Step 3	Completion of fifth through eleventh June 30 employment dates	Fifteen (15) days

Step 4 Completion of 12 and
12+ June 30 employment Twenty (20) days
dates

All leave can only be taken on half day (4 hours) and full day (8 hours) increments when a substitute is required.

For support staff hired after June 30, 2015

Each member of the support staff employed on a full-time, twelve (12) month, basis shall be entitled to vacation leave as of the first day of employment of each contract year. Vacation days will be prorated for those employees who do not work an entire contract year based upon 2050 hours worked = ten (10) vacation days.

All vacation allocated July 1st shall be taken within the subsequent twelve (12) months. Unused leave may be carried over and used in the subsequent twelve (12) months.

Employees will accumulate paid vacation in the following manner:

Employee Experience	Leave Allocated
Years 0-4	Ten (10) days
Years 5-11	Fifteen (15) days
Years 12+	Twenty (20) days

All leave can only be taken on half day (four (4) hours) and full day (eight (8) hours) increments when a substitute is required.

For Eleven (11) Month Support Staff Employees

Each eleven (11) month Support Staff Employee shall be entitled to Vacation Leave as of the first day of employment of each contract year.

All vacation allocated on July 1st shall be taken within the subsequent twelve (12) months.

Unused leave may be carried over and used within the subsequent twelve (12) months.

Employees will accumulate paid vacation in the following manner:

Employee Experience	Leave Allocated
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Years 0-4	five (5) days
Years 5-11	six (6) days
Years 12+	seven (7) days

All leave can only be taken on half-day (four (4) hours) and full-day (eight (8) hours) increments when a substitute is required.

Unpaid Leave

Unpaid leave will be approved at the discretion of the District Administrator. Employees should not assume requests for unpaid leave days will be approved. Failure to report for work when all leave is exhausted can result in discipline, up to and including termination.

School Closure Days

If school is closed at the discretion of the District Administrator, hourly employees have the ability to cover the time off with general leave or vacation leave pay, or take the day as unpaid leave without prior approval or exhausting all general leave.

See Policy 4432 – Employee Paid Time Off

NON-REPRESENTED STAFF

Eligibility

This policy pertains to the following positions due to their confidential, managerial or exempt status: Executive Administrative Assistant to the District Administrator, Building and Grounds Coordinator, Office Manager, District Registrar and IT Technician.

Confidential: An employee whose duties and/or role may require access to confidential staff information.

Managerial: An employee who oversees and/or evaluates other staff members.

Exempt: A salaried employee classified based on the Fair Labor Standards Act (FLSA).

General Leave

Each full-time employee may be granted fifteen (15) days of general leave. The use of general leave is conditioned upon approval of the supervisor. Any employee that is sick and will not be able to attend work on a scheduled work day shall contact their immediate supervisor as early as possible.

Carryover of Unused General Leave Days

Unused general leave days may be carried over for use by the employee in future years. Employees may accrue up to a total of fifty (50) days of general leave.

Accrued General Leave at End of Employment

General leave that is not used during employment will be lost and not paid out to the employee upon termination for any reason.

Vacation Days

Vacation days will be awarded to each full-year (twelve (12) month) employee July 1st, and pro-rated for those hired after July 1st.

All vacation allocated as of July 1st shall be taken within the subsequent twelve (12) months. In the event the goal of using all vacation by the subsequent July 1st is not accomplished, employees will be allowed to carry over up to five (5) days until July 31st of that particular year. This should be requested in June and approved by the supervisor and/or administrator before the end of June each year.

Employees will accumulate paid vacation in the following manner:

Step #	Employment Experience	# of vacation days
Step 1	0-2 years	ten (10) days
Step 2	3-7 years	fifteen (15) days
Step 3	8+ years	twenty (20) days

Policy 4431.01 Non-Represented Employee Leave

FAMILY AND MEDICAL LEAVE

In accordance with Federal and State law, the Board will provide family and medical leaves of

absence. The provisions of both the Federal and State family and medical leave 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).

HEALTH INSURANCE BENEFITS

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

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

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

See Policy 4419.02 - Privacy Protections of Fully Insured Group Health Plans

V. WORKING CONDITIONS AND HOURS OF WORK

DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS

The drug and alcohol testing procedure is designed to accomplish the following:

- a) provide a safe, healthy, productive, and drug-and alcohol-free workplace and school environment for all employees and students,
- (b) protect the District and students from losses arising out of or associated with alcohol and controlled substances,
- (c) provide an effective tool for deterrence of substance abuse,
- (d) provide an effective tool for detection of violators,
- (e) ensure efficient operations, and
- (f) satisfy the State and Federal (including the DOT) rules covering employees with commercial driver's licenses.

The drug and alcohol testing procedure shall test for:

- (a) marijuana;
- (b) cocaine;
- (c) opiates;
- (d) amphetamines; and
- (e) phencyclidine (PCP).

Further, staff can be tested in the following circumstances:

- (a) pre-employment;
- (b) reasonable suspicion;
- (c) random;
- (d) post-accident;

(e) return-to-duty; and

(f) follow-up.

For further information regarding the testing procedures of CDL license holders refer to Policy 4162 - Drug Testing of CDL License-Holders.

DRESS CODE

The Board of Education believes that support staff members are an important and integral part of the District. Also, since the support staff is highly-visible staff to the students, the professional staff, and the public, the Board believes the support staff should at all times be well dressed and groomed. Support staff members who understand this precept and adhere to it enlarge the importance of their task, present an image of dignity, and encourage respect.

The Board retains the authority to specify the following dress and grooming guidelines for support staff. When assigned to District duty, all support staff members shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their support responsibilities;
- C. dress in a manner that communicates to others a pride in personal appearance;
- D. be groomed in such a way that their dress or hair style does not disrupt the educational process or cause a health or safety hazard.

WORK SCHEDULES/DAILY TIME SHEETS

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 their time sheets daily and submit them to their immediate supervisor for payroll purposes in accordance with the established schedule.

BREAK AND MEAL PERIODS

Breaks will be provided in accordance with Federal and State law.

In addition, an unpaid meal period will also be provided daily for support staff members upon request.

All support staff members are expected to adhere strictly to the length of time designated for breaks and meal periods.

Employees working more than four (4) hours per day may have two paid 15-minute breaks per day. Employees who work four (4) hours or less may have one paid 15-minute break per day. The break time shall be approved by the District Administrator or his/her designee. While taking a break the staff member must remain in his/her designated work area or the office/lounge/break room associated with his/her department.

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.

TIME CLOCK/CARD PROCEDURES

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 utilize True Time to track their work hours and submit them to their immediate supervisor for payroll purposes in accordance with the established schedule.

ATTENDANCE AND REPORTING ABSENCES

Staff members are expected to report for duty on all scheduled workdays; however, when a staff member must be absent, the following procedure shall be followed:

Requests for vacation should be submitted to the employee's supervisor at least two weeks in advance of the requested dates. All vacation should be scheduled when the workload permits and must be approved in advance by the appropriate supervisor.

Employees who are absent or tardy are subject to corrective counseling and, when appropriate, disciplinary action. In cases where absence has been for three or more consecutive work days due to illness, an employee may be requested to bring a physician's release before being allowed to return to work.

Absences of three consecutive days without proper notification and approval will be construed as job abandonment and will constitute the employee's resignation from the District without proper notice.

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.

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.

See Policy 7530.02 – Staff Use of Personal Communication Devices

USE OF EMPLOYER PROPERTY/EQUIPMENT

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

See Policy 7530 – Lending District-Owned Equipment

USE OF PERSONAL PROPERTY AT SCHOOL

Employees may wish to bring personal property to school either for reasons associated with their professional 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.

See Policy 4281 – Personal Property of Staff

EMERGENCY CLOSINGS

The District Administrator/designee 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 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.

The District Administrator may also mandate staff and/or faculty to report for duty, despite students not having to report. An example of this would be school closing on a day due to extreme cold or wind chills.

See Policy 8220 – School Day

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 of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the guidelines established by the District Administrator.

See Policy 4440 – Job-Related Expenses

See AG 4440A – Job-Related Expenses

See AG 4440 B – 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 professional staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events.

See 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.

See Policy 8450.01 – Personal Protective Equipment During Pandemic/Epidemic Events

TRAINING

Employees for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

- A. the use of automated external defibrillators (Policy 8452– Automated External Defibrillators),
- B. the control of blood borne pathogens (Policy 8453.01- Control of Blood-Borne Pathogens)

- C. the control of casual-contact communicable diseases (Policy 8450 - Control of Casual Contact Communicable Diseases), and
- D. understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (8453– Direct Contact Communicable Diseases).

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Office in compliance with Policy 8442 – Reporting Accidents. The injured employee shall complete a 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.

In the event an employee has suffered an injury or illness in the course and scope of employment that limits him/her from returning to work at full-duty status, the District may offer you temporary light duty assignments during your healing period, consistent with the restrictions prescribed by your medical provider.

In such circumstances, it is the employees' responsibility to keep the District informed as to the status of the restrictions and any changes to them. The District will assign employee tasks consistent with medical provider restrictions, but it is the employee's responsibility to notify his/her supervisor if the tasks assigned cause him/her further pain, discomfort, or injury. Moreover, the restrictions prescribed by the medical provider are not limited to the workplace. The District expects employees to follow all such restrictions during the period of convalescence and healing, whether at work or away from work. If the District learns that the employee has engaged in conduct at or away from the workplace that conflicts with the prescribed restrictions, such information will be reported to the District's Workers' Compensation carrier, if appropriate.

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.

See Policy 8462 – Child Abuse and Neglect

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, as well as the School Resource Officer, if available. 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.

See 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.

See 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.

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 Wis. Stat. 948.605(2)(b)1r, 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 in Policy 3217 - Weapons), 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.

See 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 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 e-mail system must be used by employees for any official District e-mail communications.

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails 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, e-mails written by or sent to District employees may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records.

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

Employees should be aware of the framework for the proper use of e-mail established in Policy 7540.06 – District Issued Staff E-mail Account and any related District Administrator's established guidelines.

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 are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.

They are reminded that the District may monitor their use of District technology resources.

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 professional 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.

See Policy 4213 – Staff Supervision and Welfare

See Policy 7544 – Use of 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, including termination unless Board action is required by law when s/he deems appropriate.

Investigation of Possible Criminal Activity

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

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 she/he deems 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 - Grievance Procedure.

TERMINATION AND RESIGNATION

TERMINATION

Employment may be terminated by the District Administrator.

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

RESIGNATION

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

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

The District Administrator may act for the Board in the acceptance of a resignation.

See 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, including the category of the grievance (i.e., employee termination, discipline, or workplace safety);
- 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) working days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

A. District Administrator:

This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) working days. This step does not apply to any grievance related to action by the Board that directly affects the grievant.

B. 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) working 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. 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 shall appoint a hearing officer for the purpose of conducting the hearing. 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 District Administrator in the initial grievance. Any fees or costs charged by the impartial hearing officer shall be split evenly between the grievant and the District.

C. Board of Education:

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) working days, present the grievance in writing to the Board, who shall consider the matter within thirty (30) working 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 - Reduction in Staff.
- 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. Nonrenewal of a contract under Wis. Stats. 118.22 or 118.24 shall be considered disciplinary if for misconduct or performance reasons.

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 of Education 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 include 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.

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.

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.

See Policy 4122.01 – Drug-Free Workplace

SUBSTANCE ABUSE

The Board recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of support staff members, the Board recognizes the responsibility to assist in a manner recommended by appropriate specialists in the treatment of those illnesses.

A support staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to professional staff members having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected alcohol or drug problem rests with the support staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the District Administrator. The District Administrator will assist an employee with an alcohol or drug problem in developing reasonable accommodations so that the employee may perform his/her work, consistent with State and Federal law. Existence of a substance abuse problem does not excuse misconduct in employment or violation of Board policy.

No support staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.

Support staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

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, 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 the 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 which the employee knows to be false or are made without regard for truth or accuracy.

See Policy 4310 – Employee Expression in Non-Instructional Settings

IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read Wilmot Union High School District's Employee Handbook for Support Staff and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Support Staff 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 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," and that my employment may be terminated at any time for any reason, with or without cause, and with or without notice, unless otherwise provided by individual contract and consistent with Board Policy.

(Employee Signature)

(Date)

Witness