

AGENDA
SCHOOL DISTRICT OF MANAWA
POLICY & HUMAN RESOURCES COMMITTEE MEETING

Date: August 7, 2019

Time: 6:00 p.m.

**Location: LWHS Library @
515 E. 4th Street, Manawa
Enter at Door H20 at Back of Building;
Follow Signs to HS Library**

Board Committee Members: Pethke (C), Forbes, J. Johnson

In Attendance:

Timer: _____

Recorder: _____

1. Coaches Handbook Updates (Action)
2. Professional Educator Handbook for SY1920 (Action)
3. Support Staff Handbook for SY1920 (Information / Action)
4. Support Staff Performance Evaluation System (Action)
5. Job Description Approval Process (Action)
6. Job Descriptions (Action)
 - a. Office Clerical / Health Aide Paraprofessional
 - b. Athletic/Activities Director
 - c. Grounds Keeper
7. Consider Fundraising and Fee Practices (Action)
8. Policy & Human Resources Committee Planning Guide (Information)
9. Set Next Meeting Date
10. Next Meeting Items:
 - a. AG8410 Series (Violence, Imminent Warning Signs, Interventions, etc.)
 - b. SDM Safety Handbook
 - c.
7. Adjourn



Students choosing to excel; realizing their strengths.

To: Dr. Melanie J. Oppor
From: Skylar Liebzeit
Date: 6/13/2019
Re: Coaches Handbook

The purpose of this memo is to highlight the changes in the LWHS Coaches Handbook as follows:

Page #	Current Language (if applicable.)	Proposed Change or Addition
5	The head coach of each sport is responsible for coordinating the awards program for his/her program at the end of each season. The coach may choose to work with a support club, booster club, or group of selected parents in planning the type of awards ceremony that would best suit the students and the sport.	The head coach of each sport is responsible for coordinating the awards program for his/her program at the end of each season. The coach may choose to work with a support club, booster club, or group of selected parents in planning the type of awards ceremony that would best suit the students and the sport. <i>Parents will be informed of the awards program in advance and invited to be present for all awards presented to students. A team building activity cannot be used as a substitute for an end of the year awards program.</i>



Students choosing to excel; realizing their strengths.

To: Board of Education / Dr. Melanie J. Oppor
 From: Dr. Melanie J. Oppor
 Date: August 5, 2019
 Re: Professional Educator Handbook

The purpose of this memo is to highlight the changes in the Professional Educator Handbook as follows:

<i>Page #</i>	<i>Current Language (If applicable.)</i>	<i>Proposed Change or Addition</i>
Cover	Old Logo	New Logo
Throughout	NA	Add policy references as applicable.
8	preschool	kindergarten
8	Any section in the handbook that is governed by a Board policy will provide the policy number in parentheses for easy access.	Delete – Not applicable.
8	NA	Add- administrative announcements
9	NA	Add - (See Policy 3362.)
9	Communication System when offering a suggestion or comment. <i>Handbook Addendum A</i>	chain of command by bringing the concern or idea forward to his/her immediate supervisor/evaluator.
10	The School District of Manawa shall not discriminate against an employee or applicant for employment on the basis of sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, physical, mental, emotional or learning disability/handicap, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or any other characteristic protected by law in its employment practices.	The Board does not discriminate in the employment of support staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting outside of professional responsibilities, 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 (as defined in §111.32, Wis. Stats.). (Policy 3122, 4122)
12	NA	Add- Waupaca County Sheriff's Department
13	<p>Language will be changing next month based on best practice ALICE training -</p> <p style="text-align: center;">1. District Safety Plan</p> <p>The District has standardized lockdown procedures for use when the situation requires emergency safety measures. Each professional educator should know exactly what the lockdown procedures are and where the lockdown procedures are located for the assigned classroom or work location. Employees must follow the prescribed procedures during any emergency drill or situation.</p>	
13	NA	<p>Add - Identification Badge</p> <p>In order to maintain a safe, secure environment, all employees are required to have their photographs taken to to wear the District-issued identification badge during the work day and at District functions when serving in a rework-related role.</p>
15	NA	<p>Add- The District completes background checks on all employees that includes the employee's driving record. A staff member may have restrictions on transporting students or may be restricted from driving a district vehicle based on the information contained in the driving record.</p>
15	Board-approved	IRS
17	NA	<p>Add - Employees may not use their positions to solicit funds, recruit membership, disseminate personal or political information that in any way interferes or distracts from the District's vision, mission, and purpose.</p>

17	NA	<p>Add – Unpaid Debt to the District</p> <p>Employees that accrue debt due to unpaid food service bills, non-sufficient funds check, or other reasons will have this amount subtracted from their pay on the June 15th payroll.</p>
21	NA	<p>Add - Staff have the privilege to bring representation of choice when meeting with an administrator.</p>
24	<p>Delete -</p> <p>Definitions:</p> <p>A. A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:</p> <ol style="list-style-type: none"> 1. the name and position of the grievant; 2. a clear and concise statement of the grievance; 3. the issue involved; 4. the relief sought; 5. the date the incident or alleged violation took place; 6. the specific section of the Policy Manual or workplace safety rule alleged to have been violated; and 7. the signature of the grievant and the date. <p>B. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.</p>	<p>Add - The District encourages collaborative problem solving. Employees are encouraged to share any employment-related problem with their immediate supervisor informally.</p> <p>The District has adopted a grievance policy (<i>Policy 3340, 4340</i>) that is available online, via the District website. The process for filing a grievance is outlined in detail in the Policy.</p>

C. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.

D. "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 risk.

E. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.

F. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedures:

First Step

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office.

An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance

only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be “a preponderance of the evidence”. In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written

decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

Timelines:

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Exclusive Remedy:

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



Students choosing to excel; realizing their strengths.

Professional Educator Handbook

Approved by the Manawa Board of Education on July 20, 2015

Revised on Aug. 17, 2015

Revised on March 14, 2016

Revised on February 20, 2017

Revised on May 21, 2018

Revised on August 5, 2019

**School District of Manawa
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Manawa, WI 54949**

920-596-2525

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School District of Manawa

Students Choosing to Excel, Realizing their Strengths

Mission Statement:

The School District of Manawa is the place where students choose to excel academically and realize their strengths.

Vision Statement:

The School District of Manawa engages students to reach their full potential in a changing global society through highly effective instruction and leadership.

Guiding Principles Grouped by Core Values:

1. ***Student Success - The District focuses on addressing the needs of all students by creating a student-centered learning environment conducive to all learners.***
2. ***Highly Effective Staff – The District demonstrates accountability to the students and community it serves by promoting high standards for:***
 - *Creating academically rigorous curriculum and instruction for ALL.*
 - *Closing the achievement gaps between sub-groups of students and their peers.*
 - *Engaging in regular professional development on research-based best practices.*
 - *Supporting and rewarding innovative and progressive initiatives.*
 - *Fostering a positive attitude toward change.*
 - *Expecting the highest degree of professionalism.*
 - *Creating a culture of competent and passionate employees.*
3. ***Innovative Leadership – The District demonstrates accountability to the students and community it serves by holding high leadership standards for:***
 - *Developing proactive planning procedures for curriculum, instruction, assessment, and record-keeping.*
 - *Budgeting with the needs of all learners as the first priority.*
 - *Recruiting and retaining highly effective educators.*
 - *Creating balanced programming options for remediation and enrichment.*
4. ***Parent-Community Engagement – The District is a centers of community life and enhances the community's quality of life to the extent that it promotes and supports:***
 - *Collaborating with all stakeholders involved in issues prior to decision-making.*
 - *Being transparent in communications.*
 - *Maintaining an open door policy.*
 - *Creating a culture that develops and sustains school/district pride.*
 - *Offering academic and social programs for families and the community.*
5. ***Learning Environment – Successful teaching and learning are nurtured in an institutional climate characterized by:***
 - *Maintaining the facilities to ensure they are safe, clean, welcoming, inspirational and reliable work spaces for all.*
 - *Nurturing a learning community that provides stability and a sense of satisfaction and fulfillment for all students and personnel.*
 - *Supplying and maintaining contemporary technology.*

TABLE OF CONTENTS

VISION STATEMENT	3
I. INTRODUCTION	8
A. WELCOME	8
B. DISCLAIMER	8
II. EMPLOYMENT POLICIES	9
A. ANTI-HARASSMENT POLICY	9
B. COMMUNICATIONS AND SUGGESTIONS	9
C. CONFLICT OF INTEREST AND ETHICAL STANDARDS	10
D. DRUG-FREE WORKPLACE	10
E. EQUAL EMPLOYMENT OPPORTUNITY	10
F. IMMIGRATION LAW COMPLIANCE	10
G. OUTSIDE ACTIVITIES OF STAFF	11
H. PERSONNEL FILES	11
I. POLITICAL ACTIVITIES OF STAFF	11
J. CIVIC ACTIVITIES OF STAFF	11
III. EMPLOYMENT CONDITIONS	11
A. EMPLOYEE EXPECTATIONS	11
1. Attendance.....	11-12
2. Background Checks for Employment	12
3. Child Abuse Reporting Requirement.....	12
4. Confidentiality.....	12
5. Copyright	13
6. District Safety Plan.....	13
7. District Property	13
8. Emergency Drills	13
9. Equipment Disposal or Relocation.....	13
10. False Reports.....	13
11. Homework.....	13
12. Information Technology.....	13-14
13. Injuries to Employees.....	14
14. Injuries to Students.....	14
15. Legal Actions Involving Employees	14
16. Licensure/Certification	14-15
17. Operation of District Vehicles.....	15
18. Operation of Personal Vehicle.....	15
19. Outside Employment	15
20. Physical Examination and Skin Tuberculin Test.....	15-16
21. Professional Appearance	16
22. Professional Development	16
23. Residency	16
24. Safety Training.....	16
25. Student Supervision.....	16
26. Student Teachers.....	16
27. Substitute Teachers	17
28. Volunteers	17

29. <i>Work Spaces</i>	17
30. <i>Work Stoppage</i>	17
B. EMPLOYEE WORK DAY/HOURS OF WORK	18
1. <i>Normal Hours of Work</i>	18
2. <i>Meetings</i>	18
3. <i>Consultation with Parents</i>	18
4. <i>Emergency School Closing</i>	18-19
5. <i>School Calendar</i>	19
C. EMPLOYEE RESPONSIBILITIES	19
1. <i>Access to Students</i>	19
2. <i>Attendance at School Events</i>	19
3. <i>Curriculum Development</i>	19-20
4. <i>Professional Duties</i>	20
5. <i>Professional Growth</i>	20
D. EMPLOYEE PERFORMANCE AND EVALUATION	20
1. <i>Employee Evaluation</i>	20-21
2. <i>Employee Discipline</i>	21
E. EMPLOYEE STATUS	21
1. <i>Employee Definitions</i>	21-22
2. <i>Determination of Assignments</i>	22
3. <i>Transfers</i>	22
4. <i>Reduction in Staff</i>	22-23
5. <i>Termination, Non-Renewal, and Resignation</i>	23
F. GRIEVANCE PROCEDURE	23-26
IV. COMPENSATION	26
A. PAYROLL INFORMATION	26
B. SALARY AND RELATED COMPENSATION	26
1. <i>Salary</i>	26
2. <i>Extended Contracts</i>	26
3. <i>Extra-Curricular Stipends</i>	26-27
4. <i>Supervisory Duties</i>	27
5. <i>Substitute Assignment</i>	27
6. <i>Required Training</i>	27
7. <i>Summer School</i>	27
8. <i>External Honorarium</i>	27
V. BENEFITS	27
A. DISTRICT PROVIDED BENEFITS	27
1. <i>Wisconsin Retirement</i>	28
2. <i>Health, Dental and Vision Insurance</i>	28
3. <i>Eligibility for Health, Dental and Vision Insurance</i>	28
4. <i>Premium Contributions for Health Insurance</i>	28
5. <i>Premium Contributions for Dental and Vision Insurance</i>	28
6. <i>Group Term Life Insurance</i>	28
7. <i>Group Long-Term Disability Insurance</i>	28
8. <i>Liability Insurance</i>	28
9. <i>Travel Expenses/Mileage</i>	28-29
B. VOLUNTARY BENEFITS	29
1. <i>Short-Term Disability</i>	29
2. <i>Tax-Sheltered Annuity (TSA)/403(b) Retirement Plan</i>	29
3. <i>Section 125/Flexible Spending Account</i>	29

C. VOLUNTARY RETIREMENT	29
D. WORKERS' COMPENSATION	29-30
VI. TIME OFF AND LEAVES	30
A. PAID LEAVE DAYS	30
1. <i>Sick Leave/Paid Time Off (PTO)</i>	30-31
2. <i>Gifting of Sick Leave</i>	31
3. <i>Bereavement Leave</i>	31
4. <i>Emergency Leave</i>	32
5. <i>Jury Duty and Witness Duty</i>	32
6. <i>National Guard Duty</i>	32
7. <i>Military Leave for Active Duty</i>	32
8. <i>Administratively-Approved Leave</i>	33
B. FAMILY AND MEDICAL LEAVE ACT	33
C. LEAVES OF ABSENCE	33
1. <i>Unpaid Leave of Absence</i>	33
2. <i>Professional Leave</i>	33
3. <i>Child-Rearing and Adoption Leave (Extended Beyond FMLA/WFMLA)</i>	33-34
4. <i>Failure to Return after Expiration of Leave</i>	34
5. <i>Interaction with Family and Medical Leave Provisions</i>	34
VII. EXTRA-CURRICULAR ACTIVITY ASSIGNMENTS	34
A. LETTER OF ASSIGNMENT	34
B. EVALUATION	34
C. VOLUNTEERS	34
EMPLOYEE ACKNOWLEDGEMENT FORM	35
ADDENDUM A School District of Manawa Organizational System	36

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I. INTRODUCTION

A. WELCOME

We are pleased to have you as a member of the faculty of the School District of Manawa (SDM). The skills and commitment each employee brings to his/her job makes an important contribution to our goal of providing excellence in education to the students and families of the SDM. It is the District's responsibility to provide for the public education of students from 4-year-old kindergarten (4-K) through twelfth grade. The school system is governed by a seven-member Board of Education elected by area for 3-year terms by the residents of the District. The District Administrator is responsible for overall administration of the schools and implementation of Board policies. A SDM employee can expect a fair and equitable salary, competitive benefits, and the opportunity to be a part of the best that public education has to offer. We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.

It is each employee's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and the administrative guidelines available electronically on the District website, as well as the rules and regulations contained herein.

This *Professional Educator Handbook* has been written to provide information and guidance to faculty members. Given the reality of a complex, ever-evolving organization, the information in this handbook is not all-inclusive. We recognize that employees are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to the District Administrator or your immediate supervisor.

B. DISCLAIMER

This Employee Policy Manual has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or an appointment of employment, expressed or implied. All of the District's employees are employed "at will" and employment is not for any definite period, unless otherwise set forth in writing by appointment or statute. The School District of Manawa Board of Education reserves the right to add, delete or otherwise modify any or all of the below terms and conditions of employment, in whole or in part, for the good of the School District of Manawa, at any time with or without notice. The School District of Manawa Board of Education recognized the District's employees are an integral part of the development of terms and conditions of employment found within this Handbook. The Board of Education and/or its representatives will inform district employees prior to making any modifications found within this Handbook.

Violations of the terms of the *Professional Educator Handbook*, policies, regulations, or guidelines may result in disciplinary action, up to and including, termination of employment.

This *Professional Educator Handbook* supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

This Handbook is not all-inclusive of the information for which faculty members are responsible for knowing and following. Additional publications that faculty members should follow include, but are not limited to, Board policies and guidelines, the *Teacher Performance Evaluation* (TPE) document, building bulletins and handbooks, the Mentoring Handbook, administrative announcements, and curriculum guides.

II. EMPLOYMENT POLICIES

A. ANTI-HARASSMENT POLICY

The School District of Manawa is committed to maintaining and ensuring a working environment that is free of harassment or intimidation. The District will not tolerate any form of harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it. *(See Policy 3362.)*

Harassment refers to physical or verbal conduct, or psychological abuse, by any person who disrupts or interferes with a person's work performance, or which creates an intimidating, hostile, or offensive work environment. Harassment may be student to staff, staff to student, staff to staff, male to female, female to male, female to female, or male to male. Harassment may include, but is not limited to the following:

1. Verbal harassment, including epithets, kidding, derogatory comments, slurs, or ethnic jokes.
2. Physical interference with movement, activities, or work.
3. Visual harassment, including derogatory cartoons, drawings, or posters.
4. Sexual harassment, which is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark that is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's work performance. Sexual harassment can take the form of any unwanted sexual attention ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material, and subtle or expressed pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, unsatisfactory work evaluations, different treatment, sarcasm, or unwarranted comments to or by peers.

Any individual who believes he/she has been subjected to harassment by any other person should report that incident to a building principal or to the District Administrator. If an employee is not comfortable making a complaint to their building principal or the District Administrator, the complaint may be made to the District Compliance Coordinators. It is the intent of the District to establish an atmosphere where complaints are timely investigated and the harassment is appropriately addressed. The Board designates the following individuals to serve as the District's Compliance Officers:

Dan Wolfgram, Secondary Principal
515 E. Fourth St.
Manawa, WI 54949

920-596-2524

dwolfgram@manawaschools.org

Carmen O'Brien, Business Manager
800 Beech Street
Manawa, WI 54949

920-596-2524

cobrien@manawaschools.org

The District forbids retaliation against anyone who has reported harassment or cooperates in a harassment investigation.

B. COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain of command by bringing the concern or idea forward to his/her immediate supervisor/evaluator.

C. CONFLICT OF INTEREST AND ETHICAL STANDARDS

Professional educators are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to §19.59 and § 946.13 Wisconsin Stats.

D. DRUG-FREE WORKPLACE

The District seeks to provide a safe, drug and tobacco-free workplace for all of its employees. The manufacture, distribution, dispensation, possession, or use of tobacco, alcohol, inhalants, controlled substances, substances represented to be such (i.e. fake or look-alike substances), or unauthorized prescription medication, is prohibited on school premises, in school vehicles, or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, be under the influence of, or distribute any illegal drug, unauthorized prescription medication or alcoholic beverage as defined in Wisconsin Statutes while on school premises, during working hours or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illegal drug, unauthorized prescription medication or alcoholic beverage on school premises, during working hours or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including termination of employment. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a)(1)(D).

After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].

E. EQUAL EMPLOYMENT OPPORTUNITY

The Board does not discriminate in the employment of support staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting outside of professional responsibilities, 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 (as defined in §111.32, Wis. Stats.). (*Policy 3122, 4122*)

F. IMMIGRATION LAW COMPLIANCE

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must

complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

G. OUTSIDE ACTIVITIES OF STAFF

Professional educators are expected to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. This would include engaging in social media communications that may portray the District in a negative light.

H. PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. If an employee has a change in any of the following information, the employee is expected to contact the Payroll Office as soon as possible:

1. Legal name
2. Home address
3. Primary telephone number
4. Emergency contact
5. Marital status
6. Change of beneficiary
7. Exemptions (W-4 Tax Form)

Any access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of employees and grant access to inspect or review those records as provided for in §103.13 Wis. Stats.

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established to either have a correction made to the information in question or to have the content in question removed from the file.

I. POLITICAL ACTIVITIES OF STAFF

Because political activities may be disruptive, divisive, and distracting to a positive learning environment, such activities are not appropriate within the school setting. The Board prohibits political activities on all District owned and used property, within all school buildings, in school buses and vehicles, and at all school-sponsored activities unless part of a Board approved teaching unit.

J. CIVIC ACTIVITIES OF STAFF

Developing a sense of civic engagement and promoting a democratic society is at the heart of public education. Staff is encouraged to promote civic education.

III. EMPLOYMENT CONDITIONS

A. EMPLOYEE EXPECTATIONS

1. Attendance

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 District to operate effectively, employees are expected to perform all assigned duties. Teachers are professionals with a unique set of skills and competencies. They shall be present for the students they teach or supervise and shall organize their schedules to satisfy the demands of their profession. When leaving the school premises, they shall sign out in the school office.

Employees who are unable to report to work shall follow the procedures for reporting his/her absence and obtaining a substitute. Any time spent not working during an employee's scheduled day must be accounted for in the substitute assignment system. The District monitors 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. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

2. Background Checks for Employment

Anyone applying for a position in the District is 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 a district's performance expectations, incompetence, inefficiency, neglect of duty, potentially illegal conduct, unprofessional conduct, or insubordination.

Knowingly falsifying or omitting information shall be sufficient grounds for termination of employment.

Additionally, anyone applying for any position shall be required to agree to the release of all records to the Board for examination for the purpose of verifying the accuracy of background and criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

3. Child Abuse Reporting Requirement

Wisconsin Statutes 48.981 requires all school district employees to report cases of suspected child abuse or neglect. Each professional educator employed by the District who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means. The professional educator shall immediately notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and be responsible for contacting the appropriate authorities (Manawa Police Department, Waupaca County Sheriff's Department, and/or Waupaca County Department of Health and Human Services) who will then provide additional steps depending on the situational details and the child's residence address.

A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect. Failure to report cases of suspected child abuse or neglect shall result in discipline, up to and including discharge.

4. Confidentiality

Wisconsin Statutes 118.125 and 118.26 outline the confidentiality of all student records including behavioral, health, and academic records. The District interprets these statutes to mean that unless an individual has a "right to know," the academic, health, and behavioral records of students are not to be shared. This can be carried forward to both the written record and verbal conveyance of student health, academic, and behavior progress (or lack thereof). Open discussion of student progress, behavior, or health issues with individuals that do not have a "right to know" could be contrary to Wisconsin Statutes and could compromise professional accountability. These statutes are not intended to restrict staff from asking for assistance or ideas on how to handle a particular situation.

Failure to maintain the confidentiality of student records shall result in discipline, up to and including,

termination of employment.

5. Copyright

A variety of machines and equipment for reproducing materials to assist employees in carrying out their educational assignments are available to professional educators in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards for District employees. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

6. District Safety Plan

The District has standardized lockdown procedures for use when the situation requires emergency safety measures. Each professional educator should know exactly what the lockdown procedures are and where the lockdown procedures are located for the assigned classroom or work location. Employees must follow the prescribed procedures during any emergency drill or situation. [MO1]

7. Identification Badge

In order to maintain a safe, secure environment, all employees are required to have their photographs taken to wear the District-issued identification badge during the work day and at District functions when serving in a rework-related role.

8. District Property

The District may supply an employee with equipment or supplies to assist the professional educator in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft.

Employees may not utilize District property for personal use or gain. Limited use of telecommunications equipment, computer equipment, software, and minimal duplication-for-a-fee copy machine use are exceptions when used appropriately and do not interfere with the work responsibilities of the professional educator.

Any equipment, unused supplies, or keys issued must be returned prior to the professional educator’s last day of employment, including, but not limited to employee identification badges, parking permit, keys, and the key fob for building entry.

9. Emergency Drills

Every school conducts emergency drills in accordance with state law. All employees present in a building at the time of an emergency drill are required to participate in the drill.

10. Equipment Disposal or Relocation

All District-owned equipment intended to be moved to another building site or declared surplus for disposal purposes must first be approved by the principal for such change in use. An “Equipment Disposal/Relocation Request Form” must be submitted to and approved by the principal before any change is made. Classroom or building inventories should be adjusted accordingly.

11. False Reports

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

reports.

12. Homework

Professional educators must be familiar with and abide by the District's policy and administrative guidelines regarding the assignment of homework to students. (*Policy 2330*)

13. Information Technology

The Manawa Board of Education has established policies that specify the rules for employee use of District-owned technology as well as personally owned technology. Professional educators are expected to know and abide by the District's policies and administrative guidelines related to use of technology.

Users of the District's information technology should have no expectation of privacy in the content of their personal files and records of their online activity while on the District's network.

14. Injuries to Employees

Professional educators are covered under Workers Compensation Insurance (Section 102.31, Wis. Stats.). In accordance with District policy, any work-related injury must be reported to the school office immediately so that proper reports may be filed for medical/hospital bills as well as claims for time off from work due to the injury. Failure to report an injury may jeopardize an employee's claim for payment of medical bills, disability claims, and/or back wages. Injuries sustained while on the job may not be covered under an employee's personal health insurance. It is the employee's responsibility to file injury reports with the school office within 24 hours of the event; the District assumes no responsibility for filing such reports.

15. Injuries to Students

Professional educators are responsible for reporting any student injury to the school office immediately. Each school's procedures for first aid, medical assistance, emergency assistance, parental contact, and appropriate written reports will be followed within 24 hours of the event.

16. Legal Actions Involving Employees

Every professional educator shall notify his/her principal as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or misdemeanor, or any offense involving moral turpitude.

The requirement to report an arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination of employment. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not be an automatic basis for termination of employment. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- a. the nature of the offense;
- b. the date of the offense;
- c. the relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment, or conviction.

17. Licensure/Certification

The term “teacher” means any person who is required to hold a certificate issued by the Department of Public Instruction (e.g., classroom teachers, librarians, counselors, etc.).

Evidence of such legal authority to teach must be filed with the District Administrator prior to the effective date of any teaching appointment.

All matters related to obtaining and renewing a teaching license or certification is the professional educator’s personal responsibility. Each professional educator who is required to be licensed or certified by law must provide the District with a copy of his/her current license or certificate to be maintained in his/her personnel file. Professional educators are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject shall be void. All teaching contracts shall terminate if, and when, the employee’s authority to teach terminates, and no person shall be employed with an expired license. Employees shall maintain the licenses that are in effect upon hire. If a teacher changes his/her certification with the Department of Public Instruction, he/she must immediately notify the District Administrator in writing.

18. Operation of District Vehicles

All professional educators who drive a District vehicle must provide proof of a valid driver’s license. Continued use of District vehicles is contingent on following the rules and procedures for using District vehicles. Professional employees who drive District vehicles must notify his/her principal immediately of any driving citation or conviction of a traffic violation. Principals receiving such notice will immediately notify the District Administrator. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District or personal vehicle.

The District completes background checks on all employees that includes the employee’s driving record. A staff member may have restrictions on transporting students or may be restricted from driving a district vehicle based on the information contained in the driving record.

19. Operation of Personal Vehicle

Professional educators who are required to drive their personal vehicle for District business or activities will be reimbursed at the IRS rate. The employee’s personal insurance shall serve as the first level of coverage. If a professional educator is transporting students in a personal vehicle, the person is required to have the Department of Transportation vehicle inspection form completed and submitted to the District Office prior to transporting students. In addition, a copy of the professional educator’s valid driver’s license and copy of proof of insurance must also be submitted to the District Office. (*Administrative Guideline 8660*)

20. Outside Employment

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the professional educator’s regular position with the District. Professional educators shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board expects professional educators to devote maximum effort to the position in which employed. A professional educator will not perform any duties related to an outside job during the additional time that the responsibilities of the District’s position requires; nor will a professional educator use any District facilities, equipment, or materials in performing outside work. When the periods of work are such that certain evenings, days, or vacation periods are duty free, the professional educator may use such off-duty time for the purposes of non-school employment.

21. Physical Examination, Drug Test, and Tuberculosis Risk Assessment

As a requirement for employment and in accordance with section 118.25 of the Wisconsin Statutes, employees will be required to furnish evidence of a physical examination and a Wisconsin tuberculosis (TB) risk assessment questionnaire screening form. When hired, a professional educator will be given a conditional offer of employment, contingent on evidence that the employee is of sound health and able to perform the essential functions of their job.

The physical examination will be performed by ThedaCare at Work.

A Wisconsin tuberculosis (TB) risk assessment questionnaire screening form and drug test must also be performed by ThedaCare at Work. The results of the testing must be submitted to the District Administrator before the effective date of employment.

Fitness for Duty: The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises concerning the professional educator's ability to perform the essential functions of his/her job, and consistent with the limitations imposed by applicable State and Federal law. Failure to comply with this request or failure to provide a doctor's certification of fitness for duties assigned may result in discipline, up to and including, termination of employment.

22. Professional Appearance

Professional educators are expected to be neat and professional in their dress and grooming. When on duty for the District, professional educators are role models for students and are expected to dress in a manner that is consistent with District expectations. Business casual is most appropriate. Casual dress is appropriate for field trips, shop experience, lab experiment, or clean-up which would possibly soil clothing. Employees must get approval from their principal if they feel business casual would not be appropriate for their level or certain activity. Administration will determine when personal protective equipment must be worn. On occasion, there are theme-based school/district sponsored days (ex. Homecoming, Think Pink, Red Ribbon Week, or sports-related days) where exceptions are made to the usual business casual dress.

23. Professional Development

All professional educators are expected to pursue independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, each professional educator will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

24. Residency

The District encourages employees to reside within the school district.

25. Safety Training

Professional educators for whom training in the following areas is deemed necessary and appropriate shall be trained as part of the District's safety program:

- a. the control of blood-borne pathogens
- b. the information regarding hazardous chemicals
- c. the use of automated external defibrillators
- d. the control of casual-contact communicable diseases
- e. the control of direct-contact communicable diseases
- f. the use of Cardio-Pulmonary Resuscitation (CPR)
- g. the use of Basic First Aid

Administrators may designate any safety training a condition of continued employment when provided at the District's expense.

26. Solicitations

Employees may not use their positions to solicit funds, recruit membership, disseminate personal or political information that in any way interferes or distracts from the District's vision, mission, and purpose.

27. Student Supervision

The District requires each professional educator to maintain a standard of care for supervision, control, and protection of students commensurate with the employee's assigned duties and responsibilities.

28. Student Teachers

The District recognizes its responsibility to assist in the training of future teachers by providing classroom placements for student teachers. Professional educators of the District will comply with the District's rules and procedures for the placement and supervision of student teachers.

29. Substitute Teachers

Professional educators must use the District's procedures whenever a substitute teacher is needed. Student teachers shall not be used as substitutes. Only the sub caller may make arrangements for substitutes, except when a principal must utilize internal substitutes due to an emergency situation or when a professional educator intends to be absent for non-school business for less than a half-day for which the professional educator must make arrangements with a colleague for coverage and notify the principal of the arrangements in advance of the absence. Substitute teachers are directly responsible to the building principal during the time they are assigned to that principal's building. Professional educators are responsible for providing current seating charts, lesson plans, classroom rules, and other information necessary for the orderly and effective operation of the class by the substitute.

Teachers who are asked to substitute for another teacher will receive \$18.00 per class period.

30. Unpaid Debt to the District

Employees that accrue debt due to unpaid food service bills, non-sufficient funds check, or other reasons will have this amount subtracted from their pay on the June 15th payroll.

31. Volunteers

The District encourages community interest and participation in its schools in many ways, one of which is provision for volunteer service by qualified adults in assisting students and teachers in a variety of school and classroom-related activities. Proper utilization of volunteers not only affords personal satisfaction to adults interested in volunteer service, but it also affords increased learning opportunities to students who can benefit from a variety of learning experiences provided by the volunteer under the direction of the professional educator. All volunteers who work directly with students are required to have the District-prescribed annual background check. Special rules apply for teen volunteers.

Designated volunteer programs such as the Senior Tax Exchange Program (STEP) are of particular value to the students of the District. Because of the value of these designated volunteer programs and of volunteers in general, professional educators are expected to support the use of volunteers in their schools, their classrooms, and during school activities. Volunteers are to complete tasks of educational benefit set for them by the professional educators they are assisting. A volunteer is not empowered to independently diagnose student learning needs or prescribe student activities or formally evaluate student work. The latter tasks are reserved for the professional educator responsible for the students.

32. Work Spaces

Professional educators are expected to maintain professional and appropriate work spaces that are consistent with the professional educator's assignment and the District's educational program. Personal items should be

kept to a minimum and should never violate District policies or directives. Personal appliances (e.g., coffee makers, refrigerators, microwaves) are not permitted in classroom settings unless there is an educational rationale and written approval of the principal.

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

30. Work Stoppage

Professional educators may not engage in, condone, assist, or support any work stoppage strike, slowdown, or sanction, or withhold in full or in part any services to the District. Professional educators who fail to perform their normal duties when so required as part of any action which disrupts the orderly operation of the District will be subject to whatever disciplinary action the District deems appropriate up to and including termination of employment as per State Statute 111.62 Strikes, work stoppages, slowdowns, lockouts, unlawful; penalty.

B. EMPLOYEE WORK DAY/HOURS OF WORK

1. Normal Hours of Work

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

The typical work day is defined as 7:30 a.m. until 3:30 p.m. (less 30 minutes for lunch).

During the school day professional educators are not to absent themselves from a class while that class is in session (except for legitimate student teacher training purposes), nor should professional educators leave the building earlier than the designated time at the end of the teaching day. Professional educators wishing to deviate from the above regulation must request and receive permission to do so from their building principal before taking leave. Requests should be limited to emergency situations or such instances where the task cannot be completed except during school hours.

2. Meetings

Faculty Meetings: Professional educators are required to attend all mandatory administratively scheduled meetings of the faculty, staff, department/grade level, or other sub-group of employee. Administratively scheduled meetings may begin before the normal workday begins or extend beyond the end of the normal workday. The administration shall attempt to provide reasonable notice of all such meetings. Professional educators who are required to attend administratively scheduled meetings will receive no additional remuneration beyond their regularly paid salary for attending such meetings.

Student Progress Meetings: Professional educators are required to attend individual educational plans (IEP) team meetings, Response to Intervention team (RtI) meetings, parental conferencing meeting or other meetings of similar nature, which are normally conducted at irregular times and are required to attend such events regardless of the date, time, or duration of said meetings. Professional educators who are required to attend such student progress meetings will receive no additional remuneration beyond their regularly paid salary for attending such meetings. Professional educators attending student progress meetings during the work day, including during time designated for planning or preparation, will receive no compensation or additional remuneration beyond their regularly paid salary for attending such meetings.

3. Consultation with Parents

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to scheduled parent/teacher conferences and open houses at which attendance is mandatory except for professional educators who have received permission from their principal due to being engaged in other school activities scheduled at the same time.

4. Emergency School Closing

When inclement weather, other emergencies, or special situations require a delayed start or the closing of school for the day, professional educators are responsible for obtaining the revised work day information from the District website or District-designated media. Professional educators shall not report to work, nor shall their compensation be affected for such times, when school is closed unless otherwise directed by the administration in unique situations for which time compensation shall be provided.

In the event it is necessary to provide an unscheduled early release, professional employees will be informed of the situation by the administration. Professional educators shall leave during such emergencies and shall not have their compensation affected. When school is closed early due to inclement weather, teachers shall be excused to leave as soon as the busses have departed.

The District Administrator shall make the decision regarding emergency closings. Make-up time for emergency closures shall be in keeping with state statute and shall be at the discretion of the Board. Professional educators shall not receive additional compensation in the event the District requires missed day(s)/time to be made up with or without students.

5. School Calendar

The Board will publish a calendar which reflects One Hundred Eighty-Eight (188) work days.

C. EMPLOYEE RESPONSIBILITIES

1. Access to Students

Professional educators are responsible for making themselves available in their classrooms or work areas to students in the morning prior to the start of classes and after classes end at the conclusion of the student day. This access is intended to provide time for students who need remedial, make-up, or enrichment assistance to work with their teachers or other education professionals and is within the normal work day of salaried professional educators.

2. Attendance at School Events

Professional educators are required to attend all mandatory, administratively-required school events. These events, though not limited by enumeration, may be an open house, music program, art show, and/or other school or district events that occur after the normal work day. Professional educators who have a co-curricular conflict or other professional conflict may be excused at the discretion of their principal as long as such arrangements are made at least 24 hours in advance. The missed time may be required to be made up.

3. Curriculum Development

In addition to each professional educator's individual responsibility for developing the scope, sequence, and lessons for his/her teaching assignment in accordance with the Board-approved curriculum, every professional educator has the responsibility to participate in curriculum development for the District as part of a curriculum committee, grade level/departmental team, work group, or individual task. Each professional educator has the obligation to participate in ongoing curriculum committee work and is expected to

contribute professionally to curriculum committee activity and to attend meetings as scheduled.

The District will maintain and publish a curriculum development schedule that may include, but is not limited to, an ongoing cycle that includes an outside audit, a curriculum rewrite process, and a textbook/resources process, or any other components deemed appropriate by the District for each curriculum area, grade-level, department, program, or other grouping determined by the District.

Each professional educator is assigned to a particular curriculum committee and is obligated to participate in the curriculum development and rewrite process as deemed appropriate by the District. Teachers perform designated curriculum projects under the direction of the Curriculum Director and shall be paid the Board approved stipend. Teachers shall be paid upon approval of the entire scope of work by the Board.

Individual curriculum work outside of the regular cycle of curriculum development and rewrite, above and beyond the normal scope and sequence and lesson planning for which each professional educator is personally responsible for his/her teaching assignment, may be authorized by the District at the sole discretion of the District. The District may invite curriculum projects to be proposed by individuals, groups, committees, departments of the faculty, or administrators. The District will announce the criteria for approval and determine, in its sole discretion, the projects that are approved and conditions for such approval. Compensation for professional educators of approved non-cycle curriculum development and rewrite work, often referred to as R & D summer curriculum projects, shall be paid the Board approved stipend upon Board approval of the curriculum documents.

Every professional educator also carries the professional responsibility to update and improve semester outlines and units of study for courses and classes personally taught as part of their regular salaried position. Each professional educator is expected to develop written materials within an approved format and to submit copies of these materials as directed by his/her principal.

4. Professional Duties

The District recognizes that each professional educator performs many duties not directly related with the regular classroom teaching assignment or other professional assignment nor specifically itemized in the position assignment. Professional duties are those considered to be part of the professional educators traditional workday and include, but are not limited to the following enumerated duties. The District, at its sole discretion, may add to or change this list.

- a. The assignment itself;
- b. Faculty meeting attendance and participation;
- c. District-level committee attendance and participation;
- d. School-level committee attendance and participation;
- e. Varied ad hoc committees on which professional educators have traditionally served;
- f. Open house(s) as scheduled;
- g. Parent conferences as scheduled;
- h. Implementation of discipline plans, IEPs, 504 plans, RtI plans, ELL plans, G/T plans or other student assistance/accommodation plans as determined appropriate by the District;
- i. Supervision of students assigned during the workday (i.e., hallway, detention, to lunch or midday recess);
- j. Letters of recommendation for students except in cases where the student's performance would result in a negative response;
- k. Daily check of mailbox, minimally before school and in the afternoon;
- l. Daily monitoring of and response to email and voicemail;
- m. Summer monitoring of and response to email;
- n. Adherence to deadlines for submission of information and data to administration;
- o. Written/electronic lesson plans developed in advance in accordance with District format and

- expectations;
- p. Professional sharing of information obtained from workshop/conference attendance, site visit, school meeting, or District meeting.

5. Professional Growth

All professional educators shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, each professional educator will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

D. EMPLOYEE PERFORMANCE AND EVALUATION

~~D.~~ Staff have the privilege to bring representation of choice when meeting with an administrator.

1. Employee Evaluation

The District views employee evaluation as an ongoing process for the purpose of improving organizational performance and assessing individual performance of employees. The process for employee evaluation is specified in the *Teacher Performance Evaluation Guide* which is shared annually with all professional educators. The District, at its sole discretion, may revise the *Teacher Performance Evaluation Guide* at any time. Any evaluation process must comply with all applicable state and federal laws and regulations. During an employee's first three (3) years in the District he/she shall be evaluated a minimum of two (2) times annually.

2. Employee Discipline

The Board of Education reserves the right to and the responsibility to manage the District's employees. The District Administrator or his/her designee may issue discipline or recommend termination of employment to the Board of Education, if necessary, consistent with the requirements of any applicable policy, procedure, rule or regulation as well as state and federal law. Staff has the privilege to ~~request~~ bring representation of choice when job performance with supervisor is to be discussed. A professional educator may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No employee may be subject to arbitrary or capricious disciplinary action.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of employees. Progressive discipline will generally progress as follows with documentation placed in the employee file:

- a. Oral reprimand,
- b. Written warning;
- c. Suspension, the length of which is determined by the administration to effect the corrective goal of discipline;
- d. Termination.

As long as it is not arbitrary and capricious, the District Administrator may skip one or all steps in the progressive discipline model whenever the District Administrator deems that the severity of the offense merits it. Any professional educator who is suspended without pay or termination of employment shall be given written notice of the reasons for such action. A copy of such notice shall be made a part of the professional

educator's personnel record. Instances of discipline are subject to the employee grievance procedure.

E. EMPLOYEE STATUS

1. Employee Definitions

Regular Employees: Regular Employees are defined as professional educators whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee.

Regular Full-time School Year Employee: A regular full-time school year employee is defined as a professional educator who is scheduled to work at least 7 hours per day on a regular basis for at least a 180-day school year.

Regular Part-time School Year Employee: A regular part-time school year employee is defined as a professional educator who is scheduled to work less than 7 hours per day on a regular basis for at least a 180-day school ~~year, or year~~ or works less than the 180-day school year.

Exclusions: A regular full-time or regular part-time employee does not include student, substitute, temporary, or summer school employees.

Summer School Employees: A summer school employee is defined as a professional educator who is hired to work for the District during the summer school session. Summer school session is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.

The District will employ professional educators by issuing Individual Teaching Contracts to each professional educator. The Individual Teaching Contracts must be signed and returned to the District Office no later than the stated deadline in order to become a valid contract for the succeeding year.

The non-renewal of Individual Teaching Contracts shall be governed by § 118.22, Wis. Stats.

2. Determination of Assignments

The Board will employ teachers by issuing Individual Teaching Appointments to each teacher on or before March 15 each year. The Individual Teaching Appointments must be signed and returned to the District Office by law on or before June 15 of the same calendar year in order to become a valid appointment for the succeeding year.

The District Administrator is responsible for the assignment of all professional educators in conformance with any legal requirements or certification requirements. Employees may express in writing to the District Administrator or his/her designee their preference of school, grade level or subject. After assignments are issued changes may have to be made due to late staff changes, grade level or school population changes, the final development of class schedules, enrollment changes in specific classes, budgetary/financial adjustments, computer failure, or other factors uncertain when the initial assignment was made. In all cases the decision of the District Administrator and approved by the Board of Education shall be final as to the assignment of professional educators.

All current employees in the District may apply for summer school positions.

3. Transfers

Professional educators interested in transferring from one position to another will apply in writing to the District Administrator according to procedures provided in the vacancy announcement. Consideration will be given to such applications, and all transfer applicants shall receive a written response when the position is

filled.

The District, at its discretion may involuntarily transfer an employee to a vacant or new position in the District. If an employee wishes to be transferred to another position which is open, application for a transfer should be made in writing to the District Administrator or his/her designee. An employee who applies for a vacant position may be granted an interview for the position. The District retains the right to select the most qualified individual (internal or external candidate) for any position.

Prior to an involuntary transfer to another grade level, department, program, or school, the professional educator shall be consulted by the District Administrator or his/her designee at which time the reason for consideration of the change in assignment will be explained. If an involuntary transfer of assignment is made, written notification will be made to the professional educator when the administrative decision is finalized.

Assignments shall be made in accordance with Policy 3130 – Assignment and Transfer. In all cases the decision of the District Administrator and approved by the Board of Education shall be final as to the assignment of professional educators.

4. Reduction in Staff

The Board of Education reserves the right to reduce the number of positions (full layoff, or the number of hours in any particular position (partial layoff), as it determines is necessary for the continued operation of the District's educational program in an efficient and effective manner. Such staff reductions will be made in compliance with policy. In deciding which position(s) to reduce or eliminate, as well as the individuals affected, the Board shall act in what it determines is in the best interest of the students and the District.

The non-renewal procedures (for teachers) of Section 118.22, Wis. Stats., do not apply to layoffs.

No professional educator whose position has been eliminated or reduced and whose employment has been terminated or modified shall have any right to be contacted by the District in the event that a vacancy opens in the future. Likewise, no professional educator whose employment has been terminated or reduced is entitled to a future position or will receive any preference over other applicants. Professional educators whose employment ended or was reduced with the District due to a reduction in force shall not be prevented from applying for future positions with the District.

For teachers:

- a. Where appropriate, attrition may be used to achieve the necessary number of position reductions.
- b. The evaluating administrator will review the Educator Effectiveness Project evaluation data and professional file as maintained in the district office for each teacher in the elementary divisional level (4K-6) and at the secondary (gr. 7-12) by department. The principal shall make recommendations with supporting documentation to the District Administrator as to effectiveness of the teaching staff. The decision will be based on the preponderance of the evidence. (See TPES Guidebook.)
- c. An independent, outside evaluator may be secured with the authorization of the District Administrator to provide an objective assessment of the teacher's performance and will be used in conjunction with the data collected by the evaluating administrator. The request to use an outside evaluator would come from the evaluating administrator or the District Administrator. A teacher may not request an outside evaluator.
- d. Principals will examine all teaching assignments and make recommendations to the District Administrator about the best fit for each position based on each teacher's skills and dispositions.
- e. All other evaluation records being equal, the most recently hired individuals offered the position within the divisional level or department would be the first to be terminated.

5. Termination, Non-Renewal, and Resignation

Individual employment contracts of a professional educator may be terminated or non-renewed upon a

majority vote of the full membership of the Board subject to any applicable law. Employees may be terminated or non-renewed for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law. In the event the District Administrator intends to recommend the non-renewal of a teacher's contract, he/she shall comply with all applicable statutory non-renewal procedures.

The non-renewal of Individual Teaching Appointments shall be governed by Section 118.22, Wis. Stats.

Any decision to terminate or non-renew a professional educator's employment contract shall be subject to review consistent with the grievance procedure in policy and corresponding Professional Educator Handbook references.

A resignation, once submitted and accepted by the Board or its designee, is final and may not be rescinded without approval by the Board. The Board may defer acceptance of a late (i.e. 30 days prior to the start of the school year or school calendar year) resignation until such time as the position from which the professional educator has resigned is filled by the District. Resignations shall be processed in accordance with policy.

F. GRIEVANCE PROCEDURE

The District encourages collaborative problem solving. Employees are encouraged to share any employment-related problem with their immediate supervisor informally.

The District has adopted a grievance policy (*Policy 3340, 4340*) that is available online, via the District website. The process for filing a grievance is outlined in detail in the Policy. Policy specifies the exclusive internal method for resolving grievances concerning discipline, termination, and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure. The Board maintains the right to modify the Grievance Procedure, in accordance with state statute, at any time at its sole discretion.

IV. COMPENSATION

A. PAYROLL INFORMATION

All teachers will be paid on the 15th and final business day of each month. Teachers will be provided the option of either 20 or 24 payments. Teachers electing to be paid out over 20 or 24 payments shall provide written notice to the District by their preference on their signed contract.

All employees will have their pay checks (after all appropriately authorized amounts have been deducted) directly deposited into one designated bank account. Any changes to direct deposit information may be made by notifying the Business Office.

If a payday falls on a bank holiday or a weekend, the pay date will be the last work day preceding the bank holiday or weekend.

Pay is subject to all deductions required by law, federal tax, Social Security payment, Medicare, and state and local income taxes, as applicable. The amount of the deductions will depend on earnings and information furnished on individual W-4 forms regarding the number of exemptions claimed. If an employee wishes to modify the number of exemptions, he/she must request a new W-4 form from the Payroll Office. Only an employee may modify his/her own W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. Professional educators are encouraged to regularly check their pay-related information on the online Employee Portal.

The annual W-2 form reflects how much of an employee's earnings were deducted for these purposes. Any other mandatory deductions to be made from paychecks, such as court ordered garnishments, will be explained whenever the District is ordered to make such deductions. Questions about pay and deductions should be discussed with the Payroll Office.

Should there be an underpayment of any kind, the District will make every effort to repay the amount as quickly as possible. In the event that there is an overpayment of any kind that the District has not noticed, it is the employee's responsibility to bring this to the attention of the Payroll Office.

B. SALARY AND RELATED COMPENSATION

1. Salary

The Board will comply with state statutes as to employee compensation. Employees will receive individual notice as to their salary on the upcoming year's contract. This is subject to change for those professional educators working on the salary advancement model as defined in the Salary and Stipend Guide.

2. Extended Contracts

The Board may determine extended contracts are necessary to complete the work of the District.

3. Extra-Curricular Stipends

Teachers may be assigned extra-curricular activities. The principal will offer a period in which teachers may volunteer for extra-curricular assignments. Assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The District will publish a schedule outlining the compensation for extra-curricular assignments.

4. Supervisory Duties

Supervisory duty assignments, including but not limited to lunch, bus, and recess duties, will be assigned to professional educators or support staff at the sole discretion of the District. The assignment of a duty shall not be deemed a contract, and individuals assigned supervisory duties may be reassigned by the District at any time. The stipends and payments for supervisory duties shall be made in accordance with the *Salary and Stipend Guide*.

5. Substitute Assignment

Teachers who are asked to substitute for another teacher will receive \$18.00 per class.

6. Required Training

The District may occasionally require a professional educator to attend a workshop or training necessary for employment that occurs outside scheduled work days. The professional educator may be eligible for compensation for this required training and will be paid at \$20 per hour compensation. Teachers completing required CPR/First Aid Training will be compensated with a \$25 stipend for annual certification.

7. Summer School

If summer school session employment is available, the District may offer summer school employment to qualified professional educators of the District's choosing. The District is free to use outside providers to perform such work. The terms and conditions of employment for summer school session shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a summer school session shall not be used to determine eligibility or contribution for any benefits, length of service, or wage/salary levels.

8. External Honorarium

Professional educators who are offered a payment or honorarium for work performed during time when the employee is being paid by the District shall promptly report the monetary offer to the District Administrator. The District Administrator, at his/her sole discretion, shall determine after conferring with the professional educator whether the payment or honorarium shall be received and by whom.

V. BENEFITS

A. DISTRICT PROVIDED 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.

Insurance coverage will commence on the professional educator's first day of employment. Except for cases of misconduct, professional educators whose employment is terminated at the conclusion of a school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through August of the same year in which the employment was terminated. Professional educators whose employment terminates during the school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through the last day of the last month of their employment.

The Board reserves the right to select the carriers and plans for any insurance provided by the District.

1. Wisconsin Retirement System (WRS)

The Board will comply with the requirements as to contributions for employees to the Wisconsin Retirement System (WRS) as established by State Statutes and the Department of Employee Trust Funds.

2. Health, Dental, and Vision Insurance

The District reserves the right to select the carrier(s) and to determine the plan benefits including deductibles, co-pays, and other coverage for health and dental insurances. The District reserves the right to change the structure of the benefit plan, including eligibility, at any time. Specific information concerning the plan may be found in the appropriate Summary Plan Description which governs all conditions of coverage. The plan documents are maintained in the Business Office and provided to employees who enroll in the coverages.

Eligible employees who are covered under fully insured group health, vision, and dental plans are assured the privacy protections required by Federal and State Law.

3. Eligibility for Health, Dental, and Vision Insurance

A teacher teaching less than full-time (1.0 FTE) will have the District's percentage of contribution pro-rated as a percentage of full-time employment for purposes of group health and dental insurance, long-term disability benefits and life insurance (e.g., a teacher teaching 0.5 FTE will receive half of the District's contribution for a full-time (1.0 FTE) teacher). Teachers working less than 0.5 FTE are not eligible for the District's health, vision, and dental insurance.

Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions as per Affordable Care Act regulations. Such hours excluded may include, but not be limited to the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc.

4. Premium Contributions for Health Insurance

The District will pay a portion of the premium for group health insurance (employee, employee plus one, and family) depending on the employee election. 86% of the monthly premium rate is paid by the District and 14 % is paid by the employee. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

5. Premium Contributions for Dental and Vision Insurance

The District will pay eighty-six percent (86%) of the premium for group dental and vision insurance (family or single).

6. Group Term Life Insurance

The District will pay the full amount of the premium for life insurance at two times the professional educator's total salary.

7. Group Long-Term Disability Insurance

The District will pay the full amount of the premium for long-term disability insurance. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

8. Liability Insurance

Employees are covered by the District's liability policy while acting within the scope of their defined duties and responsibilities. The District's liability policy shall be in accordance with Wisconsin Statutes.

9. Travel Expenses/Mileage

The District may provide for reimbursement of actual and necessary expenses, including travel expenses, of professional educators that are 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 advance authorization by an administrator.

Professional educators should use District-owned vehicles or bus transportation whenever possible and practical when transporting students. When personal vehicles are used during the course of performing duties for the District, the District will pay the IRS rate for approved out-of-District travel as well as for travel between buildings where employees are required to travel as part of their assignment. Employees must submit a request for travel reimbursement.

B. VOLUNTARY BENEFITS

1. Short-Term Disability

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

2. Tax-Sheltered Annuity (TSA)/403(b) Retirement Plan

A TSA program is available to teachers in accordance with the District's policies governing the 403(b) program.

3. Section 125/Flexible Spending Account

The Section 125(c) Plan is a pre-tax, payroll deduction account that allows employees to set aside up to \$5,000 for dependent, child or adult care and the maximum allowable by law for additional medical, dental or vision expenses not covered by insurance. An annual election for the 2018-19 school year is made with an October 1 through June 30 benefit period. Beginning in the 2019-20 school year, an annual election is made with a July 1 through June 30 benefit period. Claims can be made during the benefit year and up to ninety (90) days after for expenses paid by the individual during the previous calendar year.

C. VOLUNTARY RETIREMENT

The District may provide, at its sole discretion, a post-retirement benefit for eligible professional educators, and reserves the right to modify or terminate this benefit at any time.

A teacher reaching eligible retirement age during the school year must complete that school year before exercising the option to retire early.

All teachers who elect to retire early must provide written notice of their intent to do so on or before February 1 of the school year prior to retirement.

For teachers actively employed before June 30, 2011:

Teachers working .75 FTE or more will be eligible for early retirement benefits in accordance with the following criteria:

- Age 55
- Fifteen (15) years of full-time experience in the District

D. WORKERS' COMPENSATION

Workers' compensation is to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The District will provide Workers' Compensation as required by law. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness. Any employee who is injured on the job shall report the injury to his/her principal prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall notify his/her principal within twenty-four hours after the occurrence of the injury or as soon as practicable. The employee shall complete an accident report form available in his/her school office.

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited to, the following:

- a. Injuries because of a self-inflicted wound;
- b. Injuries sustained because of an employee's horseplay;
- c. Injuries sustained while an employee does an activity of a strictly private nature.

VI. TIME OFF AND LEAVES

A. PAID LEAVE DAYS

Each professional educator will have access to his or her paid leave balances through the Employee Portal. Paid leave may be taken in one hour increments. The responsibility for applying for and claiming leave rests with the professional educator.

1. Sick Leave/Personal Leave = Paid Time Off (PTO)

Paid Time Off (PTO) credit of ten days (3 personal / 7 sick) shall be granted to the professional educator on the first day the professional educator reports to work for the contract year. PTO will accumulate to a maximum of ninety (90) days. Eligible employees at the maximum of 90 days with unused PTO on 6/30 (annually) will receive 50% of the substitute teacher pay (\$50) for every day of unused PTO. This is in lieu of losing unused sick days.

Professional educators beginning work after the first day of the contract year shall receive a pro-rated amount of PTO. Professional educators who leave the District's employment prior to the completion of his/her contract year shall have a pro-rated amount of PTO removed from his/her account; if the professional

educator has exceeded his/her account total, then the amount exceeded shall be deducted from the final amount of salary due to the professional educator.

Personal days (3 days) shall be allowed for any purpose. The number of persons using personal days on any given instructional day will be limited to five staff members district-wide. The date and time of the notification will be documented so that once five people on personal leave is reached, no further personal days will be permitted. Personal leave shall not be used to attend Association membership meetings or for participating in activities on behalf of the Association, to attend legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District. Personal days shall not be taken on in-service days.

It is expected that whenever possible medical or dental appointments for the employee or family member be scheduled outside of regularly scheduled work hours. When appointments cannot be scheduled outside of the regularly scheduled work hours, professional educators are expected to return to work after the appointment if the timeframe permits them to do so. When a professional educator intends to be absent for a medical/dental appointment or other non-school business for less than a half-day, the professional educator may avoid use of sick leave if the professional educator makes arrangements with a colleague for coverage and notifies the principal of the arrangements in advance of the absence. If the principal, school office, or substitute caller is used to provide a substitute, then the professional educator will be charged with a half-day of sick leave if the absence is limited to either before lunch or after lunch, and a full-day of sick leave if the absence includes time both before and after lunch.

Professional educators employed on separate summer contracts, including summer school, shall be eligible for two days of non-accumulative sick leave, or two days of emergency leave, or a combination of one day each of sick leave and emergency leave, with the day being defined as a full-day. To be eligible for these two days, a professional educator must be employed for a minimum period of the full number of days for the scheduled summer session. Professional educators employed on separate summer contracts are not eligible to use more than the two paid days of sick/emergency leave during their summer assignments.

In the event an employee becomes eligible for benefits under the District's long-term disability insurance program, the employee will no longer be allowed to use sick leave or accumulated sick leave for the duration of the disability.

Whenever the District deems such verification appropriate, the professional educator may be required to furnish the District with a certificate of illness signed by a medical provider verifying the reason for the absence. Such certificate should include a statement releasing the professional educator 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 terminate employment of an employee for excessive absenteeism.

When applicable under either Wisconsin or Federal Family and Medical Leave, an employee may elect or the District may require sick leave to run concurrently with the approved Wisconsin and/or Federal leave.

Advance requests for PTO must be made in the Employee Portal as early as possible but not less than two days prior to the day requested. If the event which gives rise to the request is unknown at that time, such request must be made as soon as the employee becomes aware of the necessity for this leave and can reasonably communicate with the administrator or supervisor.

No more than two professional educators in a building or five professional educators in the District may exercise PTO on the same day for purposes other than illness or District-approved professional development unless substitute availability would allow additional PTO days. The substitute teacher log shall be the determination of this calculation.

If a school principal and a school counselor (9-month contract) mutually agree, in advance and in writing, that smooth school operations necessitate that a school counselor work on a day other than the contracted days as specified on the official school calendar, the school counselor shall be provided with an amount of paid time off equal to the amount of mutually agreed time worked. No more than the equivalent of five such special work days may be scheduled and no more than the equivalent of five such compensatory paid days off may be scheduled within a school year. This compensatory time off excludes paid extended contract days for school counselors who perform summer work under the direction of their principal.

2. Gifting of Sick Leave

An employee may choose to gift sick leave days to another employee who has exhausted existing sick leave and who is personally experiencing a catastrophic illness or accident. A catastrophic illness or accident is a severe illness/accident requiring prolonged hospitalization or recovery. Examples would include coma, cancer, leukemia, heart attack or stroke. These illnesses or accidents usually involve high costs for hospitals, doctors and medicines and may incapacitate the person from working, creating a financial hardship. An employee with ten (10) or fewer sick days remaining in his/her own sick leave bank shall not be permitted to gift sick leave days.

3. Bereavement Leave

Professional educators shall be granted up to (4) days of Bereavement Leave in the event of a death in the family or close relationship. It is the professional educator's responsibility to submit the appropriate Employee Portal information and email notice to his/her principal in advance of taking such leave. Professional educators who access Bereavement Leave consisting of multiple days for the same death shall confer with his/her principal in advance for the purpose of maintaining smooth school operations in his/her absence. The District may require proof of the death, the relationship, travel itineraries, or other documentation from the professional educator whenever the District deems such verification appropriate.

4. Emergency Leave

In the event of an emergency not covered by illness in the family as indicated in the Paid Time Off section or death as indicated in the Bereavement Leave section, the professional educator may apply for Emergency Leave to be granted by the District Administrator. Emergency Leave shall be deducted from Sick Leave and will be granted only if sufficient evidence is submitted to satisfy there is a compelling reason for absence. Usually this leave will be granted only under extraordinary and uncontrollable circumstances. These circumstances will usually fall under the classification of "an act of God" and will be of such a nature that they could not possibly be foreseen by the employee, such as damages to the professional educator's residence or vehicle caused by fire, flood, tornado, or other unforeseen emergency.

5. Jury Duty and Witness Duty

An employee who is not able to report for work because of jury duty or acting as a witness in a matter in which the employee is not a party, will be paid for the time missed. The employee shall provide the District with any payment received from serving on the jury. Employees must notify their immediate supervisor as soon as notice of jury duty is received and as soon as jury duty terminates.

Professional educators shall report to work if released from jury duty or the witness stand when at least a half-day remains in the scheduled work day. Professional educators are required to submit proof to verify the amount of the payment and/or their requirement/request to appear.

6. National Guard Duty

Where a professional educator is absent due to required service in the National Guard or Reserve, the professional educator will be paid his/her full salary for a period of up to five days for such absence, barring any overriding provision by the state or federal government. This leave will be granted without any deduction from the employee's PTO account, provided that the professional educator must endorse to the District all payments by the military for the days covered by paid leave from the District.

7. Military Leave for Active Duty

Professional educators will be granted a military leave of absence for absences from work due to serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Professional educators must give their principal advance notice of upcoming military service, unless military necessity prevents advance notice, or it is otherwise impossible or unreasonable.

Professional educators will not be paid for military leave. However, professional educators may use any available accrued paid time off to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable places for which the professional educator is otherwise eligible.

A professional educator who is on military leave for up to 30 days must return to work on the first regularly scheduled work period after the service ends (allowing for reasonable travel time). A professional educator who is on military leave for more than 30 days must apply for reinstatement in accordance with USERRA and applicable state laws.

Professional educators who return from military leave (depending on the length of military service in accordance with USERRA) will be placed either in the position the professional educator would have attained if he/she had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, the professional educator will be treated as if he/she had been continuously employed.

8. Administratively-Approved Leave

A professional educator may request Administratively-Approved Leave (with or without pay) for absences not covered under PTO, Bereavement Leave, or Emergency Leave provisions. Typically, such leave is for “once-in-a-lifetime” events over which the professional educator has no control of the date. Paid Administratively-Approved Leave shall access the professional educator’s PTO Leave account. Unpaid Administratively-Approved Leave shall result in a pro-rated daily deduction of the teacher’s contract. This leave and the conditions thereof, including compensation, shall be at the discretion of the District Administrator whose decision shall be final and without appeal.

Requests for Administratively-Approved Leave shall be made with the appropriate form at least three days prior to the absence if advance notice is available. In the event that three days’ advance notice is not available, the professional educator shall be responsible for submitting the appropriate form as soon as the information is available.

Administratively-Approved Leave, either paid or unpaid, shall not be granted for participating in Association business or to engage in job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District.

B. FAMILY AND MEDICAL LEAVE ACT

Professional educators have access to absences covered by the federal Family Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA) in accordance with provisions and procedures specified in Policy 3430.01, AG 3430.01A, and AG 3430.01B. Questions regarding FMLA leave should be directed to the District’s Business Office.

C. LEAVES OF ABSENCE

1. Unpaid Leave of Absence

Employees must submit a written request for an unpaid leave of absence to the Board. The Board may grant

the request for a leave of absence at its discretion. The leave of absence will begin and end on the dates approved by the Board. A leave of absence may not exceed twelve (12) calendar months.

Employee participation in fringe benefits will be discontinued during a leave of absence. The employee may remain a member of the District's group insurance plans (to the extent permitted by the carrier); however, he/she must pay the premiums to the District during the leave of absence.

Sick leave will not accrue during a leave of absence; however, any accumulated sick leave at the time of the leave of absence will be reinstated upon return.

A teacher must work a minimum of one hundred twenty (120) paid work days in a school year to be eligible for a year of service for early retirement purposes. A teacher teaching less than full-time (1.0 FTE) will have their percentage of teaching pro-rated as a percentage of full-time employment for early retirement purposes (e.g., a teacher teaching 0.5 FTE will receive a half year experience for retirement purposes).

2. Professional Leave

Professional educators may apply for an unpaid professional leave for study, research, or special teaching assignment for a period up to one year. This leave will be without pay or benefits and is subject to Board approval. Requests for professional leave must be made by February 1 for the following school year.

3. Child-Rearing and Adoption Leave (Extended Beyond FMLA/WFMLA)

Professional educators with a minimum of three years of continuous local experience may apply for unpaid Child-Rearing/Adoption Leave. Such leave is subject to Board approval and may be taken for no longer than two semesters. The Board reserves the right to limit approved leaves to no more than two professional educators per school year and is subject to hiring a qualified replacement for the leave period. This leave provision is not available to professional educators who have used this leave provision within the previous three years. Application should be made in writing at least three months prior to the requested start of the leave. If conditions are such that three months' advance notice is not reasonable, then application should be made as soon as practicable with an explanation as to the cause of the reduced advance notice.

4. Failure to Return after Expiration of Leave: In the event the professional educator 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.

5. Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave, and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

VII. EXTRA-CURRICULAR ACTIVITY ASSIGNMENTS

A. LETTER OF ASSIGNMENT

Professional educators shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. The principal will offer a period in which teachers may volunteer for extra-curricular assignments. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The stipend for extra-curricular activities shall be specified in the letter of assignment. The letter of assignment shall not be deemed a contract, and individuals holding extra-curricular positions are employed on an at-will basis for these positions.

B. EVALUATION

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

C. VOLUNTEERS

The Board, upon recommendation from the head coach/advisor and the athletic director or principal, may authorize an individual to serve as a volunteer coach/advisor for an extra-curricular activity. Volunteers are subject to a background check prior to working with children. Volunteers are not employees and are not eligible for salary/wages, stipend, or benefits. Volunteers are covered by the District's general liability insurance policy while acting as a volunteer coach/advisor for the District. Volunteers must follow all District activity and athletic policies and procedures as well as other District policies as applicable. Head coaches/advisors are responsible for directing the activities of volunteers approved for their extra-curricular activity.

EMPLOYEE ACKNOWLEDGEMENT FORM

**This is a duplicate copy of the form.
Please retain this copy with your handbook for reference.**

***An original signed and dated copy of this form must be submitted to the School Office
by the announced deadline as a condition of continued employment.***

The *Professional Educator Handbook* describes important information about the School District of Manawa. I acknowledge that I have received a copy of the District's *Professional Educator Handbook*. I understand that I should consult my principal if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be future changes to the information, policies, and benefits in this handbook. I also understand that the School District of Manawa may add new policies to the *Professional Educator Handbook* as well as replace, change, or cancel existing policies. I further understand that no one can make verbal/oral modifications to this handbook, nor can it be modified by practice. I understand that handbook changes can only be authorized in writing by the District Administrator or by the Manawa Board of Education.

I understand and acknowledge that the district handbook is not a contract of employment or legal document. I understand and acknowledge that the *Professional Educator Handbook* does not alter my employment status or guarantee employment for any definite period of time. I have received the district handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

School District of Manawa Organizational System

Addendum A

	Student Concerns	Special Education	Guidance	Transportation	Athletics	
Level I	Teacher	Homeroom or SPED teacher	Teacher or Counselor	Bus Driver	Coach	
Level II	Principal	Principal	Principal	Transportation Coordinator - Kobussen	Athletic Director	
Level III	District Administrator	Special Education Director	District Administrator	Principal	Principal	
Level IV	Board of Education	District Administrator	Board of Education	District Administrator	District Administrator	
Level V	Department of Public Instruction	Family Engagement Coordinator		Board of Education	WIAA or Conference Commissioner	
Level VI		DPI/ Board of Education			Board of Education	
	Curriculum/ Instruction	Facilities/ Building and Grounds	Finance	Technology	Policy/ Human Resources	Food Service
Level I	Instructional Coach or Principal	Custodian	Administrative Assistant	IT Director	Principal	Food Service Director
Level II	Principal	Principal	Principal	Principal/ Curriculum Coordinator	District Administrator	Business Manager
Level III	Curriculum Coordinator	District Administrator	Business Manager	Business Manager	Policy Committee	District Administrator
Level IV	District Administrator	Building/Grounds Committee	District Administrator	District Administrator	Board of Education	Board of Education
Level V	Curriculum Committee	Board of Education	Finance Committee	Board of Education	Department of Public Instruction	
Level VI	Board of Education		Board of Education			



Students choosing to excel; realizing their strengths.



Support Staff Handbook

Approved by the Manawa Board of Education on ~~July-August 2019~~2018

School District of Manawa
800 Beech Street, Manawa, WI 54949

Phone: 920-596-2525

www.manawaschools.org

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CONTENTS

i.	INTRODUCTION.....	5
	a. Welcome.....	5
	b. Disclaimer	5
	c. Mission Statement	6
	d. Vision and Values	6
ii.	EMPLOYMENT POLICIES	7
	a. Definition of Support Staff	7
	b. Anti-Harassment Policy	7-8
iii.	REPORTING PROCEDURE / INTERNAL INVESTIGATION – EMPLOYEES	8
	a. Drug-Free Workplace	8
	b. Tobacco Policy	8
	c. Equal Employment Opportunity	8-9
	d. Conflict of Interest and Ethical Standards	9
	e. Communications and Suggestions	9
iv.	Outside Employment	9
v.	Personnel Files.....	9
	a. Personal Data Changes	9
	b. Political Activities of Staff	9
	c. Work Stoppage	9
	d. Acceptable Use	9
	e. Health Examination	10
	f. Family and Medical Leave Act (FMLA)	10
	g. Military Leave	10-11
vi.	EMPLOYMENT PRACTICES AND EXPECTATIONS	11
	a. General Practices	11
	i. Attendance	11
	ii. Work Days / Hours of Work	11-12
	iii. Calendar	12
	iv. Professional Development/Training Programs (In-service)	12
	v. Meetings	12
	vi. Injuries to Employees	12
	vii. Injuries to Students	12
	viii. Legal Actions Involving Employees	12
	ix. Email and Voicemail	12-13
	x. Personal Communications	13
	xi. Licensure/Certification	13
	xii. Determination of Assignments	13
	xiii. Reduction in Staff	13
	xiv. Layoff	13
	xv. Operation of District Vehicles	13
	xvi. Operation of Personal Vehicles	14
	xvii. Transportation of Students	14
	xviii. Confidentiality	14
	xix. Professional Appearance	14
	xx. Copyright	14
	xxi. Community Involvement	14
	xxii. Food Service Purchases	14

	xxiii. General Rules of Conduct	14-15
	xxiv. Grievances	15-18
	xxv. Identification Badge	18
	xxvi. Solicitations	18
	xxvii. Safety Plans	18
vii.	Child Abuse Reporting Requirement	18
viii.	Payroll Information	18-19
	a. Salary	18
	b. Residency	18
	c. Payroll Payments	19
	d. Direct Deposit	19
ix.	Benefits	19
	a. District Provided Benefits	19
	b. Worker's Compensation	19-20
	c. Wisconsin Retirement System (WRS)	20
x.	Fringe Benefits	20
	a. Health Insurance	20
	b. Dental & Vision Insurance	20
	c. Group Life Insurance	20
	d. Long-Term Disability Insurance	20
	e. Liability Insurance	20
xi.	Voluntary Benefits for Support Staff Working Over 20 Hours Per Week	21
xii.	Employee Separation	21
	a. Timeline	21
xiii.	Job Vacancies	21
xiv.	Pay for Time Worked:	
	a. Overtime	21
	b. Compensatory Regular Time	22
	c. Call Time / Call-In Pay	21-22
xv.	Holidays	22
xvi.	Vacations	23
xvii.	Paid & Unpaid Leaves:	
	a. Sick Leave	23
	b. Incentive to Sick Leave.....	23
	c. Bereavement Leave.....	23
	d. Emergency Leave	24
	e. Jury Duty	24
	f. National Guard Duty.....	24
	g. Military Leave for Active Duty	24-25
	h. Administratively Approved Leave.....	25
	i. Leaves of Absence:	
	i. Unpaid Leave of Absence	25
	ii. Child Rearing & Adoption	25-26
xviii.	Evaluations	26
xix.	Fobs & Keys	26
xx.	Work Orders	26
xxi.	Organizational System	27
xxii.	Staff Acknowledgement	28

INTRODUCTION

WELCOME

We are pleased to have you as a member of the staff of the School District of Manawa (SDM). The skills and commitment each employee brings to his/her job makes an important contribution to our goal of providing excellence in education to the students and families of the SDM. It is the District's responsibility to provide for the public education of students from 4-year-old [preschool-kindergarten](#) (4-K) through twelfth grade. The school system is governed by a seven-member Board of Education elected by area for 3-year terms by the residents of the District. The District Administrator is responsible for overall administration of the schools and implementation of Board policies. A SDM employee can expect a fair and equitable salary, competitive benefits, and the opportunity to be a part of the best that public education has to offer. We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.

It is each employee's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and the administrative guidelines available electronically on the District website, as well as the rules and regulations contained herein. ~~Any section in the handbook that is governed by a Board policy will provide the policy number in italics/for easy access.~~

This *Support Staff Handbook* has been written to provide information and guidance to support staff members. Given the reality of a complex, ever-evolving organization, the information in this handbook is not all-inclusive. We recognize that employees are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to the District Administrator or your immediate supervisor. [Staff have the privilege to bring representation of choice when meeting with an administrator.](#)

A. DISCLAIMER

This *Support Staff Handbook* has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or an appointment of employment, expressed or implied. All District employees are employed "at will" and employment is not for any definite period, unless otherwise set forth in writing by appointment or statute. The School District of Manawa Board of Education reserves the right to add, delete or otherwise modify any or all of the below terms and conditions of employment, in whole or in part, for the good of the School District of Manawa, at any time with or without notice. The School District of Manawa Board of Education recognizes the District's employees are an integral part of the development of terms and conditions of employment found within this Handbook. The Board of Education and/or its representatives will inform district employees prior to making any modifications found within this Handbook.

Violations of the terms of the *Support Staff Handbook*, policies, regulations or guidelines may result in disciplinary action, up to and including, termination of employment.

This *Support Staff Handbook* supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

This Handbook is not all-inclusive of the information for which staff members are responsible. It is intended to provide employees with information regarding Board policies and administrative guidelines (available online), procedures, ethics, expectations, and standards of the District. Additional publications that staff members should follow include, but are not limited to, the support staff evaluation document, [administrative announcements](#), [building bulletins](#) and handbooks, Federal laws and regulations, and Wisconsin state law.

School District of Manawa

Students Choosing to Excel, Realizing their Strengths

Mission Statement:

The School District of Manawa is the place where students choose to excel academically and realize their strengths.

Vision Statement:

The School District of Manawa engages students to reach their full potential in a changing global society through highly effective instruction and leadership.

Guiding Principles Grouped by Core Values:

1. ***Student Success – the District focuses on addressing the needs of all students by creating a student-centered learning environment conducive to all learners.***
2. ***Highly Effective Staff – The District demonstrates accountability to the students and community it serves by promoting high standards for:***
 - *Creating academically rigorous curriculum and instruction for ALL.*
 - *Closing the achievement gaps between sub-groups of students and their peers.*
 - *Engaging in regular professional development on research-based best practices.*
 - *Supporting and rewarding innovative and progressive initiatives.*
 - *Fostering a positive attitude toward change.*
 - *Expecting the highest degree of professionalism.*
 - *Creating a culture of competent and passionate employees.*
3. ***Innovative Leadership – The District demonstrates accountability to the students and community it serves by holding high leadership standards for:***
 - *Developing proactive planning procedures for curriculum, instruction, assessment, and record-keeping.*
 - *Budgeting with the needs of all learners as the first priority.*
 - *Recruiting and retaining highly effective educators.*
 - *Creating balanced programming options for remediation and enrichment.*
4. ***Parent-Community Engagement – The District is a center of community life and enhances the community’s quality of life to the extent that it promotes and supports:***
 - *Collaborating with all stakeholders involved in issues prior to decision-making.*
 - *Being transparent in communications.*
 - *Maintaining an open-door policy.*
 - *Creating a culture that develops and sustains school/district pride.*
 - *Offering academic and social programs for families and the community.*

5. **Learning Environment** – **Successful teaching and learning are nurtured in an institutional climate characterized by:**

- *Maintaining the facilities to ensure they are safe, clean, welcoming, inspirational and reliable work spaces for all.*
- *Nurturing a learning community that provides stability and a sense of satisfaction and fulfillment for all students and personnel.*
- *Supplying and maintaining contemporary technology.*

EMPLOYMENT POLICIES

DEFINITION OF SUPPORT STAFF EMPLOYEES

Full-time Employees: A Full-time Employee (FT) is hereby defined as a person who works forty (40) or more hours per week and two hundred-sixty (260) or more workdays per year, including paid leaves.

Part-time Employees: A Part-time Employee (PT) is hereby defined as a person who works less than forty (40) hours per week and/or less than two-hundred-sixty (260) workdays per year. Part-time employees are further delineated as:

PT 1	Employee is regularly scheduled to work 30 hours per week or more
PT 2	Employee is regularly scheduled to work <u>between</u> 20 and less than up to 30 29.99 hours per week
PT 3	Employee is regularly scheduled to work less than 20 hours per week

Temporary/Seasonal Employee: A Temporary/Seasonal Employee is hereby defined as an employee hired for a specific time or project, ~~and who will be separated from the payroll within ninety (90) calendar days.~~

ANTI-HARASSMENT POLICY

The School District of Manawa is committed to maintaining and ensuring a working environment that is free of harassment or intimidation. The District will not tolerate any form of harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it.

Harassment refers to physical or verbal conduct, or psychological abuse, by any person who disrupts or interferes with a person's work performance, or which creates an intimidating, hostile, or offensive work environment. Harassment may be student to staff, staff to student, staff to staff, male to female, female to male, female to female, or male to male. Harassment may include, but is not limited to the following:

1. Verbal harassment, including epithets, kidding, derogatory comments, slurs, or ethnic jokes.
2. Physical interference with movement, activities, or work.
3. Visual harassment, including derogatory cartoons, drawings, or posters.

4. Sexual harassment, which is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark that is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's work performance. Sexual harassment can take the form of any unwanted sexual attention ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material, and subtle or expressed pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, unsatisfactory work evaluations, different treatment, sarcasm, or unwarranted comments to or by peers.

Any individual who believes he/she has been subjected to harassment by any other person should report that incident to a building principal or to the District Administrator. If an employee is not comfortable making a complaint to their building principal or the District Administrator, the complaint may be made to the District Compliance Coordinators. It is the intent of the District to establish an atmosphere where complaints are timely investigated and the harassment is appropriately addressed. The Board designates the following individuals to serve as the District's Compliance Officers:

Dan Wolfgram, Secondary Principal
515 E. Fourth St.
Manawa, WI 54949

Carmen O'Brien, Business Manager
800 Beech Street
Manawa, WI 54949

920-596-5800
dewolfgram@manawaschools.org

920-596- 2525
cobrien@manawaschools.org

The District forbids retaliation against anyone who has reported harassment or cooperates in a harassment investigation.

REPORTING PROCEDURE/INTERNAL INVESTIGATION – EMPLOYEES

The District expects employees to immediately report incidents of harassment to the appropriate supervisor.

Anyone who engages in harassment in the school setting may be subject to disciplinary action, up to and including dismissal. Any employee who permits harassment of students, other employees or volunteers may be subject to disciplinary action up to and including termination.

Any employee who receives a complaint of harassment from a student, other employee or volunteer and who does not act promptly to forward that complaint to the Supervisor and/or District Anti-Harassment officer designated to receive notice of all harassment complaints, shall be disciplined appropriately up to and including termination.

The School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of harassment or an appeal will not reflect negatively on the employee or volunteer who initiates the complaint or an appeal, and will not affect any part of the employee's or volunteer's standing rights or privileges.

~~Complaint forms are located on the District website under District Forms (form is not on the Website).~~
(Policy 3362, 4362)

Drug-Free Workplace

The School District of Manawa is committed to maintaining an alcohol and other drug-free workplace. Therefore, the Board of Education prohibits school employee use, possession, distribution, dispensing, or manufacturing of alcohol and other illegal drugs on school premises, in school vehicles and at school-sponsored activities while in a student supervisory role.

The District will not condone the involvement of any employee with illicit drugs, even when the employee is not on District premises.

All school employees shall cooperate with law enforcement agencies in investigation concerning any violation of this provision.

Tobacco Policy

Employee use of tobacco on District property ~~(if tobacco products are in a personal vehicle, does this policy apply?)~~, in District-owned vehicles or at any District affiliated event is prohibited. Tobacco products may not be stored on District property. These policies also prohibit the use of tobacco in all forms as well as smoking of electronic, “vapor,” or other substitute cigarettes. (Policy 3215, 4215)

Equal Employment Opportunity

The Board does not discriminate in the employment of support staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District’s premises during non-working hours, declining to attend an employer-sponsored meeting outside of professional responsibilities, 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.

The School District of Manawa shall not discriminate against an employee or applicant for employment on the basis of sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, physical, mental, emotional or learning disability/handicap, arrest record, conviction record, use or non-use of lawful products off the District’s premises during non-working hours, or any other characteristic protected by law in its employment practices. (as defined in §111.32, Wis. Stats.). (Policy 3122, 4122)

Conflict of Interest and Ethical Standards

It is imperative that our professional organization not create the perception of favoritism or special privilege. Employees are not permitted to gain monetarily by their position within the district. Employees are prohibited by Wis. Stat. § 118.12 from receiving anything of value for their own benefit that results from selling, soliciting or promoting the sale of any goods or services to any public-school pupil while on school property or at school-sponsored events.

Employees are expected to avoid situations in which their personal interests, activities and associations may conflict with the interest of the District.

Communications and Suggestions

The School District of Manawa welcomes the comments and problem-solving suggestions of its employees. All comments and suggestions should follow the ~~communication protocol (Addendum A) (where is this?)~~ chain of command by bringing the concern or idea forward to his/her immediate supervisor/evaluator.

Outside Employment

Employment with the School District of Manawa must be considered pre-eminent. Outside employment must not interfere with the employee's performance or work schedule. Employees may not perform any duties for an outside employer during regularly scheduled working hours or during additional hours required for professional responsibilities.

Personnel Files

An employee shall have the right to review certain personnel documents upon request and consistent with the timelines and content limitations specified in Wis. Stat. § 103.13, at least 2 times per calendar year.

Personal Data Changes

All changes in personal information, including changes of name, address, telephone numbers, education, marital status, dependent status, etc., should be updated with the District Office in a timely manner.

Political Activities of Staff

Because political activities may be disruptive, divisive and distracting to a positive learning environment, such activities are not appropriate within the school setting. The Board prohibits political activities on all District-owned and used property, within all school buildings and at all school-sponsored activities unless part of a Board-approved teaching unit.

Work Stoppage

Staff will not instigate, promote, encourage, sponsor, engage in or condone any strike, picketing, slowdown, considered work stoppage or any other intentional interruption of work involving the District.

Acceptable Use

All employees are required to read and adhere to the Acceptable Use Policy ([Addendum?](#)).

Health Examination

As a requirement for employment, employees will be required to furnish evidence of a physical examination, drug test, and ~~possible skin~~ tuberculin ~~test~~ [questionnaire](#).

The physical examination must be performed by ThedaCare at Work and the result recorded on a standard form furnished by the Board of Education. The form must be submitted to the District Administrator before the effective date of employment. Upon receipt of the form, the Board of Education shall pay for the physical examination.

The Wisconsin Tuberculosis (TB) Risk Assessment Questionnaire Screen must be filled out ~~prior to as part of the physical at ThedaCare at Work or under the direction of the District Nurse following the hire of the employee.~~ If a skin tuberculin test is recommended, the test must be completed [during the physical](#), prior to the first day of work. ~~The physician conducting the physical examination shall prepare a report of the examination on a form prepared by the Department of Public Instruction (DPI) and available on the DPI website. The physician shall use the report form to certify to the District that the person is free from tuberculosis in a communicable form.~~ Subsequent physical examinations will be required at intervals determined by the School Board, consistent with state and federal laws.

A physical or mental examination may be requested by the District's Administration whenever an employee demonstrates any physical or mental disorder that may impact his/her performance. The employee shall be notified of the reason(s) for the examination and such examination shall be arranged and paid for by the Board of Education.

An employee may request an exemption from the physical examination requirement for religious reasons by filing an affidavit with the Board stating that the employee depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination or organization and that the employee is to the best of the employee's knowledge and belief in good health and that the employee claims exemption from health examination on these grounds. If there is reasonable cause to believe that an employee who has requested an exemption is suffering from an illness detrimental to the health of the pupils, the School Board may require a health examination sufficient to determine whether the employee is suffering from such an illness. The School Board shall not discriminate against any employee for filing an affidavit seeking an exemption from the physical requirement.

The District shall maintain all physical examination records and other medical records in a file separate from all other personnel records, and shall treat such records as confidential medical records, in accordance with state and federal laws and regulations.

Family and Medical Leave Act (FMLA)

The District complies with family and medical leave as required by the state and federal Family and Medical Leave Acts. State leave calculations are based on a calendar year. Federal leave calculations are based on a July 1 through June 30 year. See *Policy 4430.01* on the District website for an explanation of rights and responsibilities under FMLA.

Military Leave

Pursuant to federal and state law, the District shall provide eligible employees with leaves of absence with or without pay for purposes of federal service in the uniformed services or active state service. Eligible employees should notify the District of the need for a leave of absence as far in advance as possible and should notify the District of the commencement date of the military leave and its expected duration. Eligible employees should also provide the District with a copy of any relevant military orders.

All rights and privileges regarding salary, benefits, status, and seniority shall be reserved to such employees as required by law.

An employee on leave shall notify the District of his/her intent to return to work in a timely manner following his/her period of military service. Failure to notify the employer of his/her intention to return within a reasonable period may subject the employee to disciplinary action up to and including termination for unexcused absence. An employee's reemployment rights and benefits ~~upon are~~ completion of federal service in the uniformed services or active state service shall be governed by any applicable federal and/or state laws.

EMPLOYMENT PRACTICES AND EXPECTATIONS

General Practices

Attendance

Employees are expected to make every effort to be present for work and adhere to their assigned schedule. Employees who are unable to report to work shall follow their building procedures for reporting and recording absences by contacting the substitute caller.

On days when school is cancelled due to inclement weather, Part-time staff does not report and ~~may will~~ either use PTO ~~or Sick Time if the day is not to be made-up.~~ ~~Sick Time used for inclement weather may not exceed three (3) days based on the employee's regular schedule.~~ ~~PTO is limited based on employee job category.~~ ~~If the day is to be made up, part-time staff will not be allowed to use sick time.~~ ~~Sick time or will not be paid as noted on timecards.~~ ~~Time off used must be entered into the Skyward system and noted on the time card.~~ Full-time staff ~~does not report unless they will~~ notify their supervisor and ~~together will together mutually~~ decide ~~if they will report if they will report or and/or~~ if adjustments will be made to

the regular schedule. Supervisors may pre-authorize the use of Vacation, PTO, ~~Sick time~~ Time, or Compensatory Time as noted on timecards. Leave Without Pay for Full-time staff shall be authorized by the District Administrator.

For times when school is delayed, staff is to report according to the delay. Part-time staff Support Staff should plan to adjust their arrival to the student schedule or as per the direction of the Supervisor. In the event of an early dismissal due to inclement weather, anythe staff member would leave after all students are safely out of the building or at the conclusion of their normal working hours, whichever comes sooner or as agreed upon with the Supervisor. Sick time may not be used for delays except if the delay becomes a cancellation. Food Service and full-time staff must arrive as close to their scheduled start time as possible. All adjustments must be noted on time cards.

Although the District performs better when all employees are in attendance, the District recognizes the occasional need to be away from work for illness, illness of a family member, administratively approved leave, and funerals or urgent personal matters. For this reason, the District provides paid time away from work (leave). The District reserves the right to request verification for any time used.

Leave is allocated at the beginning of each fiscal/school year and is to be used as a protection from loss of income. All leave must be requested and approved by a Supervisor. ~~All~~ attempts should be made to make appointments outside of regularly assigned hours.

Good attendance is an essential element of employment. Poor attendance can lead to disciplinary action.

Work Days / Hours of Work

The District Administrator or his/her designee will publish a schedule of work for all Support Staff employees. The following shall be used as a guide in establishing schedules:

Hours worked per day	Number of paid 15-minute breaks	30-minute unpaid meal break
Less than 4 hours	0	0
4 hours to 6 hours	1	1
Over 6 hours to 8 hours	2	1

Overtime shall only be paid if Support Staff employees have secured advanced written approval from their Supervisor. Time worked over forty (40) hours per week will be paid at the rate of one and one-half times the employee’s regular rate of pay or used as compensatory time as approved by their Supervisor.

Calendar

The school calendar shall be determined by the Board. The determination of the structure of the days (instructional, work days, etc.) shall be at the discretion of Administration.

Professional Development/Training Programs (In-service)

As a learning and teaching institution, the District expects all employees to model continuous learning to develop professional skills and personal growth. The District provides periodic paid in-service and training opportunities that are required for staff depending on assignment and role. Paid leave will not be approved on professional development or in-service days designed for Support Staff participation.

Extenuating circumstances (i.e. bereavement, once-in-a-lifetime opportunity, etc.) may be approved by administration with appropriate documentation.

Meetings

Each Supervisor will determine the times and frequencies of Support Staff meetings. Efforts will be made to share the schedule in a timely manner. Employees must attend all meetings as called by administration or supervisors. In general, absences will be excused for emergencies or extenuating circumstances and must be granted by the administrator/supervisor calling the meeting.

The District Administrator may, from time-to-time, call all-staff meetings when need is determined. Support Staff will be compensated at their usual hourly rate for the length of the meeting if it is outside of their normal working hours.

Injuries to Employees

Employees who are injured at work must complete an [Employee Incident Injury](#) Report form within twenty-four (24) hours of the injury whenever feasible. This form is located online under the District Forms tab. Completed forms should be electronically submitted. Additionally, all incidents must be verbally reported immediately to building administration or immediate supervisor.

Injuries to Students

All student injuries should be reported to ~~the building principal/direct supervisor immediately~~ [the health staff](#). Attention should be given to all injuries, however minor. ~~A~~ [Student Incident Injury](#) Report form must be filled out for all injuries and submitted electronically. Forms are located online under the District Forms tab.

Legal Actions Involving Employees

Every employee shall notify his/her supervisor as soon as possible, but not more than three (3) calendar days, after an arrest, indictment, conviction, no contest or guilty pleas, or any adjudication of the employee for any felony or misdemeanor, or any offense involving moral turpitude. [An offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported. The requirement to report an arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not apply to minor traffic offences unless the employee is driving students or a district-owned vehicle.](#)

~~The requirement to report an arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not apply to minor traffic offences. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported. If an employee drives students or drives a district-owned vehicle, all traffic offenses must be reported (If an employee drives for the District, do they need to report traffic offenses?).~~

Email and Voicemail

Good communication is required for a successful organization. It is the District's expectation that voicemail and email accounts be checked at least once per work day. It is the responsibility of the employee overseeing the paraprofessional to ensure that a device and a scheduled work time is accessible to the staff member for checking emails and/or voicemails. Email and voicemail are tools to increase efficiency utilized by the District and should be used solely for professional purposes, and in accordance with the District's Acceptable Use Policy.

It is important to note that there should be no expectation of privacy for online/network activity.

Personal Communications

Personal communications should be kept to a minimum and cannot interfere with employment expectations. Personal cell phone use, text messaging, other personal communication, or other recreational uses by district staff must be kept to scheduled breaks, duty-free lunch and outside of the school day. ~~Personal devices used for work-related purposes are acceptable.~~

Emergency exceptions can be made with an employee's direct supervisor.

Licensure/Certification

It is the responsibility of the employee to obtain and maintain all required licenses and certifications for his/her position. Employees are required to maintain the licenses/certifications that are in effect upon hire, unless otherwise allowed by the District Administrator at his or her discretion.

Determination of Assignments

The District will determine employment assignments based on the needs of the District. Employees will be assigned by the District Administrator or his/her designee. Employees may express in writing to the District Administrator or his/her designee their preference of school, grade level or subject.

The District, at its discretion, may involuntarily transfer an employee to a vacant or new position in the District. If an employee wishes to be transferred to another position which is open, application for a transfer should be made in writing to the District Administrator or his/her designee. An employee who applies for a vacant position may be granted an interview for the position. The District retains the right to select the most qualified individual (internal or external candidate) for any position.

All current employees in the District may apply for summer school positions.

Reduction in Staff

Reductions in staff will be determined by the Board and based on the needs of the District.

Layoff

The Board reserves the right to reduce the number of positions (full layoff) or the number of hours in any particular position (partial layoff). In deciding which positions to reduce or eliminate as well as the individuals affected, the Board shall act in the best interest of the District.

Operation of District Vehicles

Any employee who drives a District vehicle must provide proof of a valid driver's license and must submit a copy of a valid driver's license to the District Office. All traffic violations must be reported to Administration within three days of receiving the violation. The District expects employees to be safe and adhere to the rules of the road. Citations received while driving a District vehicle are the responsibility of the driver and may result in disciplinary action. The District does complete background checks on all employees which does include the employee's driving record. A staff member may have restrictions on transporting students or may be restricted from driving a district vehicle based on the information contained in the driving record.

Operation of Personal Vehicles

The Board of Education will pay the IRS rate for approved out-of-~~District-district~~ travel as well as travel between buildings when employees are required to travel as part of their assignment. Employees must

submit a request for travel reimbursement. Employee personal insurance shall serve as the first level of coverage.

Transportation of Students

It is the District's position that transporting students in personal vehicles should be avoided. It puts the driver/owner at considerable risk for litigation and increased liability. However, in the rare circumstances when student transportation cannot be avoided, proof of valid license, vehicle inspection report, and insurance must be shared with the District Office. The vehicle inspection report will be valid for a period of ~~(6 months or~~ 1 year) from the time of the inspection and will be kept on file in the District Office. [Any accident or damage to the vehicle will require a new inspection prior to transporting students.](#) Prior written administrative and parent permission is required and ~~the owner~~[the owner](#) of the vehicle has primary liability for any incident. [\(AG 8660\)](#)

Confidentiality

Employees are responsible for protecting the confidentiality of all information concerning employees, students, clients, donors and organizations with which the District does business.

Student education records are treated as confidential under the Family Education Rights and Privacy Act of 1974 and Wisconsin state statutes.

When there is separation of employment, individuals must return all paper and/or electronic documents (including storage devices) containing any confidential or proprietary information.

Professional Appearance

Employees are expected to dress in a professional manner appropriate to their working conditions and type of work performed. Certain departments, such as Food Service and Custodial may require special attire for work. Employees should consult their ~~supervisor~~ [principal](#) regarding dress code requirements. For most Instructional and Secretarial staff, business casual is most appropriate. Casual dress is appropriate for certain field trips, shop experiences, lab experiments or times when clothing could become soiled. All employees are District representatives at co-curricular activities and conferences and should appear as such.

Copyright

The District expects all employees to model legal and ethical behavior. Therefore, all copyright, video, web publishing and internet laws and guidelines must be followed by all District employees.

Community/Co-curricular Involvement

Learning in our school goes beyond the classroom. Employees are encouraged to attend co-curricular events.

Food Service Purchases

All staff are welcome to purchase a meal or a la carte items during scheduled meal hours. Meal hours vary by building and level. Purchases are made utilizing a District supplied identification number. An ID number is established to correspond to a personal lunch account. The account is a debit system; therefore, funds must be in the account prior to making a purchase. Cash is not accepted in the lunch line.

General Rules of Conduct

Employees represent the District at all times and in all places. Employees are expected to model positive, effective behavior and to adhere to the highest standards of their profession.

~~Below are general guidelines for employee conduct. Annually, all personnel will review a list of District expectations and sign verification of such review. Many of these guidelines expectations also appear elsewhere in this Handbook. These guidelines expectations are by no means exhaustive or complete, but simply list examples of conduct that may result in disciplinary action, up to and including termination. The District reserves the right to determine the appropriate discipline based on the circumstances of the individual incident.~~

~~Violations of policy include, but are not limited to: (Do we really need to have this in the handbook since we sign the Code of Conduct at the beginning of the school year? Not in the Professional Educator handbook)~~

- ~~1. Falsification or unauthorized altering, deletion or omissions of records.~~
- ~~2. Unauthorized disclosure of confidential or privileged information.~~
- ~~3. Unauthorized use and/or possession of intoxicating beverages, narcotics or drugs on District premises.~~
- ~~4. Reporting to work under the influence of alcohol, narcotics or drugs.~~
- ~~5. Failure or refusal to report child abuse.~~
- ~~6. Unauthorized use or misuse of electronic resources.~~
- ~~7. Time theft: being late, leaving early, being absent from work without permission/prior notification, fraudulent requests for time off, sleeping while on duty, etc.~~
- ~~8. Stealing or damage/destruction of property belonging to the District, other employees, or students/community members.~~
- ~~9. Gambling on District premises.~~
- ~~10. Violating or ignoring safety and sanity standards and expectations.~~
- ~~11. Failing to obtain or maintain a current license, certification or other qualifications required by law or the District.~~
- ~~12. Promoting, encouraging, engaging in, or facilitating any illegal strike slowdown, sickout, work stoppage, curtailment of work schedules, or refusal to perform customary and assigned duties.~~
- ~~13. Refusal to follow a directive/carry out assigned duties.~~
- ~~14. Insubordination.~~
- ~~15. Physical assault.~~
- ~~16. Use of obscenities and/or abusive language on District premises or at District events.~~
- ~~17. Threatening, harassing, abusive or bullying behavior.~~
- ~~18. Failing to fully cooperate in any District investigation.~~
- ~~19. Failure to maintain professional or ethical standards.~~
- ~~20. Failure to follow chain of authority.~~

These rules do not ~~trump~~ supercede or restrict legal rights and activities of employees.

Grievances

The District encourages collaborative problem solving. Employees are encouraged to share any employment-related problem with their immediate supervisor informally. This discussion often produces more immediate solutions than a formal process.

The District has adopted a grievance policy (*Policy 3340, 4340*) that is available online, via the District website or from the Administration Office. The process for filing a grievance is outlined in detail in Policy 4340.

Grievance Procedure (does this apply since there is no union, is this in state statute, can it be shortened up, is it in all the handbooks?)

Definitions:

- ~~A. A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all the following:~~
- ~~1. the name and position of the grievant;~~
 - ~~2. a clear and concise statement of the grievance;~~
 - ~~3. the issue involved;~~
 - ~~4. the relief sought;~~
 - ~~5. the date the incident or alleged violation took place;~~
 - ~~6. the specific section of the Policy Manual or workplace safety rule alleged to have been violated;~~
~~and~~
 - ~~7. the signature of the grievant and the date.~~
- ~~B. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.~~
- ~~C. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.~~
- ~~D. "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 risk.~~
- ~~E. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.~~
- ~~F. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.~~

Procedures:

First Step: Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate

~~supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office.~~

~~An employee who has been notified of termination may process the grievance commencing at Step 3.~~

~~Second Step: If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he they may consolidate those matters and process them as one grievance.~~

~~Third Step: Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.~~

~~The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.~~

~~Fourth Step: Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.~~

Timelines:

~~Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.~~

Exclusive Remedy:

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

Identification Badge

In order to maintain a safe, secure environment, all employees are required to have their photographs taken and wear the District-issued identification badge during the work day and at ~~district~~-District functions when serving in a work-related role. Staff should sign-in when in a building that is not their home base.

Solicitations

Employees may not use their positions to solicit funds, recruit membership, disseminate personal or political information that in any way interferes or distracts from the District's vision, mission and purpose.

Safety Plans

Safety is the responsibility of all employees. As such, all employees are required to become familiar with the safety plan and participate in all safety drills and practices. Office and classroom areas are required to have Safety Plans and Evacuation/Shelter Maps displayed. Be sure to know where to report in the event of an emergency or drill.

Employees are encouraged to monitor hallways and grounds for unescorted/unfamiliar visitors [and report them to the building office.](#)

Child Abuse Reporting Requirement

Wisconsin Statutes 48.981 requires all school district employees to report cases of suspected child abuse or neglect. Each Support Staff employed by the District who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means. The employee shall immediately notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and be responsible for contacting the appropriate authorities (Manawa Police Department, [Waupaca County Sheriff's Department](#) and/or Waupaca County Department of Health and Human Services) who will then provide additional steps depending on the situational details and the child's residence address. The Child Abuse Reporting form can be found on the District website.

A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect. Failure to report cases of suspected child abuse or neglect shall result in discipline, up to and including discharge.

Payroll Information

Salary/Wage

The Board of Education will comply with state statutes as to employee compensation. Employees will receive individual notice as to their salary/wage [for full-time employees prior to July 1st and for part-time employees prior to the beginning of the school year](#)~~their start date~~.

Timecards

All support staff employees are required to submit a signed timecard for hours worked each week to their supervisor. Any variation from an employee's schedule must be approved by a supervisor before working alternate hours. Time will be recorded to the closest quarter hour.

Residency ~~(is this necessary?)~~

The District encourages employees to reside within the school district.

Payroll Payments

Payroll payments for Support Staff will be made on [or about](#) the 15th and final business day of the month. All Support Staff employees will have their paychecks (after all appropriately authorized amounts have been deducted) directly deposited into a designated bank account.

Full-time employees will receive their pay based on their calendar of employment. Annual hours worked will be calculated and spread equally over twenty-four (24) pay periods. Variations to the employment calendar will be paid out each pay period. Upon termination of employment, final wage payments will be calculated.

Part-time employees will receive their pay based on hours worked during a payroll period. Most part-time employees will receive twenty (20) pay periods starting September 15 through June 30. School calendar breaks are unpaid.

Direct Deposit

The District will pay employees through Direct Deposit to an account at a financial institution of the employee's choice. Employees will provide the District Office with information needed to accomplish the Direct Deposit payroll process. Employees must enroll in Direct Deposit within fifteen (15) calendar days of the time of hire or rehire. Employees must participate in the Direct Deposit payroll process as a condition of new or continued employment unless otherwise prohibited by law.

The District utilizes Direct Deposit for all District payments and reimbursable expenses to employees.

Changes to information regarding Direct Deposit shall be received by the District Office at least fifteen (15) calendar days prior to the date of the change. The District will not be responsible for deposits made to a former account where the request for the change has not been timely provided the District Office.

BENEFITS

The Board reserves the right to select the carriers and plans for any insurance benefits provided by the District.

District Provided 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.

Insurance coverage will commence on the first day of the month following the hire date of the eligible employee. Except for cases of misconduct, Support Staff whose employment is terminated at the conclusion of a school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through June 30 of the same year in which the employment was terminated. Support Staff whose employment terminates during the school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through the last day of the last month of their employment.

Workers' Compensation

Workers' Compensation is to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The District will provide Workers' Compensation as required by law. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness. Any employee who is injured on the job shall report the injury to his/her ~~principal supervisor~~ prior to seeking medical attention, if ~~at all~~ possible. In the event of an emergency, the employee shall notify his/her principal within twenty-four hours after the occurrence of the injury or as soon as practicable. The employee shall complete an ~~Employee Incident~~ ~~accident~~ ~~R~~report form available on the District website under district forms or in his/her school office and submit it to the ~~supervisor~~ ~~building principal~~.

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited to, the following:

- a. Injuries because of a self-inflicted wound;
- b. Injuries sustained because of an employee's horseplay;
- c. Injuries sustained while an employee does an activity of a ~~strictly~~ private/~~personal~~ nature.
For example, while playing basketball during an unpaid lunch break. (what is this?)

Wisconsin Retirement System (WRS)

The Board will comply with the requirements as to contributions for employees to the Wisconsin Retirement System (WRS) as established by State Statutes and the Department of Employee Trust Funds.

Health, Dental, and Vision Insurance

The District reserves the right to select the carrier(s) and to determine the plan benefits including deductibles, co-pays, and other coverage for health and dental insurances. The District reserves the right to change the structure of the benefit plan, including eligibility, at any time. Specific information concerning the plan ~~may be~~ ~~may be~~ found in the appropriate Summary Plan Description which governs all conditions of coverage. The plan documents are maintained in the Business Office and provided to employees who enroll in the coverages.

Eligible employees who are covered under fully insured group health, vision, and dental plans are assured the privacy protections required by Federal and State Law.

Eligibility for Health, Dental, and Vision Insurance

Full-time employees and support staff employees regularly working 30 hours or more per week (PT 1) will be eligible for health, dental, and vision insurance. Support staff regularly working less than 40 hours per week will have the District's percentage of contribution pro-rated as a percentage of full-time employment for purposes of group health, dental, and vision insurance.

Premium Contributions for Health, Dental, and Vision Insurance for Eligible Employees

The District will pay a portion of the premium for group health, dental, and vision insurance (family, employee plus one, or single) depending on the employee election. Those who choose to participate in the Health Risk Assessment (HRA) are eligible for applicable incentives. Employees calculated at 1.0 FTE status will have eighty-six percent (86%) of the monthly premium rate paid by the District and fourteen percent (14%) will be paid by the employee. The insurance carrier(s), program(s) and coverage(s) will be selected and determined by the Board.

Group Term Life Insurance for Eligible Employees

The District will pay the full amount of the premium for life insurance equal to the annual amount of the employee's total salary for employees working twenty (20) or more hours per week.

Group Long-Term Disability Insurance for Eligible Employees

The District will pay the full amount towards the premium of a long-term disability insurance plan that provides sixty percent (60%) of the annual wage to employees working twenty (20) or more hours per week.

Liability Insurance ~~(compare to driving personal vehicle above)~~

Employees are covered by the District's liability policy while acting within the scope of their defined duties and responsibilities. The District's liability policy shall be in accordance with Wisconsin Statutes.

Voluntary Benefits for Support Staff Working Over 20 Hours per Week

Short-Term Disability

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

Tax-Sheltered Annuity (TSA) / 403(b) Retirement Plan

A TSA program is available to employees in accordance with the District's policies governing the 403(b) program. (*Policy 6520*)

Section 125/Flexible Spending Account

The Section 125© Plan is a pre-tax, payroll deduction account that allows [Support Staff](#) employees to set aside up to \$5,000 for dependent, child or adult care and the maximum allowable by law for additional medical, dental or vision expenses not covered by insurance. ~~The 2018-19 school year will have a shortened benefit year starting October 1, 2018 through June 30, 2019. For all years after B~~beginning July 1, 2019, an annual election is made with a July 1 through June 30 benefit period. Claims can be made during the benefit year and up to ninety (90) days after for expenses paid by the individual during the previous calendar year. (*Policy 6520*)

EMPLOYEE SEPARATION

Timeline

Support Staff employees are encouraged to provide at least fourteen (14) days advance notice of resignation.

Support Staff wishing to retire are requested to inform the District Administrator, in writing, no later than March 1st. (could we include a stipend for announcing early?)

An employee who fails to report to work for three (3) or more consecutively scheduled workdays unless prior permission is received from the employee's supervisor or unless circumstances beyond the employee's control may result in dismissal.-

The District ~~will enforce penalties for “breaking~~ requests a minimum two-week notice² when breaking-a contract the Memorandum of Understanding [MOU]. ~~Penalties are delineated in individual contracts.~~

Job Vacancies (do we need this?)

When the ~~Employer-District~~ determines to ~~make a promotion within the unit or~~ fill a vacant position, ~~it the Employer~~ will consider such factors ~~if relevant~~, as skill, competence, efficiency, training initiative, leadership qualifications, and ability to work with supervisors. ~~If no employee in the applicable department applies or qualifies, the most qualified applicant in the unit shall fill the vacancy, receive the job or promotion. If no one in the unit applies or is qualified for the vacancy, the Employer may fill the position from outside the unit.~~

Overtime

Overtime shall only be paid if Support Staff employees have secured advanced written approval from their Supervisor. Time worked over forty (40) hours per week will be paid at the rate of one and one-half times the employee's regular rate of pay.

Compensatory Regular Time

Time worked over forty (40) hours per week may be used as compensatory time with the advance written approval of a supervisor. Compensatory Time shall be logged into Skyward at the rate of one and one-half times the employee's regular time.

Comp Time Example: An employee works a full ~~40-hour~~40-hour week and worked an additional four hours that same week. The employee may choose to either a) receive overtime pay for four hours or b) take six hours of comp time (if comp time is chosen in lieu of overtime, comp time will be at 1 ½ hours for each overtime hour worked).

An employee works four days and took either a sick day or vacation day during the week. The employee worked an additional four hours the same week. Because the employee did not actually work their normal scheduled hours for the week, the employee may choose to either a) receive straight pay for the four hours or b) take four hours of comp time.

PLEASE NOTE: Comp time may be accrued up to 5 comp days before it must be used and shall not be used for more than three (3) consecutive days. Preferably, this time should be used within 30 days from when it was earned. All comp time must be used by June 30 or any accumulated compensation time will

~~be paid out. Time worked over forty (40) hours per week may be used as compensatory time with the advance written approval of a supervisor. Compensatory Time shall be logged into Skyward, and will be used preferably within the work week but should be completed within the given or next pay period. This time shall not be used for more than three (3) consecutive days and expires on June 30th of the current school year. Compensatory time will not carry over into the next school year.~~

Call Time/Call-in Pay

Any employee called in to work by their supervisor outside his/her regular schedule shall receive a minimum of one (1) hour pay. Time over forty (40) hours per week will be paid at time and one half.

PAID TIME OFF

Holidays

Full-Time Employees shall be granted ten (10) paid holidays per year as follows:

- | | |
|-------------------------------|-------------------|
| 1. Independence Day | 6. Christmas Day |
| 2. Labor Day | 7. New Year's Eve |
| 3. Thanksgiving Day | 8. New Year's Day |
| 4. Day After Thanksgiving Day | 9. Good Friday |
| 5. Christmas Eve | 10. Memorial Day |

Eligibility: Holiday pay will be paid only to those employees who have worked their scheduled hours the day before and the day after the holiday, except if they are on an excused leave.

Holiday Pay: Holiday pay shall be computed on the straight time hourly rate received by the employee on the day immediately following the holiday.

Holidays Fall on Weekends: When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on Sunday, the following Monday shall be observed as the holiday. In the event Christmas Eve or New Year's Eve fall on Saturday or Sunday, the preceding Friday shall be observed as the holiday. In the event Christmas Day or New Year's Day fall on Saturday or Sunday, the following Monday shall be observed as the holiday. In the event the day to be observed as a holiday falls on a school day, the parties shall mutually agree upon a non-school day to be observed as the holiday.

Part-time 1 & 2 Employees shall be granted six (6) paid holidays per year as follows:

- | | |
|-------------------------------|------------------|
| 1. Labor Day | 4. Christmas Day |
| 2. Thanksgiving Day | 5. Good Friday |
| 3. Day after Thanksgiving Day | 6. Memorial Day |

Part-time 3 Employees will not receive any paid holidays.

Vacations

Vacation Accrual: Vacations shall be granted to ~~all full~~ all full-time employees, based on their total length of service using the following as a guide:

AFTER Continuous Years of Service	Number of Vacation Days
One (1) year	Five (5) days
Two (2) years	Ten (10) days
Ten (10) years	Fifteen (15) days
Fifteen (15) years or more	Twenty (20) days

Negotiated exceptions will be noted and kept on file in personnel documentation.

Selection of Vacation Time: Employees shall normally be granted their vacation requests provided the work schedule permits and the request is made at least two (2) weeks prior to the beginning of the requested vacation. Should a conflict arise between two or more employees' vacation request, such requests shall be granted on an alternating basis, provided at least a two (2) week notice has been given. Vacations for an employee shall not be cumulative from year to year, but no vacation shall be forfeited if vacation could not be taken in a given year because of the Employer's non-approval of a vacation request.

Vacation Pay Upon Separation: Upon separation, employees shall receive payment for all unused accrued vacation ~~f~~For the current year, vacation days earned will be prorated from July 1 to the separation date.

Sick Leave

Support staff employees will earn sick/~~personal/personal~~ leave as follows:

- Full-time Employees will have 13 new days annually – three (3) for personal business and ten (10) for sick leave use.
- Part-time 1 Employees will have 10 new days annually – three (3) for personal business and seven (7) for sick leave use.
- Part-time 2 Employees will have 10 new days annually - two (2) for personal business and eight (8) for sick leave use.
- Part-time 3 Employees will not earn paid sick/personal leave.
- All unused PTO will roll to Sick Leave at the end of the school year (June 30).

For all employees eligible to earn sick/~~personal~~ leave, leave will accumulate up to ninety (90) days. Employees that have accumulated the maximum of ninety (90) days of unused sick leave will receive ~~50% of the daily substitute teacher pay (\$50)~~ for every day over ninety (90) remaining on June 30. This is in lieu of “losing” unused sick days and will be paid on the July 15 payroll.

Bereavement Leave

Support Staff shall be granted up to (4) days of Bereavement Leave in the event of a death in the family or close relationship. It is the employee's responsibility to submit the appropriate time-off information in Skyward and email his/her principal in advance of taking such leave. Support Staff who access Bereavement Leave consisting of multiple days for the same death shall confer with his/her [principal supervisor](#) in advance for the purpose of maintaining smooth school operations in his/her absence. The District may require proof of the death, the relationship, travel itineraries, or other documentation from the employee whenever the District deems such verification appropriate.

Emergency Leave

In the event of an emergency not covered by illness in the family as indicated in the Paid Time Off section or death as indicated in the Bereavement Leave section, the employee may apply for Emergency Leave to be granted by the District Administrator. Emergency Leave shall be deducted from Sick Leave and will be granted only if sufficient evidence is submitted to satisfy there is a compelling reason for absence. Usually this leave will be granted only under extraordinary and uncontrollable circumstances. These circumstances will usually fall under the classification of "an act of God" and will be of such a nature that they could not possibly be foreseen by the employee, such as damages to the employee's residence or vehicle caused by fire, flood, tornado, or other unforeseen emergency.

Jury Duty and Witness Duty

Any employee who is not able to report for work because of jury duty or acting as a witness in a matter in which the employee is not a party, will be paid for the time missed. The employee shall provide the District with any payment received from serving on the jury. Employees must notify their immediate supervisor as soon as notice of jury duty is received and as soon as jury duty terminates.

Support Staff shall report to work if released from jury duty or the witness stand when at least a half-day remains in the scheduled work day. Support Staff are required to submit proof to verify the amount of the payment and their requirement/request to appear to be placed in the employee file.

National Guard Duty

Where an employee is absent due to required service in the National Guard or Reserve, the employee will be paid his/her full salary for a period of up to five days for such absence, barring any overriding provision by the state or federal government. This leave will be granted without any deduction from the employee's PTO [or vacation](#) account, provided that the employee must endorse to the District all payments by the military for the days covered by paid leave from the District. [However, an employee may choose to use PTO or vacation in order to retain both District pay and military pay.](#)

Military Leave for Active Duty

Support Staff will be granted a military leave of absence for absences from work due to serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Support Staff must give their [supervisor principal](#) advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

Support Staff will not be paid for military leave. However, Support Staff may use any available accrued paid time off to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable places for which the employee is otherwise eligible.

An employee who is on military leave for up to 30 days must return to work on the first regularly scheduled work period after the service ends (allowing for reasonable travel time). An employee who is on military leave for more than 30 days must apply for reinstatement in accordance with USERRA and applicable state laws.

Support Staff who return from military leave (depending on the length of military service in accordance with USERRA) will be placed either in the position the employee would have attained if he/she had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, the employee will be treated as if he/she had been continuously employed.

Administratively-Approved Leave

An employee may request Administratively-Approved Leave (with or without pay) for absences not covered under PTO, Bereavement Leave, or Emergency Leave provisions. Typically, such leave is for “once-in-a-lifetime” events over which the employee has no control of the date. Paid Administratively-Approved Leave shall access the employee’s PTO/Sick Leave account. Unpaid Administratively-Approved Leave shall result in a pro-rated daily deduction of the employee’s next payroll. This leave and the conditions thereof, including compensation, shall be at the discretion of the District Administrator whose decision shall be final and without appeal.

Written requests for Administratively-Approved Leave shall be made with the appropriate ~~form~~ [at form at](#) least three days prior to the absence to the District Administrator if advance notice is available. In the event that three days’ advance notice is not available, the employee shall be responsible for submitting the appropriate form as soon as the information is available.

Administratively-Approved Leave, either paid or unpaid, shall not be granted for participating in job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District.

Family and Medical Leave Act (FMLA)

Support Staff have access to absences covered by the federal Family Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA) in accordance with provisions and procedures specified in *Policy 3430.01, AG 3430.01A, and AG 3430.01B*. Questions regarding FMLA leave should be directed to the District’s Business Office.

LEAVES OF ABSENCE

Unpaid Leave of Absence

Employees must submit a written request for an unpaid leave of absence to the Board. The Board may grant the request for a leave of absence at its discretion. The leave of absence will begin and end on the dates approved by the Board. A leave of absence may not exceed twelve (12) calendar months.

Employee participation in fringe benefits will be discontinued during a leave of absence. The employee may remain a member of the District’s group insurance plans (to the extent permitted by the carrier); however, he/she must pay the premiums to the District during the leave of absence.

Sick leave will not accrue during a leave of absence; however, any accumulated sick leave at the time of the leave of absence will be reinstated upon return.

Child-Rearing and Adoption Leave (Extended Beyond FMLA/WFMLA)

Employees with a minimum of three years of continuous local experience may apply for unpaid Child-Rearing/Adoption Leave. Such leave is subject to Board approval and may be taken for no longer than two semesters. The Board reserves the right to limit approved leaves to no more than two employees per school year and is subject to hiring a qualified replacement for the leave period. This leave provision is not available to employees who have used this leave provision within the previous three years.

Application should be made in writing at least three months prior to the requested start of the leave. If conditions are such that three months’ advance notice is not reasonable, then application should be made as soon as practicable with an explanation as to the cause of the reduced advance notice.

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.

Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave, and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

Evaluations

Support Staff will be evaluated annually by their immediate supervisor. Evaluations will be a key determining factor in whether the employee will be considered for continued employment. In addition, the employee’s salary advancement will also be dependent on the recommendation of the supervisor based on the evaluation report.

Fobs and Keys

Employee identification badges, parking permit, keys and the key fob for building entry will be issued to employees after initial hire.

Work Orders

Employees are asked to submit Work Orders within 24 hours of becoming aware that something is not in good working order. The Work Order form can be found online under the District Forms tab.

Unpaid Debt to the District

Employees that accrue debt due to unpaid food service bills, non-sufficient funds check, or other reasons will have this amount subtracted from their pay on June 15th payroll.

Addendum A

Organizational System

SDM Staff	Student Concerns	Special Education	Guidance	Transportation	Athletics	
Level I	Teacher	Homeroom or SPED teacher	Teacher or Counselor	Kobussen Busing, LTD	Coach	

Level II	Principal	Principal	Principal	Principal	Athletic Director	
Level III	District Administrator	Special Education Director	District Administrator	District Administrator	WIAA or Conference Commissioner	
Level IV	Board of Education	District Administrator	Board of Education	Board of Education	Principal	
Level V	Department of Public Instruction	Board of Ed.			District Administrator	
Level VI		DPI			Board of Education	
	Curriculum/ Instruction	Facilities/ Building and Grounds	Finance	Technology	Policy/ Human Resources	Food Service
Level I	Instructional Coach or Principal	Custodian/Maintenance	Administrative Assistant	IT Director	Principal	Food Service Manager
Level II	Principal	Principal	Principal	Principal/ Curriculum Coordinator	District Administrator	Business Manager
Level III	Curriculum Director	Business Manager	Business Manager		Policy & HR Committee	District Administrator
Level IV	District Administrator	District Administrator	District Administrator	District Administrator	Board of Education	Board of Education
Level V	Curriculum Committee	Building/ Grounds Committee	Finance Committee	Board of Education	Department of Public Instruction	
Level VI	Board of Education	Board of Education	Board of Education			

At each level, individuals presented with a challenge have up to 48 hours to answer. Both parties must try to resolve the issue before accessing the next level unless the next level is the person with whom the party is experiencing a challenge. This organizational chart works in both directions—top to bottom or bottom to top.

**SCHOOL DISTRICT OF MANAWA
ACKNOWLEDGEMENT OF RECEIPT OF**

EMPLOYEE POLICIES AND HANDBOOK

I acknowledge that I have received and reviewed a copy of the School District of Manawa Policies and Support Staff Handbook (Handbook). I understand that it is my responsibility to read it thoroughly. If there are any policies or provisions provided to me that I do not understand, I will seek clarification from my immediate supervisor. I understand that this Handbook states the School District of Manawa’s policies and procedures are in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time, with or without prior notice.

I further understand that nothing contained in the Handbook may be construed as creating a guarantee of future employment, future benefits or a binding contract with the School District of Manawa for employment or benefits or for any other purpose. I understand that nothing contained in the Handbook may be construed as changing my employment status. I understand that except as may be provided by the School Board, or a policy contained herein, my employment is at will and my employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the District or at my option.

I understand that I must sign and date a copy of this receipt and return it to the District Office and failure to do so may result in my immediate termination.

Employee Signature: _____

Print Employee Name: _____

Date: _____



Students choosing to excel; realizing their strengths.

Support Staff Performance Evaluation System

SSPES Guidebook

**School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-2525
www.manawaschools.org**

Approved by the Manawa Board of Education on

DRAFT

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Table of Contents

	Page
I. Overview.....	4
II. Components of the Support Staff Performance Evaluation System (SSPES).....	4
<i>Performance Rubrics/Standards</i>	4
<i>Growth Mindset-Goal Setting Reflection</i>	4
III. Rating Scale for Performance Standard Rubric.....	5
<i>Rating Scale</i>	5
<i>Rating Definitions</i>	5
IV. Performance Evaluation Cycles.....	5
<i>New Employees</i>	5
<i>Evaluation Process</i>	5-6
<i>Returning Employees</i>	6
<i>Evaluation Process</i>	6-7
<i>Performance Improvement Plan (PIP)</i>	7
<i>PIP Process</i>	7-8
V. MES Custodial Evaluation Rubric.....	9-16
VI. MS/HS Custodial Rubric.....	17-24

I. Overview:

The primary purpose is to help support staff become more effective in their work. This performance program guide applies to the School District of Manawa (SDM) support staff. The purpose of this program is to create an opportunity for communication between the employee and his/her supervisor in order to:

- **Clarify Expectations:**
 - Recognize performance that meets or exceeds expectations.
 - Set work expectations (behavior, vital activities, and outcomes) for future performances.
- **Providing Feedback:**
 - Provide timely feedback to enable employees to better manage their performance.
- **Facilitating Collaboration:**
 - Providing a common language to discuss performance.
- **Driving Professional Development:**
 - Define areas for employee growth and development.
 - Allow for an individualized and specific performance improvement plan.

Periodic Feedback: Over the course of the year, the employee and the supervisor may meet informally or formally to review progress made to date on performance goals, address any old or new performance concerns, and adjust performance goals and timelines if appropriate.

This process reflects SDM's belief that everyone in our system plays a critical role in improving student outcomes. With an outstanding teacher in every classroom and excellent staff members throughout our schools, our students will graduate prepared for success in college, the workforce, and life.

II. Components of the Support Staff Performance Evaluation System (SSPES):

The performance program guide is made up of the following components:

Performance Standards Rubric: Performance expectations are described in a rubric, divided into three (3) sections. These sections are: 1) Job Knowledge 2) Quality of Work 3) Effective Working Relationships. These expectations have been created for support staff employees and define the standard by which employee performance is to be measured. This will be the basis for the regular yearly performance feedback and may be provided at any time during the year, but at least once every year of employment.

Growth Mindset-Goal Setting Reflection: Annual goal(s) setting to promote a growth mindset is a part of the evaluation process.

III. **Rating Scale for Performance Standards Rubric:**

Rating Scale: The performance evaluation form will contain a four-point scale and will have the following rating labels: Distinguished; Effective; Needs Improvement/Developing; Unacceptable.

Rating Definitions:

- **Distinguished:** This rating is given to an employee who consistently exceeds the job standards. This person is often called on to mentor or assist others.
- **Effective:** This rating is given to an employee who demonstrates a thorough understanding of the standards, practices the standards continuously, and works independently without constant supervision.
- **Needs Improvement/Developing:** This rating may be given for new, inexperienced (Developing), or to an employee who demonstrates a basic understanding of the standards (Needs Improvement) practices the standards inconsistently and/or needs some supervision.
- **Unacceptable:** This rating may be given for performance challenged employees who demonstrate limited or no understanding of the standard.

IV. **Performance Evaluation Cycle:**

New Employees: For purposes of this program, one who is subject to this performance evaluation cycle will include a new employee who:

- Has no previous regular employment in the District within the job classification
- Is new to the District

All new employees will participate in the performance evaluation process within the probation period established for the employee's job group. The purpose of the initial evaluation process is to provide evidence for continued employment, to set job expectations, and to provide meaningful feedback and support for the employee.

Evaluation Process:

1. **Supervisor and Employee Initial Meeting:** At the beginning of employment, the supervisor will meet with the employee to review the job description, daily job expectations, clarify roles and responsibilities, and explain the evaluation process.
2. **Probation Period Feedback:** By the end of the probationary period (*first 60 days of employment*), the employee and the supervisor will meet to review performance and progress made to date on initial goals. If performance is effective, the supervisor and employee will set new or update performance goals and mutually set a date for the next meeting/annual review. If performance is unacceptable, the supervisor may

continue the probationary period up to but not to exceed another 60 days, or terminate employment.

3. Required Documentation: Performance information is to be included in the personnel file and will include the Assessment/Evaluation form with rubrics and any appropriate evaluative evidence.

Returning Employees: For purposes of this program, one who is subject to this performance evaluation cycle will include a current employee who:

- Has successfully completed the first year of employment
- Has not been placed on a Performance Improvement Plan (PIP.)

Employees will be formally reviewed at least one time per year of employment; however, the administration reserves its right to conduct formal performance evaluations as many times throughout the year, as the need arises. The purpose of the evaluation process is to provide feedback on performance, establish and monitor goals, to enhance professional growth, and to focus employee participation on creating a positive work environment.

Evaluation Process:

1. Supervisor and Employee Communication: At the beginning of the fiscal year (July), the supervisor and employee will communicate (i.e.: meeting, letter, email, phone, or in person) to review any new job expectations, and clarify any changes in roles and/or responsibilities.
2. Performance Evaluation: The supervisor will complete the evaluation with feedback from the employee and supported with evidence.

The evaluation form will include a rubric established for support staff personnel and any other feedback provided by the employee and/or from appropriate persons.

After the review discussion, the employee will acknowledge the contents of the evaluation by signing it. This signature does not imply agreement or disagreement but rather signifies receipt of the document. In case of disagreement, the employee may submit a written statement to the supervisor outlining the specific areas of disagreement. This statement will be attached to the evaluation form. Should the employee refuse to sign the evaluation, the unsigned evaluation will be submitted to the District Administrator with documentation that the employee refused to sign. The evaluation will be included in the employee's personnel file (See Due Process in the Support Staff Handbook for more details).

3. Placement decision: If performance expectations are attained, the employee will continue to be reviewed according to the established cycle. If the employee has not met the employment expectations, the supervisor may create a Performance Improvement Plan (PIP), may reassign the employee to a different job that fits the employee's skill set, or determine the employee's performance as unacceptable and

recommend nonrenewal action to the District Administrator as allowable under the terms of employment.

Performance Improvement Plan (PIP):

The PIP is designed to support an employee in addressing areas of concern through targeted supervision and additional resources. The desired outcome is the employee has improved job performance to the effective level.

An employee that displays deficiencies in performance may be placed on a Performance Improvement Plan at any time. An employee may request assistance with a plan at any time. A Performance Improvement Plan will be developed for one of the following reasons:

- Evidence of Unacceptable rating performance for one or more of the indicators
- Evidence of Needs Improvement rating performance for two or more of the indicators
- Evidence of Developing rating performance for three or more of the indicators

PIP Process:

1. Review of Information: In all cases except self-referral, the evaluator will review performance and/or conduct an investigation of complaints, concerns, and document evidence of one indicator of an Unacceptable rating, two indicators of Needs Improvement rating, or three indicators of Developing rating in performance.
2. Notification: The evaluator will notify the employee in writing of a meeting and encourage the employee to have an advocate attend the meeting to discuss specific findings regarding the concerns and his/her intention to create a PIP.
3. Meeting between Principal/Designee and Employee: At the meeting, the evaluator and employee will discuss concerns, including resources or interventions that are available to assist the employee in addressing the concerns. The employee is encouraged to have an advocate to attend the meeting.
4. Performance Improvement Plan Development: A PIP will be developed by the evaluator, and will include a timeline for completion and review. A collaborative effort in developing the plan is desirable but not required. The plan will consist of:
 - Expected performance standards: Using the rubrics or stated expectations, the area(s) of concern/indicators of substandard performance will be identified.
 - Evidence: examples of the employee's substandard performance will be shared.
 - Timelines/Deadlines: A timeline/deadline to meet specific improvement goals/objectives, behaviors, standards, will be set in order to monitor progress and to revisit performance for improvement.

- Strategies for Improvement: Suggested resources, tools, persons who may assist with performance
- Follow-up steps: Set expectation and date for follow up. Also included will be the method(s) of evaluating if changes have occurred and a timeline for assessing the desired changes.
- Stated consequence: Articulated consequences if the employee fails to attain and maintain the above standards up to and including termination of employment.

Signed copies of the PIP will be provided to the employee, evaluator, and placed in the employee's professional file in the District Office.

5. At the Completion of the Timeline: Prior to the evaluator making a final recommendation, the evaluator will meet with the employee to review progress made on the Performance Improvement Plan. The options for a final recommendation are:
 - Sufficient improvement has been achieved. The employee is no longer on a Performance Improvement Plan and is rated Effective
 - Reassign the employee to a different job that fits the employee's skill set
 - The employee may be offered a second Performance Improvement Plan and is rated Needs Improvement
 - Little or no improvement has been achieved; the employee is rated Unacceptable. When the employee is rated Unacceptable, the employee will be recommended for dismissal.

Adapted from South Burlington School District, Vermont: Head Custodians, Custodial Staff, and Maintenance Performance Review Program

<https://www.sbschools.net/cms/lib/VT01819219/Centricity/Domain/37/Custodian%20%20Performance%20Program%20Document%205.12.14doc.pdf>

The School District of Manawa MES Custodial Evaluation Rubric

Employee Name: _____

School Year: _____

Domain Areas	Distinguished Indicators: In addition to meeting the requirements for effective (4)	Effective Indicators: The expected level of performance (3)	Needs Improvement/Developing Indicators: Needs Improvement Rating: practices the standards inconsistently, demonstrates a basic understanding of the standards and/or needs some supervision; Developing Rating: new, inexperienced employees (2)	Unacceptable Indicators: Demonstrate limited or no understanding of the indicator (1)
Demonstrates Job Knowledge:	4	3	2	1
	Shares knowledge and skills willingly with colleagues.	Perform job responsibilities independently.	Demonstrates basic knowledge to perform job duties; needs ongoing supervision/guidance	Unable to demonstrate sufficient knowledge/skill to perform assigned job duties.
	Always meets District's cleaning procedures.	Consistently meets District's cleaning procedures with rare deviation from the procedures.	Requires reminders to meet District's cleaning procedures	Requires daily/weekly follow-up to meet District's cleaning procedures.
Provides Quality Work:	4	3	2	1
	Always completes assigned work at a high level in time provided, is efficient in work plan with rare issues.	Consistently completes all assigned work in the time provided.	Inconsistently completes all assigned work in the time provided and requires prompting and direct oversight.	Does not complete all assigned work in the time provided and requires daily/weekly

				prompting and direct oversight.
	Floors: Demonstrates initiative and attention to detail by making sure all floors are vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	Floors: All floors are vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	Floors: Floors are inconsistently vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	Floors: Majority of floors have loose debris present/some appear not cleaned at all.
	Bathrooms: Demonstrates initiative and pays attention to detail by making sure all fixtures are clean with no buildup present anywhere, no odor is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.	Bathrooms: All fixtures are clean with no buildup present anywhere, no odor is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.	Bathrooms: All fixtures are inconsistently clean with no buildup present anywhere, the odor is sometimes present, all supplies are inconsistently filled properly, vents and stall walls are inconsistently clean/dust free and trash is inconsistently emptied.	Bathrooms: Majority of bathrooms have significant issues with fixtures that have not been cleaned and buildup is present, odor could be present, trash present in cans, dust present on top of stalls/vents and supplies in numerous areas are not filled.
	Classrooms: Demonstrates initiative and pays attention to detail by making sure all trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser.	Classrooms: All trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser.	Classrooms: Trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser but issues exist in classrooms where these tasks are being done on an inconsistent basis.	Classrooms: Majority of rooms have issues with trash in cans, some areas in the rooms seem undone with minimal service provided.
	Entrances: Demonstrates initiative and pays attention to detail by making sure to vacuum/sweep floors and	Entrances: Vacuum/sweep floors and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame,	Entrances: Vacuum/sweep floors and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and	Entrances: Majority of entrances have issues with trash in cans, some areas in the

	rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe window glass and window sill, check and empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions	and handles, wash and wipe window glass and window sill, check and empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions.	handles, wash and wipe window glass and window sill, check and empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions. Issues exist where these tasks are being done on an inconsistent basis.	entrances seem undone with minimal service provided.
	Locker Room and Gym: Demonstrates initiative and pays attention to detail by making sure the gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.	Locker Room and Gym: Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.	Locker Room and Gym: Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied. Issues exist where these tasks are being done on an inconsistent basis.	Locker Room and Gym: Loose debris on all floors, trash is not emptied, supplies are not replenished, some areas in these areas seem undone with minimal service provided.
	Cafeteria: Demonstrates initiative and pays attention to detail by making sure the floors are swept, free of loose debris, free of spots and spills, trash cans are emptied	Cafeteria: Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use.	Cafeteria: Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use. Issues exist where these tasks are being done on an inconsistent basis.	Cafeteria: Loose debris, food and/or spills present on the floor, trash could be present in cans, some tables could be in need of wiping down to be ready for use.

	and all tables are wiped clean and ready for use.			
	Set up and Take Down: Always sets up and takes down for various events in the Board Room, gymnasium and/or commons area. The area is organized, ready to use, and done in a timely manner. Asks pertinent questions to be sure everything is set up for the event per directive given.	Set up and Take Down: Consistently sets up and takes down for various events in the Board Room, gymnasium and/or commons area. The area is organized, ready to use, and done in a timely manner	Set up and Take Down: Inconsistently sets up and takes down for various events in the Board Room, gymnasium and/or commons area. The area is inconsistently organized, ready to use, and done in a timely manner.	Set up and Take Down: Does not set up and takes down for various events in the Board Room, gymnasium and/or commons area. The area is not organized, not ready to use and not done in a timely manner.
	Building Exterior: Demonstrates initiative and pays attention to detail by making sure the grounds are free of trash and debris, trash cans are emptied, mulch is present and properly spread on the playground, the playground is inspected for safety.	Building Exterior: Free of trash and debris on the ground, trash cans are emptied, mulch is present and properly spread on the playground, the playground is inspected for safety.	Building Exterior: Free of trash and debris on the ground, trash cans are emptied, mulch is present and properly spread on the playground, the playground is inspected for safety. Issues exist where these tasks are being done on an inconsistent basis.	Building Exterior: Trash/debris is present on grounds, trash consistently present in a few cans, mulch is thin on the playground, safety concerns were not reported.
	Custodial Closets: Demonstrates initiative and pays attention to detail by making sure the floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled.	Custodial Closets: Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled.	Custodial Closets: Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled. Issues exist where these tasks are being done on an inconsistent basis.	Custodial Closets: Most are in need of cleaning/organizing.
	Flexibility: Always demonstrates flexibility with changes; asks pertinent	Flexibility: Consistently demonstrates flexibility with changes; seeks input as needed.	Flexibility: Inconsistently demonstrates flexibility with	Flexibility: Does not demonstrate flexibility with

	questions and makes positive suggestions.		changes; open to suggestions or change; does not seek input.	changes; not open to suggestions or change.
	Equipment: Always maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	Equipment: Consistently maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	Equipment: Inconsistently maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	Equipment: Does not maintain and appropriately operates equipment and does not anticipate the need for supplies and routine maintenance of equipment.
	Safety Data Sheets: Always maintains and organizes Safety Data Sheets (SDS) in a timely manner.	Safety Data Sheets: Consistently maintains and organizes Safety Data Sheets (SDS) in a timely manner.	Safety Data Sheets: Inconsistently maintains and organizes Safety Data Sheets (SDS) in a timely manner.	Safety Data Sheets: Does not maintain and organize Safety Data Sheets (SDS) in a timely manner.
Maintains Effective Working Relationships/ Teamwork:	4	3	2	1
	Always collaborates and engages in meaningful, positive, timely and effective communication with immediate supervisor.	Consistently collaborates and engages in meaningful, positive, timely, and effective communication with immediate supervisor.	Inconsistently collaborates and engages in meaningful, positive, timely and effective communication with immediate supervisor.	Demonstrates poor communication/ interpersonal skills, and exhibits negative exchanges with the immediate supervisor.
	Always demonstrates a respectful and cooperative attitude toward others; communicates concerns, issues, and pertinent information that affects	Often demonstrates a respectful and cooperative attitude toward others; often communicates concerns, issues, and pertinent information that affects the District/building in an effective	Needs reminders to demonstrate a respectful and cooperative attitude toward others and to communicate concerns, issues, and pertinent information that affects the District/building in an effective	Does not demonstrate a respectful and cooperative attitude toward others and rarely communicates concerns, issues, and pertinent information that

	the District/building in an effective and timely manner to the immediate supervisor.	and timely manner to the immediate supervisor.	and timely manner to the immediate supervisor.	affects the District/building in an effective and timely Manner to the immediate supervisor.
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Overall Rating	1	2	3	4
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The overall rating of a 3 qualifies the employee for wage advancement.

Please indicate Needs Improvement or Developing if the overall rating is a 2.

Employer Narrative Section (Opportunities for Improvement & Strengths): _____

Employee Comment Section _____

Employee Signature _____

Date _____

Evaluating Administrator Signature _____

Date _____

The School District of Manawa MS/HS Custodial Evaluation Rubric

Employee Name: _____

School Year: _____

Domain Areas	Distinguished Indicators: In addition to meeting the requirements for effective (4)	Effective Indicators: The expected level of performance (3)	Needs Improvement/Developing Indicators: Needs Improvement Rating: Practices the standards inconsistently, demonstrates a basic understanding of the standards and/or needs some supervision; Developing Rating: New, inexperienced employees (2)	Unacceptable Indicators: Demonstrate limited or no understanding of the indicator (1)
Demonstrates Job Knowledge:	4	3	2	1
	Shares knowledge and skills willingly with colleagues.	Perform job responsibilities independently.	Demonstrates basic knowledge to perform job duties; needs ongoing supervision/guidance	Unable to demonstrate sufficient knowledge/skill to perform assigned job duties.
	Always meets District's cleaning procedures.	Consistently meets District's cleaning procedures with rare deviation from the procedures.	Requires reminders to meet District's cleaning procedures	Requires daily/weekly follow-up to meet District's cleaning procedures.
Provides Quality Work:	4	3	2	1
	Always completes assigned work at a high level in time provided, is efficient in work plan with rare issues.	Consistently completes all assigned work in the time provided.	Inconsistently completes all assigned work in the time provided and requires prompting and direct oversight.	Does not complete all assigned work in the time provided and requires daily/weekly prompting and direct oversight.

	Floors: Demonstrates initiative and pays attention to detail by making sure all floors are vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	Floors: All floors are vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	Floors: Floors are inconsistently vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	Floors: Majority of floors have loose debris present/some appear not cleaned at all.
	Bathrooms: Demonstrates initiative and pays attention to detail by making sure all fixtures are clean with no buildup present anywhere, no odor is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.	Bathrooms: All fixtures are clean with no buildup present anywhere, no odor is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.	Bathrooms: All fixtures are inconsistently clean with no buildup present anywhere, the odor is sometimes present, all supplies are inconsistently filled properly, vents and stall walls are inconsistently clean/dust free and trash is inconsistently emptied.	Bathrooms: Majority of bathrooms have significant issues with fixtures that have not been cleaned and buildup is present, odor could be present, trash present in cans, dust present on top of stalls/vents and supplies in numerous areas are not filled.
	Classrooms: Demonstrates initiative and pays attention to detail by making sure all trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser.	Classrooms: All trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser.	Classrooms: Trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser but issues exist in classrooms where these tasks are being done on an inconsistent basis.	Classrooms: Majority of rooms have issues with trash in cans, some areas in the rooms seem undone with minimal service provided.
	Entrances: Demonstrates initiative and pays attention to detail by making sure to vacuum/sweep floors and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe window glass and window sill, check and empty all garbage bins, check	Entrances: Vacuum/sweep floors and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe window glass and window sill, check and empty all garbage bins, check	Entrances: Vacuum/sweep floors and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe window glass and window sill, check and empty all garbage bins, check for insects, remove leaves and salt, , check doors	Entrances: Majority of entrances have issues with trash in cans, some areas in the entrances seem undone with minimal service provided.

	<p>window glass and window sill, check and empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions</p>	<p>for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions.</p>	<p>for security, check utility cage for weeds or other obstructions. Issues exist where these tasks are being done on an inconsistent basis.</p>	
	<p>Locker Room and Gym: Demonstrates initiative and pays attention to detail by making sure the gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.</p>	<p>Locker Room and Gym: Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.</p>	<p>Locker Room and Gym: Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied. Issues exist where these tasks are being done on an inconsistent basis.</p>	<p>Locker Room and Gym: Loose debris on all floors, trash is not emptied, supplies are not replenished, some areas in these areas seem undone with minimal service provided.</p>
	<p>Cafeteria: Demonstrates initiative and pays attention to detail by making sure the floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use.</p>	<p>Cafeteria: Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use.</p>	<p>Cafeteria: Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use. Issues exist where these tasks are being done on an inconsistent basis.</p>	<p>Cafeteria: Loose debris, food and/or spills present on the floor, trash could be present in cans, some tables could be in need of wiping down to be ready for use.</p>
	<p>Set up and Take Down: Always sets up and takes down for various events in the gymnasium and/or commons</p>	<p>Set up and Take Down: Consistently sets up and takes down for various events in the gymnasium and/or commons</p>	<p>Set up and Take Down: Inconsistently sets up and takes down for various events in the gymnasium and/or commons area. The area is</p>	<p>Set up and Take Down: Does not set up and takes down for various events in the gymnasium and/or commons</p>

	area. The area is organized, ready to use, and done in a timely manner. Asks pertinent questions to be sure everything is set up for the event per directive given.	area. The area is organized, ready to use, and done in a timely manner.	inconsistently organized, ready to use, and done in a timely manner.	area. The area is not organized, not ready to use and not done in a timely manner.
	Building Exterior: Demonstrates initiative and pays attention to detail by making sure the grounds are free of trash and debris, trash cans are emptied, courtyard is free of trash and debris, the athletic complex is free of trash and debris.	Building Exterior: Free of trash and debris on the grounds, trash cans are emptied, courtyard is free of trash and debris, the athletic complex is free of trash and debris.	Building Exterior: Free of trash and debris on the grounds, trash cans are emptied, courtyard is free of trash and debris, the athletic complex is free of trash and debris. Issues exist where these tasks are being done on an inconsistent basis.	Building Exterior: Trash/debris is present on grounds, courtyard, and/or athletic complex; trash consistently present in garbage cans.
	Custodial Closets: Demonstrates initiative and pays attention to detail by making sure the floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled.	Custodial Closets: Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled.	Custodial Closets: Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled. Issues exist where these tasks are being done on an inconsistent basis.	Custodial Closets: Most are in need of cleaning/organizing.
	Flexibility: Always demonstrates flexibility with changes; asks pertinent questions and makes positive suggestions.	Flexibility: Consistently demonstrates flexibility with changes; seeks input as needed.	Flexibility: Inconsistently demonstrates flexibility with changes; open to suggestions or change; does not seek input.	Flexibility: Does not demonstrate flexibility with changes; not open to suggestions or change.
	Equipment: Always maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	Equipment: Consistently maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	Equipment: Inconsistently maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	Equipment: Does not maintain and appropriately operates equipment and does not anticipate the need for supplies and routine maintenance of equipment.

	Safety Data Sheets: Always maintains and organizes Safety Data Sheets (SDS) in a timely manner.	Safety Data Sheets: Consistently maintains and organizes Safety Data Sheets (SDS) in a timely manner.	Safety Data Sheets: Inconsistently maintains and organizes Safety Data Sheets (SDS) in a timely manner.	Safety Data Sheets: Does not maintain and organize Safety Data Sheets (SDS) in a timely manner.
Maintains Effective Working Relationships/ Teamwork:	4	3	2	1
	Always collaborates and engages in meaningful, positive, timely and effective communication with immediate supervisor.	Consistently collaborates and engages in meaningful, positive, timely, and effective communication with immediate supervisor.	Inconsistently collaborates and engages in meaningful, positive, timely and effective communication with immediate supervisor.	Demonstrates poor communication/ interpersonal skills, and exhibits negative exchanges with the immediate supervisor.
	Always demonstrates a respectful and cooperative attitude toward others; communicates concerns, issues, and pertinent information that affects the District/building in an effective and timely manner to the immediate supervisor	Often demonstrates a respectful and cooperative attitude toward others; often communicates concerns, issues, and pertinent information that affects the District/building in an effective and timely manner to the immediate supervisor,	Needs reminders to demonstrate a respectful and cooperative attitude toward others and to communicate concerns, issues, and pertinent information that affects the District/building in an effective and timely to the immediate supervisor.	Does not demonstrate a respectful and cooperative attitude toward others and rarely communicates concerns, issues, and pertinent information that affects the District/building in an effective and timely manner to the immediate supervisor.

Overall Rating	1	2	3	4
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The overall rating of a 3 qualifies the employee for wage advancement.

Please indicate Needs Improvement or Developing if the overall rating is a 2.

Employer Narrative Section (Opportunities for Improvement & Strengths): _____

Employee Comment Section _____

Employee Signature

Date

Evaluating Administrator Signature

Date



Book	Policy Manual
Section	1000 Administration
Title	JOB DESCRIPTIONS
Code	po1400
Status	Active
Adopted	October 17, 2016

1400 - **JOB DESCRIPTIONS**

The Board of Education recognizes that it is essential for District and employee 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. Therefore, the District Administrator shall maintain a current, comprehensive, and coordinated set of job descriptions for professional staff positions.

The job description of the District Administrator shall be included in the Board policy manual.

All other job descriptions shall be approved by the District Administrator and will be maintained in the District office.

As long as the provisions of the job description(s) are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Each job description shall contain the following provision:

"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District."

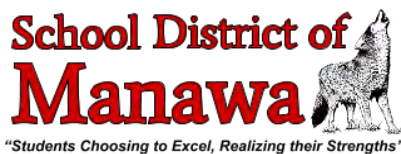
Employees will be evaluated, at least in part, against their job descriptions.

During the hiring process, the current job description for the position for which the individual is interviewing shall be reviewed with the candidate. The emphasis during the review shall be placed upon the essential functions of the position.

From time-to-time, the Board further recognizes that the District Administrator may find it necessary to revise job descriptions.

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Last Modified by Kellie McElhiney on May 26, 2017



Book	Policy Manual
Section	3000 Professional Staff
Title	JOB DESCRIPTIONS
Code	po3120.01
Status	Active
Adopted	May 16, 2016
Last Revised	December 18, 2017

3120.01 - **JOB DESCRIPTIONS**

The Board of Education recognizes that it is essential for District and employee 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. Therefore, the District Administrator shall maintain a current, comprehensive, and coordinated set of job descriptions for professional staff positions.

Job descriptions of licensed personnel, and any revisions thereof, shall be approved by the Board and maintained in the District Office.

The job description of the District Administrator shall be included in the Board policy manual.

As long as the provisions of the job descriptions are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Each job description shall contain the following provision:

"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District."

Each job description shall include a statement that reserves authority to the District Administrator to assign additional duties and responsibilities as necessary within the scope of the employment position.

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

In addition, the District Administrator shall prepare administrative guidelines necessary for the proper implementation of this policy.

Revised 7/17/17

© **Neola 2017**

Last Modified by Robin Dosser on March 2, 2018



Book	Policy Manual
Section	4000 Support Staff
Title	JOB DESCRIPTIONS
Code	po4120.01
Status	Active
Adopted	May 16, 2016
Last Revised	July 17, 2017

4120.01 - **JOB DESCRIPTIONS**

The Board of Education recognizes that it is essential for District and employee 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 support staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the District Administrator shall maintain a current comprehensive, and coordinated set of job descriptions for support staff positions.

All job descriptions will be approved by the District Administrator and will be maintained in the District Office.

As long as the provisions of the job descriptions are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Each job description shall contain the following provision:

"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122 throughout his/her employment in the District."

Employees will be evaluated, at least in part, against their job descriptions.

Each job description shall include a statement that reserves authority to the District Administrator to assign additional duties and responsibilities as necessary within the scope of the employment position.

Following the revision of a job description, support staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

The District Administrator shall prepare administrative guidelines necessary for the proper implementation of this policy.

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Last Modified by Tammy J Hindel on August 4, 2017

SCHOOL DISTRICT OF MANAWA
CLERICAL SUPPORT JOB DESCRIPTION

MES Clerical/Health Paraprofessional

Job Description- To assist the elementary office in entering milk break count into Skyward, assist in distributing parent information that is sent home with students (i.e. lunch menus, parent letter, etc.), answering the phone and taking messages, and assisting in general office procedures.

The primary goal of the Health Paraprofessional is to care for student health injuries and/or illnesses in an expedient and safe manner. The Health Paraprofessional works with students, parents, and school medical personnel for the control and prevention of disease and for the development of optimum health of each student.

QUALIFICATIONS:

- High School Diploma or equivalent is required
- Current CPR certification is required Red Cross First Aid required
- Computer experience with word processing, data entry, and databases preferred
- Above-average human relations skills
- Good oral and written communication skills
- Positive communication skills
- Confidentiality
- Ability to react quickly, calmly, and decisively in a crisis
- Ability to read and interpret a variety of documents
- Ability to learn and/or operate office equipment
- Experience or training in school health or a healthcare setting is preferred

REPORTS TO: Building Principal, District School Nurse, Summer School Coordinator(s)

MES Office Clerical Major Tasks and Reponsibilities:

- Assist with Student record maintenance and family access – including emergency contact information
- Call classrooms
- Assist with copy work as needed
- Assist with Mail – Sort & distribute daily; run outgoing mail through the postage meter
- Assist MES Admin. Assistant with Phones, parents, community, visitor contacts & return calls
- Assist MES Admin. Assistant with Student Registration
- Assist MES Admin. Assistant in the process of accepting payments and give a receipt of same for fees, lunch, etc.
- Assist in Maintaining staff mailboxes.
- Assist MES Admin. Assistant with milk break record keeping
- Entering Activity Accounts receipts into Skyward
- Perform other duties as may be assigned by the Principal

Summer School Clerical/Health Aide Major Tasks and Responsibilities:

- Purchasing and organizing summer school materials
- End of summer school reports
- Scheduling summer school classes
- Care for student health injuries and/or illnesses in an expedient and safe manner
- Perform other duties assigned by the Summer School Coordinator and/or building principals

Health Paraprofessional Major Tasks and Responsibilities:

- Maintain confidentiality in health matters.
- Assist school nursing personnel by performing routine health-related tasks and clerical services, under the direction of the school nurse, to aid in the health care needs of the students and staff.
- Assist with health screenings.
- Maintain and manage the electronic portion of health and vaccine records.
- Assist with printing out and managing health reports and performing routine first aid procedures on ill or injured children according to established procedures.
- Appropriate operation of all medical equipment as required.
- React to change productively.
- Channels requests for health-related information and nursing services to the school nurse.
- Completes “Health Office Visit” form to document each student seen in the Health Office including their chief complaint, treatment, and outcome for each student.
- Assists school nurse prepare and maintain a cumulative health record for each student.
- Documents results of screening and designated health information.
- Collects and maintains student emergency cards and updates as needed into Skyward.
- Completes student/staff accident reports.
- Handle other tasks and assume other responsibilities within the overall scope of the position assigned.
- Support the value of a healthy and safe school environment.
- Fulfill the role of mandated reporting.
- Attend continuing education classes as needed.
- Perform other duties as may be assigned by the Principal.

Health Office Maintenance:

1. Assumes responsibility for maintaining a neat and orderly environment.
2. Follows district policy regarding the cleaning of cots and equipment.
3. Follows district policy regarding infection-control measures.
4. Monitors inventory of supplies and notifies school nurse of needed supplies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to have contact with children who are ill. The employee must be capable of performing first aid and CPR. The employee is regularly required to talk or hear and taste or smell. The employee is frequently required to sit; walk; run; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must frequently lift and/or move up to 10 pounds. The employee is occasionally required to lift up to 50 pounds and to perform a 2-person lift over 50 pounds. (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.)

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

TERMS OF EMPLOYMENT: Salary and benefits are established by the School Board

EVALUATION: Building Principal

**SCHOOL DISTRICT OF MANAWA
ATHLETIC / ACTIVITIES DIRECTOR
JOB DESCRIPTION**

QUALIFICATIONS:

1. Knowledge of the organization and operation of the athletic/activities, programs and events.
2. Any other qualifications the Board of Education may deem necessary or desirable.
3. Ability to direct and supervise head and assistant coaches/advisors.

JOB GOAL: To direct, organize, supervise and maintain district athletic programs and activities

EVALUATOR: High School Principal

TERMS OF EMPLOYMENT: 12-month part-time position, no benefits, annual stipend determined by the Board of Education as recorded in the Salary and Stipend Guide.

PERFORMANCE RESPONSIBILITIES:

1. Develops a co-curricular budget for submittal to the Business Manager and manages the approved budget.
2. Arranges and contracts all athletic contests and workers: including officials, supervision and all other workers necessary for the proper functioning of the athletic contest.
3. Establishes and maintains an athletic and activities master calendar and building use schedule.
4. Monitors and reports on eligibility status of all students involved in co-curricular activities.
5. Schedules all athletic/activity events and practices in a manner which ensures equity.
6. Coordinates support activities at athletic events including, but not limited to: concessions, pep band, and cheer squad.
7. Coordinates athletic/activity transportation with administration, coaches and the transportation coordinator.
8. Ensures facilities and equipment are properly prepared for contests.
9. Represents the School District of Manawa at state and area athletic director meetings (WIAA, WADA, and CWC).
10. Disseminates all W.I.A.A. tournament information and takes care of all tournament arrangements.
11. Supervises compliance with all W.I.A.A. and Central Wisconsin Conference rules and regulations.
12. Collaborates with other administrators in the screening and selection of the coaching/advising staff.
13. Acts as a liaison between the school district, community groups, fitness center staff and individuals regarding extra-curricular programs.
14. Monitors athletic/activities programs and makes recommendations to the administration and school board regarding necessary changes.
15. Assists with organizing and administering the community use of all school

district facilities.

16. Encourages cooperation between school, students, staff and the Manawa community in use of community facilities and to continue to increase usage not to exceed safety regulations.
17. Supervise all varsity athletic competitions or find a staff replacement.
18. Involves stakeholders in a comprehensive diagnosis of the athletic/activity program's strengths and weaknesses and writes a succinct, inspiring, results-oriented mission statement that wins staff and student buy-in.
19. Fosters a sense of urgency and responsibility among all coaches and advisors for achieving annual goals.
20. Regularly tracks progress, gives and takes feedback, and continuously supports the improvement of all programs.
21. Solicits and uses constructive feedback from staff, students, parents, and external partners to improve co-curricular programs.
22. Ensures that all co-curricular staff are using provided professional development on and are using best practices as per the professional literature (includes both in-district clinics as well as workshops/conferences).
23. Assists in conducting the evaluation of all coaches/advisors in collaboration with the building principal.
24. Assists in counseling out or dismissing all ineffective coaches/advisors in collaboration with the building principal; scrupulously follow human resources policy and procedures.
25. Regularly facilitates two-way communication regarding co-curricular program information and updates from coaches/advisors.
26. Leads staff to ensure effective, creative use of space and a clean, safe, and inviting athletic department area.
27. Skillfully manages the budget and finances to maximize student achievement and staff growth.
28. Builds strong relationships with key staff and external personnel; gets them excited about the schools' and program's mission.
29. Conducts detailed and individualized assessment of student-athlete health/safety needs to contribute to athletic program planning. Develops written plans for emergency situations. Ensure that participants and coaches/advisors have learned the emergency protocols.
30. Effectively communicates information about the athletic program and student-athletes in both written and verbal formats (i.e. newspaper articles, social media, public presentations, etc.).
31. Skillfully represents the program in a positive way.
32. Prepares coaches and athletes for interactions with the media.
33. Available at post-season tournaments.
34. Prepares and lines all field surfaces.
35. Oversee equipment management and annual inventory.
36. Annually review and update the Coach Handbook and Athletic/Activity Code of Conduct.
37. Manage the gym usage calendar.
38. Coordinate supervision of the weight room and related fitness programs.
39. Assist in supervision of zero-hour lifting programs.
40. Attend all home athletic events or arrange a substitute to serve in that capacity.
41. Perform other duties as assigned.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

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

**SCHOOL DISTRICT OF MANAWA
ATHLETIC GROUNDS KEEPER
JOB DESCRIPTION**

QUALIFICATIONS:

1. Knowledge of grounds keeping and operations related to the proper maintenance of athletic fields.
2. Knowledge of the organization and operation of the athletic/activities, programs and events.
2. Any other qualifications the Board of Education may deem necessary or desirable.

JOB GOAL: To direct, organize, supervise and maintain district athletic programs and activities

EVALUATOR: High School Principal

TERMS OF EMPLOYMENT: Part-time position per athletic schedule, no benefits, annual stipend determined by the Board of Education as recorded in the Salary and Stipend Guide or commensurate hourly wage.

PERFORMANCE RESPONSIBILITIES:

1. Monitors athletic and activities master calendar and building use schedule.
2. Ensures facilities **and equipment** are properly prepared for contests.
3. Supports the Athletic/Activities Director in leading staff to ensure effective, creative use of space and a clean, safe, and inviting athletic department area.
4. Builds relationships with key staff and external personnel; supports the schools' and program's mission.
5. Monitors the safety of the grounds/facilities for athletic events and reports any concerns promptly to the Athletic/Activities Director and building principal.
6. Represents the athletic programs in a positive way.
7. Prepares and lines all field surfaces.
8. **Assists the Athletic/Activities Director with equipment management and annual inventory.**
9. Perform other duties as assigned.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The School District of Manawa is an equal opportunity employer.