



To: SDM Board of Education
 From: Dr. Melanie J. Oppor
 Date: February 12, 2017
 Re: Support Staff Handbook

The purpose of this memo is to highlight the changes in the Support Staff Handbook as follows:

Page #	Current Language (If applicable.)	Proposed Change or Addition
9	Addition to Employment Policies section or addendum at end of document	Non-discrimination Section (same as Professional Educator Handbook)
10	Family Medical Leave Act (FMLA)	Added Policy # 4430.01 and mirrored the Professional Educator Handbook language
18	Child Abuse Reporting Requirement	Review language to mirror the Professional Educator Handbook
20	90% disability	60% disability and clarified the eligibility per past practice
20	Group Life insurance equal to twice the annual wage	Life insurance equal to annual wage and clarified the eligibility per past practice
20	Eligibility for Health Insurance	Removed Dental and Vision from this heading as the eligibility is not the same per past practice
20	Eligibility & Premium Contributions for Dental & Vision...	Clarified the eligibility per past practice
23	Sick Leave/Personal Leave – Paid Time Off (PTO)	Review language in this section and clarify as needed.
25	Administratively-Approved Leave	Review language in this section and clarify as needed. Corrected Professional Educator / replaced with Support Staff or employee
28	Signature Page	Soften legal language or explain legal language? <i>The Board considered this but it was not implemented at this time.</i>
Appendixes	FMLA forms, Acceptable Use forms, Mandatory Reporting Forms, Direct Deposit Form, Copyright & Video Policy form, Inappropriate Website Report form,	Removed language to mirror the Professional Educator Handbook. (Forms will be moved to the website for staff use)



Support Staff Handbook

Approved by the Manawa Board of Education on _____

**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-Harrassment 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 (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 parenthesis 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.

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, 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

12-Month Employees: A 12-Month Employee 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.

9-Month Employee: A 9-Month Employee is hereby defined as a person who works up to an average of twenty-eight and three quarters (28 $\frac{3}{4}$) or more hours per week, and less than two hundred (200) workdays per year, including paid leaves.

Part-Time Employee: A Part-Time Employee is hereby defined as a person who works an average of less than twenty (20) hours per week and less than 200 workdays per year, including paid leaves.

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
515 E. Fourth Street
Manawa, WI 54949

920-596-2524
dwolfgram@manawaschools.org

920-596-2524
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.

Forms are located on the District website under District Forms. *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, in District owned vehicles or at any District affiliated event is prohibited. Tobacco products may not be stored on District property. *Policy 3215, 4215*

Equal Employment Opportunity

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).

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.

Health Examination

As a requirement for employment, employees will be required to furnish evidence of a physical examination, drug test, and skin tuberculin test.

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.

A skin tuberculin test taken within twelve (12) months immediately preceding the effective date of the original hire of the employee and first appointment date will be accepted for meeting this requirement.

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.

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 and any applicable collective bargaining agreement provisions. TB testing will be required every three (3) years.

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.

The School Board shall comply with the requirements of Wis. § 121.52(3)(a) by including in any contract with an owner or lessee of any privately-owned motor vehicle transporting pupils. Physical examinations for all school bus drivers will follow the requirements as prescribed by Wis. Stat. § 121.52(3)(a).

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 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, most staff does not report. Custodial and Secretarial staff should make reasonable efforts to attend. If, however, they cannot, these groups may utilize Leave Without pay (with written authorization) or a vacation day. Accommodations must be made through the immediate supervisor and, in the event of Leave Without Pay, the District Administrator.

For times when school is delayed, staff is to report according to the delay. Support Staff should plan to adjust their arrival to the student schedule as per the direction of the Supervisor. In the event of an early dismissal due to inclement weather, the staff member would leave after all students are safely out of the building or at the conclusion of their normal working hours, whoever comes sooner. Food Service staff must arrive as close to their scheduled start time as possible.

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, 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, including one-half hour unpaid lunch period for any Support Staff employee working up to thirty (30) or more hours per week.

All Support Staff employees working more than thirty (30) hours per week shall receive two (2) fifteen (15) minute paid break periods per day. Those working less than thirty (30) hours a week shall receive one (1) fifteen (15) minute paid break per day.

Overtime (time and one-half) shall be paid for all hours worked over forty (40) hours per week. Support Staff employees must secure advanced written approval from their Supervisor prior to working overtime.

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 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.

Injuries to Employees

Employees who are injured at work must complete an 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. Attention should be given to all injuries, however minor. An 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.

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.

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.

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 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 and prior written administrative and parent permission is required. The owner of the vehicle has primary liability for any incident.

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 require special attire for work. Employees should consult their 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 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. Many of these guidelines appear elsewhere in this Handbook. These guidelines 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:

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 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 (3340, 4340) that is available online, via the District website or from the Administration Office.

Grievance Procedure

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 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 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.

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 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

The Board of Education will comply with state statutes as to employee compensation. Employees will receive individual notice as to their salary prior to the beginning of the school year.

Residency

The District encourages employees to reside within the school district.

Payroll Payments

Payroll payments for Support Staff will be made on 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.

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 eligible employee's first day of employment. 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 August 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.

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

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.

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 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 Insurance

A Support Staff member working more than 30 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 and dental insurance, long term disability and life insurance.

Premium Contributions for Health Insurance for Eligible Employees

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

Eligibility & Premium Contributions for Dental and Vision Insurance for Eligible Employees

The District will pay one hundred percent (100%) of the premium for group dental and vision insurance (family or single) **for employees working twenty (20) or more hours per week.**

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

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.

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. An annual election is made with an October 1 through September 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.

EMPLOYEE SEPARATION

Timeline

Support Staff employees are encouraged to provide at least fourteen (14) days advance notice of resignation. Failure to provide a fourteen (14) day advance notice will not result in a penalty

Support Staff wishing to retire are requested to inform the District Administrator, in writing, no later than March 1st.

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 prohibit the employee or his/her designee from requesting such permission.

The District will enforce penalties for "breaking" a contract. Penalties are delineated in individual contracts.

Job Vacancies

When the Employer determines to make a promotion within the unit or fill a vacant position, the Employer will consider such factors if relevant, as skill, competence, efficiency, training initiative, leadership qualifications, ability to work with supervisors. If no employee in the applicable department applies or qualifies, the most qualified applicant in the unit shall 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

Time and one-half (1/2) Overtime shall be provided for all hours worked over forty (40) hours per week, Saturdays, Sundays and /or holidays, based on the employee's current regular rate. All overtime must be authorized in writing by the employee's supervisor in advance.

Compensatory Regular Time

Two options exist: 1) With the advance written approval of the supervisor, an employee may request Compensatory Time to be completed preferably within the work week but must be completed within the given pay period. Or 2) Up to sixteen (16) hours of Compensatory Time may be accrued with advanced

written approval of the supervisor to be utilized on days when that staff member is not needed on the school site (e.g. no substitute needed, non-student day, early dismissal, etc.) and used in such a way that 40 hours of work time will not be exceeded. These 16 hours must be utilized on or before June 30.

Call Time/Call in Pay

Any employee called in to work outside his/her regular schedule shall receive one (1) hour pay at time and one-half (1/2) or pay for all hours worked over 40 hours per week, whichever is greater.

Holidays

12-Month Employees

“Regular 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.

Regular Part-Time 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 |

Vacations

Vacation Accrual: Vacations shall be granted to all regular full-time (12 month) employees, based on their total length of service in the school district as follows:

<u>After Continuous Years of Service</u>	<u>Length of Vacation</u>
One (1) year of employment	Five (5) days
Two (2) years of employment	Ten (10) days
Ten (10) years of employment	Fifteen (15) days
Fifteen (15) years or more of employment	Twenty (20) days

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.

Holidays Falling During Vacation: When a paid holiday falls during an employee's vacation period, the employee shall be granted another day off in lieu of the holiday as requested by the employee and approved by the supervisor.

Vacation Pay Upon Termination: Upon termination, employees shall receive payment for all unused accrued vacation, including a prorating from anniversary date of hire to termination date for the current year's earnings.

Sick Leave

Effective 7/1/2012 employees will have Sick Leave (current bank) accumulative to 90 days. An employee's annual allotted time off (sick/personal leave) is as follows:

- 9-Month Employees will have 10 new days annually – two (2) for personal business and eight (8) for sick leave use.
- 12-Month Employees will have 13 new days annually – three (3) for personal business and ten (10) for sick leave use.
- All unused PTO will roll to Sick Leave at the end of the school year (June 30).

Incentive to Unused Sick Leave

Starting 7/1/2012 eligible employees over the maximum of 90 days of unused Sick leave on 6/30 (annually) will receive 50% of the daily substitute teacher pay (\$50) for every day over 90 days of unused Sick Leave. This is in lieu of losing unused sick days.

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 Employee Portal information and email notice to 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 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/or their requirement/request to appear.

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 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.

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 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 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.

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 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 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.

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.

An employee 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).

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.

Organizational System

SDM Staff	Student Concerns	Special Education	Guidance	Transportation	Athletics	
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Level I	Teacher	Homeroom or SPED teacher	Teacher or Counselor	Bus Driver	Coach	
Level II	Principal	Principal	Principal	Transportation Coordinator	Athletic Director	
Level III	District Administrator	Special Education Director	District Administrator	Principal	WIAA or Conference Commissioner	
Level IV	Board of Education	District Administrator	Board of Education	District Administrator	Principal	
Level V	Department of Public Instruction	Family Engagement Coordinator		Board of Education	District Administrator	
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/Maintenance	Administrative Assistant	IT Director	Principal	Business Manager
Level II	Principal	Principal	Principal	Principal/ Curriculum Coordinator	District Administrator	District Administrator
Level III	Curriculum Coordinator	Business Manager	Business Manager	Business Manager	Policy Committee	Board of Education
Level IV	District Administrator	District Administrator	District Administrator	District Administrator	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: _____