



# **Support Staff Employment Handbook**

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**Disclaimer:**  
**SUPPORT STAFF HANDBOOK PROVISIONS**

The terms described in this Support Staff Employment Handbook may be altered, modified, changed, or eliminated by the School District at any time, with or without prior notice, upon a majority vote of the Board of Education.

This Support Staff Employment Handbook and all provisions contained herein do not establish conditions of employment, are not a guarantee of employment, and are not an employment contract, express or implied.

## INTRODUCTION

The Board of Education for the School District of Chilton recognizes that the individuals employed by the District are the most important resource for effectively conducting a quality educational program. Important contributions are made to a successful educational program by both professional and support staff employees. The District functions best when it employs highly qualified staff, conducts appropriate staff development activities, and establishes policies and work conditions which enable each staff member to make the fullest contribution to the District's programs and services. It is the policy of the Board to select the most qualified support personnel available.

### **District Mission Statement:**

We, the Chilton Public School District, believe that preparing students to achieve their potential is our highest priority. In partnership with all members of our community, we are committed to inspiring our students to be life-long learners and responsible, contributing members in a global society.

### **District Vision Statement:**

- Be an innovative school system recognized for every student's demonstration of the skills necessary to succeed in a rapidly changing world.
- Demonstrate continuous improvement through the delivery of a challenging educational program that fosters student achievement, accommodates individual learning styles, and values personal integrity.
- Develop an interactive partnership between the School District and the community that is mutually beneficial.

### **District Core Values:**

1. Honesty
2. Integrity
3. Community Service
4. Respect for all
5. School facilities that support safe learning environments
6. Financial stability
7. The teaching and learning process: they are the core business of our schools
8. Continuous improvement in delivering an excellent educational program
9. A highly trained, professional staff
10. Our reputation as a high performing School District
11. All students succeeding at high levels

### **District Belief Statements:**

1. We believe that all students can learn at high levels.
2. We believe that all students are entitled to a rigorous curriculum that challenges each student's capacity to learn.
3. We believe that teacher effectiveness and expertise have a significant impact on student learning.
4. We believe that our financial and human resources must directly support student learning.
5. We believe that the success of every student is critical to the future of our school, our community, our nation and the global marketplace in which they will work.

This handbook includes a great deal of information that will be helpful to you as an employee of the School District of Chilton. Other policies and/or regulations of the Board of Education are referenced in sections of this handbook.

You may find the full, up-to-date text of all District policies and regulations at the District Office at 530 W. Main Street, Chilton, WI 53014 and on the district website at [www.chilton.k12.wi.us](http://www.chilton.k12.wi.us). Should you have additional questions or concerns about the contents of this handbook, please contact the District Administrator or Business Manager.

## **PART I BENEFITS**

It is the Board of Education's policy desire to provide a competitive and comprehensive benefits package to effectively attract and retain high quality employees. The Board of Education reserves the right to add, eliminate, modify and/or adjust employment benefits at any time providing a minimum of 30-calendar day notice to employees.

### **INSURANCE:**

#### **HEALTH INSURANCE**

The District will provide a plan of medical insurance and will pay a determined dollar amount of the family or single medical insurance premium for all year round full-time staff. The employee will pay the remaining portion of the premium cost through monthly payroll deductions. Insurance benefits are effective for eligible employees on the first day of the month following the first day of active and continuous, full-time employment.

The Board will pay pro-rata premiums for school year and part-time employees who are enrolled in the health insurance plan and who work at least 30 hours per week and 120 days per year. Part-time employees will pay the balance of the premiums through payroll deduction. Any employee who does not meet the employment criteria above will be ineligible for district group insurance.

School year employees who resign from employment effective at the end of the school year will continue coverage under the medical insurance plan through August 31, but may owe additional premium dollars. The District will pay a determined dollar amount of the applicable monthly premiums. The individual must pay the balance of the premiums through payroll deduction during the last pay period of the school year. Thereafter, employees may continue in the group plan under the COBRA insurance continuation law upon resignation.

#### **DENTAL INSURANCE**

The District will provide a plan of dental insurance and will pay a determined amount of the family or single dental premium for all year round full-time staff. The employee will pay the remaining portion of the premium cost through monthly payroll deductions. Insurance benefits are effective for eligible employees on the first day of the month following the first day of active and continuous, full-time employment.

The Board will pay pro-rata premiums for school year and part-time employees who are enrolled in the dental insurance plan and who work at least 30 hours per week and 120 days per year. School year and part-time employees will pay the balance of the premiums through payroll deduction. Any employee who does not meet the employment criteria above will be ineligible for insurance.

School year employees, who resign from employment effective at the end of the school year, will continue coverage under the dental insurance plan through August 31, but may owe additional premium dollars. The District will pay a determined dollar amount of the applicable monthly premiums. The individual must pay the balance of the premiums through payroll deduction during the last pay period of the school year. Thereafter, employees may continue in the group plan under the COBRA insurance continuation law.

#### **LIFE INSURANCE**

After 1 month of creditable employment with any State employer, term life insurance for the employee, their spouse, and dependents is available for purchase by the employee.

#### **SHORT TERM DISABILITY**

Short-term disability insurance is provided for employees who work a minimum of 30 hours a week and at least 9 months a year. The District pays 100% of the required premium.

## **LONG TERM DISABILITY**

Long-term disability insurance is available to employees who work a minimum of 30 hours a week and at least 9 months a year. The District pays 100% the premium for the employee.

## **FLEXIBLE BENEFIT PLAN (Section 125/Cafeteria Plan)**

Section 125 of the Internal Revenue Code makes it possible for employees to pay certain qualifying expenses without paying taxes on the income used to pay the expenses. The District Flexible Benefit Plan allows an opportunity to use specific tax advantages when paying for medical and/or dental insurance premiums, as well as dependent care expenses paid by the employee or a spouse of the employee. Money is saved by not paying Federal, State, and FICA taxes on amounts of income set aside for qualifying expenses. The District automatically processes the employee contribution to medical and dental insurance premiums through the Flex Benefit Plan. Please refer to the Employee Guide to Pre-Tax Savings for more information.

## **VOLUNTARY BENEFITS**

The district offers a vision plan on a voluntary basis that an employee may elect to participate in. Voluntary insurance options available will be provided upon hire during orientation or by contacting the Business Office. The employee pays 100% of the premium.

## **INSURANCE OPEN ENROLLMENT**

The district will annually provide an opportunity for employees to choose insurance benefits in November with a January 1 coverage start date.

## **RETIREMENT BENEFITS:**

### **WISCONSIN RETIREMENT SYSTEM (WRS) CONTRIBUTION**

The Board will contribute one half of the total required contribution share to the Wisconsin Retirement System (WRS) for all employees who work 880 or more hours. Employees will pay the remaining half of the total required contribution to the Wisconsin Retirement System, as required by state law through payroll deduction. Under no circumstance may the Board pay the employee's required WRS contribution. The payment of employee WRS contributions is made pre-tax and thus exempt from state and federal taxes, but subject to FICA taxes. Please refer to ETF document ET-4930 or contact ETF directly for more information.

Employees may also make additional contributions to their WRS account through **after-tax** payroll deductions. Please refer to ETF document ET-2123 for more information. **The District does not match any additional WRS contributions made by the employee.**

### **TAX SHELTERED ANNUITY (403(b) Plan)**

Tax Sheltered Annuity plans are available to all employees. While the District does not contribute to, or match employee contributions, employees may participate as they wish. Please refer to the Tax Sheltered Annuity Information packet for additional information as well as approved vendors.

## **RETIREMENT AGE**

A support staff member, who as an active employee participated in the District insurance plans and retires from the District at the end of the school year she/he attains the age of 55 or greater, may remain in the District's medical and/or dental insurance group under the conditions of the insurance policies and as enumerated in Board Policy, until he or she becomes eligible for Medicare. When this occurs, the retiree shall be responsible for obtaining his/her own medical and/or dental supplemental insurance. Except as provided in this handbook, the premiums for all post retirement insurance shall be paid by the retiree.

Failure of a retired employee to pay monthly premiums to the School District will terminate the eligibility of the employee to continue to participate in the School District medical and dental insurance plans.

### **RETIREMENT SERVICE AWARD**

1. Full-time 12 month support staff employees who meet the following qualifications will receive a retirement service award:
  - (a) attained age 55
  - (b) completed twenty years of full-time employment with the School District of Chilton
  - (c) have provided 30 days written notice to the District Administrator of intent to retire
  - (d) are enrolled within the District's medical insurance plan having the lowest monthly premium of all plans in force, with coverage to be effective not later than the first day of retirement
  
2. The service award is an authorization to continue participation within the lowest premium cost single medical insurance plan in force within the School District, with the School District contributing on a monthly basis, the full applicable monthly premium in effect on the date of retirement for the number of months, determined on the basis of the following formula:

One-half accumulated <u>Sick leave at time of retirement X daily wage at retirement</u> Full applicable monthly premium of the lowest premium cost Single medical plan in effect on first day of retirement	=	Number of months District will contribute toward medical insurance premium for retiree
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Failure of the retiree to pay to the School District the balance of the unpaid monthly premium will terminate the obligation of the School District to continue to provide this benefit and will result in the employee (dependents) being dropped from the group insurance plan.

### **ABSENCE/LEAVE BENEFITS:**

#### **ABSENCE DUE TO ILLNESS**

Sick leave will be used in conjunction with Short Term Disability (STD) or for other reasons allowed by the District Administrator (doctor appointments, illness of self, spouse, domestic partner, child under the age of 18 or parent, and childbirth).

Sick leave will be granted at a rate of eight (8) days per year with no accumulation. The days will be converted to hours based on the employee's scheduled work day. At the end of each fiscal year any unused sick days will be deleted and on the first date of the next year a new allocation of eight (8) days will be granted.

Staff employed prior to 7/1/2013 with accumulated sick leave balance will not lose their sick days, but no additional days will be added to the accumulated balance. As accumulated sick leave is used by the employee, they will not be replenished.

The District Administrator or designee may question an employee about the use of sick leave time. The District Administrator or designee may require an employee to present a statement from a licensed physician certifying that the employee qualified for sick leave, and as appropriate, whether the employee has fully recovered from illness or injury and is capable of resuming regular duties. Payment will not be made for fraudulent use of sick days.



Pre-arranged sick leave must be entered into the District's online system as early as possible, but at least ten (10) business days prior to the requested date. Approval of any absence may be rescinded if a substitute cannot be attained. If by two (2) days prior to the requested leave date a substitute cannot be attained, the employee may be informed and the request may be denied.

Yearly sick leave is granted to the employee on the first working day of the fiscal year. Such leave is granted only if the employee is able to report for work and perform work prior to making a claim against the sick days granted by this provision. Should an employee leave the employment of the district before the completion of the year, a prorated amount of sick leave shall be removed from the recorded balance. In a case where the employee exceeded the sick leave balance, the amount exceeded shall be deducted from the final amount of pay due.

Employees who exhaust all of their available sick days and do not qualify for STD may submit a written request to the District Administrator for additional unpaid days. The request must be made at least 10 working days in advance, if possible.

Sick days may be taken in hourly increments.

### **Abuse of Sick Leave**

The District shall grant sick leave with pay to those employees who are eligible for this benefit as defined in this handbook.

The supervisor shall monitor the use of sick leave in order to identify those employees who abuse this privilege. Employees who have excessive intermittent or regular use of sick leave may be asked by the District to provide medical proof of their ability to continue employment or verification from their physician as to the need to be absent. For the purpose of this section, "excessive" is defined as a level of sick leave use above the average for similarly classified employees, who have not been required to provide medical documentation for the necessity of such leave.

Patterns of sick leave use may suggest an abuse of sick leave and may result in disciplinary action. A pattern of abuse may be evidenced by sick leave contemporaneous with weekends, or holidays or a pattern of intermittent leave without medical authorization or a pattern of "earn and use" over an extended period.

An employee who submits a false sick leave request or statement from a physician or other healthcare provider that has been altered or fraudulently prepared may be disciplined up to and including termination from employment.

### **ABSENCE DUE TO ILLNESS IN THE FAMILY/EMERGENCY LEAVE**

Emergency leave for the serious health condition of father, mother, spouse or dependent child will be authorized in conformance with Federal and State Family and Medical Leave Acts (FMLA). Available sick leave as well as personal days and vacation may be substituted for otherwise unpaid Family Leave

### **ABSENCE DUE TO DEATH IN THE FAMILY (BEREAVEMENT LEAVE)**

Death in the Family: A three (3) day leave with pay shall be granted without deduction from sick leave in the event of the death of a parent, brother, sister, husband, wife, domestic partner, child, or grandchild. A one (1) day leave shall be granted in the event of the death of a grandparent, aunt or uncle, niece or nephew, or cousin. These provisions shall also apply to "in-law" and "step" relationships.

The District Administrator may grant additional days under this provision. If so granted, additional leave shall not establish a precedent.

For more information employees shall refer to the District Policies.

### **ABSENCE DUE TO INJURY - WORKER'S COMPENSATION**

All employees are eligible for benefits under the State of Wisconsin Workers Compensation statute if they are injured on the job. Accidents must be reported to the building principal or designee immediately. When this is not possible, accidents must be reported within 24 hours of the occurrence. Even though no medical care or hospitalization may be required at the time of injury, it is essential that workers compensation forms be completed and on file in the business office in the event medical attention is needed or disability occurs at a later date.

Compensation to and medical expenses on behalf of the injured employee shall be paid as required by the workers compensation law. Additional information can be obtained by contacting the Business Manager.

It is a crime to knowingly provide false, incomplete, or misleading information to any party to a workers compensation transaction for the purpose of committing fraud. Penalties may include imprisonment, fines, and/or denial of insurance benefits.

### **ABSENCE/LEAVE FOR JURY DUTY OR SUBPEONA**

Staff members that are called to perform their civic responsibility as a potential juror, or summoned to appear in court based on a subpoena, shall be excused for any days or portion of days on which the staff member is required to report. Any staff member that receives a notice of jury duty (or subpoena) shall provide such notice to the building principal, and shall call in on each morning to report whether he or she is required to report to jury duty that day. Staff members that miss work due to jury duty must provide verification from the court that they attended on that date. If the employee complies with the instructions for authorizing such appearances, the employee will receive the employee's normal daily compensation for each day the employee is absent because of being on a jury panel or serving jury duty. The employee will pay to the District the jury or witness fee paid to the employee for serving on a jury or appearing as a witness up to the value of employee's normal daily salary. Meal and travel allowances provided will be retained by the employee.

If the employee is released from court prior to the end of a scheduled work day, the employee is expected to report to work even if the District has secured a substitute.

### **ABSENCE DUE TO MILITARY LEAVE**

Employees will be granted Military Duty leave in conformance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), section 45.50 of the Wisconsin Statutes, and implementing regulations.

Employees requesting Military Duty leave must provide notice to the School District of the requirement for leave. Notice must be given as far in advance as is reasonable under the circumstances, unless impossible or prevented by military necessity. If the employee is unable to provide advance notice, notice will be provided as soon as possible.

If military duty is performed pursuant to individual or group written military orders, the employee must provide a copy, or arrange to have a copy of the orders provided, to the School District as soon as possible

### **FAMILY AND MEDICAL LEAVE**

All employees of the School District of Chilton who meet applicable Federal and/or State requirements will be covered by Family Medical Leave Acts (FMLA) in affect at the time of request. These acts allow an employee to take up to 12 weeks of unpaid job protected leave per calendar year for reasons including:

1. Serious health conditions;
2. A family member's serious health condition;
3. Parental leave to care for a newborn or newly adopted or placed child;
4. Because of any qualifying exigency arising out of the fact that the employee's family member is on active duty in the Armed Forces in support of a contingency operation.

The FMLA statutes contain requirements that an employee notify the employer 30 days in advance for anticipated or scheduled medical treatment, intermittent leave, leave on a reduced schedule, and of requests for leave near the end of an academic term. Please contact the district office for additional information regarding rights and responsibilities under the FMLA.

For more information, employees shall refer to the District Policies.

#### **ADDITIONAL AUTHORIZED LEAVE OF ABSENCE**

Additional leave may be authorized for compelling personal reasons, or upon receipt of special circumstances or for other good cause. Such leave may be granted with the pay of the substitute deducted from the employee's pay. Leave requests that are primarily for pleasure or are vacation oriented will not be approved.

The employee must request a leave of absence in writing stating the reason for the request and anticipated date of return. Requests for a leave of absence must be approved by the District Administrator.

Board of Education contribution toward the cost of all employment benefits will be discontinued during an approved leave of absence. The employee may remain a member of the group insurance plans during leave; however, he/she must pay the applicable premiums to the School District during the leave of absence. Sick leave cannot be granted during a leave of absence; however, accumulated sick leave, if any, at the time leave begins, will be restored upon return to work from a leave of absence.

Benefits accrued at the beginning of a leave will not be lost, but none will accrue during an approved leave of absence.

Leaves of absence under this subsection will begin and end on dates which are mutually agreed upon by the administration and the employee.

#### **PERSONAL DAYS**

Two (2) days leave of absence per year shall be granted at full pay for personal reasons which require absence during school hours for School Year Employees.

One (1) day leave of absence per year shall be granted at full pay, for personal reasons which require absence during work hours for 12 Month Employees that work more than 30 hours per week.

The days will be converted to hours based on the employee's scheduled work day.

Pre-arranged personal leave should be entered into the District's online system as early as possible, but at least ten (10) business days prior to the requested date. Approval of all requests made less than ten (10) business days in advance may be rescinded if a substitute cannot be attained. If by two (2) days prior to the requested leave date a substitute cannot be attained, the employee may be informed and the request may be denied.

Personal time may be taken in hourly increments.

Personal leave may be cumulative up to three (3) days for School Year Employees.

Personal leave may be cumulative up to two (2) days for 12 Month Employees.

Personal leave may be used consecutively. Such leave shall not be allowed on the day immediately before or after scheduled week-long breaks, professional development days or during the last week of school, except in extraordinary cases approved by the District Administrator. Administration and supervisors have the right to deny requests based upon staffing. Leave will be granted on a first come, first served basis. Employees are not required to provide a reason for the use of a personal day, however, specific requests must be made as provided above.

School Year Employees may use personal leave for snow cancellations days if the snow day will not be made-up at a later date.

**VACATION (Full-time 12-month Employees)**

Vacations will be granted on July 1 annually based on each full year of service and the anniversary date of employment. Vacation will be granted as follows:

<b>Completed Years of Service</b>	<b>Vacation Days</b>
0	5
3	10
5	15
15	20

For employees hired after July 1, vacation will be calculated on a prorated basis and rounded to the nearest half day. Credit will be given for the month if hired before the 15<sup>th</sup> of the month. Should employment terminate before one year of employment is attained, any vacation days used will be deducted from final compensation due.

Vacation days must be taken within 12 months of the time they are granted—days may not be carried into the next year.

Vacation days may be taken at any time during the year, subject to prior approval of the supervisor.

Terminating or retiring employees may not use vacation or other paid leave time to extend their last day in pay status. Any unused vacation days which cannot be used by a terminating or retiring employee will be paid in a lump sum in the employee's last regular paycheck. For employees terminating or retiring prior to July 1, vacation days paid out will be on a prorated basis, rounded to the nearest half day. Credit will be given for the month if worked after the 14<sup>th</sup> of the month.

Vacations are to be scheduled with the employee's immediate supervisor and with the approval of the District Administrator. Employees may use up to 2/5 of their earned vacation during the "academic school year" with approval of the immediate supervisor and District Administrator. The supervisor or District Administrator shall have the authority to deny the request, if in her/his opinion the request will interfere with functioning of the District or a school. One person per division (secretary, maintenance) per building may exercise this option on a given day.

**Coverage of Work Areas**

It is the responsibility of the supervisor to assure adequate coverage of work areas and telephones on which calls to the District and schools are received. Vacation time may be approved by the supervisor in accordance with good work practices and must permit uninterrupted support of all educational activities when approved.

## **PAID HOLIDAYS (Full-time 12 month Employees)**

Paid holidays are as follows:

- New Year's Day
- Friday before Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve Day

To be eligible for holiday pay, an employee must be in employment status on the holiday, must work or be in pay status the last scheduled work day immediately preceding, or the first scheduled work day immediately following the holiday. Therefore, if employment is terminated immediately prior to or if an employee is not employed immediately after the holiday, holiday pay will not be paid. Holidays while on leave without pay are not paid.

## **PART II PROCEDURES/WORKING CONDITIONS**

### **BOARD OF EDUCATION AUTHORITY**

The Board of Education of the School District, under authority specifically conferred by the Wisconsin Statutes, exercises all rights of possession, care, control and management of the property, affairs, and operations of the School District, and may do all things reasonable to promote the cause of education in the District, including, but not limited by enumeration to the following:

1. To direct all operations of the District;
2. To establish reasonable workloads, work rules, and schedules of work;
3. To hire, promote, transfer, schedule and assign employees in positions within the school system;
4. To place employees on layoff from employment;
5. To maintain efficiency of school system operations;
6. To take whatever action is necessary to comply with State and Federal law;
7. To create new positions or departments and to introduce new or improved operations, work practices, methods or facilities and to permanently or temporarily terminate, consolidate, transfer or modify existing positions, departments, operations or work practices;
8. To select employees, establish job criteria and evaluate employee performance;
9. To determine the methods, means and personnel by which school system operations are to be conducted;
10. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
11. To contract out for goods or services as the Board of Education may determine appropriate;
12. To create, combine, modify and eliminate positions within the School District;
13. To warn, reprimand, suspend, demote, discharge and take other disciplinary action against employees;
14. To determine the size and composition of the work force, to determine the work to be performed by work force and each employee; and to determine the competence and qualifications of employees;
15. To establish or alter the number of shifts, hours of work and work schedules and to schedule overtime when required.

### **AT-WILL EMPLOYMENT**

The primary role of support personnel is to support and enhance the efforts of instructional and administrative personnel to achieve Board of Education – adopted goals for schools and to execute Board policies. All personnel policies and rules pertaining to support personnel must be adopted in conformance with the primary role.

Support staff members are individuals who work for the District in positions which are not subject to a statutory employment contract requirement. All support staff employees are employees at will. Support staff positions are listed in Policy 4120.01. The Board of Education may authorize additional support staff positions, or additional administrative or professional positions, not subject to this policy.

The District reserves the right to modify, revoke, suspend, terminate or change any and all policies or procedures, in whole or in part, at any time with or without notice. The text and terms of Board of Education policies or of any Letter of Employment are not, and are not intended to create or constitute a contract of employment between the District and any one or all of its employees, or a guarantee of continued employment for any term, fixed or otherwise. Employment may be terminated at any time, for any lawful reason, with or without cause.

Support staff members are required to adhere to all Board of Education policies as well as Wisconsin statutes and administrative regulations governing schools. When engaged in the course of their work and when in contact with members of the public, support staff members are expected to act in the best interests of the School District at all times. Failure to do so may result in disciplinary action.

### **EMPLOYMENT REQUIREMENTS**

As governed by District, state, and federal requirements – all new employees must submit the following:

- Completed employment application
- Physical examination and tuberculin test or completion of approved medical form (Scheduled through District approved provider)
- I-9 proof of citizenship
- Pre-employment criminal background check
- DPI Mandatory Report Training
- Safety Training

**All offers of employment are contingent upon satisfaction of the above requirements.**

### **REPORTING REQUIREMENTS**

All district employees are obligated to report child abuse or neglect. Further, employees must report any threats of abuse or neglect that become known. Employees are required to report an incident in situations when the victim of the abuse or neglect is a child that is seen in the course of the employee's professional duties. This does not limit the reporting obligation to information obtained in the classroom.

Employees should contact immediately the building principal or District Administrator with fact-specific questions about whether a report must be filed with the proper authority. The District will keep such information confidential and will not make any employment decision based on an employee report of child abuse or neglect.

### **CLASSIFICATION OF SUPPORT STAFF POSITIONS**

As a member of the Support Staff, you are either full time or part time; non-exempt or exempt; regular or temporary/substitute.

- Exempt employees are support staff employed under specific legal criteria for an annual salary and are exempt from minimum wage and overtime compensation requirements.
- Non-exempt employees are paid an hourly wage for hours worked and are eligible for overtime compensation as required by law.

- Temporary employees are those who are hired for substitute work (e.g. substitute nutrition workers and substitute teacher aide), for summer assignments or for other short-term positions. Temporary employees are paid an hourly wage and do not qualify for most benefits.

**Full-Time, 12 Month \***

- work year round; normally 8 hours per day (10 hours during the summer)
- eligible for all benefits described in this handbook including vacation and holiday pay

**Part-Time, School Year \***

- work minimum of 175 days per year; 6 or more hours per day
- eligible for all benefits, including paid sick leave, described in this booklet (pro-rated based on full-time equivalency or FTE), excluding vacation and holiday pay

**Part-Time, School Year \***

- work minimum of 175 days per year; less than 6 hours per day
- no benefits apply except Wisconsin Retirement System participation if hours worked exceed 880 hours per year

**Part-Time, Hourly/Seasonal**

- work as scheduled; hours per day may be up to 10 per day, but less than 120 days annually
- no benefits apply except Wisconsin Retirement System participation if hours worked exceed 880 hours per year
- positions include, but are not limited to, pool lifeguards, pool supervisors, weight room attendants, summer maintenance as well as substitute aides, cafeteria workers and clerical employees.

**HOURS OF WORK**

The work week for the School District of Chilton begins on Saturday and ends on Friday.

Hours and days of work are established by the District Administrator, but may be adjusted as needed by supervisors for short-term or emergency situations. Personnel who work 4 hours or more per day may take a 10 minute paid break. Personnel who work 6 hours or more per day may take a 10 minute paid break and must take a 30 minute lunch break without pay. Breaks will be scheduled by the immediate supervisor with every effort being made to schedule them at the middle of the employee's shift.

**Overtime:** When a non-exempt employee works more than 40 hours in a work week (defined in the above section) without any unpaid or paid leave, whether approved or not, the employee is entitled to overtime pay at the rate of 1.5 times the employee's regular rate for hours worked in excess of 40 hours. If an employee works 40 or more hours in one workweek in different positions, an hourly rate will be determined by using a "blended" rate as defined by the Department of Labor.

Employees, who work beyond their scheduled hours or overtime without the approval of their supervisor, or in direct violation of a directive not to work additional hours, will be subject to disciplinary action. In the case of repeated violations, the discipline recommended may be up to and including termination of employment. Only the supervisor can approve overtime in advance of the time worked.

**Trade off time:** Extension of a workday may be balanced by limiting the hours worked on a different day in the same work week. This is not always possible and can create an overtime obligation. For example, if an employee must finish a project on Monday and works an extra 2 hours, then, with the permission of his/her supervisor, that employee may come in 2 hours late or leave 2 hours early on any day Tuesday through Friday. Trade off time cannot bridge workweeks. That is, an employee cannot work 45 hours in one workweek and 35 in the next and consider this trade off time.



### **Observance of the Work Day**

It is the responsibility of the employee to be present and ready for work on time. Lateness in reporting for work or returning from lunch breaks, leaving work before the end of the scheduled work period or any other unauthorized absence is grounds for disciplinary action.

An employee absent from his/her position without approval of the supervisor whether for part of an hour or longer, is subject to disciplinary action.

### **INCLEMENT WEATHER DAYS/EMERGENCY SCHOOL CLOSING**

If school is delayed, canceled or dismissed early due to inclement weather or emergency reasons, staff shall report to work as directed by their supervisors under the following guidelines.

#### **1. School Cancellations**

**Full-Time, 12 Month** employees shall report for work. If the employee determines that he/she is unable to report to work for any reason, a personal day, vacation day, or day without pay may be taken.

**Part-Time, School Year and Part-Time Hourly** employees are not to report but are required to work on the assigned make-up day unless otherwise directed by their supervisor. The employee may use a personal day if day does not need to be made up by students.

#### **2. Delayed School Openings**

**Full-Time, 12 Month** employees shall attempt to report to work as close to their scheduled starting time as possible.

**Part-Time, School Year, Hourly and Seasonal** employees are to report based on their supervisor's direction. The employee may use personal time.

#### **3. Early Dismissals**

All support staff employees shall remain on duty until dismissed by their supervisor. Supervisors shall coordinate decisions for early dismissals with the District Administrator. The employee may use personal time.

### **RECRUITMENT, APPLICATION AND SELECTION**

The School District of Chilton is an Equal Opportunity Employer and as such does not discriminate on the basis of any protected characteristic, to include, but not limited to race, sex, religion, color, age, ancestry, national origin, sex, marital status, sexual orientation, gender identification, age, disability or on the basis of any other form of employment discrimination, prohibited by law.

Appointment and promotion with the District shall be based upon merit and performance. Selection and promotion of personnel will be based solely on job-related knowledge, skills, abilities, experience, education, prior work performance and adaptability.

Notice of employment opportunities shall not be limited to in-house postings, but internal job announcements may precede ads in newspapers of general circulation and on the internet, unless otherwise determined by the District Administrator.

### **JOB ABANDONMENT**

Should an employee fail to report to work at an assigned time, without prior or subsequent notice, the District may consider this job abandonment after a period of 24 hours beginning with the commencement of the assigned work shift missed.

If the employee notifies the District, the reasons for the absence will be considered along with a recommendation from the supervisor regarding disciplinary action.

### **EMPLOYEE TIMEKEEPING**

The District utilizes a time keeping system as the official record of hours worked. All non-exempt employees must clock in and out for each shift.

Falsification of timekeeping and attendance records is a serious matter which may result in disciplinary action up to and including termination of employment.

Exempt employees do not use time sheets or the timekeeping system to record hours and are governed under different rules and regulations from non-exempt employees issued by the Department of Labor. Exempt employees are not eligible for overtime pay, or compensatory time. Exempt employees must report their absences through the District approved electronic time keeping system.

### **PROFESSIONAL DEVELOPMENT/IMPROVEMENT**

Support Staff may have the opportunity to learn, grow, and continue to demonstrate their expertise in the School District of Chilton through identified professional development activities with prior approval from their Supervisor.

### **WORK RELATED EXPENSE REIMBURSEMENTS**

1. Funding for learning is intended to support attendance at non-credit programs that enhance job performance.
2. Sharing transportation and/or lodging is expected and encouraged where appropriate. The cost of mileage should only be requested by the person who does the driving. If other staff members are signed up for the same conference, they should be contacted by you to help keep the costs low for mileage and/or lodging. The less spent on these items means more available for workshops, etc. Employees in travel status are reminded that they are doing the public's business and are obligated to be extremely conservative in expenses.
  - a. The following guidelines for meals (including tip) have established by the District:
    - **DETAILED RECEIPTS REQUIRED**
    - Breakfast       \$7 (allowable when departing prior to 6 am)
    - Lunch            \$10 (allowable when departing prior to 10:30am and returning after 2:30 pm)
    - Dinner           \$18 (allowable when returning after 7 pm)
  - b. The following guidelines for mileage reimbursement:
    - Mileage is currently reimbursed according to IRS guidelines.
    - Mileage is only reimbursable when the district van is not available for use and the van usage guidelines have been followed.
    - Mileage is calculated as the distance from work to the business event. In the event an employee travels to the event from another location, the shorter distance (from work to event or other location to event) is reimbursable per federal guidelines.
3. Expense Reimbursements not submitted within 30 days of an event will NOT be reimbursed.

### **DISTRICT VAN GUIDELINES**

- Contact the district office administrative assistant as soon as you have scheduled your fieldtrip or registered for your professional development to check van availability.
- Please try to schedule van use at least 10 business days prior to your trip.
- The van assignment will be finalized when you pick up your keys.

- When you reserve a van please provide the following: usage dates, departure and return times, the name of the DRIVER(s), reason (field trip, professional development, etc.), destination, the number of students, and the number of staff
- All drivers **must** have a current driver's license, car insurance declaration page, and background check on file in the District Office prior to driving. If you are unsure, contact the District Office administrative assistant to verify.
- If plans change and the van will no longer be needed, please cancel the van in a timely manner by contacting the District Office administrative assistant.
- Keys can be picked up 1-2 days prior to your departure unless the District office will be closed.
- Keys and completed paperwork should be brought back up to the District Office the next business day after returning the van. (Please do not leave in the van.)
- On the van usage log sheets, a maintenance area has been added. Please let us know right away if something is broken so we can get an appointment for repairs.
- All tickets and fines are the responsibility of the driver(s).
- At any time administration can cancel usage.
- If the van becomes unavailable on a day that you have it reserved, the District Office administrative assistant will contact you right away so you can make other arrangements.

We understand that some circumstances do come up and we will address those on a case by case basis.

**\*\* Use of personal vehicles for transporting students is discouraged. If a personal vehicle is used, the driver's personal auto insurance is primary.**

**\*\*If personal vehicles are used for work purposes, including to attend conferences, mileage and parking fees will only be reimbursed when the school van was unavailable and the van usage process was followed.**

**EVALUATIONS**

During the first 60 days of employment, supervisors will closely observe the work performance of new employees. If the supervisor feels that the employee has not demonstrated satisfactory work performance, a formal written evaluation will be prepared. The supervisor may recommend a professional improvement plan or termination of employment to the District Administrator.

All employees are to be evaluated annually by May 15 by their Supervisor as follows:

<b>Employee Group</b>	<b>Supervisor</b>
Nutrition Program* .....	Nutrition Program Director
Maintenance and Janitors* .....	Director of Maintenance
Teacher Aides .....	Building Principal
Administrative Assistants .....	Immediate Supervisor/Principal
Nutrition Program Director .....	Business Manager
Registrar .....	Business Manager
Payroll/Accounts Payable Clerk .....	Business Manager
Technology Director .....	District Administrator
Director of Maintenance .....	District Administrator
Activities Director .....	District Administrator

\*The Activities Director, Nutrition Program Director and the Director of Maintenance shall review evaluations of their respective staff with the appropriate Administrator(s). However, the Director is the evaluator.

Each employee will receive a written evaluation that conforms to Board of Education policy criteria, and will be signed by both the employee and supervisor. After signature, evaluations will be placed in the employee's permanent file located in the business office. Evaluations will be kept confidential, and will be reviewed only by authorized individuals.

Employees may appeal their evaluation by following these steps:

- discuss concerns with evaluator
- discuss concerns with the Business Manager if separate from evaluator
- meet with District Administrator
- prepare a written response for attachment to evaluation in permanent file

Special evaluations may be conducted at any time if an employee's performance is determined to be unsatisfactory.

The evaluation tool will be shared with support staff each fall highlighting any updates.

### **ANTI-HARASSMENT POLICY**

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

For purposes of anti-harassment, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members, agents, contractors, or other persons. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, parents, and vendors doing business with, or seeking to do business with, the District whether on or off School District property.

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

The District Administrator has prepared written administrative guidelines for professional staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines.

For more information employees shall refer to the District Policies.

### **STAFF DISCIPLINE**

The Board of Education retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action shall be consistent with the requirements of any applicable Board policy and State and Federal law. The District Administrator may issue discipline, when she/he deems appropriate, however, student performance on examinations may not form the basis for staff discipline.

### **Investigation of Possible Criminal Activity**

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

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

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

All instances of staff discipline are subject to the employee grievance procedure, set forth in Policy 4340.

### **GRIEVANCE PROCEDURE**

The purpose of this procedure is to provide the exclusive internal method for resolving grievances concerning employee discipline, employee terminations and workplace safety. This procedure applies to all regular full-time and part-time employees.

A grievance shall mean a dispute arising out of interpretation or application of Board of Education Policy or Administrative Guidelines, concerning employee discipline, termination of employment, or conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievance, including the date of disciplinary action or safety incident;
- C. the issue or reason for the grievance;
- D. the relief sought;
- E. the date the incident or violation took place;
- F. the specific section of the applicable Policy or Administrative Guidelines alleged to have been violated;
- G. the signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within ten (10) working days after the employee knew or should have known of the cause of such grievance. Grievances of the same type, and with a similar factual basis, may be consolidated at the discretion of the District Administrator. The following procedures shall be followed:

- A. Principal:**  
Any employee that believes s/he has a concern subject to the grievance procedure shall first present a written grievance to the building principal. If applicable, the employee shall conform to directives or perform assigned tasks and grieve later. The Principal shall, within five (5) working days of receipt of the grievance, meet and

discuss the grievance with the employee and then provide a written decision within five (5) working days.

**B. District Administrator**

If the grievance is not satisfactorily resolved at the building principal step, the written grievance may be submitted to the District Administrator within five (5) days of receipt of the decision of the building principal. The District Administrator shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then provide a written decision within ten (10) working days.

**C. Hearing Before an Impartial Decision maker:**

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) working days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. The District Administrator will schedule a hearing with the selected hearing officer, employee, and District representatives. Each grievance shall be heard by a single hearing officer. The impartial hearing officer will have the authority to administer oaths and issue subpoenas. Grievance hearings will be convened in closed session unless otherwise required to be held in open session as a matter of law. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative. Any employee representative shall appear at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee(s). The decision of the Hearing Officer will apply exclusively to the employee(s) presenting the grievance.

The impartial hearing officer will convene such hearing as the officer deems necessary, and render a written decision on the grievance within thirty (30) days of receipt of the grievance. The time for decision may be extended by the impartial hearing officers in response to a request by, or with the approval of the grievant.

The impartial hearing officer may apply relaxed standards for the admission of evidence, including the admission of hearsay. The oral or written statements of students, which might otherwise be hearsay, will be considered by the impartial hearing officer without the direct testimony of students, if other, non-hearsay information is presented.

Any costs assessed by the impartial hearing officers will be paid by the District.

**D. Board of Education:**

If the decision of the impartial hearing officer is not satisfactory to the grievant or the School District administration, the grievance may be submitted to the Board of Education by the grievant or a school administrator, in writing, within ten (10) days of the decision of the impartial hearing officer. Within twenty (20) days after presentation of the written grievance to the Board of Education, a review of the decision of the impartial hearing officer, together with any further written comment by the grievant and school administration, will be

conducted by the Board during a closed session meeting. Within ten (10) days following the closed session review, the Board will issue a final written decision.

Nothing in this grievance procedure shall prevent any employee from presenting concerns regarding matters, not subject to the grievance procedure, to an administrator, and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be addressed by administration, subject to any applicable Board policy, Administrative Guideline, or directive.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the employee/grievant and District Administrator. If the building principal, District Administrator or impartial hearing officer fails to provide a written decision within the time limits prescribed, the employee may advance the grievance to the next level. Grievances not processed to the next level by the grievant within the prescribed time limits, will be considered withdrawn.

In the event of a conflict between the terms of this procedure and a provision within the individual employment contract of the grievant, if any, the contract provision will control.

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

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or District rule related to: the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training, warning requirements, workplace violence and accident risk.
- B. "Termination" does not include the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats., nor does it include job transfer, demotion, or termination of an employment contract as the result of reduction in force under Policy [3131](#) and Policy [4131](#).
- C. "Employee discipline" refers to unpaid suspensions and written reprimands, but excludes performance conferences/evaluations, staff assignments, job re-assignments, demotions, transfers, changes in job duties, work performance improvement plans and oral reprimands (unless a written record of the reprimand is placed in the employee's file).
- D. "Days" mean work days, other than weekends and holidays. 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.

## **PERSONNEL FILES**

A confidential personnel file is maintained for each employee of the School District of Chilton. This file is the property of the School District of Chilton and contains essential employee information and documents, including such items as the initial employment application, payroll information, applicable evaluation documents, disciplinary records, other work related memos, correspondence, and records related to the employee.

Professional and Support staff files shall be kept in the business office and shall be open to examination of any employee requesting to review the contents of his/her file. It may be necessary to schedule an appointment for this purpose.

## **EXPECTATIONS**

It is essential for all employees to participate in providing an environment in which the education of children is our most important goal. To meet that goal, the District expects certain behavior which fosters a safe,

clean learning atmosphere. All employees are expected to follow the policies of the Board and the regulations of the District administration.

The following work rules are not meant to be all-inclusive. An employee who violates these work rules may be subject to disciplinary measures up to and including termination of employment.

### **PUPIL CONDUCT**

Support staff who are assigned the responsibility for supervising students should report any student behavior problems to the teacher or principal. Any conduct dangerous to other students or staff members should be handled and immediately reported to the proper party or parties. Support staff should not be routinely involved in the discipline of students, unless such responsibility is a part of their job description or specifically assigned duties.

### **DISASTER PREPAREDNESS**

All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intrusion, etc. When drills are staged, every staff member and student must follow proper procedures.

### **SOLICITATION IN SCHOOLS**

There shall be no solicitation of staff members or students regarding non-school business activities or transactions on school premises by salesmen or agents. When observed, staff members should instruct all persons who enter the school building while school is in session, to report to the school office to state the nature of their visit.

Agents or salesmen may not interview professional or support staff about personal matters during school or work hours.

In addition, use of an employee's position for personal gain, or to solicit a contribution, response or actions to further a political, religious, or charitable cause not approved by the District, is prohibited during working hours on school premises.

### **POLITICAL ACTIVITY**

Employees may exercise their rights and privileges as a citizen in political matters, subject to the following restrictions:

1. No School District employee may, during hours for which pay is received, use any time for the solicitation, promotion, election, or defeat of any candidate for public office.
2. No School District employee may use in any way the classrooms, buildings, or services of students for the purpose of solicitation, promotion, election, or defeat of any candidate for public office.
3. No School District employee may make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any candidate for public office.
4. No School District employee may take part in management of the campaign for the election or defeat of members of the Board of Education of the District.

### **WORK BEHAVIOR**

Employees are expected to perform their duties in an honest and truthful manner by not lying to a supervisor; withholding information from a supervisor; fraudulently signing a document; knowingly submitting false information; taking or misappropriating or participating in the taking or misappropriation of property, money or anything of value belonging to the District or any of its employees; taking or participating in the taking of private property on school grounds or at school functions.

### **SUPERVISOR DIRECTIVES**

Unless an action is unlawful or dangerous, employees are expected to carry out to the best of their abilities, the work orders issued by supervisors. If an employee feels the assignment given by the supervisor is



unreasonable, but not unlawful or dangerous, the employee should first attempt to complete the assignment and then arrange to discuss the matter with the supervisor.

### **EMPLOYEE DRESS AND GROOMING**

All employees must maintain a clean, neat appearance during the work day. Dress should be appropriate to the work environment. The supervisor shall decide if an employee is suitably attired for the duties of the job, to include all safety considerations.

All personal protective equipment (PPE) must be worn when using District tools and operating equipment per safety guidelines.

### **FALSE REPORTS**

Employees may be disciplined for filing false reports or statements including but not limited to the following:

- Work Reports
- Attendance Reports
- Accident Reports
- Sick Leave Requests
- Doctor's Reports
- Pre-employment Statements
- Tax Withholding Reports
- State or Federal Reports
- Insurance Reports

### **GRATUITIES**

Employees are not to accept gifts or gratuities from any person or business that is interested directly or indirectly in any manner of business pending with the District.

### **CONFIDENTIAL INFORMATION**

Employees are prohibited from discussing or disclosing confidential information that may come into their possession. Confidential information is to be interpreted broadly, including all matters related to students and student records, or which a reasonable person would normally consider confidential.

All requests for confidential information, regardless of the source of the request, should be directed to the supervisor or District Office.

### **DISTRICT PROPERTY**

Any and all property purchased and/or owned by the District must be used only for District-related business. Theft, misappropriation, loss or unauthorized use of District property by an employee may result in disciplinary action.

The purchase, maintenance and repair of District vehicles, equipment and supplies are costly. These costs are increased by abusive, careless work habits of employees. Employees shall take every reasonable action to assure the care of District-owned vehicles, equipment and supplies in order to preserve the value of these items. Neglect or carelessness resulting in damage or loss of District property may be subject to disciplinary action.

### **GAMBLING**

Gambling on District-owned or leased premises is prohibited at all times. Gambling during the work day on or off District property is prohibited.

### **ACTS PREJUDICIAL TO THE INTEREST OF THE DISTRICT**

An employee convicted of a misdemeanor or a felony involving moral turpitude, or involving circumstances which substantially relate to the circumstances of the position held by the employee, is subject to disciplinary action, including termination.

All conduct by employees that injures the reputation or public standing of the District or which impedes effective operation of the School District, is strictly prohibited. Such conduct is subject to disciplinary action.

All employees are expected to comply with federal and state laws and local ordinances in the performance of their work-related duties. If there is any doubt about the requirements of these laws, the employee should consult with his/her supervisor.

### **OUTSIDE OR SECONDARY EMPLOYMENT**

Secondary private employment may not interfere with normal work hours or diminish the capacity of the employee to perform his/her job duties for the District.

### **FRATERNIZATION**

The School District of Chilton does not seek to interfere with the lawful, private, off-duty conduct of its employees. Off-duty conduct, however, may occasionally affect an employee's ability to effectively perform the duties of his/her job by creating conflicts of interest, the perception of favoritism, or complaints of sexual harassment, discrimination, and breach of confidentiality, among other issues.

Therefore, to assure that all employees are treated with dignity and respect, and to promote the effective operation of the District's business, any employee exercising supervisory authority of any character is prohibited from engaging in close personal relationships, including romantic, dating, and/or sexual relationships, with employees whom he/she supervises. Any violation of this policy will result in discipline up to and including termination.

## **PART III COMPENSATION**

### **PAYMENT:**

#### **WAGE PLACEMENT**

Wage placement is determined by the District Administrator. Initial placement will normally be at the entry-level rate of the position's wage range. Exceptions to this practice are reserved for those cases in which an applicant's education and job-related experience warrant employment at a higher level within the wage range.

Advancement after initial placement shall be authorized by the Board of Education during the annual budget cycle, unless the advancement is specifically withheld as part of the evaluation process. When the employee has reached the top of the range for his/her position, raises may be less than approved by the Board for other support staff.

Support staff who are granted a wage increase will receive the increase effective on July 1 of each year. The business office will send a confirmation of wage increases as soon as possible following Board approval. Employees hired or promoted after January 1, will not receive an annual increase until July 1 of the next calendar year. However, if their wage rate is at the entry level and the entry level is increased by the Board of Education, the employee's wage rate will increase to the new entry level.

#### **WAGES AND SALARY INCREASES**

Wages are established for the various support staff positions within the District to reflect the level of responsibility handled, variety of duties covered, special skills or training, experience, performance evaluations, etc., as well as the area and industry standard rates.

The District Administrator, with approval of the Board of Education, will annually, and effective July 1, review wages and adjust individual and starting wages as appropriate based on the School District budget and current economic conditions, with consideration of the Consumer Price Index (CPI). Should an employee be hired after January 1, any wage increase will not be applied until July 1 of the next calendar year. In addition, the District Administrator will establish criteria for wage increases for all employees when wage increases are authorized.

#### **PAY DATES**

Direct deposit of payroll payments is mandatory for all employees. Pay dates are scheduled for the 10<sup>th</sup> and 25<sup>th</sup> of each month. Advice of Deposits for Year Round and School Year employees are available online through Skyward Employee Access

The supervisor or building principal will distribute Advice of Deposit for any Part-Time Hourly/ Seasonal staff. Advice of Deposits for employees not present on pay day will be mailed unless other arrangements have been made.

## PART IV BOARD POLICIES

Employees should reference the following policies to understand additional District requirements that are applicable to staff employment. These policies will soon be made available online at the School District of Chilton website at: [www.chilton.k12.wi.us](http://www.chilton.k12.wi.us). Employees will be informed when these policies are available electronically. The complete District Policy Manual is always available in the District Administrator's office.

### Support Staff

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4120.02	Support Staff Positions (At-Will Employment)
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4122.01	Drug-Free Workplace
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4425	Benefits
4430	Leaves of Absence
4430.01	Family & Medical Leave of Absence ("FMLA")
4430.02	Military Leave
4430.05	Nursing Mothers
4431	Employee Leaves
4432	Employee Sick Leave
4440	Job-Related Expenses
4531	Unauthorized Work Stoppage

**ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

The Employee Handbook which I have been provided contains important information about the School District of Chilton, and I understand that I should consult the Business Office regarding any questions not answered in the handbook. I have entered into my employment relationship with the School District of Chilton voluntarily, and understand that unless an individual contract has been presented to me, there is no specified length of employment. Accordingly, either the School District of Chilton or I can terminate the employment relationship at will, at any time, with or without cause, and with or without advance notice.

I understand and agree that no person other than Board of Education may enter into an employment agreement for any specified period of time, or make any agreement contrary to the School District of Chilton's stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to the School District of Chilton's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Education has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or Business Manager any questions I might have concerning the handbook. I agree to conform to the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook as well as all other Board Policies, State and Federal laws, and any revisions made to them. I further agree that if I remain with the School District of Chilton following any modifications to the handbook, Board Policy and State and Federal law, I thereby accept and agree to such changes.

I have received a copy of the School District of Chilton's Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Business Office Business Manager by the date specified. I understand that this form will be retained in my personnel file.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name – Printed

District Received: \_\_\_\_\_  
Date