

**SCHOOL DISTRICT OF SHIOCTON**

**EMPLOYMENT HANDBOOK**  
**for**  
**SUPPORT STAFF MEMBERS**

EFFECTIVE: July 1, 2017 to June 30, 2018

**SCHOOL DISTRICT OF SHIOCTON  
EMPLOYEE HANDBOOK  
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## **SCHOOL DISTRICT OF SHIOCTON EMPLOYEE HANDBOOK**

**This Employee Handbook is a summary** of employment policies, procedures, rules, and regulations of the Board of Education of the School District of Shiocton (“District”). It has been prepared to acquaint employees with the policies, procedures, rules, and regulations to provide for the orderly and efficient operation of the District. If you have questions regarding any of the information set forth in this Handbook, or about matters which are not covered, please direct them to the District Administrator.

**This Employee Handbook has been prepared for informational purposes only.** None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied. All of the District’s employees are employed, “at-will”, and employment is not for any definite period, unless otherwise provided by individual written contract or by statute. The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, as it feels necessary for the good of the School District of Shiocton.

**Any employee with problems or concerns** regarding matters not subject to the grievance procedure is encouraged to discuss the matter with their direct supervisor. If the matter is not resolved, they should discuss their problem or concern with the District Administrator.

If an employee believes a discrepancy has been made regarding their pay, insurance premiums payment, WRS payment, or leave day computation or any other monetary issue they may discuss this directly with the Business Manager or District Administrator. Any discrepancy will be resolved in a timely manner.

**The term “employee”** is given to mean and refer to persons including custodian, secretaries, paraprofessionals and the like (see Personnel Positions on Page 2). The terms “employee” and “(support) staff member” may be used interchangeably throughout this document.

### **Board-Staff Communications (Policy #4112)**

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

### **SHIOCTON MISSION STATEMENT**

The mission of the School District of Shiocton is to provide an exceptional education to secure the future of our children and our families. “Where Excellence Is Expected”

### **SHIOCTON SCHOOL BOARD POLICIES**

All District policies are available on our school website, <http://www.shiocton.k12.wi.us/> under the “School Board” tab located on the right side of the home page. Or visit the NEOLA site directly at <http://www.neola.com/shiocton-wi/>.

## **EMPLOYMENT**

### **Personnel Positions (Policy #4120)**

This document refers to the following positions:

Custodial

Maintenance

Clerical

Secretarial

Food Service

Para-Professional

Nurse Assistant

Instructional Technology Assistant

Full-time is defined as forty (40) hours per week.

Part-time is defined as less than forty (40) hours per week.

Regular employees are defined as those who work 11 or 12 months.

School year employees are those who work less than 11 months.

### **Probation**

All newly hired employees shall serve a probationary period of six (6) months of scheduled employment. Probationary employees may be discharged by the Board in its sole discretion. Probationary employees shall not have access to the grievance procedure.

### **Physical Examination and TB Test (Policy #4160)**

As a requirement for employment, new staff will be required to furnish evidence of a physical examination and skin tuberculin test in accordance with the Board Policy. An employment physical will be offered through a selected clinic and paid for by the district.

### **Criminal History Record Check (Policy #4121)**

To more adequately safeguard students and staff members, the Board of Education requires an inquiry into the background of each applicant the District Administrator recommends for employment. All information and records obtained are to be considered confidential and shall not be released.

### **Employee Identification Badges (Policy #4216)**

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. They are an important part of providing a secure environment for our students. Employees must wear their employee identification badges in a visible spot during their work time.

## **EMPLOYMENT STATUS AND RECORDS**

### **Non Discrimination and Equal Employment Opportunity (Policy #4122)**

The board of Education does not discriminate in the employment of support staff on the basis of any characteristic protected under State and Federal law.

### **Reduction in Staff (Policy #4131)**

In order for the District to have maximum flexibility with staff placements, seniority is only one factor in lay-offs or recalls. The Board reserves the right to eliminate positions in District and to reduce the staff whenever reasons warrant. Where appropriate, attrition may be used to achieve

the necessary number of position reductions.

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

- Qualifications of the employees being considered for reduction
- Experience of the employees being considered for reduction
- Performance of employees, based on performance evaluations
- Input from direct supervisors
- What is in the best interests of the District

No employee that is reduced shall have any right to a future position, but, shall not be prevented from applying.

**Vacancies (Policy #4132)**

The School Board will employ the person best suited to perform the duties of a particular vacancy at any level. Vacancies shall be posted internally and externally at the same time. Internal posting does not provide any preference for internal candidates.

**Resignation or Retirement (Policy #4140)**

Employees must provide written notification of resignation within fourteen (14) days or retirement within ninety (90) days of their last anticipated date of employment. A resignation, once submitted and accepted by the Board, is final and may not be rescinded without approval by the Board.

**Termination, Non-Renewal (Policy #4140)**

All employees are at will employees that may be terminated or who may be non-renewed for any reason provided that the decision is not arbitrary or capricious, or in violation of any applicable law. The non-renewal of a support staff member shall comply with applicable statutory non-renewal procedures. Any decision to terminate a support staff member shall be subject to review consistent with the grievance procedure policy.

**Evaluation (Policy #4220)**

All support staff shall be evaluated on a regular basis. Probationary staff shall be evaluated more often. This procedure is being reworked and will be implemented and communicated in the future.

**EMPLOYEE PAY AND BENEFITS**

**Payroll (Policy #6510)**

All employees will be paid for actual hours worked on a bi-weekly basis.

Direct Deposit: All employees will have their pay checks directly deposited into their bank accounts on the designated payday.

**Base Salary (Policy #6510)**

The Board will establish base salary according to what the Law allows. If this is not accomplished before the school year begins, all support staff will begin with the salary they received for the 2015-2016 school year. Back pay, if applicable, will be calculated when base salary and salary schedule have been established.

**WRS (Policy #6520)**

All qualified employees will participate in Social Security and the Wisconsin Retirement System (WRS), and the Board of Education supports these plans by making the employer contribution.

Employees will be responsible for 100% of the employee share of the total WRS contribution.

**Benefit Plans (Policy #4419 & #4419.02)**

The specific design and development of employee benefit plans shall be determined by the District Administrator with approval by the board. These programs shall be reviewed annually and when necessary the District Administrator shall solicit bids from potential vendors to provide the employee benefits. The District will provide part time employees fringe benefit payments equal to the percentage of their individual assignment.

**BENEFITS**

**Health Insurance:**

The District will provide staff members with a health insurance plan. Where possible, the Plan and its premiums will be tiered (ex: single, employee & spouse, employee & children, and family). As of July 1, 2017, the District will also provide a Health Reimbursement Account (HRA) with contributions of \$2,500 (single) and \$5,000 (all others) respectively. This contribution will be prorated for those hired after July 1.

Employees who participate in the group health plan shall continue to be required to pay 12% toward the premium. For part-time employees working thirty (30) or more hours per week, the District shall prorate its contribution based on the employee's annual hours worked compared to 1,650 hours and the amount of the Board's contribution.

Per ACA, an employee must be contracted for a minimum of thirty (30) hours per week to be eligible for health insurance benefits.

**Dental:** The Board will pay 50% of dental insurance premiums for family plans and 88% of dental insurance premiums for single plans. For part-time employees working thirty (30) or more hours per week, the District shall prorate its contribution based on the employee's annual hours worked compared to 1,650 hours and the amount of the Board's contribution. To be eligible for health insurance benefits, an employee must be contracted for a minimum of thirty (30) hours per week.

**Long Term Disability:** The Board shall assume the full expense for coverage for each support staff member. To be eligible for long term disability insurance benefits, employees must work a minimum of thirty (30) per week.

**Short Term Disability:** The District will provide the opportunity for members to be covered by a short term disability plan. The member will pay the full cost of the premium through a payroll deduction. This insurance program shall continue to be offered as long as the number of participants meets the specifications of the plan.

**Life Insurance:** The Board shall pay 95 percent of the cost of a \$10,000 life insurance policy. For part-time employees working thirty (30) or more hours per week, the District shall prorate its contribution based on the employee's annual hours worked compared to 1,650 hours and the amount of the Board's contribution.

**Flexible Benefit Plan:** The District will provide an IRS section 125 (pretax) flexible benefit plan for all employees.

**Leave Days (Policy #4431)**

Leave may only be granted on those days for which an employee is ordinarily scheduled to work. "Days" for the purpose of calculating available leave shall be of the duration for which an employee is ordinarily scheduled. (That is, if an employee is ordinarily scheduled to work five (5) hours per day, one (1) day of leave will be five (5) hours.) Employees who are ordinarily scheduled to work fewer than five (5) days per week will have their leave prorated according to the number of days per week for which they are scheduled to work. (That is, an employee scheduled to work for three (3) days per week will receive three fifths (3/5) of the leave days allotted to five (5) day per week employees in the same category.) The prorating of leave for employees working less than five (5) days per week does not apply to funeral leave.

**Sick Leave (Policy 4432)**

Regular full-time and part-time employees will be allotted twelve (12) days of sick leave per year prorated for percentage or months of employment. School year full-time and part-time employees will be allotted 10 days of sick leave per year prorated for percentage of employment. Sick leave will be accrued on an hourly basis as described above. Employees hired prior to July 1, 2014 may accumulate up to 125 unused days of sick leave. Employees hired on or after July 1, 2014 may accumulate up to 100 unused days of sick leave. Accumulated sick leave shall be calculated by adding the remainder of the unused sick leave at the end of the school year to the accumulated leave from the previous year. Sick leave will be prorated for part-time employees.

Employees switching positions that result in an increase or decrease in number of hours worked per day will have their accumulated sick leave prorated according to hours worked/day. For example, a staff member who transitions from a 50% position to a 100% position with 10 days of sick leave accrued will have these 10 days prorated to 5 days (10 days at .5FTE = 5 days at 1.0FTE).

Sick leave will not be granted until the employee has completed one (1) full day of work (i.e. worked the full shift as scheduled).

Sick leave is to be taken in half day or full day increments.

Any employee who will be absent on a given day must notify the AESOP substitute caller as soon as possible.

The employee must report the reason for absence from work, as soon as possible. The employee must keep the District informed and the District may ask the employee as to when he/she shall return to work.

The leave will be computed and accumulated on July 1 of each year and be based at the employees' regular rate and hours actually worked per day (i.e. an employee who works six and a half (6.5) hours per day will receive six and a half (6.5) hours of pay per sick leave day). In the event of separation prior to the completion of the full year (retirement or resignation), sick days will be prorated for the period worked. Any overpayment as a result of unearned sick days used will be deducted from the employee's last check(s).

If an employee is absent from work more than considered normal by the District Administrator, the District Administrator may require a physician's statement for absences



due to illness if, in the opinion of the District Administrator, verification of the illness is warranted.

### **Funeral Leave**

A support staff member may be allowed up to three (3) days leave due to death of a member of his/her immediate family\* (and/or significant others). More days may be added at the discretion of the District Administrator. Any additional days that may be approved will be charged against the individual's sick leave days.

\* "Immediate family" is commonly defined as one generation up and one generation down, including in-laws.

### **Unpaid Leave**

**Application:** Employees who wish to absent themselves from employment must make application for a non-paid (unpaid) leave of absence from the Employer. Such requests for an unpaid leave of absence of one (1) day or more shall be made in writing at least thirty (30) days prior to the start thereof. In the event of extenuating circumstances, the thirty (30) day notice may be waived at the discretion of the District Administrator. The unpaid leave request must state the specific reasons and length of time requested for such leave not to exceed one (1) year.

Requests for less than one (1) day may be approved by the employee's immediate supervisor and shall be made as soon as the leave is known. Requests for up to five (5) days of unpaid leave must be approved by the District Administrator. Requests for five (5) or more unpaid leave days must be approved by the Board.

The granting of an unpaid leave of absence, the length of time for such leave, and the number of employees taking such leave shall be solely within the discretion of the Employer. Abuse or fraudulent use of any of the various leave provisions of this Agreement shall result in loss of pay, suspension without pay, or discharge.

Except as is required by the Wisconsin or Federal Family Medical Leave Act, after the initial thirty (30) days of unpaid leave, no benefits shall be received, nor shall the leave serve as experience credit for seniority or for any other purpose. Employees may continue District insurance coverage at their own expense after the initial thirty (30) days of unpaid leave as allowed by the policies of the insurance carrier.

Requests for unpaid leave are non-precedential and will be dealt with on an individual basis.

### **Emergency Leave**

All employees scheduled to work five (5) days per week are allowed two (2) days of emergency leave each year, subject to approval by the District Administrator. Employees scheduled to work less than five (5) days per week shall receive one (1) day of emergency leave per year, subject to approval by the District Administrator. Such leave is non-cumulative. Requests for emergency leave shall be submitted in advance, when possible, to the employee's immediate supervisor accompanied with an explanation of the reasons for the request. *Such leave shall be deducted from sick leave.* The following situations are considered to be appropriate use of emergency leave.

**Birth or Adoption of a Child:** Absence shall be granted to a parent for one day on the day preceding, the day of, or the day after the birth or adoption of a child. This provision is not applicable for an employee on a leave of absence or utilizing sick leave benefits.

Catastrophe: Absence due to catastrophes such as fire, flood, tornado or other causes of major damage or threat of major damage to the employee's residence to the degree that his/her immediate presence is required shall be granted.

Illness or Injury in the Family: Leave shall be granted due to serious illness or injury to a member of the employee's immediate family when the illness or injury requires the immediate presence of the employee. A physician's statement may be required by the District.

Court-ordered Appearances: Other than jury duty, excluding as a defendant or plaintiff, shall also be considered emergency leave.

**Military Leave:** Leaves of absence for service in the Armed Forces of the United States shall be granted in accordance with s.45.50 Wis. Stats.

**Jury Duty:** Each employee will be released to serve jury duty without loss of pay or other benefit. The employee will receive the employee's normal daily pay from the District for each day the employee is absent because of being on a jury panel or serving jury duty. The employee will turn over to the District the fee paid by the court to the employee for serving on a jury up to the value of the employee's normal daily wage. Meal and travel allowances provided by the court shall be retained by the employee. Employees are expected to report to work if Jury Duty is cancelled.

**Personal Leave:** Employees that work five (5) days per week and more than thirty (30) hours per week may take two (2) days (Part-time employees may take one (1) day) of paid personal leave per year upon approval by the District Administrator or his/her designee. This leave will be deducted from accumulated sick leave. Employees who have accumulated 75 sick days will be entitled to an additional personal day. The additional personal day will be used first. This day will not be deducted from sick leave. All personal days are non-cumulative.

Employees must request personal leave at least three (3) days before the leave is taken unless an emergency situation exists and then a reasonable time of advance notice shall be allowed.

### **Leaves of Absence (Policy #4430)**

**Leave of Absence:** All requests for unpaid leaves of absence of five (5) or more days by support staff members shall be presented to the Board for approval. Requests for unpaid leave of up to five (5) days shall be presented to the District Administrator for approval.

**FMLA (Family Medical Leave Act):** According to Law; gives up to 12 weeks, in a calendar year, of leave for serious medical conditions, including pregnancy, where accumulated sick leave may be applied and health insurance remains intact for qualified employees. (See policy #4430.01)

### **RETIREMENT**

The Board shall contribute to the Wisconsin Retirement Plan (WRS) for all eligible employees; WRS determines eligibility.

Any employee, with fifteen (15) years of service in the District, who elects to retire from active employment in the School District of Shiocton at the age of 55 or older, shall be entitled to receive \$50 per day at the time of retirement for each day of unused accumulated sick leave,

not to exceed the maximum number of days allowed to be accrued (see Page 5). The amount of money generated by this formula will be paid out in one lump sum within 30 days of the last day worked.

## **WORKING CONDITIONS AND HOURS OF WORK**

### **Work Hours**

Compensation shall not be paid more than once for the same hours of work. This Article is intended only to provide a basis for calculating overtime and shall not be construed as a guarantee of hours of work per day or per week.

Each employee should be fully aware of the workday hours for his/her position including lunch and other breaks. Questions may be raised with the immediate supervisor or the District Administrator to guarantee no misunderstandings.

Employees working on Saturday or Sunday shall be compensated at one and one-half (1 ½) times the employee's regular rate of pay regardless of whether the employee has worked 40 hours in the week or not. Should it be necessary in the judgment of the Employer to establish daily or weekly work schedules departing from the normal work day or work week, notice of such change shall be given to the employee affected as far in advance as is reasonably practicable.

During their normal eight-hour workday, employees shall be granted two (2) fifteen (15) minute rest periods which shall be scheduled by the immediate supervisor. Employees working less than eight (8) hours shall receive one (1) such rest period.

All extra hours worked must have prior approval by the District Administrator or his/her designee. With prior approval, all hours actually worked over forty (40) hours per week, shall be paid at one and one-half (1½) times the employee's regular straight time hourly rate of pay. The Employer reserves the right to schedule overtime work as required in a manner most advantageous to the Employer and consistent with the requirements of the District in the public interest. All work shall be scheduled and distributed as equally as practicable among employees who, during the regular working hours, customarily perform the work required.

**Compensatory Time:** Compensatory time at the rate of one and one-half (1½) times the number of overtime hours actually worked may be used in lieu of overtime payment. The scheduling of such compensatory time shall be done by the District Administrator or his/her designee. Compensatory time must be used within thirty (30) days of earning it or it will be paid out at one and one-half (1½) times. The accumulation of compensatory time shall not exceed forty (40) hours at any one point in time. Overtime hours in excess of forty (40) hours shall be paid out in accordance with normal pay policies. Employees desiring to use compensatory time must give three (3) days' notice and receive approval of the District Administrator or his/her designee. Use of compensatory time is entirely at the discretion of the District Administrator or his/her designee.

Any employee required to work on a holiday for which they are eligible to receive holiday pay, shall receive one and one-half (1½) times their regular pay for all hours worked, plus their holiday pay.

Employees called back to work with the approval of the District Administrator or his/ her designee outside their normal scheduled hours or employees required to check buildings on

Saturdays, Sundays, or holidays shall receive two (2) hours pay at one and one half (1½) times. The Employer may assign such employee to any work that he/she is qualified to perform during such period. The District shall have the option of requiring the employee to remain at work for the full two (2) hour period.

**School Closings:** On days that school is closed due to inclement weather or other emergencies, all employees reporting to work shall be paid for all hours actually worked. Employees are subject to call-in for safety, maintenance, snow removal and other reasons given by the District Administrator or his/her designee. If school is canceled and employees are not called in to work, employees shall not be paid for the day unless the employee chooses to use a sick day or a vacation day; this provision is applicable for no more than two school days per year.

NOTE: regular, full-time employees are not subject to the two school day limit.

If school is held and subsequently closed early, employees may be released from their duties, unless they are otherwise required to remain at work. The District Administrator or his/her designee shall decide whether the employee must remain at work.

Food Service employees who report on “late start” days and are subsequently sent home because school closes early will be paid two hours “call-in” pay in addition to their compensation for hours actually worked. The District reserves the right to direct Food Service employees to complete their shifts on “late start” days.

On days when the start of school is delayed and/or on days when school is released early, the employee shall be permitted to account for such hours not worked by using their sick days in ¼ day increments, accumulated compensatory time, or vacation time, if such time is available.

**Schedule Posting:** Work schedules showing the employee's shifts, working days, and hours shall be posted in each school.

All employees covered by the Employee Handbook shall be treated similarly for purposes of shift documentation. All employees shall be required to punch a time clock at the start and end of their shift. Employees shall not punch another employee's time card.

**Training and Equipment:** If required by the Employer, the Employer will provide appropriate equipment, uniforms and supplies. The District shall pay expenses and mileage for off-site, out-of-town training that is required and approved by the Employer. Employees will be paid at their regular rate of pay for attendance at District-sponsored in-service meetings that are required and approved by the District Administrator.

The uniform shirts for the custodial staff and the smocks for the food service staff will be selected, provided, and maintained by the District during the school year.

**Paraprofessional Training :** Training (i.e. orientation, shadowing, etc.) will be provided to new and/or reassigned paraprofessionals so they can be successful in their new assignments. Paraprofessionals shall also be afforded opportunities for continued training throughout their employment with the District. Training will be offered at the discretion of Administration.

If the training requires time beyond the paraprofessional's normal workday, then he/she shall be paid for the additional hours.

**Transportation of Students:** Employees shall not transport students in private vehicles without written approval of the District Administrator.

**License:** Employees shall be responsible for having the proper credentials to perform the work required in their job assignment. Employees directed by the Employer to obtain certification shall have said certification fees paid by the Board.

**HOLIDAYS**

**Schedule:** All employees will be paid for the following nine (9) holidays if said holidays fall within the employee's work year:

- |                  |                |
|------------------|----------------|
| Fourth of July   | New Year's Day |
| Labor Day        | Good Friday    |
| Thanksgiving Day | Memorial Day   |
| Christmas Day    |                |

All regular full time employees will be paid for nine (9) holidays. The seven (7) listed above along with the Day after Thanksgiving and Christmas Eve Day.

**Eligibility:** To qualify for holiday pay an eligible employee must be on the active payroll of the District and must have worked on his/her regularly scheduled workday preceding and following the paid holiday, unless a scheduled vacation is taken, an illness is verified by a physician's certificate, or the employee is otherwise excused by the District Administrator.

Employees will be paid on the basis of their daily rate for the week of the holiday.

If a paid holiday falls on a Saturday or Sunday, the Board will determine if it will be observed on the preceding Friday or following Monday.

In order for an employee to receive holiday pay, such holiday must fall within the parameters of his/her work year.

**VACATION**

**Schedule:** All full-time employees shall be entitled to vacation leaves with pay in accordance with the following schedule:

**12 month employees:**

- |                  |                                     |
|------------------|-------------------------------------|
| One (1) week:    | After one (1) year of service       |
| Two (2) weeks:   | After two (2) years of service      |
| Three (3) weeks: | After eight (8) years of service    |
| Four (4) weeks:  | After fifteen (15) years of service |

**11 month employees:**

- |                |                                  |
|----------------|----------------------------------|
| One (1) week:  | After one (1) year of service    |
| Two (2) weeks: | After three (3) years of service |

**Eligibility:** Employees must be employed by the District for one (1) year before they are eligible for a paid vacation. Vacation will be granted on July 1<sup>st</sup> of each year.\*

Selection of vacation dates must have prior approval of the District Administrator and/or immediate supervisor. If conflicts between employees arise as to vacation scheduling, preference will be given in order of seniority. The District Administrator may limit the length of an employee's vacation to one (1) week increments, and it reserves the right to approve the scheduling of vacation so as not to interrupt the operations of the District.

Vacation days may be taken in half day or full day increments. Beginning with the vacation days earned in the 2014-2015 school year, no days may be carried over. All unused vacation will be lost.

Vacation shall be computed at the employee's regularly scheduled hours during the preceding twelve (12) months and vacation pay will be paid out at the employee's rate of pay when the vacation is taken.

\*An eligible employee who properly resigns employment by providing a minimum of fourteen (14) days written notice to the District Administrator shall receive vacation pay on a prorated basis. Discharged employees shall not receive vacation pay.

**Mileage (Policy #4440)**

No mileage reimbursement will be paid for travel within the school district. Mileage will be paid at the IRS rate approved travel outside the District.

**Job Assignments**

The District will assign employees to whatever position the system needs and deems as best as long as the proper state license is in place. These yearly job assignments will be made in a timely manner each school year to allow for appropriate planning and training.

**WORK ENVIRONMENT**

**Staff Dress Code (Policy #4216)**

The Board of Education believes that staff members set an example in dress and grooming for students to follow. Monday through Thursday professional dress is expected. Friday can be casual dress day.

**Drug-Free Workplace (Policy #4122.01)**

The Board shall not permit the manufacture, possession, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia, by any staff member at any time while on District property or while involved in any District-related activity or event.

**Use of Tobacco by Professional Staff (Policy #4215)**

The Board of Education is committed to providing a tobacco free environment on District premises, in District vehicles and at all District- sponsored events.

**Substance Abuse (Policy #4170)**

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses.

**Weapons (Policy #4217)**

The Board of Education prohibits support staff members from possessing, storing, making or using weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District.

**Employee Anti-Harassment (Policy #4362)**

The Board of Education is committed to a work environment that is free of harassment of any form.

**Threatening Behavior toward Staff Members (Policy #4362.01)**

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

**Bullying and Other Forms of Aggressive Behavior (Policy #5517.01)**

The Board of Education is committed to providing a safe, positive, productive and nurturing educational environment for all of its students and staff. Every staff member is required to stop and report any bullying behaviors they may see.

**Staff Ethics (Policy #4210)**

The Board of Education expects all support staff members to maintain high standards in their working relationships, and in the performance of their duties.

**Outside Activities of Staff (Policy #4231)**

The Board of Education has set guidelines to help clarify and avoid situations in which in which their personal interests, activities, and associations may conflict with the interest of the District.

**Freedom of Speech in Non-Instructional Settings (Policy #4310)**

The Board of Education has adopted guidelines to help clarify and avoid situations in which the staff member's expression could conflict with the District's interests.

**EMPLOYEE RESPONSIBILITIES**

**Confidentiality (Policy #8350)**

State and Federal law requires that student education records be maintained as confidential. Individuals who have access to confidential information and records while employed by the Board of Education are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District.

**Receipt of Legal Documents by District Employees (Policy #4236)**

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

**Student Abuse and Neglect (Policy #8462)**

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with the law.

**Corporal Punishment (Policy #5630)**

While recognizing that students may require disciplinary action in various forms, the Board of Education cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

**Student Supervision and Welfare (Policy #4213)**

Support staff members are held to a high level of care regarding student supervision, control, and protection.

**School Health/ Wellness (Policy #8510)**

The School District of Shiocton recognizes its responsibility to promote a healthy learning environment by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment.

**EMPLOYEE COMMUNICATION AND TECHNOLOGY****Staff Education Technology Acceptable Use and Safety (Policy #7540.04)**

The District's Internet system has a limited educational purpose. The Board has the right to place restrictions on its use to assure that use of the District's computers, network, and Internet services is in accord with its limited educational purpose. Users have a limited privacy expectation.

**Technology Privacy (Policy #7540.01)**

This policy serves to inform staff members of the Board's position with respect to staff member privacy in the educational and workplace setting and to protect the Board's interests. All computers, telephone systems, electronic mail systems, voice mail systems, are Board's property and are to be used primarily for business purposes. Staff members should have no expectation that any information contained on such systems is confidential or private.

**Electronic Mail (Policy #7540.06)**

The Board of education establishes the use of e-mail as an official business tool. The District retains the right to monitor or access any District e-mail accounts at any time. Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail may result in civil and criminal penalties against the sender.

**District Web Page (Policy #7540.02)**

The Board of Education authorizes staff members and students to create web pages/ sites that will be hosted on the District's servers and published on the Internet. The web pages/ sites must reflect the professional image of the District, its employees, and students.

**Personal Communication Devices (Policy #5136)**

Students may use wireless communication devices during the school day with the teacher's permission and supervision.

**EMPLOYEE CONDUCT AND DISCIPLINARY ACTION****Staff Discipline (Policy #4139)**

Staff may be disciplined for violations of Board policy or 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 he/ she deems appropriate. The levels may range from oral reprimands to suspension or termination. Progressive discipline will generally progress as follows:

- Oral reprimand, with a written record placed in the employee file
- Written reprimand, also placed in the employee file
- Suspension, length of which would be determined
- Termination



The District Administrator may skip one or all the steps in the progressive discipline model. In a case that the conduct is so egregious, immediate termination of employment may be recommended. 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 if the staff member chooses to file.

### **Personnel Records (Policy #8320)**

Maintaining accurate personnel records is critical to effective human resource management and to the Board of Education satisfying its legal obligations. In addition, such records frequently contain confidential information that must be managed appropriately. Accordingly, the Board has developed the policy relating to personnel records.

### **Grievance (Policy #4340)**

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

- The name and position of the grievant
- A clear and concise statement of the grievant
- The issue involved
- The relief sought
- The date the incident or violation took place
- The specific section of the Policy or Handbook alleged to have been violated
- The signature of the grievant and the date

All employee grievances must be filed by the aggrieved employee. The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance. Such grievance must be filed in writing to the District Administrator, who shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then reply within ten (10) working days.

In the event that 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. Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative. Any employee representative selected shall be at no expense to the District. The hearing officer may only consider the matter presented to him/ her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) working days, present the grievance in writing to the Board, who shall hear the matter within thirty (30) working days after its receipt, unless postponed by mutual agreement. The Board shall, after discussion with appropriate personnel and after hearing the grievance, make a decision by majority vote, which shall be final.

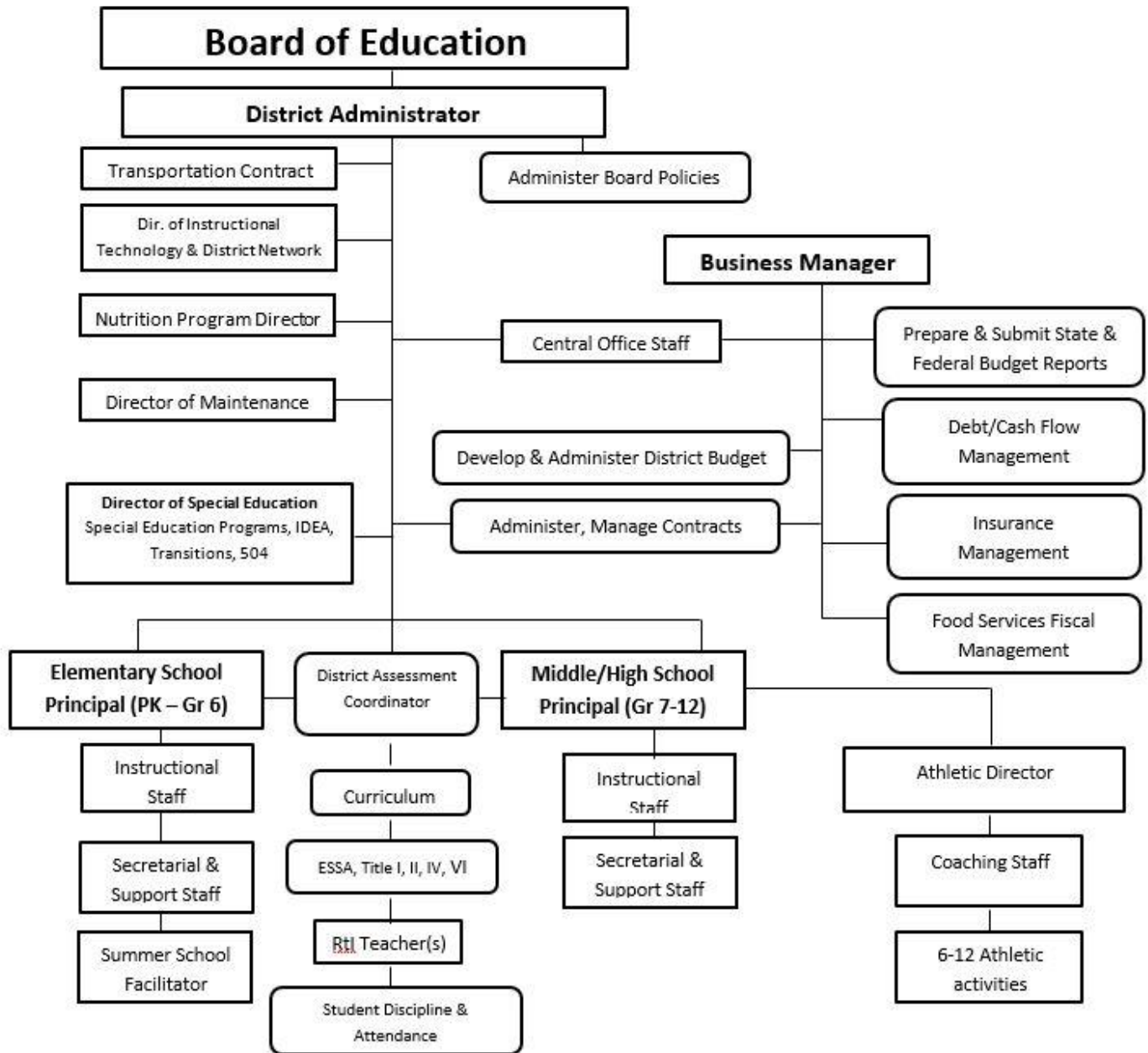
## Appendix A

### AESOP Access Information

To register with the AESOP System, call 1-800-942-3767 (1-800-94-AESOP). Enter your ID and PIN. Once you are logged in, you will be given prompts for various menu choices. When you access the system over the phone for the first time, it is very important that you record your name and assignment for substitutes to hear. Please keep in mind that only your name and assignment should be recorded, (e.g. John Doe, 3<sup>rd</sup> Grade) as the system will play this to potential substitutes for all future absences you register. You will not be asked to record this information each time you register an absence. When entering an absence, please wait until you receive a confirmation number before you terminate the call. Your transaction is not complete until you receive a confirmation number.

You may also access the system on the Internet at <http://www.aesopeducation.com>. Here you will be able to enter absences, check your Absence schedule, update personal information, and exercise other features. If you have any questions, concerns, or comments; please feel free to contact your school office at 986-3351 or at [support@aesoponline.com](mailto:support@aesoponline.com).

## Appendix B Organizational Chart



Appendix C  
2017-2018  
Salary Schedule

	Schedule A Secretary/Nurse Asst		Schedule B FS/Para		Schedule C Custodian	
	2016 2017	2017 2018	2016 2017	2017 2018	2016 2017	2017 2018
<b>STEPS</b>						
1	13.32	13.55	11.11	11.30	12.40	12.62
2	13.72	13.96	11.51	11.71	12.82	13.04
3	14.15	14.40	11.94	12.15	13.24	13.47
4	14.56	14.81	12.35	12.57	13.63	13.87
5	14.97	15.23	12.78	13.00	14.07	14.32
6	15.44	15.71	13.24	13.47	14.52	14.77

School District of Shiocton  
Receipt of Support Staff Employee Handbook  
2017-2018

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

I understand that it is my responsibility to become familiar with all of the information contained in this handbook as well as any other rules, regulations, policies, or practices promulgated by the School District of Shiocton pertaining to my employment. I may ask the District Administrator to clarify any information in this employee handbook that I do not understand.

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

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

Please sign both copies. One copy stays in this manual for you; return the other to the District Office to be kept in your personnel file.

School District of Shiocton  
Receipt of Support Staff Employee Handbook  
2017-2018

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(Employee Signature)

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(Date)

Please sign both copies. One copy stays in this manual for you; return the other to the District Office to be kept in your personnel file.