

**School District of Crivitz**

**EMPLOYEE HANDBOOK  
for  
Support Staff**

Updated July, 2012  
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## I. INTRODUCTION

### INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for District support staff employees including secretaries, custodians, bookkeepers, assistant bookkeepers, maintenance staff, cook/servers, aides, EEN aides, kitchen helpers, head cooks and head maintenance person. The provisions described herein are the terms and conditions governing employment in the School District of Crivitz and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and procedures, as well as rules and regulations of the School District of Crivitz ("District"). It has been prepared to acquaint all support staff members with these policies and procedures, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each support staff member's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

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

### DISCLAIMER STATEMENT

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

Furthermore, any staff member who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with [Policy 4139-Staff Discipline](#).

*[Policy 4139-Staff Discipline](#)*

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

STATEMENT OF PHILOSOPHY

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

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

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

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

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

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

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

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

#### CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District. The chain of command depicted on the organizational chart identifies the relationships in the District.

*[Policy 3112](#) – Board-Staff Communications*  
*[Policy 8205](#) – Administrative Organizational Plan/Chart*

## II. EMPLOYMENT

### Employee Code of Conduct/Ethics

Employees involved in any capacity in the education of young people must represent the highest standards and values of the community. The purpose of this document is to establish ethical standards for the conduct of all district employees. Following these standards will ensure the highest principals of behavior and uphold the trust vested in us by our community.

All employees shall:

- A. Treat students, parents, fellow employees and community members with dignity and respect, demonstrating fairness and sensitivity for ethnic, religious, and cultural heritage.
- B. Promote a safe, nurturing and positive school and work environment.
- C. Establish and maintain open and positive communication with patrons and fellow employees.
- D. Maintain confidentiality concerning students, families and employees and avoid spreading rumors.
- E. Address problems and grievances in an appropriate manner, beginning with the person closest to the problem.
- F. Demonstrate knowledge of and act in accordance with district policies and procedures, as well as legal and contractual standards, responsibilities and obligations.
- G. Support the district mission statement.
- H. Demonstrate a commitment to learning and professional growth.
- I. Dress appropriately.
- J. Model and promote the use of appropriate language.
- K. Use facilities and equipment in a manner that protects the resources and property of the district.

- L. Protect district assets and financial resources by following accepted accounting practices and district policy.

As employees of the School District of Crivitz, we assume the responsibility for representing the District in a manner characterized by trust, morality and ethical principles.

### EQUAL EMPLOYMENT OPPORTUNITY

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

If the employee has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment s/he should refer to:

[Policy 4122](#) - *Nondiscrimination and Equal Employment Opportunity*

[AG 4122](#) - *Nondiscrimination and Equal Employment Opportunity*

[AG 4122A](#) - *Federal Regulations for Section 504 34 CFR Ch. 1 (7-1-88 Edition) Subpart B – Employment Practices*

[AG 4122B](#) - *Complaint Procedures for Nondiscrimination and Equal Opportunity/Access*

[AG 4122C](#) - *Comparative Analysis of Employment Related Provisions of ADA and Section 504*

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

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

For more information employees shall refer to:

[\*Policy 4362 - Employee Anti Harassment,\*](#)  
[\*Policy 4362.01 - Threatening Behavior Toward Staff Members,\*](#)  
[\*Policy 5517.01 - Bullying\*](#)  
[\*AG 4362 - Employee Anti-Harassment,\*](#)  
[\*AG 4362A - Reporting Threatening Behaviors.\*](#)

#### JOB DESCRIPTIONS

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

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

[\*Policy 4120.01 – Job Descriptions\*](#)

## HIRING OF IMMEDIATE RELATIVES (NEPOTISM)

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

[Policy 4120](#) - *Employment of Support Staff*

## IMMIGRATION REFORM ACT NOTICE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

For more information regarding this compliance, please refer to the following:

[Policy 4111](#) - *Creating a Position*

## CONFLICT OF INTEREST

Employees are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Employees are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

[Policy 4210](#) *Staff Ethics*

## OUTSIDE ACTIVITIES OF STAFF

It is imperative that employees avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If an employee is involved in an activity that threatens a staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, support staff employees should review the following:

[Policy 4231](#) - *Outside Activities of Support Staff*

## COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Support staff members should refer to the detailed procedure regarding communication set forth in

[Policy 4112](#) *Board-Staff Communication*

## POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all school buildings and at all school sponsored activities.

[AG 4231A](#)– *Participation in Political Activities*

### III. EMPLOYMENT STATUS AND RECORDS

#### EMPLOYMENT CATEGORIES

The Board establishes the specific categories of employment by which staff are identified as administrators or members of the professional staff if they fall into a category established in [Policy 3120](#) – Employment of Professional Staff, or are identified as members of the support staff if they fall into a category established in [Policy 4120](#) – Employment of Support Staff.

*[Policy 3120](#) – Employment of Professional Staff*

*[Policy 4120](#) – Employment of Support Staff*

#### Definition of Employees

- A. Regular Full-Time:  
Employees in this category shall include those employees who are assigned to a position on a full-time basis for full calendar year. Full time is defined as thirty (30) or more hours each week.
- B. Regular Full-Time – School Term:  
Employees in this category shall include those employees who are assigned to a position on a full-time basis for during the school term which may include short periods of time before and after the school term. Full time is defined as thirty (30) or more hours each week.
- C. Regular Part-Time – Full Year:  
Employees in this category shall include those employees who are assigned to a position on a part-time basis, less than full schedule of hours, for a full calendar year.
- D. Regular Part-Time – School Term:  
Employees in this category shall include those employees who are assigned to a position on a part-time basis, less than full schedule of hours, for the school term, which may include short periods of time before and after the school term.
- E. Limited Term:  
Employees hired for a limited period of time on a special project which will not be a permanent position.

- F. Limited Term Substitute:  
Employees hired to take the place of a regular employee until the regular employee returns to work.
  
- G. Summer Help:  
Employees who are hired to work during the summer months when school is not in session.

#### PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records and grant access to inspect or review the record in accordance with [Policy 8320](#) – Personnel Records and State law.

*[Policy 8320](#) – Personnel Records*

#### PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in [Policy 8320](#) – Personnel Records to either have a correction made to the information in question or to have the content in question removed from the file.

*[Policy 8320](#) – Personnel Records*

#### PERFORMANCE EVALUATION

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

This program shall focus upon the early identification of specific areas in which the support staff member's performance needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with state statutes and the following:

*[Policy 4220](#) – Staff Evaluation  
[AG 4220](#) – Evaluations of Staff*

## STUDENT SUPERVISION AND WELFARE

The Board requires each support staff member to maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

For the Board's expectations with regard to student supervision and welfare, refer to [Policy 4213](#) - Student Supervision and Welfare.

*[Policy 4213](#) - Student Supervision and Welfare*

## ASSIGNMENT AND TRANSFERS

The District Administrator is responsible for the proper assignment of all staff members in conformance with any legal requirements or certification requirements. Assignments for the forthcoming school year will be made in accordance with [AG 4130](#) – Assignment and Transfer of Support Staff.

*[AG 4130](#) – Assignment and Transfer of Support Staff*

Further, staff may be transferred between schools when the District Administrator determines that the needs of the students, the school or District so require.

## STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a support staff member shall be consistent with [Policy 4139](#) – Staff Discipline.

*[Policy 4139](#) – Staff Discipline*

## REDUCTION IN STAFF

The District reserves the right to reduce the number of positions (full layoff) or the number of hours in any particular position (partial layoff). In deciding which positions to reduce or eliminate as well as the individuals affected, the District shall act in its best interest. Such support staff reductions will be made in compliance with [Policy 4131](#) – Reduction in Staff.

*[Policy 4131](#) – Reduction in Staff*

## TERMINATION AND RESIGNATION

Individual employment may be terminated for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law.

Finally, a support staff member may submit a letter of resignation and, if accepted by the Board, will be separated from employment at the date specified by the Board.

*[Policy 4140](#) – Termination and Resignation*

## IV. EMPLOYEE PAY AND BENEFITS

### PAYROLL DEDUCTION

Payroll will be distributed by direct deposit to one designated bank account.

### WAGES

The District will comply with State Statutes as to employee compensation.

### PAY PERIODS

All support staff members shall be paid in accordance with the provisions established in [AG 6510B](#) – Payroll Authorization.

*[AG 6510B](#) – Payroll Authorization*

### BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

*[Policy 4425](#) – Benefits*

2013-2014 Schedule of Benefits  
School District of Crivitz Support Staff

### Health Insurance

Full time school year support staff is provided a single or family health insurance policy with the District paying ninety percent (90%) of the premium and the employee paying ten percent (10%) of the premium. (Health insurance benefit will be for employees working 1,600 hours or greater and if not full time, the District's portion of premium will be prorated.)

Those employees who qualify for the District's health insurance benefit and have coverage through the employer of a working spouse may waive the District's coverage and receive a stipend detailed in Board [Policy 4420](#).

[Policy 4420](#) - Health Insurance Benefit

### Dental Insurance

Full time school year support staff is provided a single or family dental policy with the District paying ninety percent (90%) of the premium and the employee paying ten percent (10%) of the premium.

(Dental insurance benefit will be for employees working 1,600 hours or greater and if not full time, the District's portion of premium will be prorated.)

### Long Term disability Insurance

The Board may provide long term disability insurance to employees acceptable to the carrier at the current group rate. The carrier will be chosen by the Board.

### Life Insurance

For those employees who qualify for the health insurance benefit, the District may provide a \$20,000 policy for the employee only, at the current group rate.

*The District percentage of a qualifying part-time employee's health and dental insurance premium will be prorated based on the employee's number of regularly scheduled hours of employment. In no case will an employee working less than 1600 regularly scheduled annual hours, be eligible for health and dental benefits. In no case will a school year employee working less than 100 regularly scheduled school year hours, be eligible for health and dental benefits.*

### LEAVES OF ABSENCE (extended leave)

Any staff member may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave.

If the leave is approved, the Board action will also provide the conditions applicable for the employee to return to work.

Leaves will be granted in accordance with [Policy 4430](#) – Leaves of Absence.

*[Policy 4430](#) – Leaves of Absence*

## EMPLOYEE LEAVES

A support staff member may request leave for the qualifying circumstances set forth in Board [Policy 4431](#) – Employee Leaves. Those circumstances include:

- A. Personal leave,
- B. bereavement leave in the event of the death of a relative,
- C. military leave so that the support staff member can perform obligations to the United States Armed Forces,
- D. leave for jury duty when called to perform their civic responsibility as a potential juror or to serve on a jury, or
- E. Leave without pay for support staff not receiving vacation.

If a support staff member has approved leave under the specific circumstances set forth in Board policy, the employee may be provided compensation or job protection during such absence from their assigned job duties for the District. These leaves will be granted pursuant to [Policy 4431](#)-Employee Leaves.

*[Policy 4431](#) – Employee Leaves*

## EMPLOYEE SICK LEAVE

Support staff members may use paid sick leave and are expected to follow the protocol established in [Policy 4432](#)–Employee Sick Leave.

*[Policy 4432](#)–Employee Sick Leave*

## FAMILY AND MEDICAL LEAVE

In accordance with Federal and State law, the Board of Education will provide family and medical leaves of absence. The provisions of both the Federal and State family and medical leave require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to [Policy 4430.01](#)–Family and Medical Leave of Absence (FMLA).

*[Policy 4430.01](#)–Family and Medical Leave of Absence (FMLA)*

## HEALTH INSURANCE BENEFITS

Health Insurance will be provided to all full-time support staff members in accordance with the district's health insurance plan and [Policy 4420](#) – Health Insurance Benefit.

*[Policy 4420](#) – Health Insurance Benefit*

## PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

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

*[Policy 4419.02](#) - Privacy Protections of Fully Insured Group Health Plans*

### Holidays

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided to full and part-time support staff employees according to the following schedule:

Twelve month support staff employees are entitled to the following paid holidays:

- New Year's Eve Day (only if occurring on Monday – Friday)
- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- December 24 (only if occurring on Monday – Friday)
- Christmas Day

School year support staff employees are entitled to the following paid holidays:

- New Year's Eve Day (only if occurring on Monday – Friday)
- New Year's Day
- Good Friday
- Memorial Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- December 24 (only if occurring on Monday – Friday)
- Christmas Day

Whenever a holiday falls on a Saturday or Sunday (except in the cases of Christmas Eve and New Year's Eve), the District Administrator will designate another day as a non-working day. In order to be eligible for holiday pay, an employee must be on the active payroll of the District and must have worked his/her full regularly scheduled workday before and after the holiday, unless excused by the Board for a paid leave. Employees will be compensated for paid holidays at their normal daily rate.

An employee who is called in to work on a holiday shall receive one and one-half times his/her regular straight-time hourly rate of pay for all hours worked.

If a holiday(s) falls internally within a vacation period of the employee, the employee will be paid for the holiday(s), but the holiday(s) will not be counted as used vacation time.

### Vacation

Twelve (12) month support staff employees working full time receive the vacation benefit as follows:

After 12 months of employment	-	5 days vacation
After 3 years of employment	-	10 days vacation
After 10 years of employment	-	15 days vacation
After 15 years of employment	-	20 days vacation

Vacation days are determined by the years of employment based on the employee's date of hire.

Employees shall be granted their vacation days for the year effective on July 1.

Vacation days are to be used within 12 months of being granted or be forfeited. For example, vacation days granted on 7/1/2012 shall be used by 6/30/13 or be forfeited.

Vacation days may be used for sick leave if the employee's sick leave has been exhausted.

Dates for use of vacation days are subject to approval by the employee's supervisor or the District Administrator. Vacation days may be used in no less than ½ day increments.

Vacation requests must be given two (2) days in advance of the date of the vacation unless otherwise approved by the District Administrator.

12 month support staff employees hired prior to July 1, 2012 will retain the annual number of days of vacation he/she had as of June 30, 2012. As of July 1, 2012, twelve month support staff employees with 20 days or less of annual vacation will follow the schedule set above.

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

### **DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS**

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

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

The drug and alcohol testing procedure shall test for:

- A. marijuana;
- B. cocaine;
- C. opiates;
- D. amphetamines; and
- E. phencyclidine (PCP).

Further, staff can be tested in the following circumstances:

- A. pre-employment;
- B. reasonable suspicion;
- C. random;
- D. post-accident;
- E. return-to-duty; and
- F. follow-up.

For further information regarding the testing procedures of CDL license holders refer to:

[Policy 4162](#) - *Drug Testing of CDL License-Holders*

#### DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for support staff members.

When on duty, support staff members are expected to dress in a manner that is consistent with the expectations described in [Policy 4216](#) - Dress and Grooming.

[Policy 4216](#) - *Dress and Grooming*

#### ATTENDANCE AND REPORTING ABSENCES

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

In the event of illness or for any other reason, any employee who will be unable to attend work on a scheduled work day shall contact his/her immediate supervisor as early as possible. If the employee's immediate supervisor cannot be reached, the employee shall contact the District Administrator as soon as possible after 7:30 a.m. on the day of the absence.

## WORK SCHEDULES/DAILY TIME SHEETS

Support staff members are expected to adhere strictly to their established work schedules, unless their immediate supervisor approves a deviation from it. Support staff members are also required to complete their time sheets daily and submit them to their immediate supervisor for payroll purposes in accordance with the established schedule.

## BREAK AND MEAL PERIODS

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

In addition, an unpaid meal period of 30 minutes will also be provided daily for full time support staff members. This unpaid meal time will be taken at a time as close as possible to the midpoint of the employee's scheduled work shift. The employee will punch out for this meal period and punch back in to resume his/her shift.

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

## OVERTIME

The Board shall comply with provisions of State and Federal Law and their respective implementing regulations relating to minimum wages and overtime.

For further information regarding overtime eligibility and approval of overtime work refer to [Policy 6700](#) - Fair Labor Standards.

*[Policy 6700](#) - Fair Labor Standards*

## TIME CLOCK/CARD PROCEDURES

All support staff employees are required to clock in and out at the beginning and ending of a shift. Full time support staff members shall also clock in and out for their thirty (30) minute lunch period. Time clock procedures are delineated in [AG 6510A](#).

*[AG6510A – Time Sheets](#)*

## PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation. This program shall aim at the early identification of specific areas in which the staff member needs help so that appropriate assistance may be provided or arranged for. The evaluations shall be consistent with applicable State statutes, [Policy 4220](#) - Staff Evaluations, and [AG 4220](#) – Evaluation of Staff.

*[Policy 4220](#) - Staff Evaluations  
[AG 4220](#) – Evaluation of Staff*

## PERSONAL COMMUNICATIONS

Support staff employees may carry personal Wireless Communication Devices (WCDs) with them while on School District time and/or while operating School District equipment, but are subject to the restrictions set forth in [Policy 7530.01](#) Use of Wireless Communication Devices (WCDs)

*[Policy 7530.01](#) – Use of Wireless Communication Devices (WCDs)*

## USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by employees will be in accordance with District [Policy 7510](#) - Use of District Facilities/[Policy 7530](#) - Lending of District Owned Equipment and [AG 7530](#) - Personal Use of District Equipment/Facilities of the District Administrator's guidelines.

*[Policy 7510](#) – Use of District Facilities  
[Policy 7530](#) – Lending District-Owned Equipment  
[AG 7530](#) – Personal Use of District Equipment/Facilities*

## USE OF PERSONAL PROPERTY AT SCHOOL

Employees may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property. See also:

*[Policy 4281](#) – Personal Property of Staff*

## EMERGENCY CLOSINGS

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with [Policy 8420](#) - Emergency Evacuation of Schools.

### *[Policy 8420](#) – Emergency Evacuation of Schools*

If the schools are closed because of an act of God, snow, storm, power failure or any other reason, support staff members (other than custodial and maintenance staff) shall not report for work. Support staff members will not be allowed to substitute sick leave for days off when school is closed due to inclement weather. Announcements informing employees of school closings shall be on local radio and T.V. stations. On days of inclement weather employees shall be responsible to listen for this information.

All custodial and maintenance employees are expected to report for work unless otherwise informed by the Director of Buildings, Grounds and Transportation.

## TRAVEL EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including travel expenses, of any support staff member of the District, incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines listed below. In any case, use of personal property for job related duties shall be pre-approved by the employee's immediate supervisor.

### *[Policy 4440](#) – Job-Related Expenses*

### *[AG 4440A](#) – Job Related Expenses*

### *[AG 4440B](#) – Use of Private Car for School Business*

## VI. SAFETY AND HEALTH

### SMOKING

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits support staff members from using tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

*[Policy 4215](#) - Use of Tobacco by Support Staff*

### TRAINING

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

- A. the use of automated external defibrillators,
- B. the control of blood borne pathogens,
- C. the control of casual-contact communicable diseases and
- D. understanding the method of transmission and prevention of diseases that are direct contact communicable diseases.

*[Policy 8450](#) - Control of Casual Contact Communicable Diseases*

*[Policy 8452](#)– Automated External Defibrillators*

*[Policy 8453](#)– Direct Contact Communicable Diseases*

*[Policy 8453.01](#)- Control of Casual Contact Communicable Diseases*

### REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Business Office in compliance with [Policy 8442](#) – Reporting Accidents. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

*[Policy 8442](#) – Reporting Accidents*

## VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

### ACCEPTABLE USE OF DISTRICT TECHNOLOGY, THE INTERNET, AND THE DISTRICT'S NETWORK

Staff use of the District's Network will be governed by [Policy 7540.04](#)– Staff Network and Internet Acceptable Use and Safety and the related administrative guidelines,

*[Policy 7540.04](#) – Staff Network and Internet Acceptable Use and Safety*

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

### EMAIL

When available, the District's e-mail system must be used by employees for any official District e-mail communications.

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with [Policy 8310](#) – Public Records.

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

Employees should be aware of the framework for the proper use of e-mail established in [Policy 7540.06](#) – Electronic Mail and the District Administrator's established guidelines regarding e-mail.

*[Policy 8310](#) – Public Records  
[Policy 7540.06](#) – Electronic Mail*

## SOCIAL MEDIA

In accordance with [Policy 4213](#)-Student Supervision and Welfare, support staff members shall not engage students in social media and online networking media, such as Face book, Twitter, MySpace, etc.

*[Policy 4213](#)-Student Supervision and Welfare*

## **VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

### STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with [Policy 4139](#)-Staff Discipline

*[Policy 4139](#)-Staff Discipline*

### GRIEVANCE PROCEDURE

Each employee of the District shall be provided an opportunity to resolve matters affecting employment as provided for in [Policy 4340](#) - Grievance Procedure. The grievance procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

*[Policy 4340](#)-Grievance Procedure*

### DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates [Policy 4122.01](#)-Drug-Free Workplace shall be subject to disciplinary action in accordance with [Policy 4139](#)-Staff Discipline and the District Administrator's guidelines. See also, [Policy 4170](#) – Substance Abuse.

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

*[Policy 4139](#)-Staff Discipline*

*[Policy 4170](#) – Substance Abuse*

## **IX. NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

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

*[Policy 4122](#) - Nondiscrimination and Equal Employment Opportunity*

### **DISTRICT COMPLIANCE OFFICERS**

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs"):

Jeff Walsh  
Principal  
718 Hall Hay  
715-854-2721  
walsh@crivitz.k12.wi.us

Jeff Baumann  
Principal  
400 South Avenue  
715-854-2721  
baumann@crivitz.k12.wi.us

**IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT**

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

I further understand that the Employee Handbook for Support Staff and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is "at-will," and that my employment may be terminated at any time for any reason, with or without cause, and with or without notice, unless otherwise provided by individual contract and consistent with Board Policy.

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

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

\_\_\_\_\_  
Witness