



School District of Amery

# Support Staff Handbook

*Innovate. Lead. Succeed.*

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Director of Finance.....	TBD.....	ext. 270
Payroll & Benefits Specialist.....	Gretchen Wallberg.....	ext. 278
Director of Student Services.....	Abbiegail Bohatta.....	ext. 370
Lien Elementary School Principal.....	Megan Challoner.....	ext. 266
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Amery High School Principal.....	Josh Gould.....	ext. 234
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Director of Facilities.....	George Sigsworth.....	ext. 236
Director of Transportation & Grounds.....	Ryan Pease.....	ext. 231
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Director of Information Technology.....	Lonny Baker.....	ext. 217
Director of Community Education & Communications.....	Amanda Warner.....	ext. 220
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## **PURPOSE OF THIS MANUAL**

This manual has been developed as a collective effort of Amery administrators, staff members and the Board of Education to provide guidelines for personnel. It should prove to be of assistance to each employee by clarifying the primary objectives and expectations for staff members and establishing ways and means of providing a quality educational and work environment. This handbook is meant to provide clarification only and does not supersede current Wisconsin statutes, Board policy or any existing Collective Bargaining Agreement. Each employee and each administrator should become familiar with this manual.

Staff input regarding the content of this manual is appreciated and updates will be made as needed as determined by the Board. The information in this handbook is subject to change. It is important that each of us remember that the specific purpose of all positions, all personnel, and the schools themselves is the educational opportunities provided for our young people. The District Office, and the office of each building Principal or Supervisor, is always open for discussion with any employee. We will do our very best to assist you with any specific concerns you may have.

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## **EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT OF AMERY**

The Board of Education believes the district must make a concerted effort to help each student develop the attitudes, confidence and skills which are necessary for him/her to reach his/her full potential and make a useful contribution to society. The Board believes the district must develop in each student the techniques and desire to learn, reason, solve and evaluate. In order to prepare a student for continuous learning, he/she must be directed and encouraged to study independently, think logically, solve problems creatively and communicate ideas meaningfully.

In addition, the Board believes the school is a reflection of the needs, values, strengths and aspirations of the community. Therefore, it is committed to assisting the community to grow educationally and culturally. Each individual, regardless of his/her race, sex, religious beliefs, economic status, talents, abilities, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability should have educational opportunities to attain the maximum education possible. *Ref: SDA § 110*

## **GENERAL POLICY STATEMENT**

It is the policy of the School District of Amery to provide equal opportunity in employment to all qualified employees and applicants for employment. Positive action is required from all employees to help ensure that the School District of Amery complies with its obligations under state and federal law.

This Handbook is not a contract of employment; the Handbook supersedes and replaces provisions previously found in collective bargaining agreements that have expired and/or found in personnel policies and procedures that require modification due to the Budget and Budget Repair Bill. The Handbook applies to non-represented employees as well as all School District of Amery employees previously covered under a collective bargaining agreement. This Handbook is subservient to, and does not supersede, the provisions set forth in District policies located on the District's website.

## **DISTRICT RESPONSIBILITIES**

The Board of Education retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this Handbook/individual contracts and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States. These rights include, but are not limited by enumeration to, the following rights:

- To direct all operations of the school system;
- To suspend, discharge and take other disciplinary action against employees;
- To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
- To select employees, establish quality standards and evaluate employee performance;
- To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- To determine the educational policies of the District; and
- To contract out for goods and services.

This section does not describe any rights of the employee(s). Accordingly, employee(s), may not base any charge of a *Handbook* violation under the District's grievance process as found in Board policies found on the District website or any other forum solely on this section.

# **GENERAL EMPLOYMENT INFORMATION**

## **ACTIVITY PASSES TO ATHLETIC EVENTS**

Current employee identification badges provide the employee complimentary access to all home (regular season) athletic events with the exception of home Hockey games for himself/herself and a guest. The employee must be present with his/her identification badge in order to receive this complimentary access.

## **ASBESTOS NOTIFICATION**

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The School District of Amery has a goal to be in full compliance with this. A complete Asbestos Notification, published annually in the Amery Free Press, is available in the District Office. *Ref: AHERA 1986*

## **BLOODBORNE PATHOGENS & ANNUAL TRAINING REQUIREMENTS**

The Board recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacterium or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid. The School District of Amery has prepared proper procedures for handling body fluids during normal school day activities. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids. The District Administrator will also direct the identification of employees who could be reasonably anticipated as the result of their job

duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. All staff members will be trained in the appropriate handling of potential contaminants. *Ref: OSHA 29 CFR 1910.1030.*

Some or all school staff are required to complete additional training periodically as required by state or federal law. Training will be provided by the district and is to be completed by school staff during in-service or onboarding time, or on their own time.

### **BOOSTER/PARENT GROUP PARTICIPATION**

Employees are encouraged to participate as members and/or ex-officio officers of parent and booster organizations and should perceive their role as ambassadors of the District. District employees shall not be authorized to solely approve disbursements from organization funds. *Ref: SDA § 883*

### **BREAKS/LUNCH PERIODS**

Duty-free lunch periods for employees will be scheduled by the District in accordance with Wis. Admin. Code § DWD 274.04(2). Employees scheduled to work six (6) or more hours per day are entitled to two fifteen (15) minute breaks during their workday as scheduled by their Supervisor. Employees scheduled to work three and one-half (3½) consecutive hours are entitled to one fifteen (15) minute break.

### **BUILDING AND EQUIPMENT SECURITY/VANDALISM**

Buildings and equipment constitute the greatest monetary investment of the district and it is important to adequately protect the district's investments. Damage to school buildings and equipment shall be reported to the employee's immediate Supervisor immediately after the acts have been discovered. *Ref: SDA §731*

### **BULLETIN BOARDS**

The District shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with District policy and applicable law. If a collective bargaining unit exists, the Association will be allowed to post items on the bulletin board subject to the restrictions set forth herein and as amended by an applicable collective bargaining agreement. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about School District of Amery staff, parents, students or board members and shall not be in contravention of any District policy or law. The District Administrator and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

### **CELL PHONE USE**

Staff may possess and use cell phones responsibly and professionally during the workday. Cell phones may not interfere with staff's employment responsibilities or instructional time with students.

### **CERTIFICATIONS AND LICENSURE**

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Personnel files can be found at the Human Resources office within the District Office. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner.

### **CHANGE OF ADDRESS/TELEPHONE NUMBER**

Employees are to report any change of address or telephone number to the District Office in a timely manner.

### **CONTRACTS AND CONFLICT OF INTEREST**

No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part. *Wis. Stats. § 946.13(1)(a) and (b).*

### **COPYRIGHTED MATERIAL**

The district and its employees shall abide by current federal copyright laws. Any employee that violates copyright laws shall be liable for his/her actions.

### **CRISIS ACTION PLANS**

Crisis action plans and procedures for students and staff for emergencies such as fires, bomb threats, tornadoes, blizzards, civil disturbances and floods shall be available in each building. Each building Principal shall be responsible for Crisis Action Plans. Staff shall familiarize themselves with their building's plans, be prepared to activate them immediately and perform any emergency-related duties to which they may be assigned. Copies of building Crisis Action Plans shall be on file in the District Administrator's office. The safety of students and staff must be the main consideration during a crisis. Periodic drills shall be conducted to enhance the safety of the students. *Ref: SDA § 723*

## **DISCIPLINE/TERMINATION**

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee discipline may be imposed which include, but are not limited to, suspension, with or without pay, demotion or termination. None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The Employer may repeat disciplinary action.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the School District of Amery. All discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file. *Ref: SDA § 527*

## **DISTRICT PROPERTY**

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges and the key fob for building entry. *Ref: SDA § 742.1*

## **DISTRICT VEHICLES & MOBILE EQUIPMENT**

District-owned vehicles are provided for transporting students and district employees to and from school and school-related activities and are not to be operated for personal use. All employees who drive or operate a District vehicle or mobile equipment must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle while performing duties for the District.

In addition to the notice requirements above and pursuant to CDL Requirements, a CDL driver must notify his/her employer, in writing and within 30 days of a conviction for any traffic violation regardless of the type of vehicle being driven at the time of the violation. All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. *Ref: SDA § 751.5*

## **DRUG & ALCOHOL PROHIBITIONS**

No employee shall report to work or be under the influence of alcohol or illegal drugs during working hours. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conferences. The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment is also prohibited. The District may conduct drug & alcohol testing based on reasonable suspicion that the employee is under the influence of alcohol or illegal drugs and may conduct testing for employees employed in testing-designated positions (such as CDL). Any such testing will be done in accordance with established procedures. *Ref: SDA § 522.1*

## **ELECTRONIC MEDIA & SOCIAL MEDIA POLICY**

The School District of Amery has developed comprehensive policies in regard to employee use of electronic media and social media. All employees are required to submit a signed Technology Use Agreement and abide by District policies at all times. District policies are available for review on the District website. *Ref: SDA § 528, 529 and 865*

## **EMPLOYEE IDENTIFICATION BADGES**

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 contracted work time. Current employee identification badges provide the employee and a guest complimentary access to all home (regular season) athletic events.

## **EQUAL EMPLOYMENT OPPORTUNITIES**

The School District of Amery recognizes and shall abide by state and federal laws prohibiting discrimination in employment. Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the district. Application forms, hiring practices and personnel administration shall be periodically evaluated relative to equal opportunity employment. Discrimination complaints shall be processed in accordance with established procedures. *Ref: SDA § 511*

## **EXTRA-CURRICULAR ASSIGNMENTS**

Employees shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. Such activities shall be governed according to the following guidelines:

- Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant.
- The stipend for extra-curricular activities shall be specified in the letter of assignment.
- The letter of assignment shall not be deemed a contract.

When the Employer determines that a vacancy or new position shall be filled, the Employer shall post a notice of such vacancy or new position on the Wisconsin Education Career Access Network (WECAN) for a minimum of three (3) working days. Employment vacancies will also be sent to staff via email on a regular basis.

Payments for extra-curricular activities shall be made in accordance with District payroll procedures. However, wages earned shall be paid at least monthly, with no longer than 31 days between pay periods. Extra-curricular assignments may occasionally occur during part of an

employee's regular workday in his/her other position(s) with the District (e.g., as a teacher). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. In the supervisor's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) relieved from the requirement to make up the time lost; (3) required to re-schedule the extra-curricular activity; or (4) required to take any other action that the supervisor deems reasonable.

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

### **EXTRA-CURRICULAR ASSIGNMENTS – VOLUNTEERS**

Upon approval from the head coach/advisor and the athletic director or principal, an individual may serve as a volunteer coach/advisor for an extra-curricular activity. The following guidelines apply to volunteers:

- They will not be eligible for salary/wages, stipend, or benefits;
- They must follow staff policies and procedures to request time off for events on a school day and use PLT for any missed work time;
- They will be covered by the District's general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees;
- They will be responsible for their own personal injuries (i.e., ineligible for worker's compensation);
- They must consent to a Criminal Background Checks for Employees and agree to have a tuberculin skin (TB) test;
- They must follow all District activity and athletic policies and procedures and other District policies as applicable;
- They accept direct and indirect supervision of the head coach; and,
- They may be dismissed at any time without cause.

### **EXTRA DUTY EVENTS**

Each building shall have a rotation list of custodial employees who will work extra duty events on weekends and holidays. The rotation list will be based on seniority, with the most senior custodial employee beginning the school year at the top of the list. After working or declining an event, that employee shall move to the bottom of the list and the next senior employee will move to the top. The rotation will be established at the start of each school year. Inclusion in the rotation shall be voluntary. Custodial employees may add themselves to the bottom of the rotation list or may remove themselves from the rotation list once per school year. An assist list will be established to include custodial employees from other buildings. In the event that all building custodial employees decline an event, the next available senior person on the assist list will be offered the event.

Custodians working weekend or special events outside of their regular work shift are required to take a ½-hour, unpaid and duty-free lunch break if working at least 6 hours. If the duty-free break is interrupted, the break will be adjusted to complete the 30 minutes. If custodian is scheduled to work at least 4 hours, one 15-minute paid break is provided. Two 15-minute paid breaks are provided for shifts of 8 hours.

### **FAIR LABOR STANDARDS ACT**

The Amery Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance. *Reference: Fair Labor Standards Act*

### **FIELD TRIPS/EXCURSIONS**

The Board believes that properly timed, planned and conducted field trips can be of great educational value to students. Supervising employees are expected to be familiar with and follow the established guidelines for scheduling and conducting student field trips/excursions. *Ref.: SDA §352*

### **GRIEVANCE PROCEDURE**

The School District of Amery has developed comprehensive policies and procedures in regard to employee grievance reporting. District policies are available for review on the District website. *Ref.: SDA §527 and 527-Rule*

### **HARASSMENT**

The School District of Amery is committed to creating and maintaining a school environment in which all students, employees and volunteers are treated with respect and are free from harassment.

- Harassment Description:** Harassment, including sexual harassment, is verbal or physical conduct or abuse that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment, or interferes with the individual's work or learning performance. Harassment can include many different types of behavior. What makes behavior harassment in a particular case is (1) that the behavior is directed toward a person's membership in a protected class, e.g., sex, race, disability, and/or (2) the behavior is pervasive or severe that it interferes with the person's performance or creates an intimidating, hostile, or offensive environment. Harassment may include, but is not limited to, conduct relating to an individual's age, sex, race, creed, national origin, color, marital status, pregnancy, disability, sexual orientation, or other protected status.
- Prohibitions:** Harassment by a student, employee or volunteer of the district is strictly forbidden. A student, employee or volunteer of the School District of Amery shall not harass another person at the school or at any other location when he/she is on school business or while he/she is attending a school-sponsored function. A student, employee or volunteer of the School District of Amery shall not harass another person through the use of the school district's communications equipment. The district shall take action to protect all students, employees and volunteers from all types of harassment. All those involved with the School District of Amery have a responsibility to contribute to a

respectful school environment. The district encourages, expects and appreciates cooperation in implementing this policy. Ref: SDA § 411.1

It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination, including harassment, does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures found in Board policies. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal. Ref: SDA § 511

### **INSERVICE/WORKSHOP/TRAINING**

The District may authorize staff to attend in-service and other training, either of which may occur outside of employees' regular hours of work. Additional compensation (if any) for such training shall be determined by relevant law (FLSA) and District policy and procedures. Support staff shall attend the all-staff in-service day prior to the first day of school plus any additional in-service days that week as directed by their supervisor. Staff will be paid for attending these in-service days.

### **JOB DUTIES/RESPONSIBILITIES**

Job duties will be outlined on the appropriate Job Description. Employees may be asked by their immediate supervisor to conduct work duties that may not be listed on their written job description. No employee is allowed to change or adjust their work duties without authorization from their immediate supervisor.

### **JOB VACANCIES & POSTING**

When the Employer determines that a vacancy or new position shall be filled, the Employer shall post a notice of such vacancy or new position on the Wisconsin Education Career Access Network (WECAN) for a minimum of three (3) working days. The posting shall include the date the position is to be filled, title of position, requirements, rate of pay and benefits. The Employer retains the right to determine whether and when to recruit outside applicants. Job vacancies will be sent to staff via email on a regular basis.

All employees who meet the minimum qualifications for the position, have satisfactory evaluations in all categories, and who apply in writing for said posting may be given the opportunity to interview for the opening. All employees who interview for a position will be notified of selection outcome.

Should a regular bus route become available due to the termination of a bus driver or because a new regular route is created, the route shall be offered to active drivers on a seniority basis. In the event of a route elimination and if no other routes are affected, the driver whose route has been eliminated may claim another route provided the driver bumped has less seniority than the claimant. If other routes are affected by the elimination of a route, then the entire process shall be claimed by seniority. Only after following this procedure shall the route be offered to others outside the department. Regular routes are defined as daily transportation of students to or from school on school days (including summer school), or between school buildings (including other districts, hospitals, etc.), and the daily physical therapy/special education routes.

### **LAYOFF AND RECALL**

The Board retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work. The rehiring of employees who have been laid off shall be determined by the District based on its need for the most qualified person to perform the available work. An employee's employment relationship shall be broken and terminated by:

- Failure to return to work following recall from layoff within ten (10) calendar days of receipt of notice to do so.
- At the point in time that the employee has been on layoff for two (2) years.

### **MAINTENANCE OF FACILITIES**

The Board of Education believes that a well-maintained facility is more conducive to learning and that budgeting can be more structured and predictable with a maintenance schedule. Preventive and corrective maintenance procedures shall be developed and implemented to ensure that each site and building will be clean, in good repair and maintained with consideration for function and aesthetic value. Employees should immediately report any damaged or broken equipment to their supervisor.

### **MAINTENANCE REQUESTS**

Custodial/maintenance online work orders are utilized for the purpose of providing an orderly means of having specific projects and certain repairs of school equipment and property prioritized and completed. Staff can access the district's online work order on their computer desktop and via the staff-only area of the district website.

### **MEDIA RELATIONS**

The Board of Education recognizes the need for the district to be accessible to the media and charges the District Administrator with the responsibility for the dissemination of information and informational materials to the news media. All news releases affecting the District shall

be approved and distributed from the District office. News releases shall be distributed to appropriate print, radio and television media to adequately communicate with intended clientele in the District. *Ref: SDA § 821.1*

### **NON-DISCRIMINATION**

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of illegal discrimination based on an employee's race, color, sex, religious or political beliefs, economic status, talents, abilities, national origin, ancestry, creed, pregnancy, marital, familial or parental status, sexual orientation, genetic information, handicap or physical, mental, emotional or learning disability.

It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures found in Board policies. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal. *Ref: SDA § 511*

### **ORIENTATION/MENTORS**

New staff members should meet with District Office personnel on or before their first day of employment to complete the necessary payroll paperwork and benefit enrollments. All incoming staff shall participate in an orientation conducted by their immediate supervisor. All staff will be provided a mentor. *Ref: SDA § 547.1*

### **OUTSIDE EMPLOYMENT**

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board of Education expects employees to devote maximum effort to the position in which employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require.

District facilities, equipment or materials will not be used in performing outside work.

### **OVERTIME**

Overtime (time and one-half) shall be paid for hours worked in excess of forty (40) hours per week. Any paid leave time shall not be counted as hours worked for overtime purposes. All overtime must be approved in advance by the employee's Supervisor.

### **PERFORMANCE EVALUATIONS/REVIEWS**

Reviews are intended to reinforce quality work and to help a person to grow in their position. Evaluation tools and procedures will be established by the Administration with input from support staff. Evaluations will occur on an annual basis. Every attempt will be made to complete the evaluation by no later than June 1st. The evaluation will be based on the job description and employee performance. First year employees will have an informal review after 6 months in the position.

### **PERSONAL APPEARANCE/STAFF DRESS**

District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to our students, parents and the public, employees represent the District.

The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere. *Ref: SDA § 522.6*

### **PERSONAL PROPERTY**

The District does not assume any responsibility for loss, theft, or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

Employees should have no expectation of privacy to items contained in plain view, for example, but not limited by enumeration to automobiles parked on the District's property, items left on top of or within desks and cabinets, lockers, etc. Items not in plain view and contained within personal property, e.g. purse, satchel, wallet, coat, backpack, etc., may be searched in accordance with applicable state and federal law.

### **PERSONAL VEHICLES AND DISTRICT VEHICLES**

All transportation for district activities shall be through use of district-owned vehicles except in instances where emergencies or schedule conflicts necessitate the use of privately-owned vehicles. Employees must notify and receive approval from the building principal or immediate Supervisor before using a personal vehicle to transport themselves or other staff to or from a district activity. Such approval shall be in compliance with all applicable state and federal laws and administrative code provisions and shall include, but not be limited by enumeration, a review of the employee's driving record and an examination of the vehicle. In case of accident while driving a personal vehicle in the performance of employment duties, the employee's personal auto insurance will provide primary coverage. *Ref: SDA § 753, Wis. Stats. § 121.555.*

Employees are prohibited from transporting students in personal vehicles for school activities. Employees who wish to transport students in district vehicles for district events and activities must contact the district office to become an approved driver. The employee must present a valid driver's license and agree to a driving records check. Staff drivers must be re-approved every other school year. Approved drivers must immediately notify the district office of changes to their driving record including actions, accidents, or violations.

### **PERSONNEL RECORDS**

A personnel file is maintained in the District Office for each employee. Employees, and other authorized viewers of records, shall have the authority to review and copy, but not remove or alter, personnel records. *Ref: SDA § 526*

### **PHYSICAL EXAMINATION**

Upon initial employment and thereafter, physical examinations and tuberculin tests shall be required of District employees in accordance with section 118.25 of the Wisconsin statutes. Upon initial employment, evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District.

The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee, and consistent the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination. *Ref: SDA § 523.1*

### **POLITICAL ACTIVITIES**

Definition of "Employer Resources": Employees may not use employer resources for political activities. Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. (Use of bulletin boards or other posting areas requires prior authorization by the building Principal or Supervisor and is off-limits to public use.)

Definition of "Political" Activities: Partisan "political" activities must be conducted independent of your role as an employee. The following guidelines are not exhaustive but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the "political" activities subject to employer restrictions and intervention.

Employees are expected to avoid the following political activities:

- Using working hours or employer resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- Using working hours or employer resources to solicit responses to political surveys;
- Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
- Using the employer's mailing address as the return address for political solicitations;
- Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

These guidelines are not intended to discourage discussion of controversial issues in the classroom, where such discussions are consistent with District curriculum guidelines and teaching methods. This policy is not intended to limit the off-duty activities of employees where District buildings and property are made available to community groups for meetings and gatherings. Nothing in this policy limits the rights of the District to sponsor non-partisan political forums or forums in support of District initiatives, such as building referendums. Nothing in this policy places restrictions on the District's freedom to invite speakers with political associations to forums that are not open to the general public. *Ref: SDA § 550*

### **PROTECTIVE CLOTHING & EQUIPMENT**

The Board shall provide the protective clothing and equipment necessary for all employees to perform their jobs. Such clothing and equipment shall be limited to the following items: nonprescription safety glasses and other personal safety equipment. The Board reserves the right to

determine the style and the type of protective gear to be used. Any employee who receives protective gear shall be responsible for such items and shall sign for receipt of the item in acceptable condition. All items of protective clothing shall remain the property of the Board and shall be worn while working on an assigned school job. All issued items of protective clothing shall be inspected by the employee prior to each use. All damaged protective items and clothing must not be used and reported to the immediate supervisor and/or his/her designee. *Ref: Wis. Stat. § 101.11*

### **REPORTING CHILD ABUSE OR NEGLECT**

All employees of the School District of Amery who have reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected, or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall immediately contact the appropriate county agency and inform the agency of the facts and circumstances which led to the filing of the report. The District Administrator, or designee, shall also be contacted. District employees must complete appropriate training within six (6) months of initial hiring and at least every five years thereafter. No district employee shall be disciplined for making a child abuse or neglect report. In addition, state law guarantees immunity from any civil or criminal liability that may result from making a report on child abuse or neglect and provides for the protection of the identity of any individual who makes such a report. Failure to report suspected cases of child abuse or neglect is punishable by a fine and/or jail sentence. *Ref: SDA § 454*

### **SALARY SCHEDULE**

The basic salaries of most employees covered by this Handbook can be found in the district's Support Staff Compensation and Benefits Guide.

### **SALES & PROMOTIONS**

The Board of Education may prohibit or restrict sales and promotions on school property in accordance with state statutes. *Ref: SDA § 850*

### **SCHOOL CALENDAR**

School calendars will be determined by the Board of Education and the administration. Scheduled holidays will be designated in the school calendar and shall not count as workdays. *Ref: SDA § 321*

### **SECURITY SYSTEM**

A comprehensive security system has been installed in all school buildings and the Bus Garage. Employees may be required to set the building's security system if they are the last person to leave or to deactivate the system if they are the first person to report on any given day. Directions and security procedures are posted next to the alarm control panel in each building. Confidential pass codes are issued to each employee to verify authorization to be in a building in case of an alarm.

### **SEVERANCE FROM EMPLOYMENT**

An employee's employment relationship shall be broken and terminated by:

- termination pursuant to the terms of this Handbook and/or the employee's individual contract or letter of appointment;
- voluntary resignation;
- retirement;
- nonrenewal of the employee's contract, (only applicable to employees where nonrenewal rights are provided under the Wisconsin statutes);
- failure to return to work following recall from layoff within ten (10) calendar days of receipt of notice to do so;
- failure to return to work the day following the expiration of an authorized leave of absence; and job abandonment.

### **STAFF CONDUCT/MISCONDUCT**

The Board expects all employees to strive to maintain a positive and constructive learning atmosphere for students. In addition to the guidelines included in Board policy, all employees are expected to adhere to the ethics standards required by State statutes. Any employee who has engaged in misconduct as specified by State statutes shall be reported to the State Superintendent of Public Instruction. *Wis. Stats. §19.42, 19.59, 115.31, SDA §522.3 and 522.4*

### **STAFF TRAVEL**

Travel outside of the district must have prior administrative approval.

### **SUMMER ASSIGNMENTS**

The District will determine if there is summer work to be performed beyond the normal hours of regular full-time and regular part-time school year and twelve-month employees. All available summer work as determined by the District shall be emailed to current staff members and open for a minimum of three (3) working days.

Current employees who accept a temporary position (including summer positions) in their department will be paid at their current rate of pay, excluding shift differentials. Current employees who accept a temporary position (including summer positions) in another department will be paid at the Level 1 (Entry) hourly wage for that department. Employees hired from outside of current District staff will be paid at the established Substitute pay rate.

Temporary summer custodial employees will be entitled to take up to five (5) days of unpaid leave during summer shift.

### **TECHNOLOGY/EQUIPMENT USE**

The School District of Amery provides access to many kinds of technology, including a computer network with Internet Access. Students, staff and community members are restricted to activities that promote the instructional mission of the school district. At all times the users of technology are expected to act in a responsible, ethical and legal manner in compliance with school district policy and state and federal law.

Individual users will be held accountable for their behavior and communication through the school district's computer network. Users must realize the Internet, social media and email services are public and not private in nature. The district reserves the right to monitor and access users' Internet and email activities. School employees must sign an agreement to access the Internet and e-mail. Misuse of the technology may result in disciplinary action, revocation of the user's account or legal action as appropriate. *Ref: SDA § 528, 529 and 865*

### **TELEPHONE USE**

The Amery Board of Education believes that communication between schools and families is of utmost importance. Telephones have been placed in buildings as a means of facilitating this line of communication. Voicemail boxes are available for staff use as a way to offset school interruptions. It is expected that staff members will not allow telephone conversations to interrupt school activities. Staff members are also expected to delete voicemail messages in a timely manner. The School District of Amery has the right to request reimbursement from staff members who are using District telephones for personal calls.

### **TOBACCO AND VAPING ON SCHOOL GROUNDS**

The Board of Education recognizes that the use of tobacco and vaping products has been shown to be linked to illnesses and disability and the use of tobacco and vaping products is particularly addictive to children and youth. Therefore, in compliance with state law, the following policy on smoking and tobacco use is adopted: No official or staff member shall take action that might encourage a student to smoke or otherwise use tobacco or vaping products. There shall be no smoking or other use of tobacco or vaping products in any school building or on school premises owned by, rented by or under the control of the Board. This includes vehicles, offices, shops, warehouses, other enclosed structures, and outdoor fields and facilities at any time, day or night, and applies during non-school events as well as during school-sponsored events. *Ref: SDA § 831*

### **TRACKING HOURS WORKED**

Support staff are expected to track their hours in Skyward (True Time) via computer, or a time clock if available. In some instances, a paper time sheet is also acceptable if approved by a supervisor or the District Office.

### **TRAVEL & EXPENSE REIMBURSEMENT**

Itemized and documented travel expenses, provided such expenses are related to the employee's duties as expressed in the contract with the employee, will be paid by the District. Only those items for which there is itemized documentation will be covered. However, at its discretion, the board may pay such expenses on a per-diem basis as long as such does not exceed the amount permitted for state employees. Authorized travel mileage shall be reimbursed at the current IRS mileage rate.

### **VIDEO CAMERAS IN BUILDINGS AND BUSES**

Video cameras are used at all times for security purposes in all buildings. Employees are expected to be aware that video recordings may be used as evidence for any discipline or legal action. Buses will have cameras recording in an unannounced procedure.

### **VIOLENCE/BULLYING IN THE WORKPLACE**

Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.

An employee who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

1. If an emergency exists and the situation is one of immediate danger, the employee shall contact the local law enforcement by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect him/her from immediate harm, such as leaving the area.
2. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or his/her designee as soon as possible.

An employee who has received a restraining order, temporary or permanent, against an individual, who may impact the employee at work (e.g. verbal or physical contact or proximity has been prohibited or restricted), shall immediately supply a copy of the signed order to his/her supervisor. The supervisor shall provide copies to the other appropriate supervisors and inform other employees on an as-needed basis.

The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation, but may need to disclose results in appropriate circumstances; (e.g., in order to protect individual safety or to conduct an adequate investigation). The District will not tolerate retaliation against any employee who in good faith reports workplace violence.

### **VISITORS TO SCHOOLS**

All building visitors shall be required to register at the building office, state the purpose of the visit, and wear a visitor badge in plain sight at all times while in the building or on school grounds. The following are exceptions to the above:

- A. Persons who are in the building at the specific invitation of the district and are working with a district employee.
- B. Parents or citizens who have been invited to visit the school as part of a scheduled open house or special day.
- C. Individuals who are attending a scheduled performance by a school class, team, or group.

- D. Members of the community wishing to visit a class must obtain approval of the classroom teacher and the building principal and must make arrangements one day prior to the visit.
- E. Visitors other than custodial parents or guardians wishing to visit a specific student must provide written permission from the custodial parent or guardian and obtain approval from the building principal one day prior to the visit.

School personnel encountering any non-employee not wearing a visitor badge shall ask them to report to the office for registration. If a person refuses, the employee shall notify the building principal, or his or her designee, who may then call the police for assistance. *Ref: SDA § 860*

### **WAGES & OTHER FORMS OF COMPENSATION**

Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages for one year at a time. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer. Employers may bargain with units comprised exclusively of public safety employees on any term or condition of employment, including any form of compensation.

### **WEAPONS PROHIBITION**

Firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Licensed peace officers who are serving in their official capacities are the only persons excepted from this prohibition. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: *Ref: WIS. STAT. §119.25, 120.13(1), 941.235, 948.60, 948.605, 948.61, SDA §833*

### **WORK SCHEDULES**

Work schedules shall be established for each employee that include clearly stated shift start and end times, break times (as applicable) and lunch time (as applicable). Supervisors may adjust work schedules as needed. Employees are expected to report for work in accordance with their work schedule. Consistently late arrivals or early departures will be addressed with the employee and may lead to disciplinary action. Time clock rounding is not intended to provide an opportunity for authorization of late arrivals or early departures.

Employees who work more than forty (40) hours per week during a given week shall receive one and one-half (1 1/2) times their regular pay for work beyond forty (40) hours per week. The employees agree that all reasonable overtime assignments will be accepted. No employee shall be regularly scheduled to work more than 40 hours per week, excluding custodians who work on weekend rotations. Employees who have schedules that require them to travel between buildings shall remain punched in.

### **WORKPLACE PROTECTIONS**

**Responsibility to Report:** It is the responsibility of each and every employee to immediately report to his/her immediate Supervisor any and all health and safety issues, discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job. Such conduct includes conduct by employees toward other employees, by employees toward students and by members of the public toward employees which relates to their work.

**Definition of Protected Class:** State and Federal law prohibits discrimination and harassment based on any protected class including age, race, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, for use or non-use of lawful products off the employer's premises during non-working hours.

**Definition of Harassment and Acts of Discrimination:** Harassment and acts of discrimination to be reported by employees can include:

1. Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of his/her protected status.
2. Any attempt to penalize or punish a person because of his/her protected status.
3. Creating an offensive and hostile working environment for a person because of his/her protected status, including sexual harassment.

Reports and allegations of workplace harassment and/or discrimination will be subject to investigation by management as soon as reasonably possible. If an employee is found to be responsible for harassment or other discriminatory conduct, then appropriate disciplinary action may be taken, up to and including a termination from employment. However, such action cannot be taken if management is not first made aware of the complaint.

An employee who has a harassment, discrimination or retaliation complaint should report the complaint in writing to his/her immediate Supervisor. The allegations should provide sufficient information and detail so that the Supervisor can thoroughly investigate the complaint. Upon receiving a written employee report of harassment, discrimination, or retaliation, the Supervisor will investigate the complainant's allegations.

If the Supervisor is the object of the complaint, then the employee should report the complaint in writing to the District Administrator. The allegations should provide sufficient information and detail so that the District Administrator can thoroughly investigate the complaint. Upon receiving a written employee report of harassment, discrimination or retaliation, the District Administrator will investigate the complainant's allegations.

If the District Administrator is the object of the complaint, then the employee should report the complaint in writing to any member of the Board of Education. That board member shall immediately report the complaint to all other board members. The allegations should provide sufficient information and detail so that the Board of Education can thoroughly investigate the complaint. Upon receiving a written employee report of harassment, discrimination or retaliation, the Board of Education will investigate the complainant's allegations.

An investigation may include interviewing other employees, speaking with the complainant, interviewing members of the public and reviewing documents such as emails, letters or memos. Based upon the investigation's outcome, the Supervisor/District Administrator/Board of Education, respectively, will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken by the employer.

### **WORKPLACE SAFETY**

Any unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to your immediate supervisor. Should a hazardous situation exist, safety concerns always take precedence over continuing operations. Any employee who identifies new ways to increase workplace safety should make these recommendations known to their immediate supervisor.

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment. Employees should know the following:

- Location of fire alarms;
- Location of fire extinguishers;
- Evacuation routes; and
- Whom to notify in case of fire

Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken. Injury means physical harm to an employee caused by accident or disease in the performance of duties by the employee. Performance of duties means duties performed within the employee's authorized scope of employment and performed in the line of duty.

Wisconsin Statute § 101.055 requires the Wisconsin Department of Commerce to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by federal Occupational Safety and Health Administration (OSHA). A District employee who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the District to conduct an internal review of the matter. Furthermore, the employee may request the Wisconsin Department of Commerce to conduct an inspection.

The District shall not discriminate against or discharge any employee for exercising any right afforded by this section. An employee may file a grievance using the policy and procedures found on the District website. The employee may, in his/her discretion also file a complaint with the state Division of Equal Rights within thirty (30) days if the employee believes a violation of the first sentence of this paragraph occurred. *See* WIS. STAT. § 101.055

### **WORKSPACES, INCLUDING DESKS, LOCKERS, ETC.**

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom.

Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked except as provided for in this Handbook.

### **WORK STOPPAGE**

Employees of the District shall not engage in, condone, assist or support any strike, slowdown, or sanction, or withhold in full or in part any services to the District. In the event of a violation of this Section, the District may take whatever disciplinary action it deems appropriate up to and including discharge.

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