

DURAND-ARKANSAW SCHOOL DISTRICT

EMPLOYEE HANDBOOK
for
Support Staff

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INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for support staff employees including Aides, Administrative Assistants, Cooks, and Custodians. The provisions described herein are the terms and conditions governing employment in the Durand-Arkansaw School District 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 Durand-Arkansaw School District ("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 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 members 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.

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.

CHAIN OF COMMAND

The chain of command is the formal line of authority, communication, and responsibility within the District.

Policy 4112 – Board-Staff Communications

II. EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of professional 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.

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, based on 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 (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that 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,
AG 4362A Reporting Threatening Behaviors.

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.

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.

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

STAFF USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCDs") has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee, the employee is responsible for using the device in a safe and appropriate manner.

III. EMPLOYMENT STATUS AND RECORDS

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.

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.

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 professional staff member needs improvement so that appropriate assistance may be provided in a systematic way.

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.

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.

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.

REDUCTION IN STAFF

The Board may abolish support staff positions and/or reduce the support staff as necessary. Such support staff reductions will be made in compliance with Policy 4131 – Reduction in Staff.

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as sick leave and vacation earned as an employee. Reduced in time employees shall be treated as part-time employees. Any employee who is reduced in hours (partial layoff) may choose to be fully laid off.

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. If an employee has overused the holiday, sick, personal time, or vacation time earned, the employee will have an amount equal to the value of that overused leave withheld from his or her last paycheck.

Policy 4140 – Termination and Resignation

IV. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

All support staff members shall be paid in accordance with the provisions established in 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.

LEAVES OF ABSENCE (extended leave)

Medical Leave

- A. Application Procedures: All requests for an unpaid medical leave of absence, other than emergencies, must be submitted to the District at least thirty (30) days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole discretion. The request must be accompanied by a physician's statement attesting to the disability and anticipated duration of the leave. The District reserves the right to request interim statements from the physician. The unpaid medical leave of absence shall not exceed one (1) calendar year.
- B. The employee shall be eligible to return to duty from an unpaid medical leave of absence when he/she is physically able provided:
 1. The employee has previously indicated his/her intent to return to duty following the expiration of the medical leave.
 2. The employee provides his/her physician's certification that he/she is able to return to work. The District reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third mutually agreed to physician will issue a physician's certification. The third physician's certification will be binding on the parties. The District will pay all costs associated with the second and third physician's certification.

Child Rearing Leave

- A. Application Procedures: The employee shall make written application for an unpaid child rearing leave to the District Administrator at least 30 days in advance unless the employee is unable to provide such notice due to medical reasons, or in the case of an adoption, the employee is unable to provide such advance notice due to the placement requirements of the adoption process. The application for an unpaid child rearing leave shall include acceptable medical or legal (for adoption) verification and the anticipated date of beginning the leave and return to work. Such application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole discretion.
- B. Duration of the Unpaid Child Rearing Leave: The maximum length of the leave shall be limited as follows:
1. Child born or adopted during the summer vacation – the following two semesters.
 2. Child born or adopted during the first semester – the balance of that semester plus the second semester.
 3. Child born or adopted during the second semester – the balance of that semester plus the first semester of the following school year.

Shorter leave and/or an early return from the leave shall only be upon the mutual agreement of the teacher and the Board.

Unpaid Leave of Absence – For Other than Medical and Child Rearing Reasons

Application Procedures: All requests for other unpaid leave of absence, other than emergencies, must be submitted to the District at least 30 days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole discretion. The unpaid leave of absence shall not exceed one (1) calendar year

Benefits During Leave

Length of service and other benefits shall not accrue during such leave.

The employee may continue health insurance during the leave of absence remitting the full premium amounts to the District. The continuation of health insurance at the employee's expense is contingent upon the health

insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.

During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.

Placement Upon Return from Leave

The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not provide such notice, he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or layoff, whichever is applicable.

Failure to Return after Expiration of Leave

In the event the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.

Interaction with Family and Medical Leave Provisions

Unpaid medical leave, the term of such leave and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

EMPLOYEE LEAVES

The Board of Education recognizes that there may be instances in which employees cannot report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 4430.01.

A. Bereavement Leave

Staff members are eligible for 5 days of bereavement leave in the event of the death an immediate family member or acquaintance. Relative in this policy shall include spouse, domestic partner, parents, son, daughter, siblings, aunts, uncles, cousins.

In extenuating circumstances, additional days may be granted by the District Administrator or his/her designee.

All Bereavement Leave days shall be deducted from the employee's accumulated sick leave if the employee wants paid leave.

Part-time employees will receive bereavement leave on a pro-rated basis based upon the number of hours they are scheduled to work. The pro-rated amount shall be based on the assumption that a full-time employee works 2,080 hours per year.

Bereavement leave may be allowed in HOURLY increments.

B. Military Leave

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

C. Leave for Jury Duty

Staff members that are called to perform their civic responsibility as a potential juror, shall be excused for any days or portion of days on which the staff member is required to report. Staff members required to serve on a jury will not be penalized for doing so. Staff members shall inform their supervisor when they are called for jury duty or a court appearance and shall call in on each morning to report whether s/he is required to report to jury duty that day. Staff members that miss work due to jury duty must provide verification from the court that they attended on that date.

Exempt employees will receive full pay, and are required to endorse the check received from the court or pay the amount shown on their record slip less travel allowance within fifteen (15) days of return from jury duty.

Teaching staff will be paid regular pay during any work days missed due to jury duty. Teaching staff that receive pay for any time spent on jury

duty are required to turn over any pay received from the court to the District.

While on jury duty, staff members are required to report on a daily basis their schedule for the following day, and must report to work when excused for a day or more.

Staff members must submit to the District Administrator a record from the court of the number of days served.

EMPLOYEE SICK LEAVE

Sick Leave Earned

- A. Calendar Year Employees: Each employee shall be credited with one (1) day of paid sick leave per month of employment to a maximum of twelve (12) days per contract year.
- B. School Year Employees: Each employee shall be credited with one (1) day of paid sick leave per month of employment to a maximum of eight (8) days per contract year.
- C. Crediting of Sick Leave: Sick leave though credited at the beginning of each fiscal year is vested only upon completion of the work year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed.
- D. Part-time Employees: Part-time employees will receive sick leave on a pro-rated basis based upon the number of hours they are scheduled to work.

Sick Leave Use

- A. Sick leave shall be paid for any absence from work due to the:
 - 1. Personal illness, injury or serious health condition of the employee;
 - 2. Illness or injury of an employee's child
 - 3. Medical or dental appointments for the employee and/or child that cannot be scheduled outside of the employee's regularly scheduled work hours.
- B. Sick Leave Increments: Sick leave may be allowed in increments of fifteen minutes.

Sick Leave Accumulation

Sick leave for employees will accumulate for full-time and part-time employees to a maximum of 100 days. Sick leave accumulated by employees over 100 up to 120 will be allowed to be listed as maximum until such leave is reduced by use to 100.

Once a staff member accumulates 100 sick days, the district will compensate individuals at the end of the year, \$30 per day for up to 5 days if the staff member uses 5 or fewer sick days that year.

Employees fifty-seven (57) years of age or older who retire with twenty (20) or more continuous years of service to the School District of Durand will be awarded a separation grant by the district equal to the number of sick days accumulated, not to exceed one hundred (100), at the rate of \$30 per day. Employees fifty-seven (57) years of age or older who retire with less than twenty (20) years of continuous service to the School District of Durand will be awarded a separation grant by the district equal to the number of sick days accumulated, not to exceed one hundred (100), at the rate of \$15 per day.

Sick Leave and Long-term Disability

In the event an employee becomes eligible for benefits under the District's long term disability insurance program, the employee will no longer receive paid sick leave.

Overused Sick Leave

If an employee were to leave the school system prior to the completion of his/her contract term or the school year for an individual employee and had used all sick leave, a sum equal to the sick leave days not earned would be deducted from the remaining pay. Deductions will be based on one (1) day of paid sick leave earned per month of employment to a maximum of twelve (12) days per contract year.

Reporting Procedure - Doctor's Certificate

If at all possible, each employee shall be required to inform his/her supervisor prior to, or within five (5) days of his/her normal daily starting time of his/her need to be absent for one of the reasons stated in 9.02 above. Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. Such certificate should include a statement releasing the employee to return to

work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

Holidays during Sick Leave

In the event that a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick leave.

PERSONAL LEAVE

Personal Days Provided

- A. Calendar Year Employees: Employees shall be entitled to up to two (2) days of personal leave each employment year. Personal leave shall be subtracted from sick leave.
- B. School Year Employees: Employees shall be entitled to up to two (2) days of personal leave each employment year. If personal leave is not used within the fiscal year, the days will be allowed to accumulate up to six.
- C. A "day" of personal leave is defined the same as a "day" of sick leave and may be used in the same increments as sick leave.

Personal Leave Day Restrictions

Personal leave days shall not be used to extend a holiday, vacation, or school recess period. The personal leave day will not be granted during the first or last week of a semester, on a parent-teacher conference day or on an in-service day. Personal leave during these periods may be approved for personal business that cannot be rescheduled for a different time at the discretion of the District Administrator.

Approval of Personal Leave and the Total Number of Employees on Personal Leave:

- A. A request in writing to the District Administrator shall be made as far in advance as possible, normally not less than five (5) days. Emergencies may delay the submitting of the written statement until the employee returns to work.
- B. The District Administrator has the right to approve or disapprove all requests.

C. No more than three (3) employees per building may take personal leave on any given day when school is in session, unless the District Administrator grants approval to exceed the three (3) employee limit.

Part-time Employees

Part-time employees will receive personal leave on a pro-rated basis based upon the number of hours they are scheduled to work. The pro-rated amount shall be based on the assumption that a full-time employee works 2,080 hours per year.

Personal Leave Increments

Personal leave may be allowed in increments of fifteen minutes.

VACATION

All twelve month full-time employees shall be entitled to paid vacations as follows:

After July 1 following initial employment-		prorated from 1 week rounding up to nearest half day
After July 1 of full 1 year of service	-	1 week
After July 1 of full 2 years of service	-	2 weeks
After July 1 of full 9 years of service	-	3 weeks
After July 1 of full 18 years of service	-	4 weeks

Vacations shall not accumulate from year to year.

Whenever a less than twelve-month, full-time employee takes a position in the District which qualifies them for vacation, they will be given one (1) year's credit for every two (2) years of experience with the District as it applies to vacation. This provision will apply to all present staff and an adjustment in their vacation leave will be made based on their experience when they were hired as full time.

FAMILY AND MEDICAL LEAVE

In accordance with Federal and State law, the Board of Education will provide family and medical leave for administrators who are not employed under an individual employment contract and professional staff members. The provisions of both the Federal and State family and medical leave provisions 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).

HEALTH INSURANCE BENEFITS

The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverage's will be selected and determined by the Board.

POSITION	HOURS YEARLY	DISTRICT CONTRIBUTION TO HEALTH INSURANCE PREMIUM	DISTRICT CONTRIBUTION TO OTHER INSURANCE (dental, LTD, life)
Support Staff	Calendar year averaging over 30 hours/week	85%	100%
Support Staff	School year averaging over 30 hours/week	85% single or 50% family	100% single or 50% family dental 100% LTD
Support Staff	Average less than 30 hours/week but over 20 hours/week	Not eligible	LTD

Alternate Benefit Plan [ABP] in Lieu of Health Insurance

- A. Employees who choose the ABP option will be required to sign up as per Affordable Healthcare Act Open Enrollment period.
- B. In order for this provision to remain in effect, a sufficient number of employees must opt out of their coverage so as not to cause an added expense for the District. Such determination of the additional expense is made by the District in its sole discretion.
- C. The Board may, at its discretion, discontinue the cash compensation in lieu of health insurance benefit by providing the participating employees with written notice of not less than sixty (60) days and an “open enrollment” opportunity to enroll in the group health insurance plan. This benefit will be administered only to the extent permitted by State or Federal tax regulations and if not permitted for any reason, the benefit shall be discontinued. If the benefit is discontinued, the Board may, but is not obligated to, provide some other form of benefit or compensation.
- D. Any employee who qualifies for participation in the District group health insurance plan may waive such participation and elect to receive cash compensation in lieu of the health insurance benefit.

Where the District employs both spouses, the spouses will be eligible for two single plans, one family plan, or one ABP.

E. Employees eligible for insurance may annually choose, consistent with the terms of the cafeteria plan:

1. Participation in the District's health plan.
2. A cash payment.

F. Cash Compensation: The cash contribution dollar amount shall be equal to:

ABP Annual Amount	ABP Annual Amount
\$5,000	\$3,000

The amount of each additional cash contribution dollar amount shall be calculated by dividing the dollar amount stated above by the number of employee paychecks per year. Part-time employees who are employed at fifty percent (50%) or more of a full-time contract who select the cash compensation shall receive a pro-rated amount of the District's contribution based upon the part-time employee's percentage of full-time employment.

G. The cash compensation amount shall be paid to the employee as additional taxable earnings which are not subject to Wisconsin Retirement System (WRS) contributions to the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state and federal taxes deducted from the teacher's payroll check.

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

Eligible Professional Staff members who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law.

BENEFITS TO ACTIVE EMPLOYEES IN LIEU OF POST EMPLOYMENT BENEFITS

Defined Contribution Post-Employment Benefit

POSITION	HOURS YEARLY	DISTRICT CONTRIBUTION TO H.R.A. OR H.S.A.

Support Staff	Calendar year averaging over 30 hours/week	\$4,000 or IRS maximum allowable contribution to an H.S.A. not to exceed \$4,000
Support Staff	School year averaging over 30 hours/week	\$2,000
Support Staff	School year averaging less than 30 hours/week	Not eligible

V. WORKING CONDITIONS AND HOURS OF WORK

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.

ATTENDANCE AND REPORTING ABSENCES

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:

Employees who are unable to report to work shall call the substitute caller or immediate supervisor for reporting his/her absence. Any time spent not working during an employee's scheduled day must be accounted for in the **Skyward** absence reporting system using the appropriate reasons. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

WORK SCHEDULES/DAILY TIME SHEETS

Each employee shall be issued an annual letter of appointment before the last student contact day of the school year. The letter of appointment shall identify the employee, the date of hire, the position(s) that the employee is employed for, the length of the work year, the length of the work day, and the pay rate for the position.

Support staff members are expected to adhere strictly to their established work schedules, unless the District Administrator 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

All employees who work six (6) hours or more per day will be entitled to an unpaid half-hour lunch period, which shall be duty free.

Employees scheduled to work at least four (4) hours per work day shall receive one (1) ten (10) minute paid break. Employees scheduled to work at least eight (8) hours per work day shall receive two (2) ten (10) minute paid breaks. Breaks shall be scheduled by the immediate supervisor.

Hours Worked	Break(s) and Lunch Period Scheduling
0 to 3.99 hours	0 minutes
At least 3.5 to 5.99 hours	10 minutes
At least 6.0 to 7.99 hours	10 minutes and 30 minute duty-free lunch
At least 8.0 or more hours	(2) 10 minutes and 30 minute duty-free lunch

OVERTIME

Approval

In order for an employee to work beyond his or her contract hours in any week, prior approval must be obtained from the District Administrator. Exceptional cases requiring overtime may be approved after the overtime is worked when the District Administrator is unavailable and such pre-approval may cause harm to students, staff, the community or District property.

Pay Rate for Overtime

Time worked over forty (40) hours per week is paid at one and one-half (1.5) rate. Time over forty (40) hours per week does not include sick, vacation, holiday, or personal leave time. The reason for overtime must be indicated on the back of the employee's time card. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.

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.

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.

- A. All custodians and secretaries are expected to report to work when school is closed due to inclement weather or situations beyond the control of the District, if at all possible.

- B. All other employees shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the control of the District. Any employee not at work when school is closed for an emergency shall not be paid for that day. If the day is not rescheduled, the employee may elect one of the options listed below. Employees shall be required to make days up in the event that the District schedules make-up days.

- C. If employees report to work and a decision to close schools is made after that time, those employees will only be paid for the actual hours worked on such day. Employees may elect one of the options below due to the partial school closing.
 - 1. The employee may come in to work or work an additional day/time at the end of the school year with administrative approval. The time set for make-up plus the regular assigned hours cannot exceed forty (40) hours per week.

 - 2. The employee may elect to not be compensated for the day/time school was closed.

 - 3. The employee may elect to use vacation, or personal leave time if available.

TRAVEL EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including travel expenses, of any professional staff member that is 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.

Meals will be reimbursed at:

Breakfast - \$8

Lunch - \$12

Dinner - \$20

Mileage will be reimbursed at the IRS Rate.

All expenses should be documented and submitted to the District Office within thirty (30) days.

AG 3440 B – Use of Private Car for School Business

WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative guidelines. Pursuant to State law, the Board expects support staff members to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or guideline committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, support staff members are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board.

Policy 4211 – Whistleblower Protection

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 to use 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 (Policy 8452 – Automated External Defibrillators),
- B. the control of blood borne pathogens (Policy 8453.01- Control of Casual Contact Communicable Diseases)
- C. the control of casual-contact communicable diseases (Policy 8450 - Control of Casual Contact Communicable Diseases), and
- D. understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (8453 – Direct 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.

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.

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.

SOCIAL MEDIA

In accordance with Policy 4213-Student Supervision and Welfare, support staff members are discouraged from engaging students in social media and online networking media, such as Face book, Twitter, MySpace, etc.

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.

GRIEVANCE PROCEDURE

Each employee of the District shall be provided an opportunity to resolve matters affecting employment that the employee believes to be unjust 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.

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.

WEAPONS

The Board of Education prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, except as permitted by policy 4217.

Policy 4217 - Weapons

STUDENT ABUSE AND NEGLECT

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a child by other than accidental means.

IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read Durand-Arkansaw School District's 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