

Table of Contents

Employee Acknowledgment.....	
Table of Contents.....	
District Vision and Mission Statement.....	
District Contact Information.....	
District Emergency Procedures.....	
District Organizational Chart.....	
PART I – PROVISIONS APPLICABLE TO ALL STAFF.....	
SECTION 1. PREAMBLE AND DEFINITIONS.....	
1.01 About this Handbook.....	
1.02 Definitions.....	
1.03 General Personnel Policies.....	
SECTION 2. EMPLOYMENT LAW AND POLICIES.....	
2.01 Americans with Disabilities Act (ADA)	
2.02 Bullying.....	
2.03 Equal Opportunity/Nondiscrimination.....	
2.04 Fair Labor Standards Act and Wisconsin Administrative Code DWD 274.08	
2.05 Family and Medical Leave Act	
2.06 Immigration Law Compliance	
2.07 Harassment.....	
2.08 Lactation Regulations	
SECTION 3. GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS.....	
3.01 District Expectations	
3.02 Accident/Incident Reports.....	
3.03 Attendance	
3.04 Bulletin Boards/Mailboxes.....	
3.05 Child Abuse Reporting.....	
3.06 Communications.....	
3.07 Confidentiality.....	

3.08	Conflict of Interest
3.09	Contracts and Conflict of Interest
3.10	Copyright
3.11	Criminal Background Checks
3.12	Criminal Background Checks/Charges/Convictions for Active Employees - Obligation to Report Criminal Record
3.13	Crisis Management Plans.....
3.14	District Property
3.15	Drug-, Alcohol-, and Tobacco-Free Workplace
3.16	Employee Identification Badges
3.17	False Reports
3.18	Financial Controls and Oversight
3.19	Fraud and Financial Impropriety
3.20	Gambling
3.21	Gifts and Sale of Goods and Services.....
3.22	Honesty
3.23	Investigations
3.24	Legal Custodian of Records
3.25	Licensure/Certification
3.26	Mandatory Inservices
3.27	Medication Administration
3.28	Nepotism
3.29	Operators of District Vehicles, Mobile Equipment and Persons Who Receive Travel Reimbursement
3.30	Outside Employment
3.31	Personal Appearance/Staff Dress Code
3.32	Personal Property
3.33	Personnel Files
3.34	Personnel – Student Relations
3.35	Physical Examination
3.36	Political Activity
3.37	Position Descriptions
3.38	Severance from Employment.....

3.39	Solicitations
3.40	Staff Use of Force to Maintain Student Discipline
3.41	Teamwork
3.42	Tutoring
3.43	Uniforms
3.44	Violence in the Workplace
3.45	Wellness
3.46	Employee (Whistleblower) Protection
3.47	Work Spaces, Including Desks, Lockers, etc.
3.48	Work Made for Hire
3.49	Workplace Safety
SECTION 4. MANAGEMENT RIGHTS	
4.01	Delineation of Rights
4.02	Sole Basis.....
SECTION 5. GRIEVANCE PROCEDURE.....	
5.01	Purpose.....
5.02	Definitions.....
5.03	Time Limits.....
5.04	Grievance Processing Procedure.....
5.05	Grievant’s Right to Representation.....
5.06	Consolidation of Grievances.....
5.07	Group Grievances
SECTION 6. PAY PERIODS	
6.01	Annualized Payroll Cycle
6.02	Payroll Dates
6.03	Payroll Deductions
6.04	Direct Deposit Payment Method.....
6.05	Definitions for Payroll Purposes Only.....
6.06	Salary Deferrals –Tax Sheltered Annuities (TSA)
SECTION 7. COMPENSATION AND EXPENSE REIMBURSEMENT APPLICABLE TO ALL DISTRICT EMPLOYEES.....	
7.01	Mileage Reimbursement
SECTION 8. WORKER’S COMPENSATION	

8.01	Worker’s Compensation Coverage and Reporting Responsibilities.....
8.02	Benefits While on Worker’s Compensation
8.03	Injuries Not Covered by Worker’s Compensation.....
SECTION 9.	RELIGIOUS HOLIDAYS
SECTION 10.	JURY DUTY LEAVE
SECTION 11.	LEGAL LEAVE
SECTION 12.	BEREAVEMENT LEAVE.....
SECTION 13.	PERSONAL ILLNESS LEAVE.....
SECTION 14.	UNIFORMED SERVICES LEAVE.....
SECTION 15.	UNPAID LEAVES OF ABSENCE.....
15.01	Medical Leave
15.02	Child Rearing Leave
15.03	Other
SECTION 16.	BENEFITS
16.01	Cafeteria Plan/Flexible Spending Account.....
16.02	Dental Insurance
16.03	Employee Assistance Program
16.04	Health Insurance
16.05	Liability Insurance
16.06	Life Insurance
16.07	Long-Term Disability
16.08	Long-Term Care.....
16.09	Wisconsin Retirement System (WRS) Contributions.....
16.10	Defined Benefit or Defined Contribution Post-Employment Benefit.....
16.11	COBRA Law Continuation of District Health Plan Participation
SECTION 17.	WORK STOPPAGE
SECTION 18.	CONFORMITY TO LAW
SECTION 19.	HANDBOOK REVIEW/REVISION

ADDENDUM A – TEACHER UNIT STAFF	
SECTION 1. DISCIPLINE, TERMINATION AND NONRENEWAL	
1.01 Standard for Nonrenewal for Teachers	
1.02 Length of Probationary Period for Teachers.....	
1.03 Standard for Discipline and Termination.....	
1.04 Representation.....	
1.05 Disciplinary Materials.....	
1.06 Termination of Employment.....	
SECTION 2. PROFESSIONAL HOURS/WORKDAY.....	
2.01 Hours of Work	
2.02 Meetings.....	
2.03 Attendance at School Events	
2.04 Parent Teacher Conferences	
2.05 Emergency School Closures	
2.06 Planning Time	
2.07 Professional Responsibilities	
2.08 School Calendar	
SECTION 3. PROFESSIONAL GROWTH/CONFERENCES	
SECTION 4. TEACHER SUPERVISION AND EVALUATION	
SECTION 5. TEACHER ASSIGNMENTS, VACANCIES AND TRANSFERS.....	
5.01 Teacher Assignments, Vacancies and Transfers.....	
5.02 Employee Resignations.....	
5.03 Teacher Absence and Substitutes.....	
5.04 Summer School Assignments	
5.05 Extended Contracts	
5.06 Job Sharing.....	
SECTION 6. REDUCTION IN FORCE, POSITIONS & HOURS	
SECTION 7. PROFESSIONAL COMPENSATION.....	
7.01 Salary Schedule.....	
7.02 Initial Salary Schedule Placement	
7.03 Additional Compensation.....	
SECTION 8. POST-EMPLOYMENT BENEFITS	
SECTION 9. STUDENT/INTERN TEACHERS.....	

SECTION 10. BILINGUAL RESOURCE SPECIALISTS

SECTION 11. THERAPY ASSISTANTS/ INTERPRETERS/ BRAILISTS/
SPECIAL NEEDS NURSES

SECTION 12. APPLICABLE BOARD POLICIES.....

SECTION 13. MISCELLANEOUS

ADDENDUM B – SUPPORTIVE EDUCATIONAL EMPLOYEES

SECTION 1. DISCIPLINE AND DISCHARGE

 1.01 Length of Probationary Period.....

 1.02 Standard for Discipline and Termination.....

 1.03 Representation

 1.04 Disciplinary Materials.....

SECTION 2. HOURS OF WORK AND WORK SCHEDULE.....

 2.01 Regular Workday and Starting and Ending Times

 2.02 Regular Workweek

 2.03 Additional Hours and Overtime.....

 2.04 Compensatory Time Off

 2.05 Lunch Period.....

 2.06 Breaks

 2.07 Electronic Tracking of Hours Worked.....

 2.08 Emergency Closings

 2.09 Flexible Schedule.....

 2.10 Call-In Pay

 2.11 Attendance at Meetings.....

SECTION 3. SURPLUS, LAYOFF & RECALL.....

 3.01 Reduction in Force.....

 3.02 Reduction in Hours

 3.03 Reemployment

SECTION 4. ASSIGNMENTS, VACANCIES AND TRANSFERS

 4.01 Assignment

 4.02 Job Posting.....

 4.03 Selection Process

4.04	Trial Period
4.05	Involuntary Transfers
4.06	Job Sharing.....
SECTION 5.	VACATION
SECTION 6.	HOLIDAYS
SECTION 7.	COMPENSATION
7.01	Wage Schedule.....
7.02	Wage Schedule Placement.....
7.03	Longevity Pay
7.04	Service Bonus
7.05	Out-of-Classification Pay.....
7.06	Undesirable Hours Premium Pay.....
SECTION 8.	JOB- RELATED TRAINING.....
SECTION 9.	EMPLOYEE EVALUATIONS
SECTION 10.	RESIGNATION FROM EMPLOYMENT.....
SECTION 12.	POST-EMPLOYMENT BENEFITS
SECTION 13.	MISCELLANEOUS

ADDENDUM C – FOOD SERVICE EMPLOYEES

SECTION 1.	DISCIPLINE AND DISCHARGE
1.01	Length of Probationary Period.....
1.02	Standard for Discipline and Termination.....
1.03	Representation
1.04	Disciplinary Materials.....
SECTION 2.	HOURS OF WORK AND WORK SCHEDULE.....
2.01	Regular Workday and Starting and Ending Times
2.02	Regular Workweek
2.03	Additional Hours and Overtime.....
2.04	Compensatory Time Off
2.05	Lunch Period.....
2.06	Breaks
2.07	Electronic Tracking of Hours Worked.....

2.08	Emergency Closings
2.09	Summer Program
SECTION 3.	LAYOFF & RECALL
3.01	Reduction in Force
3.02	Reduction in Hours
3.03	Reemployment
SECTION 4.	ASSIGNMENTS, VACANCIES AND TRANSFERS
4.01	Assignment
4.02	Job Posting
4.03	Selection Process
4.04	Trial Period
SECTION 5.	HOLIDAYS
SECTION 6.	COMPENSATION
6.01	Wage Schedule.....
6.02	Wage Schedule Placement.....
6.03	Longevity Pay
6.04	Service Bonus
6.05	Out-of-Classification Pay.....
6.06	Undesirable Hours Premium Pay.....
SECTION 7.	JOB-RELATED TRAINING.....
SECTION 8.	EMPLOYEE EVALUATIONS
SECTION 9.	RESIGNATION FROM EMPLOYMENT.....
SECTION 10.	POST-EMPLOYMENT BENEFITS
SECTION 11.	MISCELLANEOUS

ADDENDUM D – CUSTODIAL EMPLOYEES

SECTION 1.	DISCIPLINE AND DISCHARGE
1.01	Length of Probationary Period.....
1.02	Standard for Discipline and Termination.....
1.03	Representation
1.04	Disciplinary Materials.....
SECTION 2.	HOURS OF WORK AND WORK SCHEDULE.....
2.01	Regular Workday and Starting and Ending Times

2.02	Regular Workweek
2.03	Additional Hours and Overtime.....
2.04	Compensatory Time Off
2.05	Lunch Break.....
2.06	Electronic Tracking of Hours Worked.....
2.07	Emergency Closings
2.08	Call-In Time.....
SECTION 3.	SURPLUS, LAYOFF & RECALL.....
3.01	Reduction in Force.....
3.02	Reduction in Hours
3.03	Reemployment
SECTION 4.	ASSIGNMENTS, VACANCIES AND TRANSFERS
4.01	Assignment
4.02	Job Posting.....
4.03	Selection Process
4.04	Trial Period
SECTION 5.	VACATION
SECTION 6.	HOLIDAYS
SECTION 7.	COMPENSATION
7.01	Wage Schedule.....
7.02	Wage Schedule Placement.....
7.03	Longevity Pay
7.04	Service Bonus
7.05	Out-of-Classification Pay.....
7.06	Undesirable Hours Premium Pay.....
SECTION 8.	JOB-RELATED TRAINING.....
SECTION 9.	EMPLOYEE EVALUATIONS
SECTION 10.	RESIGNATION FROM EMPLOYMENT.....
SECTION 11.	POST-EMPLOYMENT BENEFITS
SECTION 12.	MISCELLANEOUS

ADDENDUM E – TRADES EMPLOYEES

SECTION 1. DISCIPLINE AND DISCHARGE

1.01 Length of Probationary Period.....

1.02 Standard for Discipline and Termination.....

1.03 Representation

1.04 Disciplinary Materials.....

SECTION 2. HOURS OF WORK AND WORK SCHEDULE.....

2.01 Regular Workday and Starting and Ending Times

2.02 Regular Workweek

2.03 Additional Hours and Overtime.....

2.04 Compensatory Time Off

2.05 Lunch Break

2.06 Electronic Tracking of Hours Worked.....

2.07 Emergency Closings

2.08 Call-In Time.....

SECTION 3. SURPLUS, LAYOFF & RECALL.....

3.01 Reduction in Force.....

3.02 Reduction in Hours

3.03 Reemployment

SECTION 4. ASSIGNMENTS, VACANCIES AND TRANSFERS

4.01 Assignment

4.02 Job Posting.....

4.03 Selection Process

SECTION 5. VACATION

SECTION 6. HOLIDAYS

SECTION 7. COMPENSATION

7.01 Wage Schedule.....

7.02 Wage Schedule Placement.....

7.03 Longevity Pay

7.04 Service Bonus

7.05 Out-of-Classification Pay.....

7.06 Undesirable Hours Premium Pay.....

SECTION 8. EMPLOYEE EVALUATIONS

SECTION 9. RESIGNATION FROM EMPLOYMENT.....
SECTION 10. POST-EMPLOYMENT BENEFITS
SECTION 11. MISCELLANEOUS

ADDENDUM F -EDUCATIONAL ASSISTANTS

SECTION 1. DISCIPLINE AND DISCHARGE.....
 1.01 Length of Probationary Period.....
 1.02 Standard for Discipline and Termination.....
 1.03 Representation
 1.04 Disciplinary Materials.....
SECTION 2. HOURS OF WORK AND WORK SCHEDULE.....
 2.01 Regular Workday and Starting and Ending Times
 2.02 Regular Workweek/Work Year
 2.03 Additional Hours and Overtime.....
 2.04 Compensatory Time Off
 2.05 Lunch Period.....
 2.06 Breaks
 2.07 Electronic Tracking of Hours Worked.....
 2.08 Emergency Closings
 2.09 Professional Development/Inservice Days
 2.10 Personal Leave
 2.11 Attendance at Meetings.....
SECTION 3. SURPLUS, LAYOFF & RECALL.....
 3.01 Reduction in Force.....
 3.02 Reduction in Hours
 3.03 Reemployment
SECTION 4. ASSIGNMENTS, VACANCIES AND TRANSFERS
 4.01 Assignment
 4.02 Job Posting.....
 4.03 Selection Process
 4.04 Involuntary Transfers.....
SECTION 5. HOLIDAYS
SECTION 6. COMPENSATION

6.01	Wage Schedule.....
6.02	Wage Schedule Placement.....
6.03	Longevity Pay.....
SECTION 7.	JOB-RELATED TRAINING.....
SECTION 8.	EMPLOYEE EVALUATIONS.....
SECTION 9.	RESIGNATION FROM EMPLOYMENT.....
SECTION 10.	POST-EMPLOYMENT BENEFITS.....
SECTION 11.	MISCELLANEOUS.....

ADDENDUM G -SCHOOL SECURITY ASSISTANTS

SECTION 1.	DISCIPLINE AND DISCHARGE.....
1.01	Length of Probationary Period.....
1.02	Standard for Discipline and Termination.....
1.03	Representation.....
1.04	Disciplinary Materials.....
SECTION 2.	HOURS OF WORK AND WORK SCHEDULE.....
2.01	Regular Workday and Starting and Ending Times.....
2.02	Regular Workweek/Work Year.....
2.03	Additional Hours and Overtime.....
2.04	Compensatory Time Off.....
2.05	Lunch Period.....
2.06	Breaks.....
2.07	Electronic Tracking of Hours Worked.....
2.08	Emergency Closings.....
2.09	Professional Development/Inservice Days.....
2.10	Attendance at Meetings.....
SECTION 3.	SURPLUS, LAYOFF & RECALL.....
3.01	Reduction in Force.....
3.02	Reduction in Hours.....
3.03	Reemployment.....
SECTION 4.	ASSIGNMENTS, VACANCIES AND TRANSFERS.....
4.01	Assignment.....
4.02	Job Posting.....

4.03	Selection Process
4.04	Involuntary Transfers.....
SECTION 5.	HOLIDAYS
SECTION 6.	COMPENSATION
6.01	Wage Schedule.....
6.02	Wage Schedule Placement.....
6.03	Longevity Pay
SECTION 7.	JOB-RELATED TRAINING.....
SECTION 8.	EMPLOYEE EVALUATIONS
SECTION 9.	RESIGNATION FROM EMPLOYMENT.....
SECTION 10.	POST-EMPLOYMENT BENEFITS
SECTION 11.	MISCELLANEOUS

ADDENDUM H - SUBSTITUTE TEACHERS

SECTION 1.	ASSIGNMENTS.....
1.01	Daily
1.02	Long Term
1.03	Job Notification.....
1.04	Responsibilities.....
SECTION 2.	COMPENSATION
2.01	Salary
2.02	Summer School.....
2.03	Additional Compensation
SECTION 3.	DISCIPLINE/DISCHARGE.....
SECTION 4.	PERSONAL ILLNESS LEAVE.....
SECTION 5.	JOB-RELATED TRAINING.....
SECTION 6.	EMPLOYEE EVALUATIONS
SECTION 7.	RESIGNATION FROM EMPLOYMENT.....
SECTION 8.	POST-EMPLOYMENT BENEFITS
SECTION 9.	OFF CAMPUS TEACHERS
SECTION 10.	MISCELLANEOUS

ADDENDUM I – CO-CURRICULAR STAFF

SECTION 1. ATHLETIC AND ACTIVITY ASSIGNMENTS

- 1.01 Letter of Assignment.....
- 1.02 Payments.....
- 1.03 Work Schedule.....
- 1.04 Evaluation of Extra-Curricular Assignments.....
- 1.05 Volunteers.....
- 1.06 Extra-Curricular Pay Schedule

