



Employee Handbook 2026-2027

APPROVED BY THE CEDARBURG SCHOOL BOARD ON: JUNE 17TH, 2026.

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I. INTRODUCTION

A. Purpose of the Handbook

This *Employee Handbook* is intended to provide all employees of the Cedarburg School District with information regarding policies, procedures, ethics, expectations and standards of the District; however, this *Handbook* is not all-inclusive. Copies of Board Policies and Administrative Regulations are available in each administrative office and are on the District website at: www.cedarburg.k12.wi.us. Employees must be aware of the policies and procedures related to their position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the Cedarburg Board of Education.

This *Handbook* is provided as a reference document for the District's employees. The District reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies or procedures, in whole or in part, at any time with or without notice. Employees will be notified of any substantive changes to the *Handbook*, typically as an overview at the start of the school year. If substantive changes are made during the year, employees will be notified as soon as practicable thereafter.

The District also retains the right to exercise all managerial and administrative functions, responsibilities and prerogatives including, but not limited to, the right to exercise its judgment to establish and administer the policies and benefits outlined in this *Employee Handbook*, to direct and discipline its employees, and to take whatever act it deems appropriate and in the best interests of the District.

This *Employee Handbook* shall become effective immediately upon adoption by the Board and shall remain in full force and effect at all times. This *Handbook* has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitute a guarantee of any other rights or benefit, or a contract of employment, expressed or implied. 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 *Handbook* supersedes any and all previous *Handbooks*, statements, contracts, policies, procedures, rules, or regulations given to employees, whether verbal or written. This *Handbook* is subservient to, and does not supersede the provisions set forth in, District policies.

If any provision of this *Handbook*, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby.

The language, which appears in this *Handbook*, is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guaranty of continued employment.

B. Mission Statement:

To provide an exemplary education that challenges students in a nurturing environment to develop into lifelong learners, to become responsible adults, and to achieve their goals and dreams.

C. Vision Statement:

Through a culture of continuous improvement, we engage and challenge each student within positive, collaborative, and respectful learning environments.

II. DEFINITIONS

A. Eligible Employees: This *Handbook* is provided as a reference document for the Cedarburg School District's (hereinafter referred to as "District") "Professional Educators" (hereinafter referred to as "Educators" or "Employees") which includes regular education teachers, special education teachers, guidance counselors, library-media specialists,

speech & language pathologists, occupational therapists and professional, educational positions required to have a Department of Public Instruction license to teach, counsel, supervise, direct and otherwise assist students in optimizing their educational experience. The District may, at its discretion, contract out for such services when deemed necessary and appropriate.

B. Full-time Educator: Full-time educators are defined as employees with an assignment of 1.0 full-time equivalent (FTE) in a position that is expected to continue from year to year. Full-time educators are hired under a regular, renewing contract. The contract renewal/nonrenewal timelines and procedures described in Section 118.22 of the state of Wisconsin Statutes apply to these employees.

C. Part-time Educator: Part-time educators are defined as employees with less than a 1.0 full-time equivalent (FTE) or 1.0 FTE temporary positions that are only anticipated to exist for one year or less, i.e., full-year replacements for maternity/medical leaves and one-year limited term contracts issued to “late hires.” Part-time employees are *not* hired under a regular, renewing contract and the contract renewal/nonrenewal provisions of Statute 118.22 do not apply to these employees. For the purposes of benefits outlined in this *Handbook*, employees must have a minimum assignment of seventy-five percent (75%) of a 1.0 FTE to qualify. Part-time educators will work with their principal/supervisor in the creation of a yearly calendar in which the part-time educator will attend professional development and record keeping commensurate with their part-time FTE.

D. Exempt Employees: Those employees who meet specific criteria under the Fair Labor Standards Act and are therefore not eligible for overtime pay. Their compensation is based on the performance of their duties, not the number of hours worked. Exempt Employees are expected to work the hours necessary to fulfill the responsibilities of their position.

E. Nonexempt Employees: Those employees who are subject to all provisions of the Fair Labor Standards Act (FLSA) and are eligible for premium overtime pay for all hours worked beyond 40 hours in a defined workweek. Compensation is based on an hourly wage and a defined work schedule.

- Full-time 12-month Employees: are defined as employees with an assignment of 8 hours or more per day, 5 days per week, 12 months per year.
- Full-time 10-month School Year Employees: are defined as employees with an assignment of 8 hours or more per day, 5 days per week, who work the 10 months of the school year, approximately 180 - 185 days.
- Limited Full-time 10-month School Year Employees: are defined as employees with an assignment of greater than 7 hours per day but less than 8 hours per day, who work the 10 months of the school year, approximately 180 – 185 days. These positions are eligible for single insurance benefits only.
- Part-time Employees: are defined as employees with an assignment of less than 30 hours per week, most of whom work just during the school year or are seasonal employees. Part-time employees may not, under any circumstance, exceed their assigned work hours unless explicitly authorized to do so in writing by their supervisor. Even with authorization, part-time employees may not work more than an average of 29.5 hours per week, utilizing a 42 week “look-back” period. It is the responsibility of the employee to monitor all hours worked. Working unauthorized hours and/or exceeding the weekly limit will result in disciplinary action up to and including termination.

III. GENERAL AND LEGAL PROVISIONS

Equal Employment Opportunity: It is the policy of the District that no person may be discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National

Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

Equal Opportunity Complaints: The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District through a District Compliance Officer, identified below.

Non-Discrimination and Anti-Harassment: The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of discrimination, including harassment, on the basis of any characteristics protected by law. The District shall not tolerate harassment of any type. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited.

All employees are responsible for ensuring that discrimination and harassment do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Employees who believe that they have been the subject of discrimination or harassment or have knowledge of violations of the District's discrimination and harassment policies shall report the matter in accordance with established complaint procedures as outlined in Board policy. 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 principal, immediate supervisor or designated District Compliance Officer/Title IX Coordinator. Reports of inappropriate conduct should be provided directly to one of the District's Compliance Officers/Title IX Coordinators:

<u>Tony DeRosa</u>	<u>Kim Zabel</u>
<u>Director of Human Resources</u>	<u>Director of Business Services</u>
<u>262-376-6106</u>	<u>262-376-6114</u>
<u>W68 N611 Evergreen Blvd.</u>	<u>W68 N611 Evergreen Blvd.</u>
<u>Cedarburg, WI 53012</u>	<u>Cedarburg, WI 53012</u>
<u>tderosa@cedarburg.k12.wi.us</u>	<u>kzabel@cedarburg.k12.wi.us</u>

Employees who fail to report incidents of potential discrimination or alleged harassment, as described above, 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. Related District policies:

1422, 3122, 4122
1662, 3362, 4362
2266

[NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
EMPLOYEE ANTI-HARASSMENT
NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR
ACTIVITIES](#)

Anti-Retaliation: An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the District and provides the District with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the District's chain of command or complaint policies. The protection described is only available to employees who comply with this requirement. Protection against retaliation does not limit the District from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy. The District will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the District, or of another individual or entity with whom the District has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy. The District will not retaliate against an employee who discloses or threatens to disclose to a principal or supervisor or a public body any policy, practice, or activity of the District that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. Nothing herein shall limit or diminish an employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if such actions are protected by state and/or federal law.

Workplace Safety: All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

- A. **Fire Procedures:** 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. Fire safety is an essential element of having a safe working environment. Employees should know the location of fire alarms, fire extinguishers, evacuation routes and whom to notify in case of fire.
- B. **Notification of Safety and Health Standards:** 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.
- C. **Protection of Staff and Reporting Workplace Assaults or Injuries:** Any employee who experiences an assault or injury related to their work for the district is required to report it consistent with the Worker's Compensation Reporting Policy.
- D. **Workplace Safety Definition and Grievances:** The workplace safety definition and the process for filing workplace safety grievances is found in the District's grievance procedure. The grievance procedure is attached as Appendix B to this *Handbook*.

Violence 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. Such conduct by employees, former employees, contractors or visitors is not tolerated. 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.

- A. Definitions as used under this section:

1. **Workplace Violence:** Behavior in which an employee, former employee, contractor or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the District or under the direct supervision of the District.
2. **Threat:** A communicated intent to inflict physical or other harm on any person or property.
3. **Intimidation:** Behavior or communication that comprises coercion, extortion, duress, or putting in fear.
4. **Court Order:** An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including temporary restraining orders.
5. **Prohibited Behavior:** Violence in the workplace may include, but is not limited to, the following list of prohibited behaviors directed at or by an employee, supervisor or visitor:
 - i. assault or battery;
 - ii. blatant or intentional disregard for the safety or well-being of others;
 - iii. commission of a violent felony or misdemeanor;
 - iv. dangerous or threatening horseplay or roughhousing;
 - v. direct threats or physical intimidation;
 - vi. loud, disruptive, profane or obscene language or gestures that are clearly not part of the typical school district learning environment;
 - vii. physical restraint, confinement;
 - viii. possession of weapons of any kind on District property;
 - ix. stalking;
 - x. any other act that a reasonable person would perceive as constituting a threat of violence.

B. Reporting Procedure: 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, employees shall contact the local law enforcement by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect themselves from immediate harm, such as leaving the area.
2. If the situation is not one of immediate danger, employees shall report the incident to the appropriate principal or supervisor (or designee) as soon as possible.
3. Employees who have 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 their principal or supervisor. The principal or supervisor shall provide copies to the other appropriate supervisors and inform other employees on an as-needed basis.

C. Investigation and Investigation Findings: The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but a concern was brought to the District's attention. Retaliation against individuals who makes a good-faith complaint regarding violent behavior or threats of violence made to them is also prohibited.

In appropriate circumstances, the reporting individual may be informed of the investigation results. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation, but the District may need to disclose results in certain 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.

Weapons Prohibition: The safety of our students, staff and visitors is of the highest priority. As a result, staff members are prohibited from possessing, storing, making, or using a weapon (as described below) at any time while performing their job responsibilities or acting on behalf of the District, whether on or off District property, and 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 activity, or in a District vehicle, to the extent permitted by law. The prohibition does not

apply to encased, unloaded firearms out of reach and out of view in a locked vehicle that is on any part of school grounds used as a parking facility. For purposes of this policy, “weapons” include, but are not limited to, any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

Child Abuse Reporting: Employees under the provisions of this *Handbook* are considered Professional Educators and are mandatory reporters of suspected child abuse. Employees who have reasonable cause to suspect that a child, seen by the employee in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report the suspected abuse or neglect. School nurses, social workers, regular education teachers, special education teachers, school counselors, physical therapists, physical therapist assistants, occupational therapists, dietitians, speech-language pathologists, audiologists and police liaison officers are all considered mandatory reporters. A person required to report shall immediately inform, by telephone or personally, the appropriate District administrative personnel and the county department or, of the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur.

Reporting Threats of School Violence: All school employees, being mandated reporters, are required to report threats of school violence to our local law enforcement agency. Any mandated reporter who believes in good faith that there is a serious and imminent threat to the health or safety of a student, a school employee, or the public, based on a threat made by an individual regarding violence in or targeted at a school must report it. The person must immediately inform a law enforcement agency, by telephone or personally, of the facts and circumstances contributing to the belief that such a serious and imminent threat exists. The person making the report to law enforcement shall also immediately inform the Superintendent and building principal of the nature of the threat and circumstances. Such notice to a responsible administrator or supervisor in the District does not have to be given prior to contacting a law enforcement agency.

Drug, Alcohol and Tobacco-Free Workplace: The District seeks to provide a safe, drug-free workplace for all employees. Therefore, the manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge.

- A. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision. 41 U.S.C. § 702(a)(1)(A).
- B. Tobacco Products/Vape Devices: Employees shall not use tobacco products and/or vape devices on District premises, in District vehicles, nor in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. Wis. Stat. § 120.12(20).
- C. Drug-Free Awareness Program: The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and (if applicable) employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. § 702(a)(1).

- D. **Reasonable Suspicion Testing:** All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. A supervisor must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- E. **Additional Testing and Requirements:** Employees required to possess a commercial driver's license may be required to undergo additional drug testing in accordance with relevant law, Board policy and administrative rules. Furthermore, before working for the District, a driver must complete and turn in the "Acknowledgement and Acceptance of Driver Alcohol and Drug Testing Policy/Procedures" form.
- F. **Consequence for Violation:** Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. *[41 U.S.C. 702(a)(1)(A)]* Compliance with the District's policies and rules is mandatory and is a condition of employment.
- G. **Notification of Conviction:** As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.
- H. **Employee Assistance Program:** The District has Employee Assistance Program (EAP) resources available to employees who require assistance with drug, alcohol, tobacco, or other issues. Additional EAP information is available on our website under "Staff Resources". Information can also be obtained by calling Human Resources at extension 6108.

District Property - Use of: The District may supply employees with equipment or supplies to assist in performing their 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 to: laptops, Chromebooks, iPads, district issued cell phone, employee identification badges and the key card for building entry. The District may pursue legal remedies against employees who fail to return District property at the end of their employment.

Loss, Theft of or Damages to 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.

No Expectation of Privacy - Work Spaces, Desks, etc.: Employees shall have no expectation of privacy with respect to any item or document stored in or on any 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 within any parameters required by state and/or federal law.

Criminal Record - Obligation to Report: District employees shall notify their principal or supervisor as soon as possible, but no more than three (3) calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- A. crimes involving school property or funds;
- B. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. crimes that occur wholly or in part on school property or at a school-sponsored activity;
- D. a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- E. a misdemeanor which violates the public trust.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- A. the nature of the offense;
- B. the date of the offense;
- C. the relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction.

Personnel Files: Personnel files can be found in the Human Resources Department. Employees have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of their personnel file, at least two times per calendar year, while in the presence of an administrator or a designee. Employees may have a representative accompany them during such review. This examination must be accomplished in the presence of the person officially charged by the Director of Human Resources with custody of those files. The removal of this file from the safekeeping place will be done by the official personnel file custodian. The employee's personnel file or any part thereto may not be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of any documents contained in the personnel file except those delineated in §103.13(6), Wisconsin Statutes, upon payment of the actual cost for making such copies.

If the request to review personnel records is pursuant to an active grievance filed by that employee, the District will provide copies of the records to the employee, at the employee's expense, and the employee and any employee representative may examine the copies outside of the presence of the administrator/records custodian. After reviewing personnel records, employees may request that records believed to be inaccurate or obsolete be removed from the file. If the District denies the request, the employee has the right to file a written rebuttal statement and have that rebuttal attached to the disputed record. If the District intends to release the disputed record to a third party, the District must also release the attached employee rebuttal statement to the third party.

Cooperation with Investigations: In the event of a District investigation or inquiry, District employees have an affirmative duty to provide to their principal, supervisor(s) or any other District official assigned to investigate, all

relevant and factual information about matters inquired except as provided in other sections of this *Handbook*. Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive may constitute insubordination, a violation that will be grounds for disciplinary action up to and including termination. Intentionally making a false report, submitting a false formal complaint, or making a false statement or submitting false information during any complaint/grievance investigation/process is prohibited. Such conduct will result in disciplinary action up to and including immediate termination of employment.

IV. EMPLOYMENT PRACTICES

Personal Appearance/Dress Code: District employees are judged not only by their service but also by their professional appearance. Employees are expected to maintain a professional appearance that is consistent with the high standards that exist in the Cedarburg School District. Employees are expected to be neat, clean, well-groomed wear appropriate clothes that are in good taste and practice good personal hygiene. The Administration will not allow attire from employees that is considered unprofessional, disruptive, inappropriate or which adversely affects the educational atmosphere. Employees represent the District and their appearance creates important impressions for student, parents and the Cedarburg community.

Identification Badges: The District provides employees with an identification badge. Employee identification badges are an important part of employee work attire and are critical to providing a secure environment for students. Employee identification badges must be worn in a visible spot while working for the District during contracted work time.

Video Surveillance: The School Board has authorized the use of video surveillance and electronic monitoring equipment in common areas at District buildings and grounds. The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. More information is available at Board Policy 7440.01.

Communications/Acceptable Use/Technology: The use of technology in the District must be in support of the mission and educational goals of the District. Communications using information technology resources may be considered to be a public record, therefore, general rules and standards for appropriate professional behavior will apply. All use of technology and communication resources should be a positive representation of the District and must support the District's Mission and Vision. Employees are permitted to use the District's technology resources for the purpose of research, lesson preparation, peer communications, and/or other information gathering as it relates to education. The District's Acceptable Use Policy may be found in Appendix A.

Communications Etiquette: In this era of 24/7 communications, it is important for employees to be responsive to messages in a timely manner. As a rule, responses to email and voicemail should be made within 48 hours, particularly when addressing student/parent concerns and within 48 hours for all other communications.

In most communications, the most effective form of addressing issues is face to face, or if not possible by telephone. Email is most appropriate for disseminating information that does not require two-way communication. In all cases, communication should be respectful and focused on positive resolution of issues being addressed. Corrective messages or communications related to personnel and/or personal concerns are generally best addressed face to face. Written communications related to school business should hold to a high professional standard. In all cases, employees should take into account the possibility of written communications being requested under the public records law.

Electronic Communications: The District's internet system has a limited education purpose. The District's internet system has not been established as a public access service or a public forum. The Board has the right to place

restrictions on its use to assure that use of the District's computers, network and internet services ("network") is in accordance with its limited educational purpose. Employees' use of the District's network will be governed by this policy and the related administrative guidelines, and any applicable employment contracts. The due process rights of all users will be respected in the event there is a suspicion in inappropriate use of the network. However, users of the District internet system have a no privacy expectation in the content of their personal files and records of their online activity while on the network.

The District maintains archives of all e-mails sent and received by the users of the District's e-mail service. Staff members are expected to forward copies of any emails received related to school/district business in their personal email account(s) not affiliated with the District server to their District e-mail account so that the records are also archived for future retrieval if necessary. This provides protection for you as an employee, as well as for the District.

Email Etiquette: Employees are expected to follow accepted standards of email etiquette in all communications. Some of the key etiquette rules to be aware of include but are not limited to the following:

- A. Be concise and to the point.
- B. Answer in a timely manner.
- C. Do not overuse the "high priority" option.
- D. Do not write in CAPITALS (it appears as shouting.)
- E. Do not overuse "reply all" and be mindful of its use to avoid inadvertent use of the "reply all" option.
- F. Read the email before sending it.
- G. Do not forward chain, hoax, or unnecessary emails.
- H. Do not copy a message or attachment without permission of the originator.
- I. Include the email trail for reader information (i.e. hit reply rather than send new email).
- J. Do not use email to discuss confidential information.
- K. Use a meaningful subject line to assist the receiver in responding to emails.
- L. Do not send or forward emails containing libelous, defamatory, or offensive remarks.
- M. Use email sparingly to share information, not in lieu of face-to-face or telephone conversations.
- N. Reminder that all district emails and documents are subject to public record requests.

Email Signature Block: In accordance with po 7540.06, employee signature blocks on District-issued staff e-mail accounts must contain the following:

- A. Employee's Name
- B. Position/Title
- C. Building; Address; Phone Number

The District automatically places a confidentiality notice onto emails, so there is no need for employees to incorporate the confidentiality notice.

Additionally, employees' signature blocks may include District-related and approved logos, slogans, or quotes that are specific to the District's mission, vision, purpose, beliefs and pillars associated with the District's strategic components. The Superintendent shall approve, in his/her sole discretion, District-related logos, slogans or quotes that may be included in employee signature blocks. No further information or content may be included in the signature blocks.

Use of Social Media: The District respects the rights of employees to use social media, including social networking sites, as a medium of self-expression during non-work time. Employees are permitted to use social media sites for incidental personal use and/or communications during work time provided that such use shall not interfere with or conflict with District business and such use does not occur during student contact time. Employees shall exercise good judgment regarding the reasonableness of personal use and should remain mindful of communications that may be perceived to be communications made in the capacity of a District employee.

Personal Use of Social Media Sites – Guidelines: In general, what an employee does on his or her own time outside of work will not be regulated by the District. However, the District may monitor and regulate employee postings/activities if:

- A. The employee chooses to identify him/herself as an employee of the District.
- B. The activity occurs through use of any District technology.
- C. The activity affects the employee's job performance or the performance of other District employees.
- D. The activity involves or relates to District students.

District employees are prohibited from interacting socially and/or on non-school related matters with students on social media sites. Employees are prohibited from utilizing social media sites to discuss school related matters or student-specific matters which would otherwise be deemed confidential.

The District may monitor employee use of social media sites, especially when such sites are accessed through District-provided technology resources. Employees should be aware that posting on websites, including social media sites, should not be presumed to be private. Accordingly, employees may be subject to discipline for violating any of the above-referenced conditions.

Employee Use of Social Media or Social Networking Sites: The District understands that technology is constantly changing and encourages employees to use technology to assist with student learning. Employees may use social media sites for educational purposes under the following guidelines:

- A. The appropriate administrator (principal, assistant principal, athletic director and/or Director of Teaching, Learning & Assessment) must pre-approve all social media or social network sites and groups prior to use by the employee with students.
- B. The building administrator must be a part of the social media or social network site and group between any employee and student.
- C. Employees should document and retain all electronic communication between themselves and students.
- D. The social media or social network site must clearly state that the employee is acting in the capacity of District employee with respect to all information contained on the social media or social networking site.

Board Policy 7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY.

Personal Communication Devices (PCD) While at Work: Employees may possess PCDs while at work but excessive use of a PCD for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action. Employees are personally and solely responsible for the care and security of their personally-owned PCDs. The Board assumes no responsibility for theft, loss, damage, misuse or unauthorized use of personally-owned PCDs brought onto its property.

Operators of District Vehicles, Mobile Equipment and Persons Who Travel: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must hold a valid driver's license and abide by the following expectations and procedures:

- A. **Notice of Traffic Violations:** All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their principal or supervisor immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify Director of Business Services. 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.
- B. **Mileage Reimbursement:** The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to employees required by the District to drive their personal vehicle during the course of performing duties for the District.

- C. **Transporting Students:** The Authorized Driver Requirements and Expectations form must be completed and returned to principal or supervisor for approval and forwarded to the Director of Business Services for approval at least five (5) days prior to event.

Financial Controls and Oversight: Employees shall adhere to all internal controls that deter and monitor all fraud or financial impropriety in the District. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement. Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. Employees who supervise or prepare District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor their area of responsibility for fraud and financial impropriety. Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

Fraud and Financial Impropriety: The District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District. Fraud and financial impropriety shall include but is not be limited to the following:

- A. forgery or unauthorized alteration of any document or account belonging to the District;
- B. forgery or unauthorized alteration of a check, bank draft, or any other financial document;
- C. misappropriation of funds, securities, supplies, or other District assets, including employee time;
- D. impropriety in the handling of money or reporting of District financial transactions;
- E. profiteering as a result of insider knowledge of District information or activities;
- F. unauthorized disclosure of confidential or proprietary information to outside parties;
- G. unauthorized disclosure of investment activities engaged in or contemplated by the District;
- H. accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy (*See Gifts section of Handbook*);
- I. inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
- J. failure to provide financial records required by state or local entities;
- K. failure to disclose conflicts of interest as required by law or District policy;
- L. disposing of District property for personal gain or benefit and,
- M. any other dishonest act regarding the finances of the District.

If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, Superintendent, or designee, may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

Confidentiality: Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board Policy 8330. The law, and respect for our students, requires that student information is only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator.

Conflict of Interest: A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District. Employees are to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their principal or supervisor information of any transaction that may be considered a conflict of interest as soon as they become aware of a potential conflict. Employees may not use their position to obtain financial gain or anything of substantial value for the private benefit of themselves or their immediate family, or for an

organization with which they are associated. 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.

Ethics: An effective educational program requires the services of employees of integrity, high ideals, and human understanding. To maintain and promote these essentials, the School Board expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- recognize basic dignities of all individuals with whom they interact in the performance of duties;
- represent accurately their qualifications;
- exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- seek and apply the knowledge and skills appropriate to assigned responsibilities;
- keep in confidence legally-confidential information as they may secure;
- ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- avoid accepting anything of value offered by another for the purpose of influencing judgment;
- adhere to the policies of the Board;
- refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

Gifts: An employee or a member of the employee's immediate family may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees or students. It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of school board officials or by an umbrella or affiliate organization of such statewide association of school board officials. Exceptions to this policy are acceptance of minor items, which are generally distributed to all by companies through public relations programs. Employees should accept only gifts of token value from students. Note: Immediate family shall have the same definition as used in Bereavement Section.

It is the District's policy for individuals to decline gifts, gratuities or favors from any outside organization or individual doing business or seeking to do business with the District. Gifts that are intended for the benefit of the District should be referred to the Superintendent for proper processing under the District's policy on gifts and solicitations. Gifts of nominal or of insubstantial value and services offered for a reason unrelated to the employees' position and which could not reasonably be expected to influence a decision could be accepted. Larger gifts to employees as an individual and gifts of more than a nominal or insignificant value should be graciously declined.

No Solicitation: No employee or vendor may solicit or distribute to District employees written materials or products relating to any profit or non-profit organization during work hours and/or in District work areas. This includes halls, stairs, lobbies, District bulletin boards, computers, and/or utilizing District resources and/or equipment, unless approved in advance by the Administration and in accordance with Board Policy. Employees offering to sell items for fundraising purposes in the employee break room are exempt from this No Solicitation policy. Off-duty employees may not return to District premises to solicit or distribute materials to employees.

Copyright Infringement: A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All

reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media. Questions regarding copyright shall be directed to your principal or supervisor.

Work Made for Hire: Any work prepared by an employee within the scope of his/her employment (e.g., lesson plans, staff development presentations, curriculum units of study, tests) is owned by the District. Under federal copyright laws, this is called “work made for hire.” An employee with questions regarding ownership or copyrights on materials prepared within the scope of his/her employment should consult with his/her supervisor.

Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time will be relinquished by the Board upon request of the staff member provided that:

- a. the books, materials, devices, etc. were prepared without the use of District data, facilities, and/or equipment;
- b. the District is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;
- c. the staff member does not become involved in any way in the selling of the product to the District.

The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the Superintendent who shall submit such decisions to the Board.

Professional staff members who desire to publish or produce materials on their own time should make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that District interests and the interests of the staff member are protected.

All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the District. The District shall retain all rights and privileges pertaining to the ownership thereof.

Employees should see Board Policy 3231 for further information.

Political Activity: Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:

- A. No school employee shall, during hours for which pay is received, use any time for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- B. No school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- C. No school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- D. No school employee shall attempt to pressure, intimidate, ridicule or otherwise embarrass a student for the appropriate expression of a political viewpoint in an appropriate setting.

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; nor will an employee use any District facilities, equipment or materials in performing outside work. When the periods of work

are such that certain evenings, days or vacation periods are duty free, the employee may use such off-duty time for the purposes of non-school employment.

Sale of Goods and Services: District employees may not receive for their personal benefit anything of value from any person (other than the District) to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any public school pupil while on the property of the District or at an activity of the District.

Gambling: Gambling on District-owned or leased premises is prohibited at all times. Gambling during the workday on or off District property is prohibited. Any raffles, which can constitute illegal gambling if unlicensed, must be pre-approved by District administration, have the proper licensure, and be in compliance with applicable state law.

Absence Reporting: Employees who are unable to report to work shall report absences first in Skyward, and secondly in Frontline Absence Management following their individual building protocol prior to the start of the school day. Any time spent not working during an employee's scheduled day in the usual capacity must be accounted for in the current absence reporting system using the appropriate reasons. The *Handbook* section on Leaves provides further information. The District closely monitors 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 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.

When an employee needs to be absent from school and a substitute is needed, it is the responsibility of the employee to notify the District using first Skyward, and secondly Frontline Absence Management. If possible, such notification should be made the evening prior to the time of absence, or before 6:00 AM. In the event an employee is not able to access the District's software for recording absences, the employee is responsible for contacting his/her building secretary and supervising Administrator to notify them of the absence prior to the start of the workday.

Buildings and Grounds staff shall comply with the following additional specifics on notifying and recording absences:

- D. Buildings and Grounds staff must call the Director of Buildings and Grounds to notify Director of the absence and then employee must add time-off in Skyward.
- E. Day-time Custodial staff should call the Maintenance Staff at 6:00am and add time off in Skyward
- F. Second shift custodian staff should call the daytime custodian and/or second shift supervisor and add time in Skyward.
- G. First shift staff should call the administrative assistant to the Director of Buildings & Grounds (262-376-6219) between 5:30 AM and 6:00 AM.
- H. Second shift staff should call the head custodian no later than noon.

Doctor's Certificate: Whenever the supervisor deems it necessary, the employee may be required to present 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 or misrepresentation of sick day use.

Incident Reports: All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal or supervisor immediately. Reports should cover property damage as well as personal injury. In the event that a staff member is injured, please refer to page 23 of this *Handbook*, specifically the section titled "Worker's Compensation Coverage and Reporting Responsibilities" or important information and procedures.

Adherence to Terms, Rules & Policies: Employees are expected to comply with the standards of conduct set out in Board policies, this *Handbook*, administrative regulations, work rules, job descriptions, state law, federal law and any

and all guidelines that impose duties, requirements or standards attendant to their status as District employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

Employee – Student Relations: All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students.

- A. Employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation.
- B. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old and regardless of whether the student consents. Prohibited personal relationship means relationships between an employee and a student including, but not necessarily limited to: dating, any touching of an intimate or sexual nature, sexual contact or sexual relations, any touching otherwise prohibited by law or objected to by the student, giving a gift of personal clothing, a gift having a sexual overtone, or any other gift deemed inappropriate by a reasonable person, making comments of a sexual nature or reflecting sexual innuendo to or about a student, or any other like activity.
- C. Employees are to refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation.
- D. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old or older, and regardless of whether the student consents. Prohibited personal relationship means relationships between an employee and a student including, but not necessarily limited to: dating, any touching of an intimate or sexual nature, sexual contact or sexual relations, any touching otherwise prohibited by law or objected to by the student, giving a gift of personal clothing or a gift having a sexual overtone, making comments of a sexual nature or reflecting sexual innuendo to or about a student, or any other like activity.
- E. Employees shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
- F. All electronic communication by an employee to a student relative to the educational services provided to the student shall use a means provided by or otherwise made available by the District.
- G. All employees are prohibited from improper fraternization with students using social networks, cell phone, texting, or telephone.
- H. It is recommended that District personnel do not “friend” students, former students under 18 years of age, or the families of students on any social media sites or social media apps in order to maintain the appropriate role of a professional educator. In the eyes of the law, all educators are considered to be in a “position of trust” both inside and outside of the classroom.
- I. It is recommended that employees do not provide private mobile or home phone numbers to students or parents without prior approval of the Superintendent.
- J. All employees are prohibited from taking a student off school grounds or away from a school-sponsored activity, and/or meeting with a student off school grounds without specific written permission from a student’s parent and the approval of the building principal.
- K. Employees may not exploit a relationship with a student for personal gain or advantage.
- L. Employees shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student, including sexual conduct or a romantic relationship with a student.
- M. Employees shall not use profane or obscene language or gestures in the workplace.

Examples of inappropriate personnel-student relationships include but are not limited to the following:

- A. Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board and District’s policies on harassment and sexual harassment;
- B. Showing pornography or other inappropriate material to a student;

- C. Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
- D. Socializing where students are consuming alcohol, drugs or tobacco;
- E. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- F. Sending students on personal errands unrelated to any educational purpose;
- G. Banter, allusions, jokes or innuendos of a sexual nature with students;
- H. Disclosing personal, sexual, family, employment concerns, or other private matters to students;
- I. Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- J. Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or internet chat rooms, social networking websites, or letters (beyond homework or other legitimate educational concerns without including the parent/guardian).
- K. Providing personal gifts, cards, or letters to individual students unrelated to the student's education;
- L. Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events, except as participants in organized community activities;
- M. Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
- N. Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom).

The following activities can create an actual impropriety or the appearance of impropriety. Staff should avoid these situations. If unavoidable, these activities shall be pre-approved by a building principal or the Superintendent. If not pre-approved, a staff person must report the occurrence, to a building principal or the Superintendent, as soon as possible.

- A. Being alone with an individual student out of the view of others;
- B. Inviting or allowing individual students to visit the staff member's home;
- C. Visiting a student's home; and/or
- D. Social networking with students for non-educational purposes.

V. CONDUCTING DISTRICT BUSINESS AND DISTRICT EXPECTATIONS

Professional Demeanor: Employees are expected to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents and students, among other responsibilities. Being a positive, cooperative and honest team member is a core value of the District.

The District expects employees to comply with the standards of conduct set out in Board policies, this *Handbook*, administrative guidelines, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees.

Attendance: All employees are expected to take their employment, and their commitment to the District, extremely seriously by fulfilling their employment obligations every hour of every day. For schools to operate successfully and efficiently, employees are expected to effectively perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's principal or supervisor and as further specified in other parts of this *Handbook*. Any deviation from regularly assigned hours must have prior approval from the employee's principal or supervisor. Poor attendance may result in ineligibility for performance-based compensation as well as disciplinary action up to and including termination of employment. Attendance is an essential responsibility of all District employees.

Employees who must be absent, for whatever reason, will communicate the need to be absent with their supervisor as far in advance as possible. Excessive absences, as determined by the Administration, will be cause for disciplinary action up to and including immediate termination.

Code of Conduct: The District is committed to the highest professional standards and fosters a culture of integrity and accountability. A physically and emotionally safe environment is essential for learning to occur. Respect and understanding of one another are the foundations of an effective learning environment. Collaboration and cooperation enhance student achievement. High expectations combined with a positive, caring environment motivate people to strive for excellence.

To promote the best possible learning organization and to ensure orderly operations, the Board of Education expects employees to conduct themselves in keeping with the following parameters:

- A. Develop professional relationships with students, staff and parents, which serve as the foundation for learning.
- B. Uphold the dignity and decorum of the position in every way.
- C. Maintain the confidentiality of information as prescribed by state and federal law and District policy.
- D. Avoid conflict of interest situations as defined by state statute and refrain from accepting any gift, fee, free services or anything of value (more than \$100.00) for or because of any act performed or withheld in the performance of duties.
- E. Use school property only for officially authorized activities.
- F. When acting as an official representative of the District, refrain from soliciting or accepting fees, honoraria or reimbursement of expenses for personal gain.
- G. Establish effective communications and positive relationships with students, staff, parents, and community members.
- H. Uphold the reputation and credibility of the District; refrain from communications or acts that may damage the reputation of the District and/or District employee(s).
- I. Commitment to support and implement the mission of the District.
- J. Uphold state and federal laws and Board of Education and District policies applicable to the performance of responsibilities.

False Reports: Employees may be disciplined for filing false reports or statements including but not limited to the following: accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick day requests, student records, tax withholding forms and work reports.

Discipline: Discipline may result when an employee's actions fall short of generally accepted standards of professional behavior, or violates a policy or rule, when an employee's performance is not acceptable, or the employee's conduct is detrimental to the interests of the District. Typically, disciplinary action may involve any of four steps: verbal reprimand, written reprimand, suspension with or without pay, and termination of employment. Specific disciplinary actions will depend on the behavior and frequency of occurrences. Some serious employee behaviors may lead to suspension or termination without following progressive discipline steps. The District reserves the right to impose disciplinary action as may be appropriate in particular circumstances.

Grounds for discipline include, but are not limited to the following:

1. Failure to correct behavior as required in verbal reprimands.
2. Dishonesty or falsification of records, including timesheets.
3. Insubordination (Refusal to obey reasonable orders, insolence, etc.)
4. Theft or destruction of school equipment or property.
5. Drinking intoxicants while on duty.
6. Use of drugs while on duty, other than prescribed by a physician.
7. Unauthorized use of school equipment or property.
8. Condition brought about from use of drugs or intoxicants away from work which interferes with job performance, efficiency or discipline. Employees suspected of such a condition may be required to obtain a statement from a physician, designated by the Superintendent at district expense, prior to returning to work.

9. Fighting or creating a disturbance or creating discord among fellow employees, students, or parents.
10. Possession of a dangerous weapon while on duty.
11. Sleeping on duty.
12. Absence from work without approval.
13. Gambling on school property or while on duty.
14. Disclosure of confidential information.
15. Violation of district rules and policies.
16. All District personnel are required to maintain strict professional boundaries and exhibit a professional demeanor in all interactions with students, as outlined in the *Employee–Student Relations* section of this handbook. Engaging in actions or conduct of a sexual nature, forming inappropriate social or romantic relationships (regardless of student age or consent), improper digital fraternization, or treating a student in a manner that adversely affects their safety and well-being is strictly prohibited. Failure to adhere to these professional standards, including any actions that exploit the educator-student position of trust, will be considered serious misconduct and will result in immediate disciplinary action, up to and including termination of employment and referral to law enforcement or licensing authorities.

Leave - Administrative: The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

Termination: Termination is defined as an involuntary dismissal of an employee, usually for a severe infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. “Termination” does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats.

Grievance Procedure: The District has adopted a grievance procedure in accordance with Wis. Stat. § 66.0509(1m). The grievance procedure outlines the actions which may be grieved, the employees who are eligible to utilize the grievance procedure, and the procedures and processes for processing and resolving grievances. The grievance procedure is attached as Appendix B to this *Handbook*. If you have questions regarding the policy, please contact the Human Resources Director.

Complaint Procedure: Any individual(s), including employees of the District, who have legitimate interests in the staff, programs, and operations of the District have the right to present a request, suggestion, or complaint to the District and the Board. Employees wishing to file a complaint should see Board Policy 9130 – Public Requests, Suggestions, or Complaints and follow the applicable steps (Level 1 through Level 4) as listed in the policy for resolution of such complaints.

Note that any complaints made by District employees that are covered by the District’s Nondiscrimination and Equal Employment Opportunity policies (found in Board Policy 1422, Board Policy 3122, or Board Policy 4122) shall be processed under those policies instead.

The complaint procedure under Board Policy 9130 is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Board Policy 3340, or Board Policy 4340.

Cancellation of School: Should inclement weather or other emergency situations require school being cancelled, a phone call, email, text or other form of electronic communication will be made to a phone number or email account provided by employees as soon as practicable. Staff may also monitor the District’s webpage or local television and radio stations.

Full-time custodial and maintenance personnel are expected to report for work as scheduled, provided they can do so safely. The supervisor may, at his/her discretion, change the hours of work or authorize vacation days as s/he deems appropriate.

Exempt Staff can report to work, provided they can do so safely, or take a vacation day. Working from home is not an option.

Twelve (12) Month Full Time Hourly Support Staff can report to work, provided they can do so safely, or they can take a vacation day. They can also take the day unpaid. If they want to be made whole due to the lost time/pay, they must make that time up within the same work week if possible. If vacation time is not available and/or the time cannot be made up in the same work week, any “extra/overtime” hours worked the following week must be adjusted to ensure only 40 hours (or less) are worked each week, as hours over 40 must be paid at time and a half. The exact number of OT hours must be determined prior to approval so the cost is neutral to the District. Use this link: [Regular Hours to OT Conversion Table](#) to determine how missed time converts to OT. Working remotely is NOT an option.

For other support staff, cancelled school days are unpaid days. Unused vacation days can be used if available. Supervisors may allow the missed time to be made up within the current work week. Such approval is not guaranteed and is at the sole discretion of the supervising administrator.

Previously approved sick days that occur on an inclement weather day will have the sick day deducted from their available leave balance unless the employee provides verifiable evidence that the reason for the sick day was also canceled due to the inclement weather or other emergency.

For professional educators and administrators, canceled school/work days are considered part of the contracted work year. As salaried professionals, there is no adjustment to compensation or the status of any previously submitted or approved absences/leave days due to canceled days. Similarly, if hours of instruction need to be made up due to canceled days, there is no adjustment in compensation. Previously submitted and approved absences (sick days and personal days) on canceled days will be deducted from the employee’s available sick day balance unless the employee provides verifiable evidence that the reason for the absence was also canceled due to the inclement weather or emergency. Canceled school/workdays do not impact the status of any approved leaves of absence, paid or unpaid, as the employee was unavailable to work on the day, and while employees are typically not required to report to work on a canceled day, the time is still considered part of the professional educator work year.

Separation from Employment: An employee’s employment relationship with the District will be considered to have ended for any of the following reasons:

- A. termination pursuant to the terms of this *Handbook* and the employee’s individual contract;
- B. voluntary resignation;
- C. retirement;
- D. nonrenewal of the employee’s contract [only applicable to employees where nonrenewal rights are provided under the Wisconsin statutes];
- E. failure to return to work the day following the expiration of an authorized leave of absence; and/or
- F. job abandonment (job abandonment is no-call/no-show for three or more consecutive days).
- G. loss of a valid Wisconsin professional license for a position that require one (e.g. teacher, administrator, paraprofessional)

Employees may resign their employment at any time and for any reason. The District requests a minimum two (2) weeks’ notice to avoid disruption to the District’s educational program and school operations. Employees subject to a statutory contract shall be responsible for liquidated damages in accordance with individual contracts and this *Handbook*.

VI. SAFETY AND HEALTH

Worker's Compensation Coverage and Reporting Responsibilities: Any employee who experiences an assault or injury related to their work for the district is required to report it. Please follow these steps:

Step 1: Report the Injury to Our Workers' Compensation Provider (Preferred Method)

- The recommended way to notify the district and document your injury is to call SFM Insurance, our workers' compensation provider, at **855-675-3501**.

Step 1B: Alternative Reporting Method (If Unable to Call SFM)

- If you are unable to make a phone call to SFM, you can complete the **Workers' Compensation First Report of Injury form** and submit it directly to the Human Resources Department.

Step 2: Notify Human Resources

- Regardless of whether you contacted SFM, please also notify the Human Resources Department about the injury. You can do this by:
 - Email
 - Phone
 - In person
- This step ensures the district is aware of the incident.

Step 3: Ongoing Communication with Human Resources

- Expect continued communication with the Human Resources Department regarding:
 - The status of your injury
 - The potential for a workers' compensation claim
 - Any necessary workplace accommodations to support your recovery
 - Your return-to-work status

Fitness for Duty: 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 with 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.

Disaster Preparedness: The Cedarburg School District Emergency and Crisis Response Plan – Administrator Guide has been developed and is in effect in each school of the District along with individual school emergency plans. In case of an emergency, refer to the Guide available in each School Office or on the District website. All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, extruders, etc. When drills are staged, every staff member and student must follow proper procedures.

VII. WORKDAY & HOURS OF WORK

Hours of Work: The District abides by the Fair Labor Standards Act for issues related to work and compensatory time. As a general rule, employees are to work their regularly scheduled hours without deviation. Any changes in a work schedule or hours worked must be approved in advance by the supervising school or department administrator. There is little to no flexibility when it comes to employee work hours and there should be no such expectation. Employees may not work hours different from their regular schedule without explicit, written, prior approval from the supervising administrator. Employees may not report to work on weekends, evenings or on any other non-work time without pre-approval from their supervisor. All work time must be entered correctly and promptly into the District's time-keeping system.

Work schedules for employees vary throughout the District. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variation in starting and ending times as well as variations in the total hours that may be scheduled each day and week.

Work Day/Week Definitions: In recognition of employees working varied shifts, a workday is defined from 12:00 midnight (12:00 a.m.) to 11:59 p.m. A workweek is defined from 12:00 midnight (12:00 a.m.) Monday until 11:59 p.m. the following Sunday.

Fair Labor Standards Act: The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees be paid at least the federal minimum wage for all hours worked and receive overtime pay at time and one-half the regular rate of pay for all hours worked over forty (40) hours in a workweek. All employees paid on an hourly basis are required to record his/her actual hours of work on his/her timecard or electronic system, as applicable.

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the FLSA.

Employees are encouraged to promptly report any problems with pay as soon as the employee becomes aware of the issue. If an employee believes that an improper deduction has been made to his/her salary or that overtime was worked and not paid, the employee should immediately report this information to the Director of Business Services. Notification of rights under the FLSA can be found where notices to employees and applicants are customarily posted.

Overtime: Overtime is to be avoided by advance planning, asking for help on large projects, adjusting schedules during the day, and/or by doing the work the following day. Only an administrative supervisor can authorize overtime and then only with the final approval of the Director of Business Services or Director of Human Resources. Under no circumstance may an overtime-eligible employee perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment. If unavoidable, selected personnel may be approved to work overtime.

- A. The employee's building principal or supervisor considers requests and decides whether to approve and when to schedule approved overtime hours.
- B. For "usual" overtime situations involving the need for additional time to complete tasks/responsibilities normally associated with the position, hours paid for time not worked, such as sick leave, vacation pay, or holiday pay, **do not count** for purposes of calculating eligibility for overtime pay. Employees must actually work beyond 40 hours in a week to qualify for overtime. See paragraph D below for the terms that govern unusual overtime situations, also known as "special assignments".
- C. Overtime will be paid at one and one-half (1½) times the regular hourly rate for all hours worked in excess of forty (40) hours per week excluding Sundays and holidays. Double the regular hourly rate will be paid for all hours worked on Sundays and designated holidays when the hours worked are in excess of forty (40) that week. A minimum of one (1) hour shall be paid for a call to work after working hours. The exception to these terms (for special assignments) can be found in paragraph D below.
- D. Full-time custodial, maintenance staff and secretaries who are **required** to work a **special assignment** will be paid at one and one-half (1½) times the regular hourly rate for all hours worked on a Saturday and twice the regular hourly rate for all hours worked on a Sunday or holiday, regardless of other hours worked or paid time off used during the week. Special assignments are determined by the administration and include assignments/responsibilities outside the normal work schedule, such as snowplowing or a building emergency.
- E. Overtime must be reported accurately and must be paid during the pay period in which it is earned and cannot be accumulated or carried over two fiscal terms.
- F. Notwithstanding the above provisions, any employee subject to the terms of this *Handbook* who is assigned to multiple jobs for the District separated by multiple job classifications and works in excess of forty (40) hours per week as a result of the aggregated hours worked performing duties under such multiple assignments will be considered to have worked overtime hours. Overtime described only in this section of the *Handbook* shall be granted at a rate equivalent to the compensation rate associated with the job worked which caused the employee to work in excess of forty (40) hours per week.

Breaks: Daily Work Breaks are not mandatory or required by law and will be at the discretion of the individual supervisors/building principals. No more than two 15-minute breaks shall be allowed. Breaks may only be taken during times designated by the employee's principal or supervisor and as further specified in other parts of this *Handbook*. Any deviation from assigned hours must have prior approval from the employee's principal or supervisor.

Lunch Periods: Support staff working five (5) hours per day or more will generally have a half-hour unpaid lunch period as assigned by the employee's supervisor. Breaks cannot be substituted for an unpaid lunch period. Night custodial personnel receive a half-hour (0.5) paid lunch as part of a shift differential. Due to evening activities, high school and middle school custodial staff will be required to stagger their lunch periods to maintain continuous coverage.

Direct Deposit Payment Method: All employees shall participate in a direct payroll deposit plan. Employees shall have access to electronic records indicating time off information.

Payroll Dates: Pay periods are determined by the Business Office with the goal of ensuring the most efficient and accurate operations. Payroll dates are on the 15th and the last day of each month. If a payday falls on the last day of the month or on a weekend or holiday, the payroll date will be the preceding business day. Once established by the Business Office, payroll dates will be communicated to staff.

Recording Hours Worked: All nonexempt, support staff employees are required to accurately and timely submit their hours for each pay period using the District's procedures and True Time for recording time worked. Hours worked must be approved by the employee's immediate supervisor. Any hours worked in addition to the regular schedule must have prior approval of the employee's immediate supervisor and be reported to the payroll office during the appropriate pay period.

Remote Work: All nonexempt and support staff employees are not to work from home and remote work is strictly prohibited except with written authorization from the Director of Human Resources. In the event of an extreme, unusual circumstance, only after the supervising administrator consults with the Director of Human Resources, remote work may be allowed on a limited basis. Employees will NOT work remotely without explicit, written authorization from their supervising administrator. Unauthorized work conducted at home will result in disciplinary action, up to and including immediate termination.

Determination of Assignment: Employees will be assigned at the discretion of the Superintendent (or designee), according to the best interests of the students. Schedules for the upcoming school year shall be established and communicated as soon as practical each year. When an employee is assigned to a different position, the employee will be notified as far in advance as is practical and the rationale for the re-assignment will be provided.

Assignment Preference Consideration: Employees may request in writing their preference for a certain assignment. Such requests may be granted at the discretion of the Superintendent. Employees always have the option to apply for a posted position via the Wisconsin Education Career Access Network (WECAN).

Job Postings: Vacant positions will be posted on the Wisconsin Educator Career Access Network (WECAN) website, as deemed necessary at the discretion of the Superintendent. Vacant positions may be filled temporarily at the Superintendent's discretion during the posting and selection period. Qualified employees are welcome to apply to any vacancy that interests them. Candidates are selected for interviews based on the merits of the application, experience, certification, education, similar training, demonstrated excellence and references.

Reduction in Positions & Hours: In the event the Board determines to reduce the number of positions or the number of hours in any position, individual employees may, at the discretion of the District, be selected for full or partial reduction. Staffing reductions and assignments are always made according to the best interests of the students and will not be arbitrary or capricious. Attrition and volunteers will be considered. Employees will be provided with an explanation for the reduction and as much advance notice as is practical. Statutory timeframes for nonrenewal will be followed.

VIII. BENEFITS

INSURANCE

Note: All benefits are subject to change

The School Board may provide insurance coverage to eligible employees. When doing so, the following may be included:

- Medical Plan
- Prescription Drug Plan
- Dental Plan
- Vision Plan
- Employee Assistance Plan
- Health Flexible Spending Accounts (FSA)
- Limited Purpose Flexible Spending Accounts (LPFSA)

The Board acknowledges its obligation to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA).

The Board also acknowledges that group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic protected health information in accordance with the HIPAA Security Rule.

The Board has appointed the Director of Business Services to serve as the Security Official of the group health plans. Related Board policies:

[3122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE](#)
[3419.02 - PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS](#)

Eligibility for Insurance Benefits & Any Board Contribution: Benefits eligibility shall be determined consistent with benefits plan eligibility requirements and eligibility is generally based on employment equivalency.

Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan, based on cost to the District.

Change of Insurance Carrier: The District may, from time to time, change the insurance carrier, subject to board approval.

Premium Contributions

Dental Insurance Premium Contributions: For employees who are eligible for and select coverage, the District shall pay no more than 87.4% of the single or family premium of the lowest cost dental insurance plan. Employees shall be responsible for the remaining portion of the premium.

Short term unpaid leave coverage: For instances of unpaid leave that are less than a full month, the equivalent premium contribution will be deducted from the employee's pay on a per diem basis for the duration of the unpaid leave.

Health Insurance Premium Contributions: For employees who are eligible for and select coverage, the District shall pay no more than 87.4% of the single or family premium of the lowest cost health insurance plan. Employees shall be responsible for the remaining portion of the premium.

Short-term unpaid leave coverage: For instances of unpaid leave that are less than a full month, the equivalent premium contribution will be deducted from the employee's pay on a per diem basis for the duration of the unpaid leave.

Life Insurance: The School Board shall provide a group life insurance policy for each member of the professional staff who works a minimum of 880 hours per year. Individual coverage and the premium the School Board will pay shall be based on the individual employee's one-year salary.

Long-term Disability: The School Board shall pay the dollar amount equal to the full premium for employees who work a minimum of 880 hours per year. The coverage will include the following:

- A. Qualifying period – 60 calendar days of continuous total disability are required before benefit payments may begin.
- B. Monthly benefit – 66.67% of monthly salary will be payable up to the maximum monthly benefit as indicated in the current policy.

Short-term Disability Leave: Voluntary short-term disability coverage is available to employees who work a minimum of 880 hours per year at the employee's expense, provided at least ten (10) employees enroll in the short-term disability program. More information can be found on the district's website under "Staff Resources".

Wisconsin Retirement System (WRS) Contributions: The District contributes the employer's share while employees pay the employee's required WRS contribution as required by state statute. Under no circumstances shall the District pay the employee's required WRS contribution.

BENEFITS – OTHER

Cafeteria Plan/Flexible Spending Account: The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account [FSA] under applicable sections of the Internal Revenue Code (§105, §106, §125 and §129) to permit employees to reduce their salary and contribute to an FSA to cover the following expenses:

- A. Payment of insurance premium amounts (IRC §106);
- B. Permitted medical expenses not covered by the insurance plan (IRC §105) subject to the limitations set forth in the Internal Revenue Service Code.
- C. Dependent care costs (IRC §129) subject to the limitations set forth in the Internal Revenue Service Code.
- D. Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§105, §106, §125 and §129).

COBRA Continuation of District Health Plan Participation: The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers employees the opportunity to remain on the district's health and dental insurance plan at the group rate in certain instances where coverage under the plan would otherwise end. Employees will be required to pay the full premium cost. Said opportunity is only made available in

those certain circumstances at the time of separation of employment, and is not available at a later time, i.e., after the expiration of retirement insurance benefits (for those who were hired prior to October 1, 2011 and met eligibility requirements).

Tax Sheltered Annuities (TSA): Employees shall have the opportunity to participate in the District's Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money through salary deferral in annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an "Investment Vehicle").

LEAVES, SICK DAYS & OTHER ABSENCES FROM DUTY

Eligibility & Accumulation - At the beginning of each school year, full-time professional educators shall be able to accumulate ten (10) paid sick days, cumulative to seventy-five (75) days. The ten (10) days will be earned at a rate of one day for every month worked. Beginning in September, actively working employees will have one (1) sick day added to the employee's available sick days on the 16th of each month, except for the month of June, when a sick day will be earned as of June 1, provided the employee was actively working the last two weeks of May.

Full-time twelve (12) month staff members starting on July 1st shall be able to accumulate twelve (12) paid sick days, cumulative to seventy-five (75) days. The twelve (12) days will be earned at a rate of one day for every month worked. Beginning in July, actively working employees will have one (1) sick day added to the employee's available sick days on the 16th of each month.

An employee must actively be working or entirely on paid leave during the first two weeks of the month to be credited with a sick day on the 16th of each month. Employees on unpaid leave during the first two weeks of the month will not be eligible to earn a sick day for that month. Examples: an employee working the full year and using no sick/personal days will have accumulated 10 sick days by the end of the school year; an employee who is on an approved unpaid leave for any two months of the year will earn 8 sick days that school year. Exceptions to this may be granted in extenuating circumstances, with the employee subject to the terms of paragraph H below. Part-time employees are granted sick days on a pro-rated basis based upon the full-time equivalent of the part-time position.

Employees with an accumulation greater than seventy-five (75) days as of June 30, 2011 shall not lose accumulated days. Additional days shall not be credited until accumulated days drop below seventy-five (75) as of June 30th each year.

No more than ten (10) unused sick days may be added to an employee's accumulated total at the end of any year.

The following definitions, terms and conditions apply under this section.

A. **Appropriate Use** - Sick days may be used to be paid for any absence from work due to:

1. personal illness, injury or serious health condition of the employee;
2. illness or injury of an employee's child under the age of eighteen (18); or eighteen (18) or older if the child has a handicapping condition as set forth in Wisconsin Administrative Code section PI 11.02(23) (Examples of a handicapping condition are: Cognitive disability, learning disability, autism, etc.);
3. serious health condition of a spouse, child, or parent;
4. medical or dental appointments for the employee and/or child that cannot be scheduled outside of the employee's regularly scheduled work hours.

B. **Child** - a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for their self because of a serious health condition. For the purposes of section 8.02, A (3), all definitions in this paragraph apply except for age eighteen (18).

C. **CHS Exam Days** – CHS Exam Days are full work days. If a teacher is sick and cannot attend the morning exam time, they must put in for a full sick day.

D. **Inclement Weather Days** – If you are on leave and the district has a snow day, you are still charged a sick day.

- E. Increments - Sick time can be taken off in one hour increments. For a teacher scheduled for a 7.5 hour work day, in Skyward go to Days on the Add Time Off Request page and enter the correct percentage. Support staff chart is calculated on an 8 hour day.

Professional Educator Time Off Chart		Support Staff Time Off Chart	
Number of hours	Percent of a day	Number of hours	Percent of day
1	0.133	1	.125
2	0.267	2	.25
3	0.4	3	.375
4	0.533	4	.5
5	0.667	5	.625
6	0.8	6	.75
7	0.933	7	.875
7.5	1	8	1

- F. Parent - A natural parent, foster parent, treatment foster parent, adoptive parent, stepparent, or legal guardian of an employee or an employee's spouse or domestic partner.
- G. Professional Development/Records Days – PD/Records Days are full work days. If a teacher is sick and cannot attend the required morning building time, they must put in for a full sick day.
- H. Spouse - An employee's legal husband or wife.
- I. Serious Health Condition - A disabling physical or mental illness, injury, impairment or condition involving Inpatient care in a hospital, nursing home, or hospice or Outpatient care that requires continuing treatment or supervision by a health care provider.
- J. Questionable Use - Substantiation for the use of sick days may be required at any time. A doctor's certificate or other verification may be required, and will likely be required, after three (3) consecutive days of absence or for any day when personal days are restricted (*see Personal Business/Emergency Day Reasons & Restrictions below*). Employees shall not receive sick day benefits for any missed workday that was not due to a legitimate reason as described in this section of the *Handbook*. In addition, abuse of this provision shall subject the employee to discipline, contract nonrenewal and/or termination.
- K. Separation of Employment During the School Year - Sick days are vested for actively working employees on the 16th of each month of the work year. Any employee terminated or resigning during the school year who was allowed to use sick days that were not actually earned will be credited only with those days earned at the time employment is severed. A sum equal to the sick days not earned is deducted from any remaining pay. Deductions will be based on one (1) sick day earned per month of employment to a maximum of ten (10) days per contract year. There is no "pay-out" of any kind for unused sick days when an employee separates with the District.

Family & Medical Leave Act: The District complies with all aspects of the state and federal versions of the Family & Medical Leave Act, which provide for a combined total of twelve (12) weeks of leave for the serious health condition of the employee or the employee's immediate family member, or the birth of a child or placement of a child with the employee for adoption or foster care. Additional information regarding FMLA leave is available on the District webpage under Board Policies and the Human Resources Department.

[Board Policy po3430.01 Family and Medical Leave Act \(FMLA for Extended Leaves of Absence\).](#)

The Department of Labor (DOL) website also has more information at: <https://www.dol.gov/general/topic/benefits-leave/fmla>. The state of Wisconsin Department of Workforce Development also has FMLA information at its website: <https://dwd.wisconsin.gov/er/civilrights/fmla/>.

Funeral/Bereavement Leave for Death in the Immediate Family: In the event of death in an employee's immediate family, full time 12-month and full-time school year employees may be allowed per occurrence, up to three (3) days off work with pay. Immediate family includes the spouse, parents, children, brother, sister, grandchildren, grandparent, step-relatives of the same relationship as provided herein of the employee or the employee's spouse. Part-time employees are not eligible for funeral/bereavement leave, but may attend such funerals unpaid. Such days shall not be deducted from the employee's accumulated unused sick days. Bereavement leave may be allowed in increments of one-half day.

Funeral/Bereavement Leave for Death of an Individual Outside of the Immediate Family: Full-time 12-month and full-time school year employees may be granted up to three (3) days with pay per occurrence to attend funerals of aunts, uncles, nieces, nephews and first cousins. Employees may also be approved to attend funerals of individuals who have resided in the employee's household for an extended period of time and are considered part of the family. Such days shall be deducted from the employee's accumulated unused sick days. Part-time employees are not eligible for funeral/bereavement leave, but may attend such funerals unpaid. Bereavement leave may be allowed in increments of one-half day.

Funeral/Bereavement Leave – Additional Days: In extenuating circumstances, additional days may be granted in the sole and absolute discretion of the Director of Human Resources.

Jury Duty: Subject to the provision on "Payment for Time Out on Jury Duty" (see below), a non-accumulative paid leave for as much time as is required will be provided to employees to serve on a jury for which they are summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or work days.

- A. **Employee Notice:** Employees must notify their principal or immediate supervisor as soon as notice of jury duty is received. In addition, employees are expected to contact their principal or supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.
- B. **Payment for Time Out on Jury Duty:** Employees who are unable to report for work because of jury duty will be paid the regular hours they are scheduled to work. The employee will send a copy of the check received from serving on the jury to the Business Office and will be docked that amount (less any travel expenses received) on the next payroll. The employee will not suffer any loss of benefits that would be accrued during this time (i.e., sick days, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from sick days or vacation time the employee has earned or will earn in the future.

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 days.

Organ Donor Leave: A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

Personal Business/Emergency Days: Professional Educators may utilize up to two (2) days each employment year for personal business or unavoidable emergencies that are outside the employee's control and cannot be scheduled outside of work time. Approved Personal Business/Emergency Days will be deducted from the employee's unused sick days. Half-day increments may be allowed but, depending on the circumstances, full days may be required.

- A. Personal Business/Emergency Reasons & Restrictions: Professional Educators are expected to take their employment contract and their commitment to their students extremely seriously by fulfilling all of their professional obligations, including maintaining the highest levels of attendance. Employees must make every effort to avoid scheduling personal commitments that conflict with contracted work time. Personal Business/Emergency Days are only for compelling circumstances which cannot reasonably be conducted outside of the workday and/or are out of the employee's control. Unavoidable emergencies (i.e., basement flooded, flat tire, broken furnace) would be reasons for taking a Personal Business/Emergency Day. Close family member weddings, legal proceedings, graduations and moving college-aged students are reasons for taking a Personal Business/Emergency Day. Examples of unacceptable reasons to use Personal Business/Emergency days include vacations, travel delays/interruptions, attending sporting events/activities and other similar events of the employee's choice.

Personal Business/Emergency Days should not be requested for PD/Records days, or to extend holiday breaks, or to take vacations by extending a weekend. The Administration reserves the right to require an explanation for any Personal Business/Emergency Day request. Personal Business/Emergency Day requests for any day after May 31 must include a detailed explanation of the extenuating circumstances that do not allow the business to be conducted outside of contracted work time.

Personal Business/Emergency Days shall not be used to engage in activities for which the employee will receive compensation from any source. In addition, Personal Business/Emergency Days shall not be used to attend union meetings or legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District. Personal Business/Emergency Days requested for non-emergencies or for matters that could be addressed outside contracted work time may impact performance-based compensation decisions, particularly when such requests are for restricted days.

- B. Personal Business/Emergency Day Requests & Approval: Personal Business/Emergency Day requests using the District's absence reporting system shall be made as far in advance as possible, normally not less than five (5) days and preferably many weeks. It is understood emergencies may delay the formal submittal of the absence request. The supervising Administrator has the right to approve or disapprove all requests, in consultation with the Director of Human Resources. The Administration reserves the right to limit the approval of Personal Business/Emergency days based on substitute availability or other circumstances.
- C. Unpaid Absences that are NOT part of an approved Extended Leave: Unpaid days without further disciplinary action may be allowed at the discretion of the Human Resources Director, in consultation with the employee's supervisor. Unpaid days are intended to allow for time off to attend personal events, but not for vacations. Employees must present the initial request for unpaid days to their supervising administrator as far in advance of the anticipated absence as possible. Unpaid days are not to be entered into Skyward without approval from the supervising administrator and the Director of Human Resources.

Unpaid days may include the compensation for medical and dental benefits associated with the position. In addition to the compensation deduction, if an employee is granted an unpaid day for personal reasons (excluding extended medical leaves or child-rearing leaves under the FMLA), the employee may be responsible for all associated costs to the District to obtain a substitute whether a substitute is required or not. Unpaid days taken outside of an approved FMLA leave will not be viewed favorably when considering performance-based compensation.

Reporting Absences & Securing Substitutes: When an employee is to be absent from duty and a substitute is needed, it is the responsibility of the employee to notify the District using the District's electronic software program for reporting absences and notifying substitutes. If possible, such notification should be made the evening prior to the time of absence, or before 6:00 AM. If for some reason an employee is unable to enter the absence using the usual software program, it is the employee's responsibility to contact the building secretary and Administrator to notify them of the absence prior to the start of the school day.

A staff member who is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

- A. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
- B. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
- C. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.
- D. When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

Short-term Disability Leave: Voluntary short-term disability coverage is available to employees who work at least 880 hours per year at the employee's expense, provided at least ten (10) employees enroll in the short-term disability program.

Uniformed Services Leave: Employees will be granted all military leave rights available under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Upon notification of the need for military leave, the employee should contact the Director of Human Resources to arrange for the leave. Benefits due employees while on military leave will be determined by applicable State and Federal laws and only those benefits as required by such laws will be provided.

EXTENDED LEAVES for MEDICAL REASONS or OTHER EXTENUATING CIRCUMSTANCES

(FOR EMPLOYEES WHO EXHAUST PAID TIME OFF OR ARE NOT ELIGIBLE FOR LEAVE UNDER THE FMLA)

Purpose: Under this policy, employees who have exhausted all accrued paid leave and are not eligible for leave under the state or federal FMLA, may apply for an extended leave of absence for medical reasons or due to other extenuating circumstances.

Application Procedures: The employee shall complete the [Cedarburg School District Extended Leave Request Form](#) and submit it to Human Resources at least forty-five (45) calendar days in advance unless the employee is unable to provide such notice due to reasons outside the employee's control. The application for an extended leave shall include acceptable medical or other verification of the need for extended leave and the anticipated start date for the leave and the anticipated date of return to work. Such application will be reviewed, processed and granted or denied at the sole discretion of the Director of Human Resources.

Duration of Extended Leave: The duration of the leave will be based on the needs of the employee balanced against the needs of the District; but shall not exceed one (1) calendar year, unless otherwise required by law. An early return from the leave shall only be upon the mutual agreement of the employee and the Director of Human Resources.

Return from Extended Leave: The employee shall notify the Director of Human Resources of the intent to return to work at least forty-five (45) calendar days prior to the expiration of the leave. A medical practitioner's clearance to return to work is required for extended leaves due to medical reasons. The employee may be returned to the former position, if available. If the former position is not available as determined by the District, the employee may be returned to a similar position as determined by the District, unless the employee's percentage of contract was reduced or increased due to nonrenewal and/or a reduction or increase in hours, whichever is applicable.

Failure to Notify of Return to Work in a Timely Manner: An employee's failure to provide timely notice of the employee's intent to return to work may be considered a voluntary resignation from employment with the District as of the end of the leave.

[Drafter's Note: Employee Acknowledgment/signoff annually in Vector.]

APPENDICES

Appendix A - Staff Technology and Acceptable Use and Safety **Board Policy 7540.04**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The District provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The District provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The District regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines, Policy 7544 and AG 7544, and any applicable employment contracts govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02), when they are connected to the District computer network, Internet connection, and/or educational services/apps.

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on the use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Staff members are expected to utilize District technology and information resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The District encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources to enrich educational activities. The instructional use of the Internet and online educational services will be guided by the Board's Policy 2521 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that provides a valuable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the District technology and resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

The District may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the District has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The District also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District's technology resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Board utilizes software and/or hardware to monitor online activity of staff and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254 (h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether the material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or Director of Technology may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

Staff members will participate in professional development programs in accordance with the provisions of this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social networking sites and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building Principals are responsible for providing training so that staff users of District technology resources under the Principal's supervision are knowledgeable about this policy and its accompanying guidelines. The District expects that staff members will provide guidance and instruction to students in the appropriate use of the District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including chat rooms and cyberbullying awareness and response. All users of District technology resources are required to confirm their agreement to abide by the terms and conditions of this policy and its accompanying guidelines by signing the District technology use form. Pursuant to Policy 7540.06 - District-Issued Staff E-Mail Account, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use of District-issued email accounts.

Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District.

With prior approval from the Superintendent or the Director of Technology, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using the District technology and information resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The District does not approve any use of the technology and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines and Policy 7544 and its accompanying guideline.

Staff members use of District technology resources to access or use social media is to be consistent with Policy 7544 and its accompanying guideline.

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's personal computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of the District's Education Technology.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330 - Student Records. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who

violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

Appendix B - Grievance Procedure

This procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as a matter relating to workplace safety. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees.

Termination: Termination is defined as an involuntary dismissal of an employee, usually for a severe infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. "Termination" does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats.

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

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievant, including the category of the grievance (i.e., employee termination, discipline, or workplace safety);
- C. the issue involved;
- D. the relief sought;
- E. the date the incident or violation took place;
- F. the specific section of Board Policy alleged to have been violated;
- G. the signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) business days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

- A. **Principal/Supervisor:** Any employee that believes s/he has a matter subject to the grievance procedure shall present the grievance to his/her immediate supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal/Supervisor shall, within five (5) business days, inform the employee in writing of his/her decision.
- B. **Superintendent:** In the event the Principal's/Supervisor's decision does not resolve the problem, the employee may, within five (5) business days of the date the Principal's/Supervisor's written decision is issued, present his/her grievance in writing to the Superintendent. This grievance shall fully state the details of the problem and suggest a remedy. The Superintendent shall, within five (5) business days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) business days. This step does not apply to any grievance related to action by the School Board that directly affects the grievant.
- C. **Hearing Before an Impartial Hearing Officer:** In the event the matter is not resolved to the employee's satisfaction by the Superintendent, the employee may, within five (5) business days of the date of the written decision of the Superintendent, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board shall appoint a hearing officer for the purpose of conducting the hearing. If the Superintendent denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determines the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the Superintendent the responsibility to arrange for such hearing with

one (1) of the selected officers. When the grievant is the Superintendent, the Board President shall be responsible for selection of the hearing officer and arranging a hearing.

Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative. Any employee representative selected shall be at no expense to the District.

The Impartial Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. The Impartial Hearing Officer shall have authority to run the hearing, including administering oaths, admitting evidence into the record, providing for transcription, etc. The Officer may not modify any Board policy and may not issue decisions on matters not presented to the Principal/Supervisor in the initial grievance. Any fees or costs charged by the Impartial Hearing Officer shall be paid by the District.

- D. **Board:** In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) business days, present the grievance in writing to the Board, which shall consider the matter within thirty (30) business days after its receipt, unless postponed by mutual agreement. The Board shall review the decision of the impartial hearing officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose. The Board's decision shall be by majority vote of a quorum present, which shall be final.

This procedure constitutes the exclusive process for the redress of employee grievances for the subject matter referred to herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

For purposes of this grievance procedure, the following definitions shall apply:

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.
- B. "Termination" does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats.
- C. "Employee discipline" refers to unpaid suspensions written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.
- D. "Business days" means weekdays, excluding any District recognized holiday that falls on a weekday, but does not exclude weekdays during scheduled break periods.

Board Policies 3340 and 4340 – Grievance Procedure

Appendix C - Provisions Applicable to Support Staff

Wages: Employees shall receive notification of any change in their hourly rate upon approval from the School Board.

Evaluation: Performance of educational support personnel shall be evaluated in writing before the end of the employees first year and then minimally once every other year by the employee's administrative supervisor. The purpose of the evaluation shall be to help the employee identify areas of strengths in job performance as well as to identify areas that need improvement.

Licensure/Certification: 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 in Human Resources Department.

Requirement to Remain Current: All employees shall engage in independent and active efforts to maintain high standards of individual excellence.

Staff Development: Full-time employees seeking professional development opportunities outside their normal workday may be eligible to receive up to 50% tuition reimbursement (maximum of \$50 per class; \$100 per year) for approved courses. Requests must be initiated with an administrator or building principal before the course begins. Approval will be based on course appropriateness to current position, funds available and impact to the building. There will be no reimbursement for the employee's time or travel expenses unless the District requests the employee's attendance.

Supervision at School Events: Employees may take on "extra" work such as supervising events only in cases where the work is totally voluntary, sporadic, occasional and significantly different from the employees' usual duties. In such cases, employees are not eligible for overtime if the hours put their work week over 40 hours and all of the hours over 40 were related to the voluntary, sporadic, occasional work that was unrelated to the employees' normal duties. The supervising administrator must approve all such hours in advance.

Holidays:

A. Full-time 12 Month Employees and Exempt Employees are granted the following ten (10) paid holidays:

Fourth of July	Labor Day
Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day
New Year's Eve	New Year's Day
Good Friday	Memorial Day

B. Full-time 12 Month Employees and exempt Employees are granted eight summer Friday's which are considered non-workdays.

C. 10 Month and Part-time Employees are not granted any paid holidays.

D. The Administration will designate the paid holiday when a holiday falls on a weekend date.

E. 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.

Vacation: Only Full-Time 12-Month employees are eligible to take paid vacation, which is earned over the course of the fiscal work year. Requests for vacation time that has not been earned may be denied. In the event vacation is granted that has not been earned, employees who separate from the District during the year will pay back the District

for unearned vacation time taken. Unpaid time off may only be taken with supervisor approval after all paid vacation days have been exhausted.

Full-time 12-month employees are eligible to take paid vacation per the schedule below. Employees initially hired after October 31 receive prorated vacation during that first year of employment and the count of full-time years of service for vacation allotments begins the successive year, provided the employee maintains continuous, full-time employment with the District. Employees may be granted years of service toward vacation time based on prior experience, at the discretion of the Director of Human Resources.

Year of Employment	Days of Vacation
1 st Year of Employment	10
2 nd Year of Employment	10
3 rd Year of Employment	10
4 th Year of Employment	15
5 th Year of Employment	15
6 th Year of Employment	15
7 th Year of Employment	15
8 th Year of Employment	20

Exempt Employees: Your position is year-round with 20 days of vacation. Vacation days are earned at a rate of 1.6 vacation days per month. You may take vacation days to attend to personal business and/or emergencies. If employment with the district ends, any vacation days taken that have not actually been “earned” based on your time in the district, can be repaid back to the district from any remaining pay check/s.

- A. The minimum increment to be deducted for vacation is one hour, but half-day increments are strongly encouraged.
- B. All vacation requests should be entered in Skyward at least thirty (30) calendar days in advance. Granting of vacation dates will be based on the submission date of request and the needs of the school district. All vacation must be used within the current fiscal year and may not accumulate from year to year.

Appendix D - Provisions Applicable to Professional Educators

Licensure/Certification: Each employee who is required to be licensed or certified by law must maintain that licensure at all times and be able to provide the District with evidence of the appropriate licensure for all assignments. A teaching contract with any person not legally certified to teach the assigned subject(s)/grade level(s) shall be void. The District may initiate the contract nonrenewal procedures per State Statute 118.22, or terminate immediately, whichever is most appropriate, whenever a currently employed educator fails to provide sufficient evidence of maintaining/securing appropriate licensure. These terms and expectations for licensure/certification apply to all professional educators employed by the District, including, but not limited to: teachers, library-media specialists, counselors, speech & language pathologists and social workers.

Requirement to Remain Current: All employees shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, employees will make themselves available during the contractual year and day to their colleagues for assistance, to the District for services beyond those specifically required as part of their individual contractual duties, and to the community as a valuable resource.

Resignations & Liquidated Damages: The employee's individual employment contract shall be considered binding on both parties. If for any reason an employee asks for release from the individual employment contract, it is understood that the employee must give such notice as far in advance as possible, preferably at least sixty (60) calendar days prior to the date the employee desires the severance to occur.

Liquidated damages are due to the District for late resignations as identified below:

- A. Seven hundred dollars (\$700) if the employee's resignation is effective after June 15, but before July 1.
- B. One thousand dollars (\$1,000) if the employee's resignation is effective on or after July 1, but before August 1.
- C. Three thousand dollars (\$3,000) if the employee's resignation is effective after August 1.

Liquidated damages may be waived for extenuating circumstances, particularly those that are out of the employee's control such as a spouse's employment transfer. If a resignation request is due to the employee securing other employment as a result of a recent involuntary transfer, the liquidated damages will be waived.

Any employee involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages under this Article.

In the event an employee breaches a contract by termination of services during the term of the contract, the Board may, at its option, demand to recover from the employee such amount of liquidated damages as set forth above; provided, however, that this expressed intent to liquidate the uncertain damages and harm to the District is not the exclusive remedy or right of the Board, but is, rather, an alternative right and remedy and shall not, unless the Board elects to rely on the same, preclude the Board from seeking and recovering the actual amount of damages resulting from such a breach by the employee.

Tutoring: District employees must follow Board Policy [3230](#) and [3231](#) in the consideration of tutoring students.

COMPENSATION

Curriculum Planning, Professional Development & Other Projects: When the District assigns an employee to work on a curriculum project, attend required professional development outside the school day, and or engage in work that is outside the terms of the individual employee's contract, but not including athletic/activity Extra Duties or supervisory assignments outlined in this *Handbook*, the Employee shall be paid at the rate of \$25.00 per hour. The length of time and maximum number of hours for completion of the project shall be determined by the appropriate administrator. This compensation will be paid when the completed work is approved by the supervising administrator.

Department Chairs/Team Leaders/Unit Leaders/Building Coordinators: The District may designate Department Chairs, Team Leaders, Unit Leaders and Building Coordinators to assist with coordinating and managing endeavors designed to improve student learning and operational efficiency and effectiveness, as determined by administration. Such assignments shall be compensated at the rates identified in this *Handbook*. These positions are assigned on an annual basis and there is no expectation such assignments will extend beyond each year.

Extra Duty Pay: Such duties will include but are not limited to: timing, scoring, announcing, crowd control, detention supervision, chaperoning, ticket sales, and commencement supervision and are paid at the hourly rate of \$20.00.

Homebound Instruction: The School Board may provide individual instruction to students of legal school age who cannot attend regular classes temporarily due to a physical or mental condition (as outlined in policy 2412). This is often referred to as homebound instruction.

Payment Rates for Homebound Instruction:

- Regular Education and Core Classes: Instruction is paid at a rate of \$40.00 per hour, in addition to reimbursement for mileage incurred.
- Special Education: Instruction is paid at a rate of \$45.00 per hour, in addition to reimbursement for mileage incurred.

Overload: Additional teaching assignments that extend the individual employee's contract beyond a 1.0 full time equivalent (FTE) may be paid an additional amount in recognition of the extra assignment. Volunteers for overloads will normally be solicited. If necessary, the District reserves the right to assign an employee to an overload.

Performance-Based Compensation: Salary negotiations will be conducted in accordance with state law. If salary increases are approved, all employees are eligible to receive wage compensation through this process whether or not they are a member of the employees' union. Employees are not guaranteed any increase in compensation. Salaries are based on a variety of factors including, but not limited to, state funding, applicable negotiated terms, employee performance/contributions, internal comparables and external comparables. Educators are explicitly provided their first year salary with the District as part of their initial contract and do not receive any retro-active negotiated increases for that first year of employment.

Summer Academy and Summertime Extension Program (STEP) Compensation: The district sponsors these programs in order to provide engaging and enriching opportunities for our resident students.

Staff who teach in these programs receive the following hourly rates:

- Summer Academy: \$30.00 per hour, plus compensation for preparation time based on their teaching responsibilities.
- Summertime Extension Program (STEP): \$40.00 per hour, plus compensation for preparation time based on their teaching responsibilities.

Teacher Class Coverage Pay: When a substitute educator is necessary and not available, the Principal will assign staff to ensure student safety and instructional continuity. Under normal circumstances, where sufficient notice has been given, reasonable efforts will be made to seek volunteers to cover for colleagues who are absent. The rate of pay for covering a class is \$36 per hour. Classroom teachers who cover another teacher's class during their preparation time will enter the start and end time of the class in the District's time-tracking payroll system (currently the True Time module in the Skyward Employee Management System).

Elementary and middle school Instructional Coaches, Math Coach, elementary and middle school IMC specialists, and elementary reading teachers/interventionists will be paid \$16.25 per hour to internally substitute.

RESPONSIBILITIES AT NO ADDITIONAL COMPENSATION

Hours of Work: Although the work of professionals is not limited to any specified number of hours or days per week, the generally expected hours of attendance are established by the administration. The expectation that Professional

Educators attend school and district meetings, curriculum meetings, Professional Learning Community meetings, parent/teacher conferences, before and after school supervision, perform duties and meet responsibilities outside the typical workday is in no way meant to be unduly burdensome or unreasonable. Highly compensated, exempt Professionals in other occupations often work what are considered to be “long” hours as required to meet the expectations of the position, whether due to the time of the year, individual responsibilities, unusual circumstances or the nature of specific projects/assignments. In the event a professional meeting/activity requires an unusually extreme amount of time, an employee may request additional compensation from the appropriate administrator. When such circumstances can be anticipated, requests for additional compensation should be made prior to the meeting/activity/event. Additional compensation is not guaranteed.

Curriculum Development Committee Meetings: In order to continuously improve the K-12 curriculum, Curriculum Development Committees may be established, requiring representation across levels and schools. When convened, volunteers may be solicited, but employees may be assigned to a Curriculum Development Committee. Reasonable efforts will be made to compensate employees participating on Curriculum Development Committees. There may be times when employees are expected to participate on a Curriculum Development Committee without additional compensation. Such participation will not be unreasonable or without sufficient notification.

Non-Instructional Assignments/Duties: Non-instructional assignments and duties, including but not limited to bus duty, general supervision and study hall supervision, will be made by building Administrators. Efforts to fairly and equitably assign these assignments will be made.

Open House & Parent-Teacher Conferences/Consultations: Attendance at Open Houses and Parent-Teacher Conferences is required at no additional compensation. Educators shall consult regularly and consistently with parents so that parents can optimize their role in the education of their children. Such consultation may be in the form of phone contacts, electronic mail, websites, other digital media, home visitations, progress reports, in-person appointments, etc., in addition to parent/teacher conferences.

Other Meetings: Employees are required to attend, for no additional compensation, meetings of individual educational plan teams, meetings to prepare individual education plans, parent-requested meetings, administrator-requested meetings and/or activities/meetings of a similar nature as a professional responsibility.

Staff Meetings: Employees are required to attend all staff, faculty, department, team, grade level and other similar school/district meetings as part of their regular salary. The administration will provide a schedule of regular meetings at the start of the school year and shall attempt to provide reasonable notice of any other meetings.

Supervision at School Events: Teachers are required to attend and help supervise a minimum of two (2) school or district events beyond the normal workday. These events include, but are not limited to, athletic contests, concerts, music/drama programs, art shows, parent/community education opportunities or other activities that are extra-curricular or co-curricular in nature. Notice of such events will be provided at the beginning of the school year or as soon as is practical. Efforts will be made to accommodate individual employee’s schedules so this professional expectation can be met with sensitivity to personal obligations.

SUPERVISION AND EVALUATION

Employee evaluation is a continuing process for the purpose of improving instruction and assessing the individual performance of staff members. Employees will be supervised and evaluated by a certified building principal, assistant principal or other district administrator or a non-District employee. At the beginning of the school year, the District will provide employees with their placement within the supervision and evaluation cycle. The District may modify this list at any time. Employees will be notified of any changes in the evaluation list.

Employees will be formally evaluated every year, every other year, or every third year at the discretion of the District.

- A. All employees will complete a goal setting plan each year.
- B. All observations must be completed by May 31.
- C. All observations will be followed by a conference with the evaluator or in writing from the evaluator.

- D. Assistance, recommendations and directions may, at the discretion of the District, be provided in an attempt to support improvement of employee performance in relation to improved student learning.

Acknowledgement of Receipt and Response: The employee will acknowledge receipt of all completed documents/forms related to supervision and evaluation within ten (10) days of receipt/notification. All educator responsibilities related to the evaluation system (whether electronic or hard copies) will be reviewed, submitted, acknowledged and confirmed, as appropriate, before the last workday of the school year, or sooner, if so directed by the administration. Acknowledging receipt does not imply agreement with all or part of the documents received. Any employee wishing to comment on the evaluation or who feels the evaluation was incomplete, inaccurate, or unjust, may reduce those comments or objectives to writing and have them attached to the evaluation instrument to be placed in the personnel file. An employee may attach a response to any document related to this process after the employee's receipt of the evaluation document(s). The file copy of the evaluation and any comments or objectives shall be signed by both parties to indicate awareness of the content.

Intensive Supervision: Intensive Supervision may be necessary to provide direction for employees whose performance is not meeting expectations. Intensive Supervision may include a description of concerns and/or the employee's deficiencies, a description of appropriate performance, goals/targets and frequent supervisory activities including at least one evaluation. Intensive Supervision may also include various means of professional development, formal and informal observations, walk-throughs, support by experts in the field and/or peer coaching or mentoring. In all cases, the nature and duration of Intensive Supervision is at the discretion of the Administration. If Intensive Supervision does not enable the educator to ameliorate the concerns, non-renewal of the employment contract pursuant to Statute 118.22 may be necessary.

New Employee Support: New to the District Employees are required to actively participate in the Mentor Program as determined and defined annually by the District. New to the District Employees may be required to spend up to the hourly equivalent of five additional work days without additional compensation, most of which will likely take place prior to the beginning of school, to prepare professional and curriculum materials and lesson plans (in addition to being oriented to the District's evaluation practices and general expectations for their assignments). Administrators may plan the activities for the additional work days.

Appendix E - Supplemental Contracts**Cedarburg High School Academic Leadership**

Chemical Hygiene Officer	\$2,000	Dept Chair Phy Ed & Health	\$2,500
Dept Chair Career, Tech & Business	\$2,500	Dept Chair Science	\$2,500
Dept Chair Computer Science	\$2,500	Dept Chair Social Studies	\$2,500
Dept Chair English	\$2,500	Dept Chair Special Education	\$2,500
Dept Chair Fine Arts	\$2,500	Dept Chair Student Services	\$2,500
Dept Chair Math	\$2,500	Dept Chair World Languages	\$2,500

Cedarburg High School Sport Category A: Intramural/Non Competitive

Intramural Basketball	\$1,513
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Cedarburg High School Sport Category B: Competitive and/or Travel

Baseball Head Varsity	\$3,996	Ski-Team Assistant	\$1,152
Baseball Assistant	\$2,394	Soccer Boys Head	\$4,790
Baseball Assistant Head JV2	\$2,277	Soccer Boys Assistant	\$2,610
Basketball Boys Head Varsity	\$5,039	Soccer Boys Head JV	\$2,412
Basketball Boys Assistant Varsity	\$2,880	Soccer Boys Assistant JV	\$2,322
Basketball Boys Assistant	\$2,556	Soccer Boys Asst Goalie Coach	\$1,314
Basketball Girls Head Varsity	\$5,039	Soccer Girls Head	\$4,790
Basketball Girls Head JV	\$2,556	Soccer Girls Assistant Varsity	\$2,610
Basketball Girls Assistant JV	\$2,124	Soccer Girls Head JV	\$2,412
Basketball Girls Assistant	\$2,880	Soccer Girls Assistant JV	\$2,264
Boys LAX Head	\$4,500	Soccer Girls Asst Goalie Coach	\$1,314
Boys LAX Assistant	\$2,200	Softball Girls Co Head Varsity	\$2,620
Cross Country Boys Head	\$3,197	Softball Girls Co Head Varsity	\$2,620
Cross Country Girls Head	\$3,197	Softball Girls Assistant Co Head JV	\$1,980
Cross Country Assistant	\$2,232	Softball Girls Assistant Co Head JV	\$1,980
Dance Head	\$3,330	Swimming Boys Head	\$4,878
Dance Assistant	\$1,368	Swimming Boys Assistant	\$2,385
Diving Boys	\$2,124	Swimming Girls Head	\$4,878
Diving Girls	\$2,124	Swimming Girls Head JV	\$2,385
Football Head Varsity	\$5,328	Swimming Girls Assistant Varsity	\$2,115
Football Assistant	\$2,664	Tennis Boys Head	\$3,707
Football Asst Varsity Coordinator	\$3,042	Tennis Boys Assistant	\$2,304
Football Head JV2	\$2,880	Tennis Girls Head Varsity	\$3,707
Football Assistant JV	\$2,196	Tennis Girls Assistant Varsity	\$2,448
Golf Boys Head	\$4,218	Tennis Girls Head JV	\$2,304
Golf Boys Assistant	\$2,340	Tennis Girls Assistant JV	\$1,584
Golf Girls Head	\$4,218	Track Head Boys & Girls	\$4,440
Golf Girls Assistant	\$2,340	Track Assistant Varsity	\$2,880
Hockey Boys Head	\$4,773	Track Head JV	\$2,160
Hockey Boys Assistant	\$2,502	Track Assistant Position Coach	\$2,520
Hockey Girls Head	\$4,600	Volleyball Boys Head Varsity	\$4,074
Hockey Girls Assistant	\$2,623	Volleyball Boys Assistant Varsity	\$2,453
LAX Girls Head	\$4,500	Volleyball Boys Head JV	\$2,651
LAX Girls Assistant	\$2,200	Volleyball Boys Head JV2	\$2,399
Ski-Team Head	\$2,750	Volleyball Girls Head Varsity	\$4,074

Volleyball Girls Assistant	\$2,651	Wrestling Assistant	\$2,349
Volleyball Girls Head JV	\$2,502	Wrestling Assistant Girls Coach	\$1,593
Wrestling Head	\$4,240		

Cedarburg High School Club Category A: Intramural; Non-Competitive; Fine Arts

Art Club Advisor	\$510	Musical Technical Director	\$1,512
Best Buddies Head Advisor	\$680	National Honor Society Advisor	\$1,260
Best Buddies Assistant Advisor	\$510	Pep Band	\$1,000
Common Sense Newspaper	\$3,554	REDgen Advisor Co-Head	\$510
Drama Club & Spring Student Production Advisor	\$1,139	REDgen Advisor Co-Head	\$510
Environmental Club	\$510	Spanish Club Advisor	\$510
Fall Play Director	\$2,500	Stage Band	\$1,260
Fall Play Technical Director	\$1,200	Stage Craft	\$1,200
French Club Advisor	\$510	Strength & Cond. Coordinator Asst	\$3,003
GAPP/German Club Advisor	\$1,003	Strength & Cond. Coordinator Fall	\$1,513
German Club Advisor	\$510	Strength & Cond. Coordinator Spring	\$1,513
GSA	\$850	Strength & Cond. Coordinator Winter	\$1,513
International Club	\$510	Strength & Cond. Coordinator Head	\$4,011
Musical Director	\$4,000	Student Council Advisor	\$2,520
Musical Choreographer	\$1,020	Tech Theatre Stage Crew Advisor	\$1,200
Musical Costuming	\$1,020	Vocal Music Concerts	\$1,260
Musical Instrumental Director	\$1,581	Vocal Music Play/Musical	\$1,550

Cedarburg High School Club Category B: Competitive and/or Travel

Coding Club	\$1,500	Junior Dance Team Advisor	\$1,530
Debate	\$510	Marching Band	\$2,520
Envirothon Team	\$1,050	Marching Band Assistant	\$850
eSports Advisor	\$1,050	Math Team Head Advisor	\$840
Fall Color Guard	\$680	Math Team Asst Advisor	\$425
FBLA/DECA Advisor	\$1,050	Mock Trial Advisor	\$945
Flag Football Summer Head Advisor	\$799	Robotics Head Coach	\$4,725
Flag Football Summer Asst Advisor	\$510	Robotics Assistant Coach	\$1,800
Flag Football Winter Head Advisor	\$799	Smart Team Advisor (Science Club)	\$2,442
Flag Football Winter Asst Advisor	\$510	Swing Choir	\$1,260
Forensics	\$3,213	Visual Assistant Director	\$510
Health Occup Students of America	\$1,050	Visual Director & Percussion Line	\$1,020

Webster Middle School

Art Club Advisor	\$1,000	Basketball Boys 8th Grade A Coach	\$1,750
Athletics/Activities Director	\$4,000	Basketball Boys 8th Grade B Coach	\$1,750
Band Instructor	\$1,003	Basketball Girls 7th Grade A Coach	\$1,750
Basketball Boys 7th Grade A Coach	\$1,750	Basketball Girls 8th Grade A Coach	\$1,750
Basketball Boys 7th Grade B Coach	\$1,750	Best Buddies Advisor Co-Advisor	\$816
Best Buddies Advisor Co-Advisor	\$816	Department Leader Science	\$700
Best Buddies Advisor Asst Advisor	\$510	Department Leader Social Studies	\$700
Choir Instructor	\$1,003	Forensics Head Coach	\$3,000
Color Guard Advisor	\$255	Forensics Assistant Coach	\$1,513
Cross Country Coach	\$1,332	Game Club Advisor	\$1000
Department Leader ELA	\$700	Green Team Advisor	\$765
Department Leader Math	\$700	Guiding Coalition 6th Grade	\$975

Guiding Coalition 7th grade	\$975	Ski Club Advisor	\$1,000
Guiding Coalition 8th Grade	\$975	Spelling Bee Advisor	\$510
Guiding Coalition Allied Arts	\$975	STEAM Fair Advisor	\$680
Guiding Coalition Special Ed.	\$975	Student Ambassador Advisor	\$500
Jazz Band Instructor 1	\$731	Student Council Co-Advisor	\$765
Maker Space Lead	\$300	Student Council Co-Advisor	\$765
Math Club Advisor	\$600	Track Head Coach	\$1,998
Media Club	\$3,009	Track Assistant Coach	\$1,350
Musical Director	\$1,700	Volleyball Girls 7th Grade A Coach	\$1,350
Musical Assistant	\$1,275	Volleyball Girls 7th Grade B Coach	\$1,350
Musical Choreographer	\$680	Volleyball Girls 8th Grade A Coach	\$1,350
PBIS Tier 1 Leader	\$725	Volleyball Girls 8th Grade B Coach	\$1,350
PBIS Tier 1 Culture Coordinator	\$400	Weight Training Club	\$1,500
PBIS Tier 1 Incentive Coordinator	\$400	Wolverine Time Tutor	\$1440
PBIS Tier 2 Leader	\$750	Wrestling Head Coach	\$2,250
Robotics Advisor	\$1,764	Yearbook Advisor	\$1,003

Parkview Elementary School

Building Leadership 4K	\$875	Building Leadership AMP	\$875
Building Leadership Kindergarten	\$875	Building Leadership SPED	\$875
Building Leadership 1st Grade	\$875	Green Squad - Co-Advisor	\$306
Building Leadership 2nd Grade	\$875	Media Club Advisor	\$408
Building Leadership 3rd Grade	\$875	PBIS - Tier 1 Coach	\$750
Building Leadership 4th Grade	\$875	PBIS - Tier 2 Coach	\$700
Building Leadership 5th Grade	\$875		

Thorson Elementary School

Building Leadership Team 4K	\$875	Building Leadership AMP	\$875
Building Leadership Kindergarten	\$875	Building Leadership SPED	\$875
Building Leadership 1st	\$875	Green Squad	\$306
Building Leadership 2nd	\$875	Media Club Advisor	\$408
Building Leadership 3rd	\$875	PBIS - Tier 1 Coach	\$750
Building Leadership 4th	\$875	PBIS - Tier 2 Coach	\$700
Building Leadership 5th	\$875		

Westlawn Elementary School

Building Leadership AMP	\$250	Building Leadership 5 th /Sped	\$875
Building Leadership K	\$875	Green Squad	\$306
Building Leadership 1st	\$875	Media Club Advisor (Morning Pod)	\$1,190
Building Leadership 2nd	\$875	Student Leadership	\$510
Building Leadership 3rd	\$875	PBIS - Tier 1 Coach	\$750
Building Leadership 4th	\$875	PBIS - Tier 2 Coach	\$625

Curriculum Instruction & Assessment

Maker Lead Team Member - CHS	\$300	Maker Lead Team Member - WMS	\$300
Maker Lead Team Member - Parkview	\$300	Maker Space Support Specialist	\$2,000
Maker Lead Team Member - Thorson	\$300	New Teacher Mentor	\$500
Maker Lead Team Member - Westlawn	\$300	Tech Ed and Engineering Coordinator	\$5,000

Cedarburg Performing Arts Center

CPACKids Costume Designer & Props	\$1,100	CPACKids Set Builder	\$100
CPACKids Director	\$4,200	CPACKids Cast Liaison/Music Director	\$3,150

Student Services

CPI Coordinator	\$1,500
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