

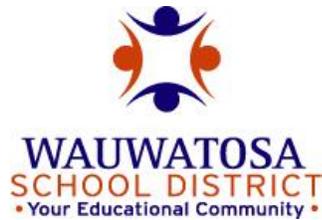
# Employee Handbook



United with parents and the community, the Wauwatosa School District delivers an outstanding education that equips and inspires our students to conquer their challenges now and in the future.



**WAUWATOSA**  
**SCHOOL DISTRICT**  
• Your Educational Community •



## MESSAGE FROM THE SUPERINTENDENT OF SCHOOLS

Welcome to the Wauwatosa School District! We are pleased to have you as an employee and hope you will have a career with the Wauwatosa School District that positively impacts our students and community.

Since the employees of an organization set it apart, the Wauwatosa School District depends on the skill and energy of people like you to provide an outstanding education to our students and exceptional service to our families, community members and colleagues.

Our everyday actions are based on our District's mission: *United with parents and the community, the Wauwatosa School District delivers an outstanding education that equips and inspires our students to conquer their challenges now and in the future.*

As you read through this handbook, you will learn more about the Wauwatosa School District--its goals and philosophies, its responsibilities to you and your responsibilities to the District. This handbook is designed to answer questions most frequently asked by employees. We hope you will gain a better understanding of your personal stake in our school District.

Your cooperation in all matters will enable us to provide and maintain a positive relationship between you and the District.

Sincerely,

A handwritten signature in black ink, appearing to read "Phil Ertl", is placed on a light gray rectangular background.

Dr. Phil Ertl  
Superintendent of Schools

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## SECTION I - INTRODUCTION

### **WELCOME TO THE WAUWATOSA SCHOOL DISTRICT!**

The School Board recognizes that it is vital to the successful operation of the District that positions created by the School Board be filled with highly-qualified and competent personnel.

Because the District wants the best for its students and employees, our values statement reflects our beliefs in the importance of working together as follows:

- We believe all students can learn and excel.
- We believe in respecting and promoting diversity.
- We believe in continuous improvement.
- We believe that positive relationships are a foundation of successful schools.
- We believe that everyone has the right to emotional and physical safety.
- We believe there is an essential unity between the community and its school district.
- We believe in excellence.

The School Board Policies and Administrative Guidelines outline key areas of importance in how we operate. Where pertinent, this handbook links to relevant School Board Policies and Administrative Guidelines. However, an employee should review School Board Policies or Administrative Guidelines applicable to their respective job duties.

### **OVERVIEW**

The first public school in the village of Wauwatosa was established in 1838 in a home with an enrollment of seven students. The first public school building was erected north of Root Common in 1841, overlooking the intersection at North Avenue and Highway 100. It was known as Gilbert School, built of logs and measured sixteen by twenty feet. In 1846, a larger school was built near the site of the older log cabin school. It was a great improvement since it had more comfortable seats and desks. At that time, there were sixty children of school age in the District. Additional schools were built during and after the American Civil War. The first high school was built in 1871 on the same site as the present Wauwatosa East High School.

Today, the District has an enrollment of more than 7,000 students in a neighborhood school system that boasts ten elementary, two middle and two high schools. One of the elementary schools is a Montessori school—Wauwatosa Montessori School. The District also has one specialty elementary school within an elementary school: Wauwatosa STEM (Science, Technology, Engineering and Mathematics) charter school. The two middle schools include STEM. The Wauwatosa Virtual Academy Statewide is an on-line learning environment for students in grades six through twelve. Additionally, the District operates school programs at four institutions on the grounds of the Milwaukee County Regional Medical Center.

The District is fortunate to have award-winning, experienced teaching staff.

## **EQUAL OPPORTUNITY**

The District is an Equal Opportunity Employer (EOE). The District intends to apply the EOE principles in recruitment, hiring, job assignment, promotion, demotion, training, pay, benefits, layoff, recall, termination and other appropriate employment practices. The District does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, handicap or disability, marital status, citizenship status, veteran status, membership in the national guard, State defense or reserves, sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, genetic information or any other characteristic protected by law in its employment practices. See [Policy 3122](#).

Any employee who believes that he/she has been subjected to any form of employment discrimination, including harassment, is encouraged to report the incident to his/her immediate supervisor or to the Human Resources department. The general complaint resolution procedure can be found at [Administrative Guideline 3122b](#).

## **DISCLAIMER STATEMENT**

This handbook has been prepared to acquaint District employees with District policies, procedures and guidelines. All employees should become familiar with this information. Any questions regarding the handbook, or matters which are not addressed within, should be directed to either an immediate supervisor or to the Director of Human Resources/ Communications.

The language used in this booklet is not intended to create, nor is it to be considered to constitute any agreement or contract of employment for any length or period of time between the District and one of, or all of its employees. This handbook is an introduction to the District's employment practices and is subject to School Board policies and applicable plan documents in the case of benefit plans.

The content of this booklet is presented as a matter of information only, and is not all-inclusive. None of the statements, policies, plans, procedures or rules contained herein constitute a guarantee of employment or of any other rights or benefits. The District reserves the right to amend, revoke, suspend, terminate or change any or all such statements, plans, policies, procedures, practices, benefits, or rules, in whole or in part, at any time, or from time to time, with or without notice. New rules, procedures or policies supersede all previous written or oral practices.

Employment with the District is voluntary and subject to termination by an employee or the District, with or without cause, and with or without notice, at any time, unless specifically modified by an individual employment contract. Nothing in this handbook will be interpreted to

be in conflict with or to eliminate or modify in any way the employment-at-will status of District employees not subject to an individual employment contract.

The policy of employment-at-will may not be modified by any School Board member, administrator or employee and will not be modified in any publication or document. The only exception to this policy is a written contract approved by the School Board.

These personnel policies are not intended to be a contract of employment or a legal document.

## SECTION II - EMPLOYEE CLASSIFICATIONS

While the District's goal is to have consistent employment practices for all its employees, some employment policies, benefits and practices will depend upon an employee's Employee Group and pay status, namely exempt (generally, employees paid on a salary basis) or non-exempt (generally, employees paid on an hourly basis). Employees should be aware of their individual Employee Group and pay status when reviewing the information contained within this handbook. Employees with questions about Employee Groups or exempt/non-exempt status should contact the Human Resources department.

### EMPLOYEE GROUPS

There are several Employee Groups within the District. Membership in these groups is used to determine benefit levels and working conditions:

- **Professional Staff:** This Employee Group includes all licensed teachers, including school counselors, psychologists, social workers, occupational therapists, physical therapists and other professional staff who are required to hold a license by the Wisconsin Department of Public Instruction (DPI), excluding administrators and interventionists.
- **Administrators:** This Employee Group includes all employees who are required by the DPI to hold an administrator's license or who hold an administrative contract with the School Board.
- **Select Exempt Employees:** Supervisors, professionals and exempt administrative employees (i.e., exempt or salaried select employees), as listed in [Administrative Guideline 3422e](#).
- **Administrative Assistants:** Regular full- and part-time administrative assistants, excluding confidential support staff and seasonal employees.
- **Select Support Staff:** Non-exempt, confidential support personnel and other non-exempt select employees as listed in [Administrative Guideline 3422e](#).
- **Custodial and Maintenance:** Regular full- and part-time custodial and maintenance employees.
- **Educational Assistants:** All classroom, literacy, library, office educational assistants and student supervisors.

- **Seasonal Workers:** Any temporary, on-call or part-time employees, including substitute teachers, kitchen workers, seasonal buildings and grounds employees or other employees not covered by another classification.
- **Interventionists:** Title I funded, licensed teachers who carry out math and/or literacy support for students.

## **PERSONNEL FILES**

The District maintains personnel records for each employee. In order to keep the files current, it is imperative for each employee to notify the District with any changes in contact information in case of emergency, mailing address and data required for payroll administration, reporting purposes and benefit programs.

All employees must promptly notify the District’s Human Resources department of any changes in:

- Address;
- Marital status or name change;
- Phone number; or
- Change in dependents (for benefit plan enrollment purposes).

It is the District’s policy to protect the privacy of each employee; therefore, the District is committed to the confidential handling of every employee’s personnel information. Records for all employees will be considered confidential to the extent provided by law and will be maintained by the District’s Human Resources department. Records will be maintained in accordance with all applicable federal and state laws and regulations and retained in accordance with the District’s records retention policy.

## **ACCESS TO PERSONNEL FILES**

If an employee desires to review his/her personnel records, the employee should make an appointment with the Human Resources department, (414) 773-1040. Consistent with applicable law, the District will allow employees to inspect their personnel records twice a year and within seven (7) working days after the employee makes the request for inspection. Only administrative, management and supervisory personnel with a need to know may review another employee’s personnel records. See [Policy 8320](#).

## **ASSIGNMENT**

Principals have the responsibility to assign staff within their respective buildings. For positions that have District-wide responsibility, the appropriate Director has the responsibility to assign and re-assign staff. When making assignment decisions, the assigning administrator will take into account:

- The needs of the students impacted by the staffing assignments;
- The staff member’s performance evaluations;

- The need to create effective teams of employees;
- Certification, in the case of positions that require certification; and
- Other reasonable considerations impacting the re-assignment decision.

Any employee who is dissatisfied with an administrator’s re-assignment decision may request that the decision be reviewed by the Superintendent. To request a review of the decision, the affected employee must contact the Director of Human Resources/Communications within ten (10) days of receiving written notice of the reassignment. The Director of Human Resources/Communications will be responsible for meeting with the employee, reviewing all pertinent information and making a recommendation to the Superintendent regarding the disposition of the request for review. See [Administrative Guideline 3130](#).

## **TRANSFERS**

Transfers between schools or departments may be enacted by the Superintendent when the needs of the students, the school or the District so require. When making a transfer decision, the Superintendent will take into account:

- The needs of the students impacted by the staffing assignments;
- The staff member’s performance evaluations;
- The need to create effective teams of employees;
- Certification, in the case of positions that require certification; and
- Other reasonable considerations impacting the re-assignment decision.

Any employee who is dissatisfied with a transfer decision may request that the Superintendent reconsider the decision. To request reconsideration, the affected employee must contact the Director of Human Resources/Communications within ten (10) days of receiving written notice of the transfer. The Director of Human Resources/Communications will be responsible for meeting with the employee, reviewing all pertinent information and making a recommendation to the Superintendent regarding the disposition of the request for reconsideration. See [Administrative Guideline 3130](#).

## **VOLUNTARY REQUEST FOR TRANSFER OR REASSIGNMENT**

Any professional staff member who desires a transfer to another school for the following school year may discuss the matter with his/her supervisor and thereafter will file a written statement of such desire with the Superintendent prior to February 1 for the coming school year.

Such statement will indicate the assignment desired. The transfer request will be considered as part of the staffing process, prior to determining whether any vacancy will be posted. The transfer procedure will not be used to promote an employee. The Superintendent will notify the staff member, or other appropriate parties, of his/her decision as soon as possible. Requests for a change of assignment within a building will follow the same guidelines but will be acted upon by the principal, subject to review by the Superintendent. See [Administrative](#)

[Guideline 3130](#). Upon posting of a position, internal applicants (i.e., full-time employees within the same classification as the vacancy) can apply by sending a letter of interest via email, to the hiring principal and the Director of Human Resources/Communications and by completing the candidate profile standard application and Teacher Insight screener. All other interested employees should complete the entire WECAN application.

## **REDUCTIONS IN FORCE**

Wherever it becomes necessary to reduce the number of staff members currently employed in the District because of an elimination of an existing position or a reorganization or reduction of existing positions, the Superintendent will put in effect the reduction in force in accordance with [Administrative Guideline 3131](#).

## **SECTION III – LICENSES FOR PROFESSIONAL STAFF**

Maintaining a valid license from the DPI is the personal responsibility of licensed staff members. Each teacher or administrator who is required to hold a license by the DPI is required to file a copy of: (1) His/her license with the Human Resources department within ten (10) days of signing the initial employment contract; and (2) Any updated license upon renewal. Failure to maintain a valid DPI license will void any employment contract and may result in suspension without pay or termination of employment.

Educational assistants who work with special education students are required to file a copy of their license with the Human Resources department. Qualification for a higher pay classification based on holding a DPI Special Education Assistant license is dependent upon the employee obtaining and maintaining that license. Failure to maintain a Special Education Assistant license may result in a loss of pay, suspension or termination of employment.

To check the status of a license or find information on how to maintain a license, professional staff members are directed to the [Department of Public Instruction \(DPI\) website](#).

## **SECTION IV - CONDUCTING DISTRICT BUSINESS**

### **PERSONAL CONDUCT**

The District expects all employees to act in a professional, business-like manner. In general, this means employees are expected to:

- Be prompt and consistent in attendance;
- Give complete attention and effort to work matters during working hours;
- Maintain acceptable standards of work in quality and quantity;
- Be physically, mentally and emotionally fit to work as assigned;

- Comply with the District’s Bylaws, Policies and Guidelines;
- Complete all records accurately, including reasons for absence or tardiness; and
- Act in a manner consistent with the acceptable rules of a professional working environment.

If an employee commits an act that is offensive to the rules of common sense or decency, or an act which violates a Bylaw, Policy or Guideline of the District, the employee will be responsible for the consequences of such behavior. The nature of the consequences will depend upon the nature and severity of the offense, the surrounding circumstances and the employee’s intent, prior work record and past conduct. The basic purpose of discipline is to encourage employees to change behavior to facilitate an improvement in work performance.

The District strives to provide a safe learning environment for its students and community. When an employee engages in off-duty misconduct resulting in a pending criminal charge (misdemeanor or felony), the employee is required to report such charge to the Human Resources department within one (1) business day of the filing of charges.

Depending on the circumstances involved, the corrective action or consequences may be in the form of counseling, an oral warning, a written warning, suspension or discharge. However, employees may not be afforded progressive discipline in all cases. See [Policy 3139](#).

## **STAFF ETHICS**

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

- Recognize basic dignities of all individuals with whom interaction is required in the performance of duties;
- Accurately represent one’s 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 that is secured as needed.
- Ensure 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; and
- 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.
- Refrain from stealing.

See [Policy 3210](#).

## **GRIEVANCE PROCEDURES FOR DISCIPLINE, TERMINATION AND WORKPLACE SAFETY**

When an employee is disciplined, terminated or has a workplace safety concern, the employee has a right to file a grievance which will be heard by an Independent Hearing Officer (IHO) and, ultimately, reviewed by the School Board. See [Administrative Guideline 3141](#); in cases of termination of employment, Step 1 is filed directly with the Director of Human Resources/Communications.

If a concern regarding discipline, termination or workplace safety cannot be resolved through consultation with the employee's supervisor, then the employee may file a written grievance within fifteen (15) working days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. Failure to file a written grievance within this timeline will result in the denial of the grievance. Employees should consult the full grievance procedure for further details. See [Administrative Guideline 3141](#).

Not all workplace concerns may be subject to the grievance procedure outlined in [Administrative Guideline 3141](#). In the event that an employee has concerns that are not subject to a specific grievance procedure, the concern may be brought to the attention of the Superintendent and School Board by following instructions in [Administrative Guideline 3141.01](#).

For assistance in filing a grievance or resolving a workplace concern, employees may contact the Director of Human Resources/Communications.

## **ALCOHOL AND OTHER DRUGS**

All employees will remain free of alcohol or non-prescribed, controlled substance abuse in the workplace throughout his/her employment. (See [Policy 3170](#); [Administrative Guideline 3122.01](#))

The District encourages employees who are experiencing issues with drugs or alcohol to utilize the District's Employee Assistance Program (EAP) to receive free, confidential support. The EAP can be accessed by calling 1-800-236-3231 or through the EAP website at [www.Aurora.org/EAP](http://www.Aurora.org/EAP). No staff member's job security or promotion opportunities will be jeopardized by his/her request for counseling or referral assistance.

## **USE OF TOBACCO ON SCHOOL GROUNDS**

The School Board is committed to providing students, staff and visitors with a tobacco-free environment. The School Board prohibits the use of tobacco in any form including, but not limited to, cigarettes, cigars, snuff and chewing tobacco on District premises, in District vehicles,

within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to students and at all District-sponsored events. See [Policy 3215](#).

## **OUTSIDE ACTIVITIES**

Staff members must avoid situations in which personal interests, activities and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the school system, the Superintendent will evaluate the impact of such interest, activity or association on the staff member's responsibilities and determine whether a conflict exists which would require that the employee either discontinue the outside activity or recommend appropriate remedial action, up to and including potential termination of employment.

- Staff members should not give work time to an outside interest, activity or association without valid reason to be excused from assigned duties.
- Staff members will not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- Staff members will not engage in business transactions on behalf of private enterprises in which he/she may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.
- Staff members will not campaign on school property during duty hours on behalf of any political issue or candidate for local, state or national office.
- Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day.
- Staff members may not accept fees for remedial tutoring of students currently enrolled in one or more of their classes unless approved by the Superintendent.

See [Policy 3231](#).

## **STAFF GIFTS**

The School Board considers the presentation of gifts to staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor.

Based on the foregoing premise, it is the policy of the School Board that staff members may accept gifts of nominal value from students or parents.

Individual gifts from a staff member to each student are strongly discouraged. If a staff member wishes to give a gift, it is suggested he/she does so as a gift to the classroom (e.g., library books or other educational resources for the class). See [Policy 3214](#).

## **HARASSMENT**

The District is committed to providing a courteous and professional work environment free of discrimination, including but not limited to: physical, psychological and verbal harassment based on any legally protected characteristic, including but not limited to, an individual's race, color, religion, national origin, sex, age, marital status, ancestry, sexual orientation, arrest or conviction record, use or nonuse of lawful products off-duty, veteran status or disability.

Examples of conduct prohibited by the District's harassment policy include, but are not limited to, unwelcome sexual advances, requests for sexual favors or physical conduct of a sexual nature or the making of any employment decision based upon submission or rejection of sexual harassment. The District also prohibits unwelcome comments, insults, name-calling, jokes or other remarks and physical, verbal or psychological abuse, based on an individual's gender, race or other protected characteristic. This, or similar conduct, is offensive and inappropriate in the workplace. The District will not tolerate any form of harassment. Such conduct will be the basis for disciplinary action, up to and including discharge.

If an employee experiences, or is witness to, harassment or retaliation, the employee should immediately report the incident to the Human Resources department or the Superintendent. The District will immediately investigate complaints and take whatever corrective action is necessary consistent with due process procedures. The District forbids retaliation against anyone who reports harassment or who cooperates in the investigation of a harassment complaint. See [Policy 3362](#) and [Administrative Guideline 3362](#).

## **THREATENING BEHAVIOR**

The goal of the District is to provide a work environment free of threatening and intimidating behaviors.

Any staff member, who believes he/she has been the victim of a threat or intimidating behavior, or who has observed threatening/intimidating behaviors, should promptly report it to his/her building principal or supervisor. If the alleged threat was made by the employee's supervisor or principal, then the employee should promptly report the concern to the Director of Human Resources/Communications.

See [Administrative Guideline 3362a](#).

## **MEDIA CONTACT AND PUBLIC DISCUSSION**

News media contact, responses and public discussion of District business should only be made through the District's authorized spokesperson. Please direct any questions or concerns to the Director of Human Resources/Communications, at (414) 773-1062. Requests to create or submit a **press release** can be submitted directly to Shari Weinstock at [weinstsh@wauwatosak12.wi.us](mailto:weinstsh@wauwatosak12.wi.us) or (414) 773-1005.

**Tosa TIPS**, a list of upcoming events,\* is submitted every Thursday morning to the local media—newspapers & TV—to provide multiple and varied opportunities to publicize the district. The deadline to provide your information is Wednesday at 4:30 the week before the event occurs; send by email to Shari Weinstock. (\*e.g., special guests, presentations, displays, art projects; holidays, experiments, cultural, in-class plays/presentations/meals, etc.)

## **CONFIDENTIALITY**

District staff members often have access to confidential information. This confidential information may include access to information regarding students, families and other employees. Staff must always be mindful to disclose confidential information only when it is professionally appropriate to do so. In sharing information contained in student records, disclosure should only be made to fellow staff members if there is a legitimate educational interest in the information being shared. See [Policy 8330](#) and [Policy 8350](#) and [Administrative Guideline 8330](#).

## **SECTION V - SAFETY AND HEALTH**

### **SAFETY**

The District is committed to providing a safe and healthy working environment. It is the responsibility of each individual to observe safe work practices and follow safety rules at all times. The District is vitally interested in the safety and well-being of all employees; an employee should report all potential safety concerns to his/her immediate supervisor whenever such conditions are observed. Employees who have an unresolved workplace safety concern may file a grievance (See [Policy 3141](#)), within fifteen (15) working days of when the employee has the actual or reasonable knowledge of the alleged workplace safety issue.

### **IDENTIFICATION BADGES**

As part of the District's effort to ensure a safe and secure environment, all regular school district employees will be issued District identification badges (IDs). These IDs must be worn at all times while on school district premises. Employee ID badges operate as building keys. All employees are responsible for maintaining the security of his/her individual ID badge. Employees are required to report the loss or theft of an ID badge immediately to the Technology Services department, (414) 773-1054, so the badge can be deactivated.

Employees should sign in and wear a designated school ID or visitor badge when at a different school or district building. All employees should be alert to unknown individuals within the building and those who are not wearing a name or visitor badge--such persons should be directed to the office to register appropriately.

## **ACCIDENT AND INJURY REPORTING**

An employee, who has an accident, is injured or experiences a near miss (i.e., a “near miss” is any event which had the potential to cause injury and/or damage but was avoided by circumstance), must report it to the building principal immediately, regardless of the severity. An accident form must be filled out and forwarded to the Business Office. See [Policy 8442](#).

When an emergency occurs, staff members should contact 911 and notify the main office in his/her building.

## **HOUSEKEEPING**

Good housekeeping promotes not only a safe workplace, but also a positive learning environment. Employees are expected to maintain a clean and orderly workplace at all times. Good housekeeping is a sign of pride, visible to all who visit your school or office.

## **DRESS CODE**

Staff members set an example in dress and grooming for students to follow. A staff member who understands this precept and adheres to it enhances the importance of his/her task, presents an image of dignity and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

When assigned to District duty, all staff members will:

- Be physically clean, neat and well-groomed;
- Dress in a manner consistent with their assigned responsibilities;
- Dress in a manner that communicates pride in personal appearance to students ; and
- Be groomed in such a way that hairstyle or dress does not disrupt the educational process nor cause a health or safety hazard.

See [Policy 3126](#).

## **PHYSICAL EXAMINATIONS**

After receiving an offer of employment, potential employees are required to have a pre-employment physical and Tuberculosis (TB) skin test before the first day of employment. Completing a TB test is a statutory condition of employment.

# **SECTION VI - STUDENT SUPERVISION AND WELFARE**

## **INTRODUCTION**

All staff should be familiar with the School Board policies that define obligations toward creating a safe, positive and nurturing learning environment for students. This section of the handbook briefly summarizes these policies. However, on a daily basis, acting affirmatively to

build a positive school climate by actively participating in Positive Behavioral and Intervention Supports (PBIS), assisting students in meeting building level expectations for student behavior and building positive communities of support within each school and classroom is the best prevention:

*“Research indicates that creating a supportive school climate is the most important step in preventing harassment. A school can have policies and procedures, but these alone will not prevent harassment. This is the kind of good preventive work the field needs to help ensure that schools provide a safe and welcome environment for all students.”*

*Protecting Students from Harassment and Hate Crime: A Guide for Schools, U.S. DOE (1999).*

## **STUDENT SUPERVISION**

Because of the proximity to students, staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the staff member. All staff members are responsible for exercising care and supervision for students under their supervision and, to assist in general supervision of school expectations and norms for all students. The District expects all staff to help create a positive learning environment for all students by modeling positive behaviors and consistently reinforcing behavioral expectations for students. To this end, all staff must be familiar with the behavior expectations for students at his/her school.

In addition, staff members should adhere to the following guidelines:

- Each staff member will maintain a standard of care for supervision, control and protection of students commensurate with assigned duties and responsibilities.
- A staff member should not volunteer to assume responsibility for duties he/she cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- Each staff member will report immediately to the principal knowledge or suspicion of illegal tobacco, alcohol or drug use by students on school property or at a school event.
- A staff member will provide proper instruction in the safety matters presented in assigned course guides.
- Each staff member will immediately report to the principal any accident or safety hazard he/she detects.
- Each staff member will immediately report to the principal any knowledge of threats of violence by students.
- A staff member will not send students on any personal errands.
- A staff member will not associate with students, particularly those of the opposite gender, at any time, in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as

tobacco, alcohol or drugs. This provision should not be construed as precluding a staff member from associating with students in private for legitimate or proper reasons.

- If a student approaches a staff member seeking advice or asking questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis and treatment of the student's concern. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose or treat the student's problem or behavior.
- A staff member will not transport students in a private vehicle without the approval of the principal.
- A student will not be required to perform work or services that may be detrimental to his/her health.

See [Policy 3213](#).

## **ABUSE AND NEGLECT**

Each staff member employed by the District who has reasonable cause to suspect child abuse or neglect will be responsible for immediately reporting every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means. See [Policy 8462](#).

The staff member with reasonable cause or appropriate administrator, in the presence of that staff member, will immediately call the local office of the Child Welfare Department or local law enforcement agency and will secure prompt medical attention for any such injuries reported.

He/she will also notify the appropriate administrator according to the District's reporting procedure for student abuse or neglect. See [Administrative Guideline 8462](#).

## **SUICIDE PREVENTION**

All school personnel should be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be addressed with the utmost seriousness. See [Policy 5350](#). All staff should review and be familiar with the District's Administrative Guidelines regarding suicide prevention. See [Administrative Guideline 5350](#). Threats of suicide should be reported to a school social worker or other appropriate Teaching and Learning Special Education and Student Support Services staff member and the building principal. In cases of an extreme danger, the police should be contacted immediately.

## **BULLYING**

The School Board is committed to providing a safe, positive, productive and nurturing educational environment for all of its students. The School Board encourages the promotion of

positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal and psychological abuse. The School Board will not tolerate any gestures, comments, threats or actions which cause, or threaten to cause, bodily harm or personal degradation.

This policy applies to all activities in the District, including activities on school property, at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; or in transporting vehicles arranged for by District officials. This policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior, using word(s) or action(s), intended to cause fear, intimidation or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. However this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyber-bullying, intimidation, menacing, coercion, name-calling, taunting, making threats and hazing. See [Policy 5517.01](#).

Any employee who has knowledge of conduct in violation of [Policy 5517.01](#) is required to immediately report his/her concerns.

Building principals, associate principals and the Superintendent have responsibility for conducting investigations concerning claims of bullying. The investigator(s) will be a neutral party having no direct involvement in incident(s) upon which the complaint is based. See [Administrative Guideline 5517.01](#).

## **HARASSMENT**

The School Board is committed to maintaining an educational environment that is free of harassment of any form. The School Board will not tolerate any form of harassment, including retaliation for filing a complaint, and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. For purposes of this handbook, "School District community," refers to individuals subject to the control and supervision of the School Board including, but not limited to, students, teachers, staff, volunteers and School Board members.

Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

"Third party" refers to individuals outside the School District community who participate in school activities and events authorized by the School Board including, but not limited to, visiting speakers, participants on opposing athletic teams and vendors doing business with, or seeking to do business with, the District.

"Harassment" refers to behavior toward a student or group of students based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may involve student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male or female-to-female. See [Policy 5517](#).

Any teacher, administrator or other school official who has or receives notice that a student has or may have been the victim of harassment prohibited under [Policy 5517](#) is required to immediately report the alleged harassment to a Complaint Coordinator, the building principal or the Superintendent. See [Administrative Guideline 5517](#).

## SECTION VII - EMPLOYMENT POLICIES AND PRACTICES

### **ABSENCE AND TARDINESS**

Attendance will be tracked using the AESOP system or alternate method approved by the supervising administrator. When absent or requesting time off (e.g., personal or vacation days), employees must call 1-800-942-3767, enter the absence/request for time off online through [www.frontline.k12.com/aesop](http://www.frontline.k12.com/aesop) or notify their supervising administrator as directed.

If a staff member is absent for three or more consecutive days due to personal health or a family member's serious health condition, the staff member is required to request a Family Medical Leave of Absence (FMLA) via the Human Resources department. Please note that employees with foreseeable need for medical or family leave must provide thirty (30) days notice.

Good attendance and punctuality are keys to employment—absence policies must be carefully followed.

## **JOB POSTINGS**

Upon posting of a position, internal applicants (i.e., full-time employees within the same classification as the vacancy) can apply by sending a letter of interest via email, to the hiring principal and the Director of Human Resources/Communications and by completing the candidate profile standard application and Teacher Insight screener. All other interested employees should complete the entire WECAN application.

## **CELL PHONES, CAMERAS AND PAGERS**

The inappropriate use of personal communications devices, such as cellular or camera phones, is prohibited during work hours and in work areas and any personal use must not disrupt the educational environment. While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of District phones. Use of camera phones or electronic communication devices in locker rooms is strictly prohibited. In addition, the District will not be liable for the loss of personal cellular phones brought into the workplace.

Where District business needs demand immediate access to an employee, the District may provide a stipend for work-related communications.

During meetings, conference calls, presentations and other situations where audible ringing or beeping would disrupt business, phones and other electronic communication devices should be silenced.

## **ELECTRONIC COMMUNICATION AND INFORMATION SYSTEMS**

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of School Board operations. Staff members are required to utilize all District resources in a courteous and professional manner. Employees are prohibited from using District communication/electronic resources to harass or otherwise discriminate against any employee, student or other third party.

The electronic mail system, voice mail system, the Internet, computer hardware and software and any other electronic communication or information system provided by the District are the sole property of the District and subject to the open records policy, including all information transmitted by, received from or stored in these systems. E-mail and voicemail may be monitored or accessed for legitimate business purposes without prior notice to protect confidential information, prevent theft or abuse of the system or monitor workflow and productivity. Employees should have no expectation of privacy when using any of these systems. Employees must understand and abide by the [\\*Technology Resources Acceptable Use Guidelines](#).

In addition, staff using social media for any educational, school-sponsored activity (e.g., extracurricular club or sport) or class must comply with the [\\*Staff Guidelines for the Use of Social Networking](#). The District has created specific guidelines to answer many of the most

common questions, including the use of Twitter and Facebook. Staff members wishing to use these platforms must read and abide by [\\*Use of Facebook to Promote School Events](#) or [\\*Use of Twitter to Disseminate Educational Information](#).

These guidelines have been prepared for staff members using social networking platforms as a resource for their job duties. However, staff members must also be cognizant that personal use of social media can have a direct impact on the work environment. All staff members should act consciously to preserve personal professional reputations online to avoid any such negative impact. The guidelines also provide helpful suggestions to ensure that personal use of social media platforms does not negatively impact the workplace.

User passwords are issued for security reasons and should be kept confidential. Passwords should not be shared with other individuals nor should users access other individuals' e-mail without their expressed consent.

All staff members are encouraged to become familiar with the District's Intranet site, which contains a wealth of useful information and electronic forms.

Temporary, seasonal or substitute employees, who are not issued a school district e-mail account, must have a current e-mail address on file with the Human Resources department.

All employees are subject to the District's [Technology Resources Acceptable Use Guidelines](#), and must adhere to all its rules and policies. Failure to comply with this policy may result in discipline, up to and including discharge.

*\*Located on the District's Intranet website.*

## **PARKING**

Parking facilities are maintained for employee use. All staff members are expected to observe parking regulations and posted speed limits. The District is not liable for any damages incurred to an employee's vehicle or its contents while using the parking lot.

## **DISTRICT VISITORS**

District sites frequently receive visitors from the community. The District expects all employees to extend courteous and friendly treatment to all visitors. The impression visitors receive from employees, and from the condition and appearance of the schools and office buildings, can have an important influence on how visitors feel toward the District and its services. However, to ensure the security and safety of the District's school and office buildings, all staff members must assist in ensuring that visitors comply with building level visitor procedures.

Greeting visitors in a welcoming manner, being courteous and being aware of visitors, helps

maintain the positive reputation of the District and a secure workplace. At each site, visitors who appear out of place should be reported to the main office immediately.

## **PROPERTY DAMAGE**

Employees found to have willingly damaged District property or the property of any other employee or individual, may be subject to disciplinary action, up to and including termination. In some cases, an employee will be prosecuted in court.

## **RETURN OF DISTRICT PROPERTY**

When requested by the District or upon termination of employment, employees must return any and all District property including, but not limited to, keys, laptops, computer programs, files, reports, books or any other District-related documentation. Failure to return District property may result in discipline, up to and including, termination and legal action.

## **SOLICITATIONS AND DISTRIBUTIONS**

There will be no distribution of any literature in working areas at any time by any employee. In addition, there will be no solicitation during the actual working time of the employee soliciting or the actual working time of the employee being solicited. There can be no distribution of literature or solicitations on District premises by non-employees at any time, unless specifically authorized by the administrator in accordance with School Board policy.

## **WEAPONS**

Except as provided in [Policy 3217](#), staff members are prohibited from possessing, storing, making or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned or contracted for by the District, a school-sponsored event or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended or represented to be used, 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, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition and explosives.

The Superintendent will refer a staff member in violation of this policy to law enforcement officials. The staff member will also be subject to disciplinary action, up to and including termination.

Any staff member who has reason to believe that a person has or will violate this policy is required to report to the school principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including

termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

## **SECTION VIII - HOURS OF WORK AND PAY**

### **PROFESSIONAL STAFF WORK DAY**

Education and teaching is a professional occupation. The professional staff member is expected to be with students for their supervision and instruction and to be present at those times needed to carry out professional responsibilities. The schedule of the student day will be developed by the District. Educational and other professional requirements may make it necessary for occasional changes in normal starting and ending times. Alternate work schedules, to better serve the needs of students, may be developed between the District and individual staff members.

Generally, professional staff must be present during the student school day and during any assigned duties. Teachers will be expected to assume responsibility for a reasonable amount of work on curriculum projects, attendance and participation in faculty and departmental meetings, supervision of students, parent/teacher conferences, open house and other similar duties. From time to time, meetings may occur outside of a professional staff member's normal work hours. Teachers should generally be available either before or after school to meet with parents or students. A professional workday is presumed to be an eight-hour work day exclusive of a 30-minute duty-free lunch period.

### **PROFESSIONAL STAFF PREPARATION AND COLLABORATION TIME**

The District understands that preparation time for professional staff is integral for successful instruction. Time during the work day when staff members do not have assigned teaching or other responsibilities, teachers should prepare for classes. Such preparation time may be used to assist students individually or in small groups, meet with colleagues or administrators, prepare lessons, grade papers, meet with parents or complete other professionally appropriate tasks.

In addition, the District specifically reserves time on Wednesday afternoons to allow for professional collaboration. This collaboration time is essential to promoting learning for all students.

### **LUNCH PERIOD**

All full-time staff members will have a minimum 30-minute, duty-free, unpaid lunch period. Professional staff members assigned to a lunch duty and who, as a result, do not receive a 30-minute duty-free lunch, will be compensated for lunchroom supervision.

Lunch periods for hourly staff are unpaid. If, for any reason, non-exempt staff members are unable to take their regularly scheduled lunch period, this must be noted on a time sheet and approved by the employee's supervisor.

## **STANDARD HOURS OR FTE**

Employees will be assigned standard hours or a full-time equivalent (FTE) allocation, which represent the number of hours or percentage of full-time employment a staff member is normally scheduled to work per week. The FTE equivalent is used in various benefit programs to determine eligibility and amount of benefit.

## **WORK WEEK**

The District's normal work week is Saturday to Friday. Employees generally work a five-day schedule, Monday through Friday, depending on position and District needs.

## **OVERTIME**

At times it may be necessary for an employee to work overtime. Hourly, non-exempt employees will be paid in compliance with the Fair Labor Standards Act, state law and in accordance with the overtime requirements for the employee's classification as specified in [Policy 6700](#). *Non-exempt employees are expected to not work before, beyond or outside of their established working hours and are not to work overtime without prior authorization from their supervisor.* Overtime is paid to non-exempt employees for all hours worked in excess of forty (40) hours in a work week at a rate of 1.5 times the employee's regular hourly rate of pay. Non-exempt administrative assistants and Buildings and Grounds employees qualify for overtime for hours worked in excess of forty (40) hours per week, if required to do so by their supervisor. Employees in the Professional classification, or other exempt classifications, do not qualify for overtime payments.

## **COMPENSATORY TIME**

Compensatory or "comp" time is paid time off from work in lieu of overtime payments. Comp time is only available to hourly, non-exempt employees (i.e., classified employees). Comp time can be banked not to exceed 40 hours per year for custodial, maintenance, administrative assistants and non-exempt technology service employees. All compensatory time must be used within a fiscal year (i.e., by June 30). Employees must track and indicate comp time on time sheets submitted to payroll. Comp time must be scheduled to be taken at a mutually agreeable time in advance with the employee's administrator.

## **FLEX TIME**

Flex time is a schedule by which certain employees may work an alternate work schedule within specific limits dictated by the need of the job and is subject to administrator approval to ensure District needs will not be adversely affected.

For employees paid on an hourly basis, flex time schedules must be properly indicated on the employee's timesheet. For all non-exempt (i.e., hourly) employees, all flex time must be taken within the same work week.

For professional or exempt employees, any flexible work schedule must be authorized by the supervising administrator. The administrator is responsible for monitoring the use of flexible work schedules by employees to ensure that any flexible work schedule is not abused by an employee.

## **PAYDAY**

Employees are paid on a bi-weekly basis. The District electronically deposits paychecks into individual checking or savings account on each biweekly payroll date. As a condition of employment, the District requires all employees to sign up for direct deposit. If an employee does not bank and needs to establish an account solely for the purpose of receiving wages, he/she may contact the Human Resources Department.

## **PAYROLL DEDUCTIONS**

Employees may authorize payroll deductions from personal paychecks. Examples of types of payroll deductions include insurance premiums, flexible spending, deferred compensation, authorized savings accounts, court-ordered wage assignments, EFW contributions, etc. In addition, the District may be required by law to garnish wages without the permission of an employee.

## **TWELVE-MONTH PAYMENTS FOR TEN-MONTH EMPLOYEES**

School year employees paid on a salaried basis will receive their salary in twenty-six (26) bi-weekly payments.

## **SALARY DEDUCTIONS**

The District is required to pay employees at least the minimum federal or state minimum wage for all hours worked and overtime pay (time and one-half) for all hours worked in excess of 40 hours in a work week. However, professional, administrative and certain non-represented employees working in positions that meet specific tests established by FLSA and applicable state laws are exempt from overtime pay requirements. These exempt employees are paid on a salary basis, the amount of which does not vary based on the quality or quantity of the work actually performed. Subject to certain exceptions, an exempt employee must receive a full salary for any work week in which the employee performs any work. Deductions for both exempt and non-exempt employees will only be made as authorized by the employee or as allowed under federal or state wage and hour laws.

The District is committed to making only those salary deductions which are proper under federal and state law and otherwise complying with all of the requirements of the law. If an employee is subject to a payroll deduction that appears improper, the employee should contact the Payroll department, (414) 773-1070.

## SECTION IX - EMPLOYEE BENEFITS

### ELIGIBILITY

All employee groups, regular full-time and part-time, with the exception of seasonal employees, are eligible to participate in the benefits programs. However, benefit levels and specific entitlements may vary by employee group. Specific School Board policies summarize the benefit entitlements for different employee groups.

- Administrator Benefits (See [Policy 3422](#))
- Professional Employee Benefits (See [Policy 3422a](#))
- Educational Assistant Benefits (See [Policy 3422b](#))
- Covered Administrative Assistants Benefits (See [Policy 3422c](#))
- Covered Buildings and Grounds Employees Benefits (See [Policy 3422d](#))
- Select Exempt Employees and Support Staff (See [Policy 3422e](#))

The following parts of this section summarize basic information about the District's various employee benefits.

### SICK DAYS

Eligible employees are provided with sick days based on position and pro-rated for part-time employees. Sick days are provided as a benefit to assist employees who may be ill and unable to attend work. In general, employee sick leave accumulates from year-to-year as a benefit to employees. Employees should consult the applicable benefits policy (see "Eligibility" above) to determine the number of days and any roll-over accumulation limits.

In general, sick leave may also be used to care for the spouse, domestic partner, child or parent of an employee.

In accordance with [Policy 3430.01](#) – Family and Medical Leave of Absence (FMLA), an employee absent for three (3) or more days must provide medical certification from his/her personal physician stating both the nature of the illness and that the employee is cleared to return to work. Medical excuses can be faxed to the Human Resources department at (414) 773-1029.

Sick leave is not to be used as personal leave or for any other use than its intended purpose. If an administrator reasonably believes that an employee is abusing sick leave, an employee may be requested to present a doctor's excuse for the absence to the Human Resources department. The administrator will consult with the Human Resources department before requiring a medical excuse from an employee. All medical excuses, documentation or information must be sent to the Human Resources department and will be filed in a separate medical file.

## **PERSONAL DAYS**

Personal days are provided to allow staff to transact personal business that cannot be scheduled outside of working days or hours. The personal day benefit does not apply to all employee groups. Employees should refer to the applicable School Board policy regarding entitlement to personal days and any guidelines for using personal days.

Requests for personal days must be submitted through the AESOP system, at [www.frontline.k12.com/aesop](http://www.frontline.k12.com/aesop) or 1-800-942-3767, as detailed in Section VII—Employment Policies and Practices, Absence and Tardiness.

## **BEREAVEMENT LEAVE**

In general, employees are eligible to use up to five (5) days to attend the funeral of father, mother, brother, sister, wife, husband, child, son-in-law or daughter-in-law of the employee, spouse or domestic partner. In addition, one (1) day per year will be allowed for other relatives not listed above. Days taken as funeral leave are charged to sick leave. All non-administrative employees must utilize the AESOP system to appropriately designate the need for funeral leave. In the case of funerals that are not covered under this policy, employees should contact the Human Resources department for assistance. Employees should consult their individual benefit policy to confirm details of the funeral leave policy.

## **TIME OFF**

Most of the positions in the District are determined to run as school-year or calendar-year. The District believes that employees should have opportunities to enjoy time away from work and recognizes employees have diverse needs for same. Therefore, certain District employees have access to vacation, personal and/or sick days for these purposes. Employees are accountable and responsible for managing time off to allow for adequate reserves if there is a need to cover a vacation, funeral, illness or disability, appointment, emergency or other need that requires time off from work. All employees are responsible for accounting for time off accurately on timesheets or within the AESOP system, as may be appropriate.

## **JURY DUTY**

Employees called to serve on jury duty may be eligible for differential pay for jury duty in order to be paid the regular salary for each scheduled work day of absence spent in jury service. Employees must submit a copy of the court certification indicating the number of days served, and the amount paid for such service, to the Payroll department.

## **HEALTH AND WELFARE**

Most employees qualify for benefits effective the first day of work. Benefits are pro-rated for employees who work less than full-time. New employees have a 30-day window from the date of hire to enroll in benefits. Employees can make changes to insurance coverage during the open enrollment period, or for a “qualifying event.” Contribution rates vary. Please contact the Human Resources department at (414) 773-1040, with any questions.

The District provides qualifying employees with the option of choosing a medical, dental and short- and/or long-term disability plan to best fit varied family situations. Contact the Human Resources department for details concerning coverage and/or qualification requirements.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

All District employees and family members residing in an employee's household have access to the District-sponsored EAP program. This is a free benefit. The EAP offers telephone or in-person consultation to assist employees with solving concerns. For more information, contact the Human Resources department at (414) 773-1040. The EAP can be accessed by calling 1-800-236-3231 or via the EAP website at [www.Aurora.org/eap](http://www.Aurora.org/eap).

### **PATIENT CARE**

The District also provides free advocacy service to assist employees in solving all insurance questions or concerns. This service is completely confidential. Employees are automatically enrolled upon employment. Employees may contact Patient Care at 1-866-253-2273 with any benefits questions.

### **LIMITED PURPOSE FLEXIBLE SPENDING ACCOUNT (LP-FSA)**

The limited purpose flexible spending account (LP-FSA) option allows employees to put aside pre-tax dollars in a savings account to use for unreimbursed vision, dental and preventative prescription drug co-pays. In addition, employees may set aside money, pre-tax, through the LP-FSA to use for dependent/child care expenses. Participants may access all funds determined by their annual HSA contributions as soon as the plan year begins. This program is currently offered through Benefits Concepts, via a convenient Benny® Prepaid Benefits Card option that simplifies the reimbursement process by allowing plan participants to use a debit card instead of cash to pay for eligible health care expenses. LP-FSA contributions are made on an annual basis and unused funds do not roll over from year-to-year.

### **HEALTH SAVINGS ACCOUNT (HSA)**

The District's health plan is currently a qualified high deductible health plan (HDHP). Employees who participate in the District's health plan (or who are covered by another plan sponsor's HDHP), are eligible to open a Health Savings Account (HSA) with BMO Financial Group through the District. An HSA allows employees to put aside pre-tax dollars to use for qualified medical, dental and vision expenses. Employee contributions to this account can be made on a pre-tax basis and contribution amounts can be changed on a quarterly basis. The HSA is an employee-owned savings account and all unused funds roll over from year to year.

### **LIFE INSURANCE**

Full-time employees are provided with term life insurance coverage under a group plan. This benefit is payable to the employee's beneficiary in the event of the employee's death. Generally, the amount provided, at no direct cost to an employee, is equal to one year's base pay rounded to the nearest \$1000. For specific details regarding life insurance benefits, refer to

the applicable School Board policy. Employees may purchase additional term life insurance coverage, however, restrictions may apply; contact the Human Resources department for details at (414) 773-1040.

### **LONG-TERM DISABILITY**

Full-time employees who become incapacitated and are unable to report to work due to a non-occupational illness or injury, may be eligible for Long-Term Disability (LTD) benefits. This is a benefit offered to employees at no additional cost. However, there is a 90-day waiting period. Therefore, employees may enroll in optional Short-Term Disability (STD) benefits to use during this waiting period. Employees may also use other paid time off available during this elimination period.

During a disability period, the employee remains responsible for periodically reporting disability updates to the Human Resources department and the respective building administrator. Employees must submit a doctor's return to work/fitness for duty certification prior to returning to work.

### **RETIREMENT**

The District pays the employer's share of the Wisconsin Retirement System (WRS) contributions for eligible employees. The contribution percent is adjusted periodically by the WRS; check the WRS website for the current rate. Eligible employees are required to make an equal contribution, pre-tax, towards his/her pension.

In addition to the contributions to the WRS pension plan, the District offers additional deferred compensation options to assist employees in saving for retirement, including a voluntary 403(b) plan and a 457 Deferred Compensation Plan. Employees may defer a percentage of pre-tax earnings through these plans.

### **LIABILITY INSURANCE**

The District provides liability insurance for employees for incidents arising in performance of their duties that are within the scope of their employment in accordance with Sections 893.35 and 895.46, *Wisconsin Statutes*, as amended. Coverage is afforded in accordance with the statute and the District's insurance policy. Employees are required to promptly report any formal claims or legal service to their supervisor and the Superintendent. ([See Policy 8710](#))

### **DISCLAIMER**

*Section IX-Employee Benefits is a brief summary of the benefits which may be available to eligible employees. It is not intended to, nor does it, set forth in detail the terms, conditions and/or limitations of the benefit plans. Refer to the appropriate Summary Plan Document (SPD) for more detail.*

*Plan Documents control the operation of these benefit plans, and any conflict between the terms, conditions and/or limitations set forth in this brief summary, the Summary Plan Descriptions or the Plan Documents will be governed by the Plan Documents. The Plan Administrator, as identified in the plans, or in the absence of such a designation in the District, is vested under the plans with authority to make all determinations relative to the plans with such determinations being final and binding and subject to review under an “arbitrary and capricious” standard.*

*Employees do not accrue a right to receive a benefit under a policy or plan of the District unless and until the terms and conditions of the policy or plan, as may be amended from time to time, are satisfied. The benefits payable under any policy or plan are discretionary by the District and are subject to grant, restriction, elimination or recoupment at any time by the District, as it sees fit. Further, the benefits under any policy or plan are contingent upon a showing by an employee, which is acceptable to the District as determined in its sole discretion, that the preconditions for the accrual of the benefit are satisfied. The benefit offerings by the District are not accrued.*

## SECTION X - LEAVES OF ABSENCE

### **FAMILY AND MEDICAL LEAVES OF ABSENCE (FMLA)**

In accordance with Federal and State law, the School Board will provide family and medical leave to staff members. The School Board's FMLA policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 and the Wisconsin Family and Medical Leave Act (WFMLA). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern. Family and medical leave taken under this policy may be covered by federal law, state law or both. When leave taken by a staff member under this policy is governed by both federal and state law, the more generous provision will control. However, when leaves are governed by state or federal law, but not both, the applicable law will control under this policy. In this regard, certain leaves may be covered by both state and federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the School Board's other policies will run concurrently (i.e., at the same time). Non-administrative employees are required to notify the Human Resources department using the AESOP system, at [www.frontline.k12.com/aesop](http://www.frontline.k12.com/aesop) or 1-800-942-3767, when a foreseeable need for FMLA arises. Employees should adhere to the guidelines:

- Complete an AESOP absence request and choose the absence reason, “FMLA,” (non-administrative employees) or contact the Human Resources department at least **30 days** in advance of a foreseeable leave of absence. Failure to provide advance notice may lead to the denial or delay of your leave request.

- If the absence is not foreseeable, non-administrative employees must log the absence in AESOP as may be appropriate (e.g., sick leave personal or sick leave family), and then contact the Human Resources department as soon as the leave is required to take effect, or in the event of an emergency, the date of return from leave. The Human Resources Department will work with an employee to ensure all required paperwork is completed and the leave is properly designated as FMLA leave, as may be appropriate.
- Human Resources will determine eligibility and provide any required forms.
- In order for a leave to qualify as FMLA it must meet at least one of the following criteria:
  - The birth of a child, or placement of a child with an employee for adoption or foster care;
  - Serious health condition of an employee;
  - Care for the employee's spouse, domestic partner, child or parent due to his/her serious health condition; and/or
  - A qualifying exigency resulting from active military service by the employee's spouse, domestic partner, son, daughter or parent; or to care for a service member who is the employee's spouse, domestic partner, son, daughter or parent.
- A serious health condition may include any illness, injury, impairment or physical or mental condition that involves any one of the following:
  - Inpatient care (i.e., overnight stay) in a hospital or other care facility; or
  - A period of incapacity of more than three (3) consecutive calendar days which also involves treatment two (2) or more times by a health care provider or treatment at least one (1) time which results in a regimen of continuing treatment under the supervision of the health care provider.
- For complete details regarding the District FMLA policies, employees should refer to [Policy 3430.01](#) and [Administrative Guidelines 3430.01a](#).

## **OTHER LEAVES OF ABSENCE**

For information regarding other leaves of absence, employees should contact the Manager of Human Resources at (414) 773-1046.

### **Childrearing Leaves of Absence**

In addition to any available leave under federal or state FMLA laws, full-time employees who have been employed for a minimum of three (3) consecutive years prior to the request, may request an unpaid leave immediately following birth or placement of a child for adoption or foster care.

Applications must be submitted in writing to the Director of Human Resources/ Communications at least three (3) months prior to the beginning of leave and must identify length of leave requested. No such leave will be granted more frequently than once every three (3) years or exceed one (1) calendar year. No extension will be granted unless there are highly

unusual circumstances based on recommendation of the Superintendent and discretion of the School Board. If granted, this leave will run concurrent with FMLA leave under state and federal law.

### **Authorized Leave of Absence**

After five (5) years of full-time service, employees may be eligible to take one (1) year unpaid leave of absence subject to discretion of the School Board and recommendation of the Superintendent. The application will be due by February 1 in the school year prior to the school year of the requested leave. The employee on leave must request reinstatement by February 1 of the school year prior to the school year of such reinstatement. The leave is limited to one (1) year in duration except as approved by the School Board for one (1) additional year. The School Board has the right to make exceptions. Employees on leave may continue authorized insurance coverage (e.g., health, dental, LTD, life) at the employee's own expense. An employee returning from a leave of absence will retain fringe benefits, accrued sick leave and salary in effect prior to the leave, except that no length of service credit will be earned while on leave.

### **Other Leaves of Absence**

All requests for unpaid leaves of absence by staff members will be presented to the School Board for approval, as may be required by School Board policy. Any staff member granted a leave of absence by the School Board will be considered to have terminated all work with the District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served. See [Policy 3430.01b](#).

*Revised: April 2016*