



SUPPORT STAFF EMPLOYMENT HANDBOOK

Solon Springs School District
2018 - 2019

Approved by School Board
August 27, 2018

Solon Springs Vision:

"We are an inviting, caring, family environment that challenges students to meet the highest expectations with pride and honor, while partnering with our communities to engage ourselves in the learning process."

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I. INTRODUCTION

INTRODUCTORY STATEMENT

This Support Staff Handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of the School District of Solon Springs. It has been prepared to acquaint all support staff members with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each support staff member's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines.

DISCLAIMER STATEMENT

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

Status-quo is no longer an option in terms of many terms and conditions of employment.

This Support Staff Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's employees are employed, "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the support staff member. The District's support staff members employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract and consistent with Board Policy.

Furthermore, any support staff member who violates any of the terms and conditions of employment set forth in this Support Staff Handbook may be subject to disciplinary action in accordance with Policy 4139 – Staff Discipline.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Support Staff Handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to support staff members, whether verbal or written.

MISSION STATEMENT

We will partner with the community to provide a safe, diverse and progressive learning environment.

CHAIN OF COMMAND – ORGANIZATIONAL CHART

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

Policy 4112 – Board-Staff Communications

THE ROLE OF MANAGEMENT

General Guidelines:

The role of management includes, but is not limited to, the right to:

- A. Manage and direct support staff members;
- B. Hire, promote, schedule, transfer and assign support staff members;
- C. Lay off and recall support staff members;
- D. Discharge employees or take disciplinary action;
- E. Schedule overtime as required;
- F. Develop job descriptions;
- G. Assign work duties;
- H. Introduce new or improved methods or facilities or change existing methods or facilities;
- I. Contract out for goods and services;
- J. Discontinue certain operations; and
- K. Direct all operations of the District.

II. EMPLOYMENT

ANNUAL NONDISCRIMINATION NOTICE

July 2018

The Solon Springs District is committed to equal educational opportunity for all students in the District. It is the policy of Solon Springs Schools, pursuant to s. 118.13, Wis. Stats., and PI 9, that no person may be denied admission to any District school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Further, it is the policy of the School Board to conform to all applicable legal requirements relating to nondiscrimination in employment on the basis of age, race, color, sex, creed, national origin, religion, disability, marital status, sexual orientation, arrest or conviction record (unless there is a substantial relationship between the crime and the job), military or veteran status or any other such factor as may be specified in any law applicable to the District. This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination, and all other privileges, terms, and conditions of employment.

The District will provide reasonable accommodations for the students and employees with disabilities, as required by law. This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), Title II of the Americans With Disabilities Act (disability), and Section 504 of the Rehabilitation Act of 1973 (handicap).

The District will comply with the Boy Scouts of America Equal Access Act and will not discriminate against community groups listed in Title 36 of the United States Code as a patriotic society desiring to use school facilities. It shall be the responsibility of the Superintendent of Schools or his/her designee to examine existing policies and develop new policies where needed to ensure that Solon Springs schools do not discriminate pursuant to federal and state law. The following employees are designated to receive complaints filed under s. 118.13, Wis. Stats., PI 9, Wis. Admin. Code, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments, Title II of the Americans With Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. These employees shall assure that an evaluation of the district's compliance with s. 118.13, Wis. Stats., is completed every five years under PI 9, Wis. Admin. Code and submit Form PI-1197 to the Department of Public Instruction annually.

Questions regarding nondiscrimination and the School District's related policies can be directed to the District's Coordinator: Frank Helquist (Superintendent) – 8993 E Baldwin Avenue, Solon Springs, WI 54873, via phone (715-373-2263) or via email (fhelquist@solonk12.net)

Concerns and complaints regarding District compliance can be directed to one of the School District's Compliance Officers in accordance with the District's complaint procedures:

Mr. Dale Rajala – Teacher
Email: drajala@solonk12.net
or
Ms. Geraldine Muller - Principal
Email: gmuller@solonk12.net

Solon Springs School District
8993 E Baldwin Ave.
Solon Springs, WI 54878
Tel: 715-378-2263

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of support staff on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), 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, or any other characteristic protected by law in its employment practices.

The District Administrator shall appoint and publicize the name of the compliance officer whose responsibility it will be to require that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall provide proper notice of nondiscrimination for Title II, Title VI, Title VII, Title IX, Section 504, Genetic Information Nondiscrimination Act (GINA), and the Age Act (ADEA) to students, their parents, staff members, and the general public.

Questions concerning this policy can be directed to the District's Compliance Officer (Solon Springs School Superintendent). Contact information is located on the District's website.

Complaint Procedure:

Any complaint regarding the interpretation or application of this policy shall be processed in accordance with the following complaint procedures:

1. Any person, complaining of discrimination on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), 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, or any other characteristic protected by law in its employment practices shall report the complaint in writing to one of the District's Compliance Officers as listed on the District's website. Individuals with questions may inquire of the Superintendent at 715-378-2263, or via the District's website.

The District encourages individuals to discuss informally with the District Compliance Officer or one of the Compliance Officers, in an attempt to resolve any concerns. Individuals are not required to discuss concerns informally, but it is believed that some issues can be more quickly resolved through informal discussion(s).

2. The Compliance Officer, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The Compliance Officer will review with the building principal, immediate supervisor and/or Superintendent, the facts comprising the alleged discrimination. With direct involvement of the District Administrator, the Compliance Officer shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.
3. If the complainant is dissatisfied with the decision, he/she may appeal the decision in writing to the School Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing after the hearing. A copy of the written decision shall be mailed or delivered to the complainant. The complainant shall be notified of the right to appeal a negative determination by the Board to the U.S. Office of Civil Rights as authorized by federal law.

MAINTENANCE OF COMPLAINT RECORDS:

Records of all student discrimination complaints shall be kept for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the complainant and his/her title or status.
 2. The date the complaint was filed.
 3. The specific allegation made and any corrective action requested by the complainant.
 4. The name(s) of the respondents.
 5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
 6. A summary of facts and evidence presented by each party involved.
 7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.
- Copies of these complaint procedures shall be included in staff and student handbooks.

Policy 4122

111.31 et seq., 118.195, 118.20, Wis. Stats.
20 U.S.C. 1681 et seq., Title IX
29 U.S.C. 701 et seq., Rehabilitation Act of 1973
42 U.S.C. 12112, Americans with Disabilities Act of 1990
42 U.S.C. 2000e et seq., Civil Rights Act of 1964
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act (GINA)
29 C.F.R. Part 1635

EMPLOYEE ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District of Solon Springs community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our support staff members.

For purposes of anti-harassment, "School District community" means individuals subject to the control and

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

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The District Administrator has prepared written administrative guidelines for support staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines.

For more information employees shall refer to:

Policy 4362 - Employee Anti-Harassment

Policy 4362.01 - Threatening Behavior Toward Staff Members

JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for support staff member accountability that each support staff member is fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for support staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, support staff members shall refer to Policy 4120.01 – Job Descriptions. Further, if a copy of a job description is required or desired, the support staff member shall ask their immediate supervisor or go to the District office and request a duplicate copy.

HIRING OF RELATIVES (NEPOTISM)

The District has established clear rules regarding the employment of relatives (nepotism) that can be found in:
Policy 4120 - Employment of Staff

CONFLICT OF INTEREST

Support staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, support staff members are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

Policy 1130 - Conflict of Interest – Private Practice

Policy 4210 - Support Staff Ethics

OUTSIDE ACTIVITIES OF STAFF

It is imperative that staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a staff member is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the support staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, support staff members should review the following:

Policy 4231 - Outside Activities of Staff

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its staff members concerning work methods and operations. Support staff members should follow the chain-of-command when offering a suggestion or comment.

Support staff members should refer to the detailed procedure regarding communication set forth in

Policy 4112 - Board-Staff Communication

POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within the building and at all school sponsored activities.

STAFF USE OF PERSONAL COMMUNICATION DEVICES

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

Policy 7530.02 - Staff Use of Personal Communication Devices

III. EMPLOYMENT STATUS AND RECORDS

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of all staff members and grant access to inspect or review those records in accordance with Policy 8320 – Personnel Records and State law.

PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in a staff member's personnel record, the staff member will follow the process established in Policy 8320 – Personnel Records to have a correction made to the information in question.

PERFORMANCE EVALUATION

The District Administrator has established and will implement a program for support staff member evaluation. This program shall focus upon the early identification of specific areas in which the staff member needs help so that appropriate assistance may be provided or arranged for. New staff members will be evaluated at least twice a year. All other support staff members will be evaluated at least once every three years.

The evaluations shall be consistent with the following:

- A. Applicable State statutes
- B. Policy 4220 - Staff Evaluation
- C. AG 4220A - Evaluation of Staff

STUDENT SUPERVISION AND WELFARE

The Board requires each support staff member to maintain a standard of care for supervision, control and protection of students commensurate with the support staff member's assigned duties and responsibilities. Please keep in mind that any injury no matter how slight must be reported. Support staff members should refer to Policy 4213 - Student Supervision and Welfare

ASSIGNMENT AND TRANSFERS

The District Administrator is responsible for the proper assignment of all staff members in conformance with any legal requirements or certification requirements.

STAFF DISCIPLINE

Support staff member discipline and required investigations regarding potential wrongdoings of a support staff member shall be consistent with the terms established in Policy 4139 – Staff Discipline. Background checks may be conducted at the discretion of administration.

REDUCTION IN STAFF

The District reserves the right to eliminate and/or reduce the support staff positions, in whole or in part, and to retain those support staff members who are most qualified to perform the available work, regardless of their previous length of employment. The needs of the Employer shall be the prime consideration used in the Employer's determination of which staff members shall be laid off. The rehiring of employees that have been laid off, shall be determined by the Employer based on its need for the most qualified person to perform the available work. Such staff reductions will be made in accordance with Policy 4131

TERMINATION AND RESIGNATION

Individual support staff members may be terminated or non-renewed upon a majority vote of the full membership of the Board of Education. Support staff members may be terminated or non-renewed for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law.

In the event administration intends to recommend the non-renewal of a support staff member, he or she shall comply with applicable non-renewal procedures. No support staff member may be terminated or non-renewed solely on the basis of the results of mandatory student examinations.

Any decision to terminate or non-renew a support staff member's employment shall be subject to review consistent with the grievance procedure in Policy 4340.

A resignation by a support staff member, once submitted and accepted by administration, is final and may not be rescinded without approval by the Board. Administration may act for the Board in the acceptance of a resignation.

Also refer to Policy 4140 – Termination, Non-Renewal and Resignation

IV. SUPPORT STAFF MEMBER PAY AND BENEFITS

PAYROLL & DEDUCTIONS FROM PAYROLL

Pay Periods: Support staff members will receive a paper check unless a request is made to have their paychecks directly deposited to the financial institution of their choice. Paychecks are normally deposited by direct deposit every other Friday beginning August 31, 2018. All professional staff members shall be allowed to choose between 20 or 26 pay periods per year. That election must be in writing and received by the District by August 17, 2018. If a support staff member fails to submit a written election, then the professional staff member shall be paid over 26 pay periods. Some years it may be necessary to spread the pay periods over 27 pay periods rather than 26.

Personal Data Changes: Please notify the finance manager and/or administrative secretary if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

Deductions: It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with administration that can assist you in understanding the information that is required in order to investigate the matter.

The Employer is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed and the Employer will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

BENEFITS

HEALTH INSURANCE & COBRA

Coverage: Levels of benefits provided and support staff member participation is determined by the School District of Solon Springs and applicable state and federal regulations.

INSURANCE

The employees agree to pay 12.6% of the district health insurance coverage during the school year. Part time employees will also pay their pro-rated amount for health insurance. However, in all cases the level of benefits will be maintained or improved during the term of this agreement and notice of any change shall be provided to the employees in advance of such change. If there are proposed changes to the health insurance plan, representatives from the Support Staff Union shall be included in such discussions.

All support staff members may participate in a group health and dental insurance program provided they are otherwise deemed eligible. Part time support staff will have their actual hours worked over four years and provided based on the number of hours worked by a full time school year employee. For health and dental. If an employee's actual work hours averaged over four years exceeds the annual number of hours generated by a regular four hour schedule, the District's payments for Family Health and Dental Insurance will be prorated based on the number of hours worked by a full time school year employee.

The District retains the right to choose the insurance carrier and modify the plan design at any time.

The District offers a Health Savings Account (HSA) which will be front loaded with \$1000 per a single plan and \$2000 per a family plan for 2018-2019 for those employees that qualify.

Insurance Continuation: Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”) and subsequent amendments to the Act, support staff members covered under an employer’s group health care plan are eligible for continuation of health care coverage under the group plan upon the staff member’s termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the staff member’s spouse and covered dependents to elect continuation coverage upon the staff member’s death, divorce or legal separation, a staff member’s entitlement to Medicare, a dependent’s loss of dependent status under family coverage, or the employer’s filing of a bankruptcy proceeding.

All staff members, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the staff member begins. If a qualifying event occurs which entitles the staff member and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant’s expense.

Section 125 Plan:

The District will provide staff members that qualify a Section 125 Plan. The vendor will be selected by the District. The Section 125 Plan will include staff member options to pay his/her (a) share of health, vision, and dental premiums, (b) share of health, vision, dental and drug deductibles, (c) costs for health, vision, and dental expenses not covered by the District’s health and dental insurance programs such as eyeglasses, contact lenses, etc.

The District will not deduct federal income tax, state income tax or F.I.C.A. from support staff member’s contributions to the Section 125 plan.

OTHER INSURANCES

Dental Insurance: All support staff members may participate in a group dental insurance program provided they are otherwise eligible. Part time employees will be required to pay the pro-rated portion of their dental insurance if they elect to participate.

Life Insurance: All support staff members may purchase additional term life insurance. The district will provide life insurance in 2018-2019 to be paid to the nearest \$1000 increment over salary. The District reserves the sole authority to determine the insurance carrier.

Vision Insurance: All support staff members may participate in a Vision Insurance program provided they are otherwise eligible. For those staff members electing this coverage, the full premium cost will be deducted from their pay on an 18 or 24 pay period basis.

Long Term Disability Insurance Plan:

All support staff members that qualify shall receive a long term disability insurance plan with the District paying the full premium. The LTD insurance plan will have a sixty-day waiting provision and a 90 percent payment of salary provision. The District retains the right to choose the carrier and modify the plan design at any time. Any staff member absent for sixty days will be taken off school sick leave as soon as they qualify for long term disability payments.

Tax Sheltered Annuities:

Support staff members shall be allowed to contribute to tax sheltered annuities. Initial elections to contribute to tax sheltered annuities, and any changes thereto, shall be allowed one per quarter during each contract year. Tax sheltered annuity payroll deductions will be paid to the annuity companies.

VACATION

- A. The vacation benefit applies only to employees working a twelve (12) month period.
 - 1. After one (1) year of service, one (1) week of vacation with pay.
 - 2. After three (3) years of service, two (2) weeks of vacation with pay.
 - 3. After seven (7) years of service, twelve (12) days of vacation with pay.
 - 4. After nine (9) years of service, three (3) weeks (15 days) of vacation with pay.
 - 5. After fifteen (15) years of service, four weeks (20) days of vacation with pay.
- B. Vacation for year around (12 month) employees will be earned on **July 1st** of each year. During the year when an employee will earn an increase in vacation time, the additional days will be added on their respective anniversary date. Once vacation days have been earned, they must be used by **December 1st** of the following school year.
- C. Upon retirement, employees will receive prorated vacations for the last year of service.
- D. If a paid holiday falls during vacation, it shall not be counted as a vacation day.
- E. Vacations shall be scheduled with the prior approval of their supervisor.

HOLIDAYS

- A. All full year (12 month) employees shall be entitled to the following holidays with pay at the regular rate: Christmas Eve Day, Christmas Day, New Year’s Eve Day, New Year’s Day, Labor Day, Thanksgiving Day, Memorial Day, Independence Day, one (1) day Good Friday, and one (1) day Easter Monday.
- B. All employees covered by this agreement not included in “A” shall be entitled to the following holidays with pay at the regular rate only if they are scheduled for work or are on approved leave on the workday immediately preceding and immediately following the holiday: Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, and Memorial Day.
- C. Holidays will be prorated for part-time and all seasonal employees who will receive only those holidays that fall within their terms of employment.

RETIREMENT

WRS Contributions:

- 1. Once eligible for coverage under WRS, coverage is mandatory and a support staff member may not “optout”of WRS. Support staff members are required to pay “one-half of the actuarially required contributions.” Support staff member contributions are pre-tax.
- 2. A full-time support staff member employed by the District may retire under the state retirement system at age 55 or older (whichever comes first) if they have worked in the School District of Solon Springs fifteen (15) continuous years or more. Support staff members who plan to take such retirement benefit shall notify the District of their intent by March 1 to be effective at the end of the school year. The first month of retirement insurance coverage shall be for the month of September following the final year of employment.

Retirees will have District paid insurance through August 31st of their last year of employment unless they are a 12 month employee. A 12 month employee will have District paid insurance through the end of the month in which they retire. All individual early retirement health and dental insurance benefits are outlined in policy 4419.03

3. The District has the right to bargain individually with support staff members on a case by case basis regarding enhancement of the provisions of this section.
4. If any section of this retirement package is found to be discriminatory or in violation of the Federal Age Discrimination Act, the Wisconsin Fair Employment Act, or any other State or Federal law by any court of competent jurisdiction, then the section shall be considered null and void. It shall have no negative impact on any professional staff member currently retired under a part of the provision.

SUPPORT STAFF MEMBER LEAVES

LEAVES OF ABSENCE

A. **Sick Leave:**

1. First year employees who are employed on a full-time basis shall be entitled to four (4) days of sick leave as of the first day of employment and thereafter shall earn one (1) day of sick leave each month of employment, which shall be credited to the employee at the end of the month and which shall not be used prior to the time it is earned and credited to the employee. All employees covered by this handbook shall be granted up to twelve (12) days sick leave at full compensation for each contract year of the term of their employment, which shall be accumulative to one-hundred-forty (140) days. Any employee absent from duty for one (1) day or more, may be required to submit a statement from his/her doctor to verify the absence within seven (7) days.
2. Should an employee terminate a contract prior to the contract term, sick leave reimbursement would be prorated on the basis of months worked, and overage deducted from the last check.
3. At the beginning of each new school year, each employee shall receive an accounting in writing of the total number of sick leave days he/she has accumulated to that time.
4. If an employee has accumulated one-hundred-forty (140) days, the employee may draw on the new twelve (12) days in the next school year.

B. **Emergency Sick Leave Bank:**

An Emergency Sick Leave Bank process is provided for staff members to assist fellow staff members when sick leave has been consumed by the employee due to special circumstances. Access to the emergency sick leave bank is for participants in the banking process only, those who donate sick leave days.

The bank will hold sick leave days donated by staff members on a voluntary basis. Each participant in the bank process is allowed to donate one (1) sick leave day per fiscal year, July 1 through June 30. Staff members who have accumulated the maximum allowed sick leave may donate two (2) days per year. Employees who have donated for five (5) consecutive years may discontinue making donations yet retain participant eligibility. **If 200 total days are in the sick leave bank, only those who have not donated five (5) consecutive years can donate. The sick leave bank is presently over 200 days.**

All staff members who have been employed by the school district for at least three (3) consecutive years may participate and make donations to the emergency sick leave bank.

The Emergency Sick Leave Bank form is on page 17, Appendix B.

To qualify for use of the emergency sick leave days, a participant must make a written request. A committee of five participants comprised of one (1) elementary staff, two (2) high school staff, one (1) board member and one (1) administration member will convene to review and determine whether to approve or deny the request. The committee will determine the number of sick leave days to allow the requestor within the maximum limits given below. That is, given the maximum limits, the committee may determine the requestor use fewer days from the bank. Maximum limits provided participants are based on the following schedule:

Years on Staff	Maximum Days Allowed
3 – 5 years	5 days for each year employed
6 – 9 years	40 days
10+ years	60 days

The committee reviewing requests to use sick leave days from the emergency sick leave bank will consider the following when making their determinations:

1. The participant used all existing sick leave, personal leave and vacation days.
2. The special conditions that caused the participant to use all existing sick leave, personal leave and vacation days. Maternity may not be considered unless extenuating circumstances arising out of the pregnancy created a need to use sick leave, personal leave and vacation.
3. The participant has provided a letter from a doctor supporting the need for the additional requested sick leave.

C. Emergency Leave:

Each employee will be granted up to five (5) emergency leave days per year with full pay, non-accumulative and deductible from sick leave. Reasons for emergency leave are:

1. Serious illness or death in the immediate family. The immediate family shall be interpreted as follows: Spouse, Child, Siblings, Parents, Grandparents, Mother-In-Law, Father-In-Law, Sister-In-Law, Brother-In-Law, Daughter-In-Law, Son-In-Law, Aunt, Uncle, and Domestic Partner.
2. Close Friend
3. Transporting of themselves or members of the immediate family for emergency medical treatment or examination. Such situations may be documented with a doctor’s certificate.

D. Personal Leave:

Each employee will be granted one (1) day each calendar year off for matters of personal reasons. Such personal day will be granted to the employee if requested in writing at least twenty-four (24) hours before the time of commencement with no reason given. The parties agree that the needs of the District must be met.

Each employee with five (5) or more years of service in the district will be granted a second day off each calendar year for matters of personal business. Such personal days will be granted to the employee if requested in writing at least twenty-four (24) hours before the time of commencement with no reason given.

Each employee with ten (10) or more years will be granted a (3) third day in each calendar year. Beginning with 2007-08 school year, employees with (15) fifteen or more years of service shall be granted a (4) fourth day in each calendar year.

The district administrator may deny a request for personal leave on the day before any holiday or vacation period.

E. All leaves under this Article shall be prorated based upon an employee's regular work schedule.

FAMILY AND MEDICAL LEAVE

In accordance with Federal and State law, the Board of Education will provide family and medical leave for support staff members. The provisions of both the Federal and State family and medical leave provisions require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to Policy 4430.01 – Family and Medical Leave of Absence (FMLA).

LEAVE - JURY DUTY

Support staff members called to perform their civic responsibility as a potential juror shall be excused for any days or portions of days in which the support staff member is required to report. Any support staff member that receives a notice of jury duty shall provide such notice to the District Administrator and shall call in on each morning to report whether he or she is required to report to jury duty that day. Support staff members that miss work due to jury duty must provide verification from the Court that they attended on that date. Support staff members that miss work due to jury duty will be provided their full compensation for any time lost provided that any jury fees (excluding mileage) received by the support staff member are signed over to the District. Refer to Policy 4431

V. WORKING CONDITIONS AND HOURS OF WORK

ATTENDANCE AND REPORTING ABSENCES

Support staff members are expected to report for duty daily. When a support staff member is aware of an upcoming absence, the support staff must complete a Staff Leave Request form (found in the District Office) and submit to the Administrative Secretary for processing. Support staff members should then contact the elementary secretary so that a substitute can be arranged. However, when a support staff member is unable to notify the secretary in advance, he/she must call and leave a message with the Elementary Secretary at 218-340-8707 prior to 6:30 am on the day of the absence if at all possible. Within 48 hours of returning from an unexpected absence, the support staff member must complete a Staff Leave Request form and submit to the Administrative Secretary for processing.

PERSONAL COMMUNICATIONS

During work hours, personal communications made or received, regardless of whether on a Wireless Communication Device (WCD), regular telephone, or network computer, can interfere with staff member productivity, distract others, and/or set a bad example for students. Support staff members are expected to use discretion in using personal WCDs while at work. Support staff members are expected to limit personal communication to breaks and lunch period and to inform friends and family members of the Board's policy in this regard. Refer to Policy 7540.04 – Staff Network and Internet Acceptable Use

USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by staff members will be in accordance with the District Administrator’s guidelines.

Policy 7530 – Lending of District-Owned Equipment
AG 7530 – Personal use of District Equipment/Facilities

USE OF PERSONAL PROPERTY AT SCHOOL

Support staff members may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

TRAVEL EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including travel expenses, of any staff member that is incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with administrative guidelines.

Policy 4440 – Job-Related Expenses
AG 4440A – Job-Related Expenses

WHISTLEBLOWER PROTECTION

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

Policy 4211

VI. SAFETY AND HEALTH

REPORTING A WORK RELATED INJURY

Any accident that results in an injury, however slight, to a support staff member, must be reported promptly and in writing to the District Office in compliance with Policy 8442 – Reporting Accidents. The injured support staff member shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

SMOKING

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits support staff members to use tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Policy 4215 – Use of Tobacco by Support Staff

TRAINING

Employees for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

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

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT TECHNOLOGY, THE INTERNET, AND THE DISTRICT'S NETWORK

Support staff member's use of the District's Network will be governed by Policy 7540.04 – Staff Network and Internet Acceptable Use and Safety and the related administrative guidelines.

The due process rights of all staff members will be respected in the event there is a suspicion of inappropriate use of the network. Support staff members have a limited privacy expectation in the content of their personal files and records of their online activity while on the network.

EMAIL

When available, the District's e-mail system must be used by support staff members for any official District e-mail communications. All e-mail will be archived and kept for public record by the District.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written

by or sent to District employees may be public records or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records.

The District retains the right to monitor or access any District e-mail accounts at any time. Support staff members should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

SOCIAL MEDIA

In accordance with Policy 4213 – Student Supervision and Welfare, staff members shall not engage students in social media and online networking media, such as Facebook, Twitter, MySpace, etc. unless strictly for educational purposes.

VIII. SUPPORT STAFF MEMBER CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Support staff member discipline and required investigations regarding potential wrongdoings of a support staff member shall be consistent with Policy 4139 – Staff Discipline

GRIEVANCE PROCEDURE

Each support staff member of the District shall be provided an opportunity to understand and resolve matters affecting employment that the staff member believes to be unjust as provided in Policy 4340 – Grievance Procedure.

DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any staff member at any time while on District property or while involved in any District-related activity or event. Any support staff member who violates Policy 4122.01 – Drug-Free Workplace shall be subject to disciplinary action in accordance with Policy 4139 – Staff Discipline and the District Administrator’s guidelines.

WEAPONS

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

Policy 4217

APPENDIX A

SUPPORT STAFF MEMBERS GENERAL INFORMATION

ALL BUS DRIVERS WILL ACQUIRE A COMMERCIAL DRIVER’S LICENSE.

OVERNIGHT BUS TRIPS: Seven (7) hours of sleep time exempt from pay.

BUS DRIVER PAID LEAVE DAYS: i.e. Sick Leave, Personal Leave, and Holidays shall be paid at the actual rate of pay. The method of determining payment for partial leave days shall be as follows:

1. If the driver has only two (2) runs per day, and the leave period includes one (1) run, the driver will be paid one-half (1/2) the daily rate and lose one-half (1/2) of a leave day.

SUMMER SCHOOL: Bus driving positions for the summer school buses will be filled by seniority first. First position will go to the most senior driver, second position offered to the next senior driver with the right to decline, passing it then to the next senior driver until the position is filled.

EXTRA-CURRICULAR ROUTES: Assignment of extra-curricular routes shall be on a rotational basis by seniority. If a driver refuses the trip, the driver shall be off the rotation list for two rotations. Bus drivers shall have all the rights and responsibilities of chaperones during the non-driving time of the extra-curricular trip. The District reserves the right to contract with outside agencies for extra-curricular routes if needed.

WORKSHOPS AND TRAINING PROGRAMS: If employees are required to attend workshops or training programs, they shall be on pay status for scheduled time of training at the employee’s prevailing wage rate, plus mileage or utilization of a school vehicle. This provision is only for employees that are required to attend specific training programs. In-services and other training programs that are at the request of the employee will not be covered under this provision. The School District will pay the cost of Special Education Paraprofessionals licensure and renewal at the appropriate date.

APPENDIX B

**EMERGENCY SICK LEAVE BANK
SOLON SPRINGS SCHOOL DISTRICT
2018-2019**

I _____ wish to donate _____ day(s) of my sick leave for the 2017-2018 school year. All staff members who have been employed by the district for at least three (3) consecutive years may participate to make donations to the emergency sick leave bank. Staff members who have reached the maximum level of accumulation sick leave may donate two (2) days per year. If 200 total days are in the sick leave bank, only those who have not donated five (5) consecutive years can donate. The sick leave bank is presently over 200 days.

I understand that I must be willing to donate if I wish to receive during a normal school year. I have read the administrative policy and agree to all conditions provided. I also realize it is subject to change.

Staff member signature

Date

IX. SUPPORT STAFF MEMBERS RECEIPT AND ACKNOWLEDGEMENT

I acknowledge that I have received and read the School District of Solon Springs Handbook for Support Staff Members and understand the provisions contained herein. I understand that the terms described in the handbook for Support Staff Members may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that I have an existing employment contract with the District, as required and pursuant to Wis. Stat. 118.21(1), and that this Support Staff Handbook does not constitute a separate contract of employment, expressed or implied, between the School District and myself and that no oral statements by supervisors or administrators can alter this disclaimer or create a separate contract.

I understand that this Support Staff Handbook supersedes all previous manuals and/or handbooks that I have received or have been advised of by the District. I also understand that any subsequent revisions to the provisions of this Handbook after I commence my employment will supersede those contained herein.

Support Staff Member's Signature

Date

Please print full name