

# SCHOOL DISTRICT OF MELLEN

**2024-2025**

## **EMPLOYMENT HANDBOOK for SUPPORT STAFF EMPLOYEES**

Board Approved: August 21, 2024

### **Mission Statement**

Work collaboratively in a respectful, responsible, safe, and ready environment to create an education where all students will succeed.

### **Vision Statement**

To become a world-class community school of choice that maximizes technology and innovation.

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## **I. INTRODUCTION**

### **Introductory Statement**

This Support Staff Handbook is a collection of selected District employment policies and administrative guidelines, as well as rules and regulations of the Mellen School District. It has been prepared to acquaint all Support staff members with the District 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 District policies adopted by the Board and/or the administrative guidelines.

### **Disclaimer Statement**

It is the policy of the Mellen School District 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 Mellen 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, District 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, "atwill", 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.

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, District policies and administrative guidelines, rules, or regulations given to support staff members, whether verbal or written.

### **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**

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. Layoff and recall support staff members (Board approval required);
- D. Discharge employees or take disciplinary action (Termination of employment requires Board approval);
- E. Schedule overtime as required;
- F. Develop job descriptions (Board approval required);
- 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

### **Equal Employment Opportunity**

The Board 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, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wisconsin Statutes), 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 declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

If the support staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s) he should refer to:

Policy 4122 - Nondiscrimination and Equal Employment Opportunity

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **Equal Education Opportunity/Anti-Harassment (Policy 2260)**

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents/legal guardians who have questions should contact Mrs. Heidi Stricker, Principal at extension 402.

Any person who believes that the Mellen School or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Mrs. Heidi Stricker, Principal  
(715) 274-3601 ext 402  
420 South Main Street  
hstricker@mellendiggers.org

The complaint procedure is described in Board **Policy 2260** - Nondiscrimination and Access to Equal Educational Opportunity, and on **Form 2260F8** - Notice of Nondiscrimination and Internal Complaint Procedure (Including Title II, Title VI, Title VII and Title IX, Section 504, and ADA) and on **Form 2260.01B** - Parents' Procedural Rights and Safeguards, Including Due Process. The policy and forms are available in the District office.

The complaint will be investigated, and a written acknowledgement given to the complainant as-soon-as-possible or will be given within forty-five (45) days of receipt of a written complaint. The determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent.

The School District of Mellen is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students and/or staff.

Harassment means behavior toward a student or group of students based, in whole or in part, on the 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 occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

#### **Section 504/ADA Prohibition Against Disability Discrimination**

The Board prohibits discrimination against any employee based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability. The District's Section 504 Compliance Officer is Administration. This person is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer. For more information see **Policy 4123** - Section 504/ADA Prohibition Against Disability Discrimination in Employment.

#### **Anti-Harassment Policy**

The Board 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 Mellen School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our support staff members.

For purposes of anti-harassment, "School District community" means an individual subject to the control and supervision of the Board including, but not limited to, students, 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, visual, or of sexual nature 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, (Including transgender status, change of sex, or gender identity), 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, woman or a man, and the victim and harasser can be the same sex.

Administration 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

**AG 4362.01** - Reporting Threatening Behaviors

#### **TITLE IX REGULATIONS (Policy 2266)**

The Board of the Mellen School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

Heidi Stricker, Principal

715-274-3601 ext. 402

420 S. Main Street

Mellen, WI 54546

[hstricker@mellendiggers.org](mailto:hstricker@mellendiggers.org)

Corey Lake, Assistant Principal

715-274-3601 Ext. 228

420 S. Main Street

Mellen, WI 54546

[clake@mellendiggers.org](mailto:clake@mellendiggers.org)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in **Policy 2266** – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available on the District's webpage or by requesting a copy from the District office. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

#### **Job Descriptions**

The Board 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 Support 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** – Ethics and Conflict of Interest

**Policy 4123** – Section 504/ADA Prohibition Against Disability Discrimination

**Policy 4210** – Support Staff Ethics

**Policy 4213** – Student Supervision and Welfare

**Policy 5772** – Weapons

**Policy 8660** – Transportation by Private Vehicle

### **Outside Activities Of Staff**

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 1130** – Ethics and Conflict of Interest

**Policy 4231** - Outside Activities of Support Staff

### **Communications And Suggestions**

The District values the comments and suggestions of its support 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 Communications.

### **Political Activities**

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 4210** - Support Staff Ethics

**Policy 4231** - Outside Activities of Support Staff

### **School Visitors**

Classroom visitations must be non obtrusive to the educative process and learning environment and should not occur on an excessive basis and meet all Policy and Guidelines. Please refer to **Policy/Guideline 9150** - School Visitors.

### **School Volunteers**

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities. Please refer to **Policy/Guideline 8120** - Volunteers.

## **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 support staff members and grant access to inspect or review those records in accordance with **Policy 8320** – Personnel Records.



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

### **Performance Evaluation**

Administration 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 support staff member needs help so that appropriate assistance may be provided or arranged for. New Support staff members will be evaluated at least twice a year for the first two (2) years. All other support staff members will be evaluated at least once a year. New employees shall serve a two (2) year probationary period.

The evaluations shall be consistent with the following:

- A. Applicable State statutes
- B. **Policy 4220 – Evaluation of Support 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 consistent with the support staff member's assigned duties and responsibilities. Please keep in mind that any injury no matter how slight must be reported to the Health Aide and an accident/injury form completed. At no time shall students be left unattended in a classroom, gymnasium, playground, outside or during an off-campus event/field trip. Support staff members should refer to **Policy 4213 - Student Supervision and Welfare**.

The Board is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

The Board shall require every employee to receive training provided by DPI in identifying children who have been abused or neglected and, in the laws, and procedures detailed herein governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and thereafter at least once every five (5) years after the initial training.

Employees shall immediately call the local office of the Child Welfare Department or Local Law Enforcement agency and shall secure prompt medical attention for any such injuries reported. Employees shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect. For more information, please refer to **Policy 8462 - Child Abuse and Neglect**.

### **Mandatory Reporting Of Threats Of School Violence**

All persons are mandatory reporters of child abuse or neglect (including all school employees) are now required to report threats of school violence to a local law enforcement agency in accordance with section 175.32 of the State Statutes. Please read and sign the Mandatory Reporting of Threats of School Violence Form at the end of the handbook and turn in to the Principal.

### **Assignment And Transfers**

Administration is responsible for the proper assignment and work hours of all support 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 at any time.

### **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 support staff members shall be laid off. Such staff reductions will be made in compliance with **Policy 4131** – Reduction in Staff.

### **Termination And Resignation**

Individual support staff members may be terminated or non-renewed upon a majority vote of the voting members 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.

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** - Grievance Procedure.

Also refer to Policy 4140 – Termination and Resignation

## **IV. SUPPORT STAFF MEMBER PAY AND BENEFITS**

### **Payroll & Deductions From Payroll**

**Pay Periods** Support staff members that are employed less than 12 months, will receive pay on a two-week basis. All support staff members are to submit a completed timesheet to the Finance Manager on the Friday prior to the next scheduled pay date. Support staff members will have their paychecks directly deposited to the financial institution of their choice. Paychecks are normally deposited by direct deposit every other Thursday.

**PAYROLL SCHEDULE FOR 2024-2025**

<b>PAY #</b>	<b>TIMESHEET DUE</b>	<b>PAY DATE</b>	<b>PAYROLL GUIDE</b>
1	August 9, 2024	August 15, 2024	26 pay periods begin
2	August 23, 2024	August 29, 2024	Pay 1st half of CC/VB/FB stipend
3	September 6, 2024	September 12, 2024	10-month hourly employee pay begins; Pay 1st half of JHGBB stipend
4	September 20, 2024	September 26, 2024	
5	October 4, 2024	October 10, 2024	
6	October 18, 2024	October 24, 2024	Pay 2nd half of CC/VB and 1st half of JHBBB stipend (AD approves issuing check)
7	November 1, 2024	November 7, 2024	Board check 1st half; Pay 2nd half of FB/JHGBB stipend (AD approves issuing check)
8	November 15, 2024	November 21, 2024	Pay 1st half AD/GJVBB/GVBB/BVBB/BJVBB/Ext.Music
9	November 29, 2024	December 5, 2024	
10	December 13, 2024	December 19, 2024	
11	December 27, 2024	January 2, 2025	Pay 2nd half of JHBBB (AD approves issuing check)
12	January 10, 2025	January 16, 2025	Pay 1st half JHGVB
13	January 24, 2025	January 30, 2025	
14	February 7, 2025	February 13, 2025	
15	February 21, 2025	February 27, 2025	Pay 2nd half JHGVB/GJVBB/GVBB (AD approves issuing check); Pay Quiz Bowl
16	March 7, 2025	March 13, 2025	Pay 2nd half BVBB/BJVBB (AD approves issuing check)
17	March 21, 2025	March 27, 2025	Pay 1st half of SB/BB/HS Track/MS Track
18	April 4, 2025	April 10, 2025	Pay 2nd half of Board
19	April 18, 2025	April 24, 2025	
20	May 2, 2025	May 8, 2025	Pay 2nd half AD, Extracurricular Music and all other stipends as needed.
21	May 16, 2025	May 22, 2025	Pay 2nd half HS Track/MS Track (AD approves issuing check)
22	May 30, 2025	June 5, 2025	Pay 2nd half of SB/BB (AD approves issuing check); Pay Advisors, Yearbook, Golf, and FBLA
23	June 13, 2025	June 19, 2025	10-month hourly employee pay ends
24	June 27, 2025	July 3, 2025	
25	July 11, 2025	July 17, 2025	
26	July 25, 2025	July 31, 2025	26 pay periods ends

### **Compensation for Approved Overtime**

Support staff members who work more than 40 hours per week, will be compensated according to state law and only when pre approved by Administration. Support staff members wishing to use comp time, must complete a Leave Request Form requesting permission from Administration prior to taking leave. **To avoid forfeiture of comp time, all comp time accumulated must be used by the end of the quarter in which it was earned. For the fourth quarter, all comp time must be used by July 31.** Please check with the Finance Manager to ensure that all comp time has been used accordingly.

When school is closed, maintenance staff may be required by Administration to report to work. Comp time will be authorized for such work.

### **Personal Data Changes**

Notify the Administrative Assistant immediately 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, benefits, 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 hourly pay status or you believe that any deduction has been made from your pay that is inconsistent with your hourly pay status, you should immediately raise the matter with Administration.

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.

## **BENEFITS**

### **HEALTH INSURANCE & COBRA**

#### **Coverage**

Levels of benefits provided, and support staff member participation is determined by the Mellen School District and applicable state and federal regulations. An employee must be employed at least 30 hours per week to qualify for Health and Dental coverage.

#### **Health Insurance**

The District will provide all full time support staff members (30 hours or more per week) a group health insurance program provided they are otherwise deemed eligible. The support staff member shall have the employee's contribution of 12.8% withdrawn from their pay as scheduled by the Finance Manager. The District retains the right to choose the insurance carrier and modify the plan design at any time.

Support staff members who waive health insurance may re-enroll in the District's plans once annually during the Open Enrollment period.

The District will offer a Health Savings Account (HSA). Support staff members who qualify to participate in the Health Savings Account, the District will make quarterly deposits into the HSA as follows: Family Plan - \$750 quarterly, Single Plan - \$375 quarterly.

#### **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 support staff member's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the support staff member's spouse and covered dependents to elect continuation coverage upon the support staff member's death, divorce or legal separation, a support 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 support 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 support staff member begins. If a qualifying event occurs which entitles the support 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 support staff members a Section 125 Plan. The vendor shall be selected by the District. The plan shall include a grace period immediately following the end of each plan year (December 31<sup>st</sup>) that extends until March 15 after the end of the preceding plan year. Plan participants who incur expenses for that same qualified benefit during the grace period may be paid or reimbursed for those expenses from the unused benefits or contributions as if the expenses had been incurred in the immediately preceding plan year. During the grace period, unused benefits or contributions may not be cashed out or converted to any other taxable or nontaxable benefit.

The Section 125 Plan will include support staff member options to pay his/her (a) share of health and dental premiums. The District will not deduct federal income tax, state income tax or F.I.C.A. from support staff member contributions to the Section 125 plan.

### **Other Insurances**

#### **Dental Insurance**

The District will provide all full-time support staff members (30 hours or more per week) a group dental insurance program provided they are otherwise eligible. The support staff member shall have the employee's contribution of 12.8% withdrawn from their pay as scheduled by the Finance Manager.

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

Support staff members who waive dental insurance may re-enroll in the District's plan once annually during the Open Enrollment period.

#### **Vision Insurance**

The District will provide all full-time support staff members (30 hours or more per week) a group vision insurance program provided they are otherwise eligible. The support staff member shall have the employee's contribution of 75% withdrawn from their pay as scheduled by the Finance Manager.

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

Support staff members who waive dental insurance may re-enroll in the District's plan once annually during the Open Enrollment period.

#### **Life Insurance**

All full-time support staff members are eligible to participate in a District-paid insurance plan equal to one (1) time the support staff member's salary. The District reserves the sole authority to determine the insurance carrier.

#### **Long Term Disability Insurance Plan**

All support staff members who work at least 20 hours per week shall receive a long-term disability insurance plan with the District paying the full premium. The insurance plan has a sixty-day waiting provision and a 70 percent payment of salary provision. The District retains the right to choose the carrier and modify the plan design at any time. Any support staff member absent for sixty days will be taken off school sick leave as soon as they qualify for long term disability payments.

### **Short Term Disability Insurance Plan**

All support staff members that work at least 20 hours per week are eligible to enroll in the Short-Term Disability Insurance plan. The STD insurance plan will have an elimination period of 0 days for an injury and 3 days for a physical disease. The maximum benefit period commences at the end of the elimination period and continues for the lesser of 60 consecutive calendar days, or until LTD benefits commence. No STD benefits will be paid for periods of time for which LTD benefits are payable. The employee is responsible for the full premium cost of the plan.

### **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.

### **Retirement**

All eligible Support Staff members will be enrolled in the Wisconsin Retirement System (WRS). Support staff members are required to pay "one-half of the actuarially required contributions." Support staff members contributions are pre-taxed.

When a support staff member retires, they will be paid \$25 per day for any unused sick leave up to a maximum of 90 days. Support staff with over 35 years of service may receive additional sick leave payout at the discretion of the board. This payment shall be subject to state and federal withholding and FICA.

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.

### **Extended Unpaid Leave**

Any support staff member may request a voluntary leave of unpaid absence for 3 (three) or more days from employment by the Board. Such requests shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave. If the extended unpaid leave is approved, the Board action will also provide the conditions applicable for the support staff member to return to work.

The Board in its sole discretion may grant unpaid leave to a support staff member for medical or personal reasons. While on extended unpaid leave (in excess of 30 days), the support staff member shall not receive or accrue any fringe benefits.

Extended unpaid leaves will be granted in accordance with **Policy 4430 - Leaves of Absence**

### **Short Term Unpaid Leave**

Any support staff member may request a voluntary leave of unpaid absence, with paid benefits, for less than 3 (three) days from employment to be approved by the Administration.

### **Support Staff Member Leaves**

***\*Please note:*** All Support Staff members must complete a Leave Request in Skyward either prior to their known absence, or within 24 hours of returning from an unexpected absence. Failure to meet this requirement may result in disciplinary consequences.

#### **A. Sick Leave**

##### **Absences deducted from Sick Leave**

A support staff member shall be granted a maximum of ten (10) days for school year support staff and twelve (12) days for full year support staff employees of absence in any one school year with a total accumulation of 90 days. After 90 days of accumulated sick leave, the District will reimburse the employee \$25 per day for any sick days not taken that school year, up to \$250.00. The limit is 10 days per year payable in June and is considered reported earnings but not hours for WRS purposes.

At the discretion of Administration, a doctor's certificate explaining that the support staff member

is unable to work due to his/her illness or the illness of a member of the support staff member's immediate family must be filed in the District Office. Sick leave can be used in fifteen (15) minute increments.

Sick leave may be granted for reasonable absences or according to FMLA laws.

Absence may be taken for the following reasons:

1. Personal illness/health of support staff member, illness of close relative or member of household.
2. For attendance at funeral services.
3. No more than four (4) consecutive days can be taken for each incident, unless provided otherwise by state or federal laws and regulations.
4. Absence may be granted at the discretion of Administration for court appearances other than personal law infractions and for other unavoidable circumstances.
5. Staff absence records are to be kept by the Administration and when a problem is evident, Administration shall work with the individual involved to correct the problem. If the problem persists, it shall be solved following discipline procedures.
6. For days when a support staff member is receiving workers' compensation and/or long-term disability insurance benefits, the District will neither deduct reimbursable absence leave from the support staff member's account, nor make reimbursable absence payment for such days.

#### **B. Personal Leave**

1. Upon employment each support staff member will be given two (2) paid personal days at no cost to the support staff member. Personal leave can be taken in fifteen (15) minute increments.

After completing ten (10) years of service in the Mellen School District, eleven (11) and twelve (12) month support staff employees will receive three (3) paid personal days at no cost to the support staff member.

After completing fifteen (15) years of service in the Mellen School District, nine (9) and ten (10) month support staff employees will receive three (3) paid personal days at no cost to the support staff member.

2. Previous arrangements must be made with Administration when such leave is desired. Support staff members failing to properly request special leave will have all the salary deducted for the days missed.

3. Personal leave is not cumulative. Arrangements for substitutes will be made only by the school administrative staff.

#### **C. Maternity and Child-Rearing Leave**

Upon request to the Board, a support staff member may be granted a child-rearing leave, without pay or benefits.

#### **D. Vacation Schedule for Twelve (12) Month Support Staff Members**

These employees will receive vacation time as follows:

##### Vacation Table for Support Staff Members beginning employment after July 1, 2012:

After completing 1 year	5 days of vacation
After completing 5 years	10 days of vacation
After completing 10 years	15 days of vacation
After completing 15 years	20 days of vacation

Vacation Table for Support Staff Members beginning employment prior to July 1, 2012:

After completing 1 year	5 days of vacation
After completing 3 years	10 days of vacation
After completing 8 years	15 days of vacation
After completing 15 years	20 days of vacation

**E. Holidays**

Employees who work ten (10) months or less shall receive the following paid 4 ½ holidays: Labor Day, Thanksgiving Day, ½ day before Christmas Day, Christmas Day and Memorial Day.

Eleven (11) month employees shall receive the following paid 8 ½ holidays: Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Day before Christmas Day, Christmas Day, ½ day before New Year's Day, New Year's Day, Memorial Day, and one Floating Holiday.

Twelve (12) month employees shall receive the following paid 9 ½ holidays: Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Day before Christmas Day, Christmas Day, ½ day before New Year's Day, New Year's Day, Memorial Day, Fourth of July, and one Floating Holiday.

In order to be paid for the holiday, the employee must work or be on paid leave the last scheduled day before the holiday and the first scheduled day after the holiday. If a holiday, as listed above, falls on a Saturday or Sunday, the holiday shall be observed on the nearest weekday that no school is scheduled. If an employee is required to work on a holiday, as designated above, the employee shall be paid double-time in lieu of holiday pay.

**F. 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)**.

**G. 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 Administration 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 - Employee Leaves**.

**H. EMT/Firefighters**

Any Support Staff member who is actively listed as an EMT/Firefighter and is requested to respond to an emergency, will not be deducted pay for time absent. Administration is to be notified prior to leaving the building.

***\*Please note:*** All Support Staff members must complete a Leave Request in Skyward either prior to their known absence, or within 24 hours of returning from an unexpected absence. Failure to meet this requirement may result in disciplinary consequences.

**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, they must complete a Staff Leave Request in Skyward so that a substitute can be arranged. However, when a support staff member is unable to notify the secretary in advance, he/she must text both the Student Services Secretary at 715-681-1939 and Principal at 715-681-1937 prior to 6:15 am on the day of the absence. Within 24 hours of returning



from an unexpected absence, the support staff member must complete a Staff Leave Request in Skyward for processing. Failure to meet this requirement may result in disciplinary consequences.

### **Identification Badge and Keys**

All Support staff members will be issued an identification badge. This badge is to be visible at all times. Support staff members will also be issued keys as needed. Any issued keys should be turned in at the end of each school year, unless arrangements have been made to keep them over the summer months.

Support staff members will not give any District keys or access cards to any student for any reason.

### **Dress Code**

All support staff of the Mellen School District serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all support staff shall dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their jobs and the impressionable youth they serve.

Refer to **Policy 4216** – Support Staff Dress and Grooming. Administration is authorized to interpret this policy and their interpretations shall be given deference.

### **Food Service**

The District makes Breakfast and Lunch available for all staff. The meal charge for Breakfast is \$3.00, Lunch is \$5.10, and a la carte Salad Bar is \$2.60. Staff will be allowed to charge up to \$30.00.

### **Inclement Weather Days**

Support staff members will be paid for up to three (3) days at their normal daily wage when school is closed due to inclement weather. If any of these three days are not used during the school calendar year, they expire. Eleven (11) and Twelve (12) month support staff employees will receive an additional personal day for each inclement weather day worked in its entirety, up to 3 days.

### **Personal Communications**

During work hours, personal communications made or received, regardless of whether on a Personal Communication Device (PCD), regular telephone, or network computer, can interfere with support staff member productivity, distract others, and/or set a bad example for students. Support staff members are expected to use discretion in using PCDs 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 Education Technology Acceptable Use and Safety.

### **Use Of Employer Property/Equipment**

Personal use of District equipment or facilities by support staff members will be in accordance with the District Administrator's guidelines. District issued equipment, laptops, iPads, etc., are for professional use and are not to be loaned out to family or community members.

**Policy 7510** – Use of District Facilities

**Policy 7530** – Lending of District-Owned Equipment

**AG 7530A** – Technology Equipment Security Procedures

### **Use Of Personal Property At School**

Support staff members may wish to bring personal property to school either for reasons associated with their 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.

The Board of Education provides refrigerators, microwaves, and coffee pots for staff use. If a support staff member wishes to have these appliances for personal use in the classroom, they must first seek approval from the administration.

### **Travel Expenses**

The Board of Education may provide for the payment of the actual and necessary expenses, including travel expenses, of any support 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

### **Transportation By Private Vehicle**

Use of private vehicles should not be used, when a school vehicle is available. Any such transportation must be approved in advance and in writing by Administration and parents/legal guardians in accordance with Board policy and administrative guidelines.

Any employee transporting students shall not carry a concealed weapon while transporting students, other than the person's own children, even if they are a holder of a concealed carry permit.

For more information, please see Policy 8660 - Transportation by Private Vehicle.

## **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 Finance Manager, and complete a work injury form 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. Please contact the Finance Manager for this form.

### **Safety Data Sheets**

#### **Safety Data Sheets**

This District utilizes an Online Safety Data Sheet (SDS) system. An SDS is a document that accompanies a hazardous chemical and substance and that outlines the dangers, composition, safe handling, and disposal of that chemical or substance. This is through the District web site. This system allows any user to access the online system from any internet location. Verify that the chemical inventory of your room/area is available for access on this system, by checking each chemical in the system.

SDS Online Access: In order to access the SDS (Safety Data Sheet) online, please follow the steps below.

- Navigate to: [mellendiggers.org](http://mellendiggers.org)
- Click on Staff
- Click on SDS Online
- Click on SDS Online Link
- Login Credential:            User Name: Mellen            Password: Granitediggers#1
- Once you are logged in, click on the safety vest on the left hand side, then click on Chemical Management. You will then see a list of items for our District. Please conduct an inventory of what is in your room currently. If you don't see your item(s) on the online list, please use this link ([https://docs.google.com/forms/d/e/1FAIpQLSc55M1qRLq5wzHcNkUGsr4jDrdhhEZIEMvGqTHMdJWpXy9GsA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSc55M1qRLq5wzHcNkUGsr4jDrdhhEZIEMvGqTHMdJWpXy9GsA/viewform?usp=sf_link)) to submit any changes/additions needed to SDS Online to the SDS Online Administrator.

*In the event of an emergency contact MSDS Online at 1-888-362-7416; 24 hrs/day, 7 days/week. Provide product name, manufacturer name, and the District's fax number (715-274-3715), Reference Cooperative Educational Service Agency #10, and the School District of Mellen thereafter.*

If you have any questions, comments or concerns, please contact your supervisor. This meets/exceeds the requirements for the Hazard Communication Program Safety Data Sheets and chemical inventory required by OSHA/DSPS.

### **Bullying of Staff and Students**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include, but are not limited to:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding movement, unwelcome physical contact or unwanted touching.
- B. Verbal – Words which are spoken, or physical actions taken solely to harass or injure another position, such as threats of violence, defamation of persons race, origin, ethnic origin, sexual orientation, using crude, offensive language or using demeaning or inappropriate terms, epithets or taunting or malicious teasing.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyber bullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, personal social media accounts and apps and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group.

All complaints that may violate this policy shall be promptly investigated. If the investigation finds that behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials. The complaint procedure is described in **Administrative Guideline 2260.01B - Section 504/ADA Parents' Procedural Rights, Including Due Process Hearing**, and is available in the District office.

### **Anti-Harassment**

It is the policy of the Board of to maintain an educational environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the District, including District transportation.

The Board will not tolerate any form of harassment 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. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against any staff member or student.

For additional information, please refer to **Policy 5517 - Student Anti-Harassment**.

## **VII. EMPLOYEE COMMUNICATION & TECHNOLOGY**

### **Acceptable Use Of District Technology, The Internet, And The District's Network**

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

The due process rights of all support staff members will be respected in the event there is a suspicion of inappropriate use of the network. Support staff members have no 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.

Support staff members are required to check their email messages at least once a day, appropriately saving emails that constitute a public record or student record and e-mails that are subject to a litigation hold and purging all other emails that have been read. It is also recommended that support staff members utilize the Vacation Responder when they will be out of the building.

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. Password protected files and content does not imply there are any expectations of privacy.

### **Social Media Accounts**

In accordance with **Policy 4213** - Student Supervision and Welfare, support staff members shall abide by district policy and guidelines with regards to online networking media, such as Facebook, Twitter, Spotify, Instagram, and personal social media accounts and apps, etc. Staff are encouraged not to engage students in social media unless for educational purposes, part of a lesson plan and in which the support staff member has received prior approval from administration.

Written parental consent must be on file, before new individual student accounts are opened/established.

No movies and/or videos will be shown until approved by parent/legal guardian and administration. All movies/videos must be age appropriate.

## **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 support staff member believes to be unjust as provided in **Policy 4340** – Grievance Procedure.

### **Drug, Tobacco And Alcohol Use**

The Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is free from illegal drugs, illegal substances, or their "look-alikes", including ingesting legal chemicals which would alter one's physical, emotional and/or behavioral state, tobacco, vaping devices (with or without nicotine) products such as cigarettes, e-cigs, snuff, etc., as well as prescription drug abuse affecting job performance.

All employees shall remain free of any alcohol or controlled substances and shall not misuse prescription medication. All prescribed medication shall be taken in accordance with the prescribed dosage and instructions, and not interfere with the individual's ability to safely supervise, effectively complete their duties, and respond to any situation or emergency during

his/her employment in the District.

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 support 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**.



## IX. SUPPORT STAFF MEMBERS RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read the School District of Mellen 2024-2025 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, express 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, handbooks, and personnel policies that I have received or have been advised of by the District. I also understand that any subsequent revisions to the provision of this Handbook after I commence my employment will supersede those contained herein.

\_\_\_\_\_  
Support Staff Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Support Staff Member Name (Please print)





**Staff Education Technology Acceptable Use and Safety Agreement**

To access and use the District’s Education Technology, including a school assigned email account and/or the Internet at school, staff members must sign and return this form.

Use of the Education Technology is a privilege, not a right. The District’s Education Technology, including its Internet connection and online education services is provided for business and educational purposes only. Unauthorized or inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The District has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of staff members in an effort to restrict access to child pornography and other materials that is obscene, objectionable, inappropriate and/or harmful to minors. Administration may disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members accessing the Internet through the District’s Education Technology are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Internet.

The District reserves the right, at any time, to access, monitor, and review and inspect any directories, files and/or messages residing on or sent using the District’s Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that a staff member has the proprietary rights to the design of a website hosted on the District’s servers, the staff member agrees to license in perpetuity the use of the website by the Board without further compensation.

Administration is responsible for determining what is unauthorized or inappropriate use. Administration may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the District’s Staff Education Technology Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to State law and/or Board policy.

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I have read and agree to abide by the Staff Education Technology Acceptable Use and Safety Agreement and the related Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy is inappropriate and may constitute a criminal offense. As a user of the District’s Education Technology, I agree to communicate over the Internet and the network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I understand that individual users have no expectation of privacy related to their use of the District’s Education Technology.

Please complete the following information:

\_\_\_\_\_  
Print Full Name of Employee

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



**School District of Mellen**  
420 South Main Street  
P.O. Box 500  
Mellen, WI 54546  
*Phone: (715) 274-3601 Fax: (715) 274-3715*

**MANDATORY REPORTING OF THREATS OF SCHOOL VIOLENCE**

All District employees are mandatory reporters of child abuse or neglect are required to report threats of school violence to a local law enforcement agency in accordance with section 175.32 of the State Statutes. Any mandatory reporter who believes in good faith that there is a serious and imminent threat to the health or safety of a student, school employee or the public, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, must report it. The person must immediately inform a law enforcement agency, by telephone or personally, of the facts and circumstances contributing to the belief that there is a serious and imminent threat to the health or safety of the student, school employee, or the public.

Any person or institution participating in good faith in the making of a school violence threat report is immune from any liability, civil or criminal, arising under state law that results by reasons of the action. Whoever intentionally fails to report a school violence threat as required may be fined not more than \$1,000 or imprisoned not more than six months or both.

Also, school officials should be aware that the privileged communication responsibilities outlined in section 118.126 of the state statutes for school counselors, psychologist, social workers, nurses or any teacher or administrator who engages in alcohol and drug abuse program activities do not apply to information related to threat of school violence required to be reported under section 175.32 of the State Statutes.

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By signing below, I state that I have read and understand the mandatory reporting requirement.

\_\_\_\_\_  
Staff Name

\_\_\_\_\_  
Date Signed