

SCHOOL DISTRICT OF MELLEN

2018-2019

EMPLOYMENT HANDBOOK for SUPPORT STAFF EMPLOYEES

Board Approved: August 15, 2018

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 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 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 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, 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.

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.

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;
- 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

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, 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
- AG 4122 - Nondiscrimination and Equal Employment Opportunity
- AG 4122B - Complaint Procedures for Nondiscrimination and Equal Opportunity/Access

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](#), (AD-3027) found online at: 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:

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

This institution is an equal opportunity provider.

Section 504/ADA Prohibition Against Disability Discrimination

The Board of Education 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.

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 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, 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.

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 - Employee Anti-Harassment
- AG 4362A - Reporting Threatening Behaviors

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 Support Staff

Conflict Of Interest

Support staff members are expected to maintain high standards of honesty, integrity, impartiality, and Support 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 - Staff Ethics
- Policy 4123 – Section 504/ADA Prohibition Against Disability Discrimination
- Policy 5772 – Weapons

Policy 8462 – Student Supervision and Welfare
Policy 8660 – Transportation by Private Vehicle

Outside Activities Of Staff

It is imperative that support staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a Support staff member is involved in an activity that threatens that staff member's effectiveness within the school system, Administration 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
Policy 1130 – Conflict of Interest

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 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.

School Visitors

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

Administration has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, Administration is authorized to request from law enforcement whatever assistance is required to remove the individual.

Please keep in mind that staff members have responsibilities that concern more than your student. All visitors need to respect the staff member's instructional time and all students in the classroom.

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

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 and State law.

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 - 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 to the Health Aide. 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.

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. 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 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.

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.

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. 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 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 Bookkeeper 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.

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 preapproved 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 Administrative Assistant 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

Please notify the Administrative Assistant 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.

PAYROLL SCHEDULE FOR 2018-2019

<u>PAY #</u>	<u>TIMESHEET DUE</u>	<u>PAY DATE</u>	<u>PAYROLL GUIDE</u>
1	August 17, 2018	August 23, 2018	20 & 26 pay period begins
2	August 31, 2018	September 6, 2018	10-month hourly employee pay begins/Pay 1st half of CC/VB/JHGGB/FB stipend
3	September 14, 2018	September 20, 2018	
4	September 28, 2018	October 4, 2018	
5	October 12, 2018	October 18, 2018	
6	October 26, 2018	November 1, 2018	Pay 2nd half of CC/VB/JHGGB/FB and 1st half of JHBBB stipend (AD approves issuing check.) Board 1st half
7	November 9, 2018	November 15, 2018	
8	November 23, 2018	November 29, 2018	Pay 1st half AD/GJVBB/GVBB/BVBB/BJVBB/Cheer/Ext.Music and 2nd half of JHBBB
9	December 7, 2018	December 13, 2018	
10	December 21, 2018	December 27, 2018	
11	January 4, 2019	January 10, 2019	
12	January 18, 2019	January 24, 2019	Pay 1st half JHGVB
13	February 1, 2019	February 7, 2019	
14	February 15, 2019	February 21, 2019	Pay 2nd half JHGVB (AD approves issuing check.)
15	March 1, 2019	March 7, 2019	Pay 2nd half GJVBB/GVBB/BVBB/BJVBB/Cheer (AD approves issuing check.) Quiz Bowl and Extracurricular Music
16	March 15, 2019	March 21, 2019	
17	March 29, 2019	April 4, 2019	Pay 2nd half of Board.
18	April 12, 2019	April 18, 2019	Pay 1st half of SB/BB/Track
19	April 26, 2019	May 2, 2019	
20	May 10, 2019	May 16, 2019	20 pay periods ends, Pay 2nd half of SB/BB (AD approves issuing check.), 2nd half AD, all other stipends as needed.
21	May 24, 2019	May 30, 2019	Pay 2nd half of Track
22	June 7, 2019	June 13, 2019	10-month hourly employee pay ends/Pay Advisors, Yearbook, Golf, and FBLA.
23	June 21, 2019	June 27, 2019	
24	July 5, 2019	July 11, 2019	
25	July 19, 2019	July 25, 2019	
26	August 2, 2019	August 8, 2019	26 pay periods ends

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

For the 2018-2019 school year, the District will provide all full time support staff members (30 hours or more per week) may participate in a group health insurance program provided they are otherwise deemed eligible. The support staff member shall have the following monthly premiums deducted: \$185.40 for a family plan and \$78.74 for a single plan. This amount reflects a 12.8% employee contribution. 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.

For the 2018-2019 school year, 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

For the 2018-2019 school year, 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 31st) 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.

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

Other Insurances

Dental Insurance

For the 2018-2019 school year, the District will provide all full-time support staff members may participate in a group dental insurance program provided they are otherwise eligible. The support staff member' shall have the following monthly premium deducted \$13.96 for a family plan and \$4.34 for a single plan.

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 continuing 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." The 2017 WRS employer/employee contribution rates is 6.8%. 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. 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. All requests for unpaid leaves in excess of 2 days 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 Form either prior to their known absence, or within 48 hours of returning from an unexpected absence."*

A. 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. Sick leave may be used in one hour increments. 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 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. Serious illness requiring hospitalization or the actual services of a doctor for a member of the support staff member's immediate family, specifically spouse/domestic partner, children and parents and in-laws of the same degree of relationship) and for deaths that occur within the immediate family household. No more than four (4) consecutive days can be taken for each incident, unless provided otherwise by state or federal laws and regulations.
3. a. For attendance at the funeral services of immediate family, step family or spouse/registered domestic partner's family (spouse, children, grandchildren, parents, brothers and sisters, aunt, uncle, niece, nephew and in-laws of the same degree of relationship) four (4) days per funeral is considered adequate for this need.

b. One day will be granted for attendance at the funeral of a grandparent or step grandparent of the support staff member or support staff member's spouse/registered domestic partner. A total of four days may be granted at the discretion of Administration when unusual circumstances or excessive travel is required to attend the services.
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 one paid personal day at no cost to the support staff member.

After completing five (5) years of service in the Mellen School District, the support staff member will receive two (2) paid personal days at no cost to the support staff member.

Twelve (12) month support staff employees with 10 years of continuous District employment 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.

4. The District will reimburse employee at a daily rate not to exceed \$100 for any paid personal leave not taken during a school year. This would be payable at the end of the school year and is considered reported earnings but not hours for WRS purposes.

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 less than twelve (12) months shall receive the following paid 4 ½ holidays: Labor Day, Thanksgiving Day, ½ day before Christmas Day, Christmas Day and Memorial Day.

Twelve 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, Good Friday, Memorial Day, and Fourth of July.

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.

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 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

****Please note:** All support staff members must complete a Leave Request Form either prior to their known absence, or within 48 hours of returning from an unexpected absence.”*

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 contact the Student Services 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 Student Services Secretary at 715-274-3601 ext. 400 prior to 6:15 am on the day of the absence.

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

Dress Code

Support staff members are expected to project a professional business-like image. Appropriate business casual dress includes slacks or khakis, dress shirt or blouse, open collar or polo shirt, tie or seasonal sport coat, a dress or skirt at knee length or below, a tailored blazer, knit shirt or sweater and loafers or dress shoes that cover all or most of the foot. Refer to Policy 4216-Staff Dress and Grooming

Food Service

The District makes Breakfast and Lunch available for all staff. For the 2018-2019 school year, the meal charge for Breakfast is \$2.50 and Lunch is \$4.50. 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.

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 Network and Internet Acceptable Use

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 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 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 for staff use. If a Support Staff member chooses to bring in a personal refrigerator, the Support Staff member must pay an annual fee of \$35. This fee is payable to the District Bookkeeper and is due by September 1st.

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/or parents in accordance with administrative guidelines.

Any employee transporting students shall agree not to 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.

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 Health Aide 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.

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 – taunting, malicious teasing, insulting, name calling, making threats.
- 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 web sites, personal social media accounts and apps and defamatory online personal polling web sites, 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 aggressive 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 and is available in the District office.

Anti-Harassment

It is the policy of the Board of Education 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.

Mandatory Reporting Of Threats Of School Violence

All persons who 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.

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 Network and Internet 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 keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold, and purging all other e-mails that have been read.

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 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 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 of Education 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”, ingesting legal chemicals which would alter ones physical, emotional and/or behavioral state, as well as prescription drug abuse affecting job performance.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout 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 and administrative guidelines.

IX. SUPPORT STAFF MEMBERS RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read the School District of Mellen 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)

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 persons who 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. 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.

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

Staff Name

Date Signed

