

# Fall River School District

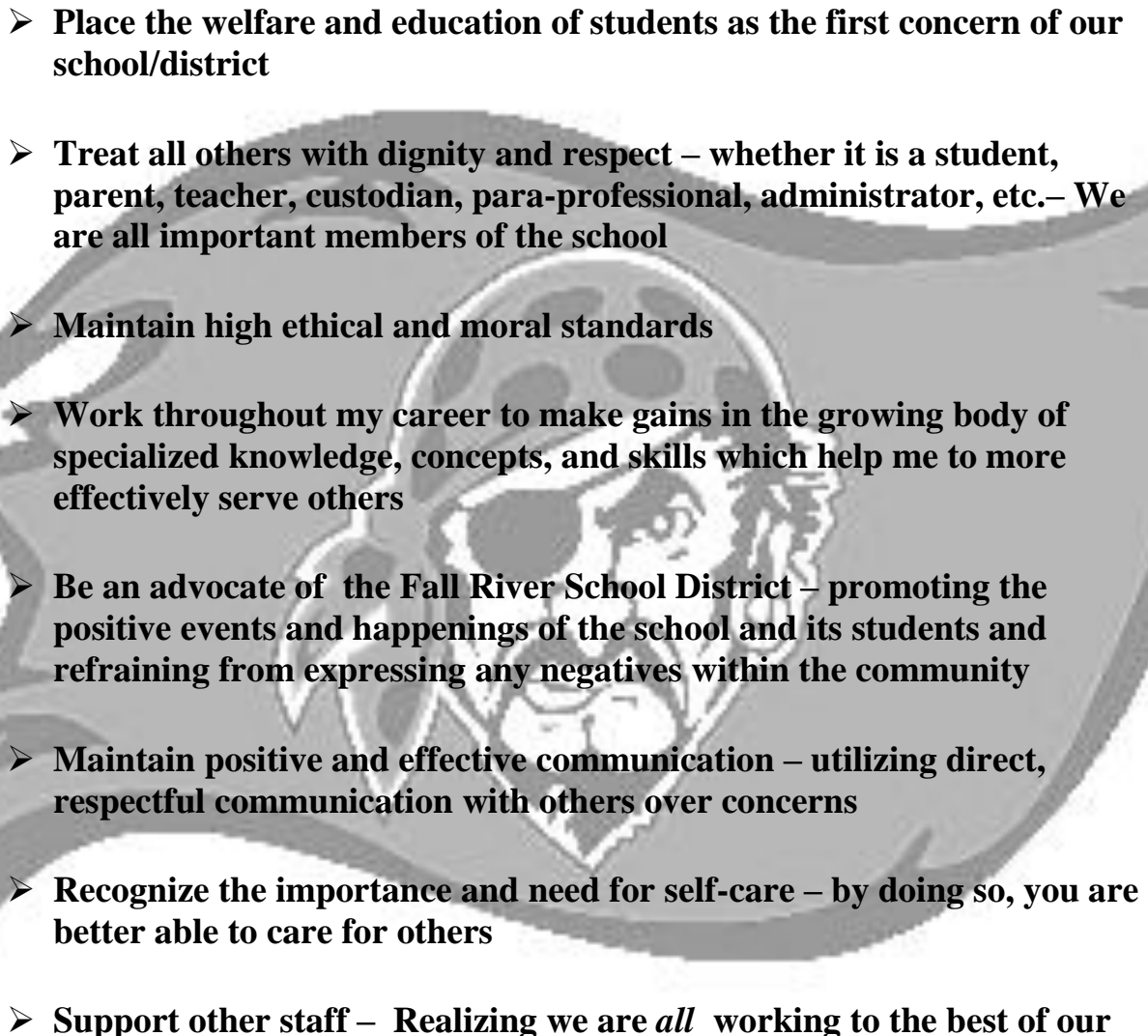


## Employee Handbook 2020-2021

Adopted:

# Professional Code of Ethics

As a member of the Fall River School District Staff, I will:

- 
- **Place the welfare and education of students as the first concern of our school/district**
  - **Treat all others with dignity and respect – whether it is a student, parent, teacher, custodian, para-professional, administrator, etc.– We are all important members of the school**
  - **Maintain high ethical and moral standards**
  - **Work throughout my career to make gains in the growing body of specialized knowledge, concepts, and skills which help me to more effectively serve others**
  - **Be an advocate of the Fall River School District – promoting the positive events and happenings of the school and its students and refraining from expressing any negatives within the community**
  - **Maintain positive and effective communication – utilizing direct, respectful communication with others over concerns**
  - **Recognize the importance and need for self-care – by doing so, you are better able to care for others**
  - **Support other staff – Realizing we are all working to the best of our ability**
  - **Recognize that the schools belong to the community and seek to keep the public fully informed about their school**

*High standards of ethical behavior for the professional educator are essential and are compatible with faith in the power of public education and my commitment to leadership in the preservation and strengthening of the public schools.*

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The District retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties, and responsibilities by the Board; the adoption of policies, rules, regulations, and practices in furtherance thereof; and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly, and unequivocally restricted by the express terms of this *Handbook*/individual contracts and then only the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States. The rights include, but are not limited by enumeration to, the following:

- To direct all operations of the school system;
- To establish and require observance of reasonable work rules and schedules of work;
- To hire, promote, transfer, schedule, and assign employees in positions within the school system;
- To suspend, discharge, and take other disciplinary action against employees;
- To relieve employees from their duties because of lack of work or any other legitimate reason;
- To maintain efficiency of school system operations;
- To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
- To introduce new or improved methods or facilities;
- To select employees, establish quality standards, and evaluate employee performance;
- To determine the methods, means, and personnel by which school system operations are to be conducted;
- To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- To determine the educational policies of the District; and
- To contract out for goods and services.

**Definitions** For purposes of this handbook, unless otherwise provided below, the definitions found under Wis. Stat. sec. 19.42 shall be used:

**Anything of value:** Anything which influences or gives the appearance of influencing the manner in which employees perform their work, make decisions or otherwise carry out job duties; for example: a gift, favor, service, or promise of future employment.

**Personal and Private Interest:** An interest including, but not limited to, a financial interest, which pertains to a person, firm, corporation, partnership or association whereby such person, firm, corporation, partnership or association would gain a special benefit, privilege, exemption, or advantage from the action of the District.

**Confidential Information:** Information gained under governmental authority or in the course of one's employment with a governmental authority, which is not to be released to the general public because:

- (a) Release of such information is expressly prohibited by statutes; or
- (b) A formal decision has been made that release of such information would be harmful to the public interest.

**District Property:** Items including, but not limited to, leased or owned facilities, vehicles, supplies, equipment, stenographic assistance, and duplicating services of any kind where a direct cost to the District may be identified.

## **Governance Statement**

The Fall River School District believes that its employees are among its most important assets. This employee handbook will provide you with some of the information you will find helpful as an employee of the Fall River School District. It is important that you be familiar with and understand the information contained in this handbook.

This handbook is provided for informational purposes only and is intended to provide a general overview. Nothing in this handbook is to be interpreted to create an express or implied contract, covenant, promise, or representation between the District and you. There is no employment agreement intended or implied by this handbook.

The Board reserves the sole right to add, change, withdraw, or revoke any or all policies or practices at any time for any reason, with or without advance notice. The Board will review the employee handbook annually, or as needed. After each significant change to the employee handbook the Board President, Board Clerk will sign the updated employee handbook. The current, up-to-date Employee Handbook shall be available via the District web-page and in hard-copy upon request.

Where benefits and other specific matters are addressed in any written employment letters and are signed and approved by the Board or its authorized designee, they are governed by the contents of the letter to the extent to which it applies. Except where there is express language in a letter of employment/work agreement that conflicts with the language in this handbook, this employee handbook supersedes and replaces any and all previously stated policies and practices, oral or written representations, or statements of the District including, but not limited to, those contained in any handbooks or correspondence.

This handbook is intended to be used and read in conjunction with existing Board policies. While a number of Board policies are expressly included or referenced in this handbook, the fact that other policies are not included or referenced does not mean that they are of no force and effect.

### **District Expectations**

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations.

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

### **Equal Opportunity Employer**

The Fall River School District is an equal opportunity employer. No person shall be denied employment or promotion on the basis of race, religion, creed, age, sex, national origin, race, ancestry, sexual orientation, handicap, disability, military status or any other basis prohibited by law.



# **Belief Statements**

## **Mission Statement**

The Fall River School District, in partnership with family and communities, will provide opportunities in a safe and challenging environment to empower students to be respectful, resourceful, and responsible citizens who are able to succeed in the global community of the 21<sup>st</sup> century.

## **Vision Statement**

Our vision is to help all students achieve to their fullest potential.

## **Making Decisions**

We believe that decisions should be made in the best interests of all students and their families in the Fall River School District.

## **Safe Learning Environment**

We believe that providing a safe learning environment, free from verbal or physical threats and attacks, is critical to the well-being of our students.

## **Shared Responsibility**

We believe that education is the shared responsibility of the individual, family, peer group, school, community, business, and society.

## **Rights and Responsibilities**

We believe that we must set standards of honesty, integrity, dignity, respect, and honor; however, people are ultimately responsible for their own behavior.

## **Comprehensive Education**

We believe in providing classroom curriculum and instruction, along with co-curricular and extra-curricular opportunities, that help students grow into well-rounded people.

## **Effective Employees**

We believe that every adult in the school environment impacts students' success, making recruitment, staff development, and retention of effective employees a priority.

## **Fiscal Responsibility**

We believe in maintaining fiscal responsibility to our district residents by operating within our budget, planning for the future, and using available resources effectively.

## **Commitment and Perseverance**

We believe in modeling and instilling that achievement requires dedication and education. Setbacks are part of the learning process; setting goals brings results. Involvement is a choice and a responsibility. Perseverance reaps rewards.

## **Job Classifications**

*(Administration)* District Administrator, Director of Special Education, Athletic/Activities/Recreation Director, and Principals

*(Certified Staff)* Employees include: Full Time Teachers, LMC Specialist, and School Counselor

- A. Full-time (and Full Time w/extended agreements)
- B. Permanent Part-time

*(Non-certified Staff)* Classroom Support Staff, Custodial and Maintenance, Office Staff (non-Administration), Food Service and Transportation Staff

- A. Full Year (12 month/260 days)
- B. School Year (9 month)
- C. Extended School Year (more than 9 months, but less than 12 months)
- D. Part-time

*(Temporary or Limited Term Part Time Employees)*

Co-Curricular Coaches/Advisors, Co-Curricular Support Staff, Recreation Employees, Summer School Employees, all substitutes.

## **Section 1**

## **General Employment Practices, Procedures, and Expectations**

### **Accident/Incident Reports**

All non-employee work-related accidents/incidents occurring on District property, school buses, or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor. Reports must be submitted to a building principal/immediate supervisor at the time of the injury or as soon thereafter as possible. Reports should cover property damage as well as personal injury. An accident report form can be obtained from the Main Office (and/or the District web-page). Parents/Guardians should be notified of their child's injury as soon as possible within a twenty-four (24) hour window. In the event of a work-related/employee accident or injury, please refer to Section 4 of this handbook.

### **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 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 employees.

For purposes of anti-harassment, "School District community: means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, 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, male-to-female, female-to-male, male-to-male, or female-to-female.

### **Sexual Harassment**

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

- A. A supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;
- B. Acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. An individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;
- E. Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
- F. Inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Reporting Procedures**

To report harassment, including inappropriate boundary invasions, complete the Employee Bullying-Harassment Form, from board Policy 512, and turn in to the Complaint Coordinator/District's Title IX Coordinator. The District Administrator and Guidance Counselor serve in these roles.

Any employee who believes s/he has been the victim of harassment prohibited under this administrative guideline is encouraged to immediately report the alleged harassment to a Complaint Coordinator, the building principal, or the District Administrator, even before they complete the Employee Bullying-Harassment Form.

Any teacher, administrator, or other school official who has or receives notice that an employee has or may have been the victim of harassment prohibited under this administrative guideline is required to immediately report the alleged harassment to a Complaint Coordinator, the building principal, or the District Administrator.

Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by the policy or administrative guideline is encouraged to immediately report the alleged harassment to a Complaint Coordinator, the building principal, or the District Administrator.

The District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. However, if the report is given orally, the Complaint Coordinator shall personally reduce it to writing within twenty-four (24) hours. Nothing in this administrative guideline shall prevent any person from reporting harassment directly to the District Administrator. For example, if the complaint involves the Complaint Coordinator, the reporting individual may report the harassment to the District Administrator.

Complaint Coordinators will be available during regular school hours to address concerns relating to this administrative guideline. The principal of each building will also make arrangements for a Complaint Coordinator to be available to handle complaints of harassment that may require immediate attention outside regular school hours.

### **Reprisal**

Submission of a good faith complaint or report of harassment will not affect the complainant's or reporter's work status or work environment. However, the District also recognizes that false or fraudulent claims of harassment or false or fraudulent information relating to a claim of harassment may be filed. The District reserves the right to discipline any person filing a false or fraudulent claim of harassment or providing false or fraudulent information regarding a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this administrative guideline or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Attendance**

Staff members are expected to make every effort to be present for work and are expected to adhere to their assigned schedule. In order for the schools to operate effectively, staff members are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless s/he has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow applicable procedures through the District's attendance reporting system for reporting his/her absence. Any time spent not working during a scheduled day must be reported as time off and if a substitute is required to be reported through the substitute calling system, using the appropriate reasons. When a *certified* staff member is to be absent from school and a substitute is needed, it is the responsibility of the teacher to report when they will be out prior to their scheduled starting times. If possible, such notification should be made the evening prior to the time of absence, or prior to 6:00 a.m. on the date of the absence. This will help provide time for obtaining a substitute teacher.

The District may monitor attendance and absence patterns. Theft of time and/or improper modification of time worked will be investigated and will result in disciplinary action, up to and including termination.

### **Background Checks and Obligation to Report Criminal Record**

The District will conduct a background check on the applicant in advance of employment and may deny employment based upon findings.

The District may conduct criminal history and background checks on its employees periodically at the District's discretion and will take appropriate action based on findings, up to and including termination. The District shall comply with the state and federal laws governing arrest and conviction record discrimination with regard to the use of information disclosed in response to employee reports and gathered in Criminal Background Checks.

All District employees shall notify his/her immediate supervisor, or the Business Office, in writing and as soon as possible (but no more than three (3) calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee, whichever occurs first, for any felony or misdemeanor.) The requirement to report under this policy shall not apply to minor traffic offenses, e.g., speeding tickets, parking tickets, et al. However, an offense of operating under the influence, revocation or suspension of license, and/or driving after revocation or suspension must be reported if the employee's job duties require the employee to drive or operate a District vehicle or piece of mobile equipment, or transport students or staff in any vehicle, even if the job duties occur only periodically.

Nothing herein shall prohibit the District from placing an employee on administrative leave or other temporary placement when an employee has been arrested, indicted, or charged.

### **Change of Personnel Data**

The District makes every attempt to maintain an accurate and up-to-date employee database for internal and external record keeping and reporting requirements. Upon hire, new employee information is collected and entered into the District's computer system. Employees must promptly notify the District of any change in name, address, phone number, marital status, dependent status, or other pertinent information, so that the appropriate records and/or benefits can be updated accordingly. This also applies to former employees.

### **Child Abuse Reporting and Investigating in our Schools**

The District is dedicated to the goal of protecting our students from and responding effectively to incidents of child abuse and neglect. The District recognizes the many efforts to confront problems associated with child abuse and neglect and will work cooperatively with all agencies with responsibilities for addressing such concerns.

*Wis. Stat. §48.981(2)* requires that school personnel, who in the performance of their duties encounter a child they suspect has been physically or sexually abused, is experiencing neglect or emotional damage, or is threatened with injury, are mandated to report suspicions to the appropriate authorities. Anyone in good faith, participating in the

making of a report or participating in an investigation pursuant to this section, shall be immune from any liability. Whoever willfully ignores and violates this section by failure to report as required, may be fined not more than \$1,000, or imprisoned not more than six months, or both. Wisconsin law assigns the responsibility and authority to investigate certain reports of child maltreatment to law enforcement and county departments of social or human services. Schools do not have the statutory authority to investigate reports of child maltreatment. Mandated reporters, including all staff, are required by law to make a report to Child Protective Services (CPS) or law enforcement when they have reasonable cause to suspect a child has been sexually, physically, or emotionally abused or neglected. The mandated reporter with the most direct knowledge or observation of the abuse should be the person to make this report to CPS or law enforcement. Any doubt about reporting suspecting situations should be resolved in the child's favor. The purpose is to protect the child and help the family.

Following appropriate protocol when there is reasonable suspicion that a child has been abused or neglected, or has been threatened with abuse or neglect, is essential. To help ensure that the proper procedures are followed and the overall process is not compromised, the following reporting procedures are designed to assist in referring a child for suspected physical abuse, sexual abuse, or emotional damage, neglect, or threat of injury as specified in the Wisconsin Statutes:

Step #1. In an effort to better understand the definition and dynamics of child abuse/neglect, prior to making a referral, contact available building resources (school counselor and school psychologist).

Step #2. A staff member, under a duty to report and who suspects a child has been physically or sexually abused, is experiencing neglect or emotional damage, or is threatened with injury, shall immediately inform the building principal or designee if the principal is not available.

Step #3. The staff member shall also immediately contact the Columbia County Department of Human Services Abuse Intake Unit. When calling Human Services, the reporting individual should identify the purpose as a child abuse/neglect referral. This referral shall be made as early in the day as possible so that a social worker from the Department of Human Services has time to begin his/her investigation by interviewing the child at school. (State Statute protects from criminal or civil liability individuals and institutions filing reports and participating in such investigations.)

Step #4. The principal or designee will document that the telephone referral was made and keep on it file.

### **Confidentiality**

Pupil, Personnel, and Financial information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information.

Employees shall not disclose confidential information gained through their official position, except as authorized or required by law, nor shall they otherwise use such information for their personal gain or benefit. Particular attention and fidelity to student records disclosure is required of all employees in accordance with state and federal law and Board policy.

Employees shall not accept employment or engage in any business or professional activity, which they might reasonably expect, would require them to disclose or act upon the disclosure of confidential information acquired by them because of their official position. Any requests for District records shall be referred to the appropriate administrator.

### **Conflict of Interest**

A conflict of interest is defined as any judgment, action, or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District. Employees are asked to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their immediate supervisor information or any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his/her position to obtain financial gain or anything of substantial value for the private benefit of him/herself or his/her immediate family, or for an organization with which s/he is associated.

The Wisconsin Statutes (e.g., Wis. Stat. §19.59, §946.10 and §946.12) also prohibit public employees from acting in a manner that creates a conflict of interest. District employees are expected to comply with these laws, in addition to Board policies and the provisions of the Handbook. Moreover, the District expects that its employees will avoid actual conflicts of interest as well as activities that create the perception of a conflict of interest.

### **District Property**

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment. District equipment borrowed for short term use should be returned the first work day after project completion. Employees are not to lend keys/fobs out to any person not employed by the District.

### **Drug, Alcohol, and Tobacco Free Workplace**

The District is committed to providing employees an environment that is drug free. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by an employee is prohibited on District property at all times. Employees who possess, sell, or distribute drugs on or off District property, or who appear for work under the influence of drugs (other than prescription drugs taken in accordance with the prescription that does not impair an employee's ability to function or pose a safety hazard) will face disciplinary action, up to and including termination from employment.

It is a violation of District policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs on the job. It is a violation of District policy for any employee to report to work under the influence of illegal drugs. It is a violation of District policy for any employee to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)

Any employee who is convicted for any violation of this policy must notify his/her supervisor within five (5) days of such conviction. Failure to do so may result in termination of employment.

It is a violation of District policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs on the job.

### **Electronic Data**

The District reserves the right to access, monitor, and retrieve e-mails, voicemails, computer files, Internet records, and any other information contained on or within the District computer system at any time, at the District's sole discretion. The employee has no expectation of privacy regarding use of this electronic data.

### **E-Mail**

E-Mail (electronic mail) plays an increasingly significant role in our communications. Along with the benefits of e-mail, come increasing risks and responsibilities. All other District policies apply to e-mail, even if e-mail is not specifically mentioned in those policies. Examples include the data retention policy as well as various sections of the personnel policy. The e-mail system is to be used for matters directly related to the business activities of the District. Violation of these policies may result in the cancellation of the violator's e-mail account and may be grounds for disciplinary action up to and including termination of employment.

E-Mail is a public record like any other public document. As such, specific classifications of e-mail shall be retained according to the District's Records Management Policy. E-mail may be searched for evidence in any legal proceeding. By using the e-mail system, the employee consents that authorized representatives may review any messages on the system, may use any information for any legitimate business, legal or disciplinary purpose, and may disclose or disseminate such messages to appropriate third parties.

Users are responsible for the security of their e-mail account password and any e-mail that is sent via their account. To protect accounts against unauthorized use, take the following precautions:

- Protect the e-mail account before leaving the computer unattended if there is any possibility someone else could use the system. If an e-mail account is left open, and someone else uses it, it will appear as if the message was sent from the original user and the user may be held accountable.
- Protect passwords against unauthorized use. The user is responsible for messages sent via their account. Correspondingly, do not read, use, or tamper with someone else's account without their knowledge and consent. Unauthorized use of an e-mail account may be unlawful.

### **Financial Controls and Oversight**

The employee shall adhere to all internal controls that deter and monitor all fraud or financial impropriety in the District. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the District Administrator or designee, the Board President, or local law enforcement. Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his/her area of responsibility for fraud and financial impropriety. Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

### **Money Handling Procedures**

#### **Receiving Money from Outside Sources**

When money is received in the mail from outside sources the following procedure needs to be followed.

1. Money will be counted and a receipt from the General Fund receipt book will be made for the amount received. The white copy of the receipt will be attached to corresponding paperwork for the transaction.
2. Money will then be placed in the locked safe until the time of the bank deposit.
3. At the time of the bank deposit all yellow receipt slips from the Fund 10 receipt book are removed and totaled up. The total will match the amount of money that is in the locked safe. At this time a deposit ticket is written up and all money is deposited into the bank (All paperwork, yellow receipts and the yellow bank receipt are stapled together until the bank received deposit ticket is returned).
4. Once the bank received deposit ticket is returned it is stapled to the front of the corresponding paper work and then entered into Skyward.

#### **Receiving Student/Parent Money**

When money is turned into the Business Office from students or parents the following procedure needs to be followed. (Example: Lunch money, school fees, etc.)

All money must be turned into the Business Office and placed in the Deposit Box located outside the Business Office (when there is no one available at the Business Office desk). No money can be turned in at the Main School Office. Any purchases made through the Business Office must be done when there is Business Office staff available to complete the transaction. (Example: Athletic passes, gym locks, safety glasses, etc.)

When leaving money in the Deposit Box:



- Cash that is received must be placed in an envelope with the proper student information
- Checks that are received must have the student(s) name located in the lower left hand “Memo” section of the check

If there is more than one account that the money is being paid on the amount to go to each account should be written out clearly.

Once money is received to the business office staff will proceed as follows:

1. Money will be counted and enter into the specific student account in Infinite Campus.
2. A receipt from the General Fund receipt book will be made for the amount received. The white copy of the receipt is either given to the student/parent or attached to corresponding paperwork for the transaction.
3. Money will then be placed in the locked safe until the time of the bank deposit.
4. At the time of the bank deposit all yellow receipt slips from the Fund 10 receipt book are removed and totaled up. The total will match the amount of money that is in the locked safe. At this time a deposit ticket is written up and all money is deposited into the bank (All paperwork, yellow receipts and the yellow bank receipt are stapled together until the bank received deposit ticket is returned).
5. Once the bank received deposit ticket is returned it is stapled to the front of the corresponding paper work and then entered into Skyward.

### **Fraud and Financial Impropriety**

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

- A. Fraud and financial impropriety shall include but is not limited to the following:
  1. Forgery or unauthorized alteration of any document or account belonging to the District;
  2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document;
  3. Misappropriation of funds, securities, supplies, or other District assets, including employee time;
  4. Impropriety in the handling of money or reporting of District financial transactions;
  5. Profiteering as a result of insider knowledge of District information or activities;
  6. Unauthorized disclosure of confidential or proprietary information to outside parties;
  7. Unauthorized disclosure of investment activities engaged in or contemplated by the District;
  8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy;
  9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
  10. Failure to provide financial records required by state or local entities;
  11. Failure to disclose conflicts of interest as required by law or District policy;
  12. Disposing of District property for personal gain or benefit; and,
  13. Any other dishonest act regarding the finances of the District.
- B. Fraud Investigations: If an employee is found to have committed fraud or financial impropriety, the District Administrator or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, District Administrator, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

### **General Rules - Staff Conduct**

Employees are representatives of the District, both in and out of the District. Employees shall exhibit conduct that is in keeping with commonly accepted professional standards. The following list is intended to provide concrete examples

of types of expectations. It is not intended to include all expectations. In listing these examples, it is emphasized that the positive contributions of the vast majority of the employees of the District reflect the conduct set forth below:

- Follow Board approved employment expectations
- Engage in public conduct which reflects positively on the profession and bring credit to the District
- Use school property and/or materials only for officially authorized activities
- Follow Board approved District curriculum
- Carry out established Board Policy
- Respect the property rights of the school, its employees and students
- Accurately complete and maintain school records, or employment records related to the District
- Demonstrate respect for the physical, mental and emotional safety of other persons during working hours or on school property
- Use electronic communications responsibly, professionally, and appropriately
- Appropriately follow through and demonstrate respect for supervisor's work-related instructions
- Absent oneself only with proper authorization.
- Accept no gratuities or gifts of significance that might influence judgment in the exercise of professional duties

The following conduct is prohibited:

- A. Insubordination, including disobedience, failure or refusal to follow written or oral instruction of supervisory authority, or to carry out work assignments;
- B. Immoral conduct;
- C. Neglecting job duties or responsibilities;
- D. Disclosure of confidential information and records;
- E. Failure to observe all safety rules and practices, including the use of protective equipment and clothing or the unsafe operation of vehicles and equipment;
- F. Leaving the place of duty during a work day or shift without permission of the immediate supervisor.

### **Licensure/Certification**

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his/her personnel file. Personnel files can be found in the District Office. Employees are expected to know the expiration date of this license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract and/or letter of employment with any person not legally authorized to teach the named subject, in their specific assignment, or at the named school/District shall be void. All letters of employment shall terminate if, and when, the authority to teach and/or proper certification to fulfill job responsibilities terminates.

### **Mileage Reimbursement**

Transportation by private vehicle shall be used only when no other transportation is available. Employees using their private vehicle for school business shall be reimbursed at the current IRS Business rate per mile if and when travel is authorized by the District Administrator. An expense sheet, with written approval of the building principal or immediate supervisor, must be submitted to the Business Office. Car-pooling is strongly encouraged.

### **Nepotism**

Applicants for employment in the District shall be selected without regard to a relationship by affinity or consanguinity (through marriage or by 'blood relation'), which they may have with a current employee of the District. However, to avoid any possible conflict of interest, which may result from employment procedures, an employee

who is related by affinity or consanguinity to another employee or applicant shall not participate in any decision to hire, retain, promote, evaluate, or determine the salary of that person.

Relatives of Board members may be employed by the District, provided the Board member does not participate in any way in the discussion or vote on any matter relating to said employment.

### **Non-Discrimination and Equal Opportunity**

The District does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, age, religion, disability, veteran's status, creed, ancestry, marital status, sexual orientation, arrest/conviction record, military membership, national origin, political affiliation or use of a lawful product off District premises during non-working hours in its educational programs or activities, including employment and admissions. Also, such discrimination is prohibited by Federal Laws, Executive Orders and State laws which include, but are not limited to, the Wisconsin Fair Employment Act, the Americans with Disabilities Act, Title VI and VII of the Civil Rights Law of 1964, the Age Discrimination in Employment Act of 1967, as amended, the Equal Pay Act of 1972, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 as amended, the Veteran's Readjustment Act of 1974 and the Executive Orders 1246 of 1965 and 11375 of 1967.

At the same time, the District cherishes its right and duty to seek and retain personnel who will make a positive contribution to its goals and mission in order to enhance the development of student achievement and potential. Upon request, reasonable workplace accommodations will be made for employees with disabilities. Employees with requests, concerns and/or complaints regarding disability and/or veteran's status should contact the Director of Special Education or Business Office.

It is the intent of the District to comply with both the letter and spirit of the law to ensure that discrimination does not exist in its policies, regulations, and operations. In the event an employee feels that s/he has been discriminated against by any action prohibited by law, s/he may seek the assistance of the Director of Special Education or Business Office. Informal discussions to resolve the problem are encouraged before a formal complaint is made.

Complaints brought to the Director of Special Education or Business Office will be handled (to the extent possible and practicable) in a confidential fashion, will be investigated thoroughly, and resolutions will be recommended. An employee may contact this office without fear of retaliation regarding his/her employment status. However, frivolous or fraudulent complaints will not be entertained and may result in disciplinary action.

### **Outside Employment and/or Activities of Staff**

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

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside of the District as long as such employment does not interfere with assigned school duties as determined by the District. An employee will not perform any duties related to an outside job during regular work hours.

This section shall not prevent a District employee from coaching in another district, nor shall District school year employees be prevented from teaching/working summer school in another district, nor accepting other summer employment.

### **Pay Periods**

Salary payments and paychecks will be distributed by direct deposit only, semi-monthly on the 15<sup>th</sup> and 30<sup>th</sup>. When the payday falls on a scheduled holiday or weekend, the payment will be made on the day preceding the holiday. Employees shall complete all required payroll forms such as timesheets, payroll information forms, federal and state

tax and employment forms and submit to the payroll office in accordance with established procedure.

All employees are required to enroll in direct deposit. Wages will be deposited automatically within the employee's designated checking or savings account. The employee will be able to print off their advice of deposit from Skyward's Employee Access.

### **Annualized Payroll Cycle**

School Year Employees: The payroll cycle shall be on a 20 or 24 pay basis for all employees scheduled to work as a school year employee. The 22 or 23 pay basis is dependent upon how the every other Friday falls in any given year. All benefits and deductions for the year will be applied to the number of pays for that given school year.

Full Year Employees: Employees scheduled to work the full year will be paid on a twelve (12) month payroll cycle. This will result in 24 paychecks.

### **Personal Appearance/ Staff Attire**

Discretion and good judgment on the part of employees in their style of dress and personal appearance are essential to the professional image and the safe and orderly operation of the District. Employees are expected to dress in a professional manner appropriate to their working environment and to the type of work performed. School apparel is encouraged. The District reserves the right to establish and enforce standards relating to acceptable dress and appearance. Individual departments also reserve the right to have their own policy or dress code appropriate to the nature of the work done within that department. This applies to both in and out of District activities. Employees attending conferences, extracurricular activities or any activity representing the District outside the work day should dress as a representative of the District.

Employees should consult their supervisor regarding dress code requirements specific to their position.

### **Personnel Files**

Any requests to access personnel files should be made through the District in accordance with Wisconsin Statute 103.13 (2). Information contained in an employee's personnel file is considered a public record unless otherwise provided by law or in the event it is determined that an employee's interest in privacy outweighs the public's interest in disclosure of a specific record.

### **Political Activity**

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

- A. No school employee shall, during hours for which pay is received, use any time for the solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or political action.
- B. No school employee shall use in any way the classrooms, building or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation or political action.
- C. No school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation or political action.

It is the intention of the Board to regulate such activities on all District-owned or used property, within all school buildings and at all school sponsored activities.

### **Responsible Use Policy (R.U.P.)**

The District has defined responsible use of technology within the District. These standards define proper conduct for the user. Use of technology in the District is a privilege, not a right. Violations of these standards of use may result in denial of access and/or disciplinary action.

### **Severance from Employment**

An employee's employment relationship shall be broken and terminated by:

- A. Termination pursuant to the terms of this *Handbook* and the employee's individual contract/employment letter (if any)
- B. Voluntary resignation
- C. Retirement
- D. Non-renewal of the employee's contract/employment
- E. Failure to return to work following recall with fourteen (14) calendar days of receipt of notice to do so (as provided for in other sections of the *Handbook*)
- F. The employee having been on non-renewal for non-performance reasons for twelve (12) consecutive months (as provided for in other sections of the *Handbook*)
- G. Failure to return to work the day following the expiration of an authorized leave of absence
- H. Job abandonment

Reemployment after any severance will result in the staff member being considered new to the system.

### **Use of District Property for Private Purposes**

Employees of the District may use District property or equipment for their private use or for any other use than that which serves the public interest with prior administrative approval. (See Appendix for "Check out of District Property") The District stresses that employees use common sense and honesty in ensuring that District property, facilities, and equipment are not used for personal gain or advantage. This includes, but is not limited to, using District owned stationery, postage, typing or reproduction services for social organizations or groups. With prior approval, the after-hours use of District facilities for public meetings may be appropriate.

### **Work Spaces**

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, computers/hard drives, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage space in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked.

### **Workplace Safety**

The Board shall make reasonable provisions for the safety and health of its employees while in the course of their employment. All employees are expected to cooperate to the best of their ability in the prevention of accidents to themselves, fellow employees, and students. The Fall School District has implemented PBIS (Positive Behavior Interventions and Supports) as a means to set expectations for staff and students.

PBIS: Positive Behavior Interventions and Supports (PBIS) are a universal, data-based systems approach for developing a safe, school-wide learning climate. It includes a broad range of proactive and individualized strategies for achieving important social and learning outcomes while preventing problem behaviors with all students. Students and staff are part of teaching and modeling appropriate behavioral expectations.

In the Fall River School District there are three major components that create the framework for student and adult behavior expectations. These three expectations are RESPECT, RESPONSIBILITY and SAFETY. The District has defined how these elements look, sound, and feel as we work together toward a consistent K-12 program founded on our District Mission, Vision, and Goals.

The following guidelines are provided to minimize the risk of hazards:

Bloodborne Pathogen - Training is offered to employees on a scheduled basis according to OSHA legal requirements.

Chemical Safety - All chemicals must be properly labeled. No unauthorized chemicals shall be present in the classroom. Flammable liquids and chemicals must be properly stored. OSHA Hazard Communication Standard 29cfr910.1200 adapted by the District who regulate schools states that employers inform their employees of the hazardous chemicals they may be exposed to while performing their work and any appropriate protective measures.

In order to protect the health and safety of our employees, the District has developed a list of all the hazardous chemicals known to be present in our District. The Material Safety Data Sheet (MSDS) is on file with the Maintenance Department. Employees are not permitted to bring cleaning products or other chemical substances to the workplaces that are not approved through the Maintenance Supervisor. Employees should notify their principal or supervisor of any unlabeled chemicals or unsafe conditions. Employees shall not deface or alter chemical labels or dispose of any chemicals listed on the MSDS.

Employees who want additional information on the chemicals used in their building, including ingredients and guidance for handling a hazardous substance, should contact the Maintenance Department.

Employees who work with hazardous materials will receive instruction and orientation to the District's Hazardous Materials Procedures, as well as safety procedures involved in working with hazardous materials.

Disaster Preparedness All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. Every staff member and student must follow proper procedures when drills are staged.

Electrical Safety - All electrical cords and equipment must meet safety code. Employees shall refrain from improper use of extension cords.

Fire Safety - Employees should know the following: Location of fire alarms, location of fire extinguishers, evacuations routes, and whom to notify in case of fire. Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the fire alarm and clear the building. Employees should not risk their safety in fighting fires.

General Classroom Conditions - Classrooms should be orderly and uncluttered with a focus on student engagement and learning.

It is each employee's responsibility to perform his/her work in a safe and responsible manner. All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Protection of Staff - An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Office and the appropriate supervisor, who shall acknowledge receipt of such report and keep the staff involved or informed of the action taken.

1. "Injury" means physical harm to an employee caused by accident or disease in the performance of duties by the employee.
2. "Performance of duties" means duties performed within the employee's authorized scope of employment and performed in the line of duty.

Weapons Prohibition: Firearms and dangerous weapons (knives, etc.) are prohibited on all property of the District. The prohibition includes uncased or loaded firearms in vehicles on school property. Licensed peace officers who are serving in their official capacities are the only persons exempt from this prohibition.

### **Work Stoppages Prohibited**

Employees shall not promote, encourage, engage in, or facilitate any strike, sickout, curtailment of work schedules, refusal to perform customary and assigned duties considered work stoppage or any other intentional interruption of work involving the Fall River School District.

## **Section 2**                      **Recognized Absences, Holidays, Vacations, Reporting Absence(s)**

### **Absence from Work – Duty to Report**

Any employee who is unable to report for work at the beginning of his/her workday shall notify the District, including the reason for such absence as soon as possible but no later than one hour before the commencement of the shift (with the limited exception of any unforeseen, extenuating circumstance).

### **Bereavement Leave (Spouse/Child/Parent/Sibling)**

All eligible staff will receive up to 3 days paid bereavement leave (not charged to an employee's available PTO) for the death of a spouse, child/step-child, parent/step-parent/parent-in-law, or sibling.

### **F.M.L.A. (Family and Medical Leave)**

It is the policy of the District to comply with all applicable state and federal laws concerning child-rearing, personal illness, or family illness leave or leave related to military service members. Leaves provided by the District which are taken for the same reasons as leaves covered by the FMLA are not in addition to leave provided under the FMLA. If leave qualifies for family or medical leave under both the federal and state laws, the leave used counts against the employee's entitlement under both state and federal FMLAs concurrently. Leave covered by the FMLA will be deducted from the annual entitlement under the FMLA.

If an employee is eligible for leave only under the Federal Family and Medical Leave Act, the District will require the employee to substitute any earned or accrued vacation or personal days to which the employee is entitled, for child rearing or family illness leave provided under the Federal Law and thus convert the unpaid leave into paid leave. Also, the District will require employees to substitute any PTO leave to which the employee is entitled, for personal illness leave provided under Federal Law, and thus convert the unpaid leave into paid leave. When paid leave is substituted for unpaid leave under Federal Law, the substitute leave will be counted as leave taken under the Federal Law.

### **General Paid Time Off (PTO)**

All eligible staff will receive paid time off days each school year to be used for personal illness and other absences, with the following provisions:

- A. Employees scheduled to work full-time (1.0 FTE) will be eligible for one PTO days per month worked (8 hours per day), allocated on the first day of each school year. (i.e. – 9 month employees receive 9 PTO days, 10 month = 10 PTO days, 12 month = PTO days)
- All Certified Staff are considered to be 10 month employees.
- B. Employees scheduled to work less than 1.0 FTE, will be eligible for PTO days (one per month worked) prorated based on their percentage FTE (rounded up to the nearest hour).
- C. Employees may request to use PTO with the following restrictions:
  - 1. Personal Illness of Employee or Immediate Family Members:
    - a. May use as many consecutive/accumulated PTO days until accumulated days are used up and/or the employee is eligible for long-term disability (see Long Term Disability and FMLA).

2. Bereavement:
  - a. PTO may be used for bereavement leave for anyone other than a spouse, child, parent or sibling and will be charged to available PTO days. (For bereavement of an immediate family member refer to “Bereavement Leave (Spouse/Child/Parent/Sibling)”).
  - b. All bereavement leave must be approved by a Principal/ Supervisor.
3. Other Emergency Absences:
  - a. The District Administrator or a Principal will review each case and approve or deny request at his/her discretion.
  - b. For unpaid leaves, please refer to section “Unpaid Leaves.”
4. Other Scheduled Absences:
  - a. PTO may be requested for any other type of non-illness, non-emergency absence; however these absences should be requested at least 2 weeks in advance. A Principal /Supervisor will then review and approve or deny PTO requests based on availability of staff/subs to cover absences.
  - b. A Principal/Supervisor may approve PTO requests with less than two (2) weeks’ notice at their discretion.
  - c. Requests for use of PTO absences for three (3) or more consecutive days must be approved by the District Administrator, provided the request has a positive recommendation by a Principal/Supervisor.
  - d. Non-illness, non-emergency PTO days cannot be used to extend a holiday, vacation (i.e. winter, spring or summer break), or school recess period (e.g. conferences and/or extended weekends), or during the first or last week of a semester without prior approval from the District Administrator or designee.
  - e. Requests for PTO for scheduled absences may be restricted due to number of requests and limited availability of subs, at the discretion of the Principal/Supervisor.
5. Inclement Weather:
  - a. Please refer to Section 6 – “Emergency School Closures”

D. PTO Leave Contribution Form

The District is offering this contribution – designed as a “one-time contribution” to protect employees who may experience financial and/or medical hardship because of exhausted PTO (Paid Time Off) leave due to a life threatening/catastrophic illness, or injury (their own or qualifying family member). Catastrophic illness or injury is defined as one that is expected to incapacitate the employee because s/he has exhausted all of his or her paid time off.

Each use of the PTO Leave Contribution Form has to be Board approved, on a case-by-case basis.

- Please refer to Appendix E for additional information.

E. Increments and Maximum Accrual

1. PTO may be taken in 30 minute increments for staff.
2. PTO days can be accumulated up to 100 days.
- 3.



## **Holidays \*\*\* “Holidays” Section applies to Administration and Non-certified Staff**

- A. School Year, Full-Time and Part-Time Employees will receive the following paid Holidays:
1. Labor Day
  2. Thanksgiving Day
  3. December 25<sup>th</sup>
  4. New Year’s Day
  5. Memorial Day
- B. Fiscal Year, Full Year Employees will receive the following paid Holidays:
1. New Year's Day
  2. Memorial Day
  3. Fourth of July
  4. Labor Day
  5. Thanksgiving Day
  6. Day after Thanksgiving Day
  7. December 24<sup>th</sup>
  8. December 25<sup>th</sup>
  9. New Year's Eve
- C. If any of the paid holidays fall on a Saturday, the preceding workday shall be observed as the holiday. If any of the above named holidays fall on a Sunday, the following workday shall be observed as the holiday. If New Year’s Day falls on a Sunday and school is scheduled to begin on the following Monday, the preceding Thursday shall be observed as the New Year’s Eve holiday and the preceding Friday shall be observed as the New Year’s Day Holiday. If the day before Christmas and the day before New Year’s Day fall on a Sunday, the preceding Friday shall be declared the holiday unless the preceding Friday is a student contact day. The paid holiday substitution days may, by mutual agreement between the administrator and the employee, be moved to different days. Year-round non-certified staff members who work less than 260 days will receive holidays on a prorated basis. (e.g. – 210 day employees receive 7 holidays, etc.)

**Additional Hours and Overtime** - Approval: In order for an employee to work additional hours beyond his/her regular scheduled hours in any week, prior approval must be obtained from the District Administrator or his/her designee. Holiday time, Vacation, and/or PTO time may not be used to create overtime payment levels (time and a half) for an employee.

**Call-In Pay:** When a Non-certified staff employee is called in and required to work additional hours at the request of administration that are not contiguous with his/her scheduled hours, the employee shall be paid no less than two (2) hours of pay or pay for the actual time worked, whichever is greater. The District may assign such employee to any work which s/he is qualified to perform during such period.

### **Jury Duty**

Any employee required to serve on jury duty or who is subpoenaed to appear and who actually appears in response to the subpoena in a civil or criminal court proceeding other than a criminal proceeding in which the employee is a party, shall be entitled to temporary leave without loss of pay. Staff members are to provide verification for day(s) gone to serve on jury duty to the business office upon return.

### **Military Leave**

Employees shall be granted military leave in accordance with applicable federal and state laws.

### **Reporting Absence from Position and Substitute Request Calling Procedures**

The District recognizes that occasions may arise when employees will be unable to perform their professional duties because of illness or emergencies.

1. If you are ill the night before school or the morning of and do not believe your health will improve, please log on Aesop and put in a sub request.
2. If you are unable to log onto your computer, please call your principal (Elem or MS/HS) and also call Carri Lee and a sub will be requested. Please do not just leave a message. Make sure you have spoken to a “real” person to ensure the sub request can be met.
3. If you become ill during the school day, please call the office requesting coverage.

### **Unused, Excess P.T.O. Days**

Employees with an excess of 100 unused PTO days (at the end of the school year) shall be paid for \$50 each for the unused PTO days that remain over 100 days. Such payment shall be made prior to the beginning of the following school year.

Note: If a staff member receives PTO days through the PTO Leave Contribution Form, these days may not be sold back to the District.

### **Unpaid Leaves of Absence**

#### **Short-Term Leaves**

Approval of leave without pay is dependent on circumstances in each case. The basic purpose of leave without pay is to preserve an employee's continuity of service through emergency or necessary periods of absence. Leave(s) of absence without pay must be approved by the District Administrator or his/her Designee, at least 10 days prior to taking the leave. No benefits, paid leave, or vacation will accrue during a leave of absence lasting more than five (5) days.

Any employee may request unpaid leave time for five (5) or less days, due to extenuating circumstances. If the unpaid leave time is granted, the employee will continue to receive benefits during their short-term leave.

All employees may be granted a nonmedical leave of absence of up to thirty (30) calendar days without pay, when approved in advance by the Board.

#### **Long-Term Leaves**

Requests for long-term leaves shall be made in writing to the District Administrator at least thirty (30) days in advance whenever possible. An unpaid leave of absence of up to one (1) year (including any time allotted through FMLA) may be granted for child rearing, education, health/medical, or personal reasons.

Employees may continue participation in the District's group insurance programs at his/her own expense subject to approval of the carrier. The employee must furnish full payment for the insurance premium and that payment must be made by the 15th of the month prior to coverage. If the employee is more than thirty (30) days late in paying their portion of the premium, the employee's health insurance will be cancelled and reinstated if/when the employee returns from their leave subject to the employee's continuing eligibility for insurance and approval by the carrier and further subject to rights provided under COBRA.

The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work at least thirty (30) days prior to the expiration of the leave. If the employee does not provide such notice s/he will be deemed to have resigned from his /her position with the District as of the expiration date of the leave.

Employees on a long-term leave will not be advanced on the salary schedule for the time duration of the leave. In the event of non-renewal for non-performance related reasons an employee returning from leave shall be treated in the same manner as all other employees subject to the non-renewal for non-performance related reasons procedure.

Upon return from leave, the employee may be assigned to any position for which the employee is qualified. "Qualified" means licensed at the time the person returns from leave and having prior experience in the affected area (K-5), (6-12), and specific department or specialty area, such as guidance, physical education, art, music, special education, etc.

**Absence without Authorization** - No employee may absent himself/herself from duty without permission of his/her supervisor. Absence without authorized leave shall be reason for discharge. Any employee absent for three consecutive working days without notice shall be considered to have resigned from District service, absent unique extenuating circumstances.

**Vacation** (\*Rec. Director, Custodial and Maintenance Staff, Technology Coordinator)

Vacation schedules must be approved in advance by the building administrator and/or District Administrator. Vacation schedules shall be planned in advance, so as not to disrupt school operations. At the discretion of the building administrator and/or District Administrator, vacation requests may be denied when timing of the requested days off conflicts with specific job responsibilities. Should the employee terminate his/her employment during the course of a contract year, the vacation time allotted during the current school year will be prorated.

Qualifying non-certified year-round staff\* shall receive annual vacation time based on the following schedule:

<u>Year-Round Service</u>	<u>Days Allotted</u>
1-2	5
3 - 7	10
8 - 15	15
16 and over	20

All unused vacation days shall be forfeited without pay as of June 30. Any request for a rollover of any vacation days for extenuating circumstances would require advance notice and approval from the District Administrator.

Vacation earned under this section shall be used on non-student contact days, unless use on a student contact day is pre-approved at the discretion of the District Administrator. Such days shall be paid at the employee's regular hourly rate multiplied by the employee's regular daily hours.

Part-time year-round non-certified staff members who work greater than 50% of full time will receive vacation, according to the schedule above. However, they will be paid on a prorated basis based upon the number of hours the employee normally works during the fiscal year. Example: An employee working six (6) hours per day with six (6) years of experience receives ten (10) days of vacation. In the fiscal year, the employee will work 75% of a full time schedule and will therefore, receive 60 hours of vacation.

Year Round Service in this section refers to continuous years of service year round in the District. Vacation is not earned while an employee is out on long-term disability or unpaid leave.

Vacation time may be taken in full blocks, or in shorter blocks not less than 30 minute increments as arranged with the immediate supervisor. Requests for vacation time shall normally be made and approved at least two (2) weeks prior to taking such leave; however, vacation time requested with less than two (2) weeks' notice may be approved by the supervisor. No employee may be denied the ability to take all of his/her accrued vacation during a twelve (12) month period, but the supervisor shall have the right to schedule vacations on a first-come, first-serve basis, as necessary to accomplish reasonable work objectives.

An employee who is unable, due to circumstances beyond his/her control, to take vacation during the Fiscal Year in which he or she is entitled to take the vacation, may request to carry over up to two (2) weeks. Administration may grant or deny the request. If the request is granted, the vacation must be taken within six (6) months.

Years of service shall be credited on a July 1 to June 30 year, and annual vacation days are accrued on a prorated basis throughout a July 1 to June 30 year. Employees who have worked at least 140 work days prior to June 30 in their first year of employment will be given credit for a full year of service for purposes of determining “years of service” in the vacation benefit schedule.

### **Worker Rules/Workers Compensation**

These work rules constitute the general work rules applicable to employees of the Fall River School District. The application and implementation of these rules may vary between individuals or work units due to the nature of the work or as specific circumstances require. Likewise, these work rules do not constitute the entire list of potential actions or violations for which employees may be disciplined. State and federal statutes and regulations also govern the workplace. Violations of these rules will also result in appropriate disciplinary action.

#### **Work Rules Example - Incidents, Accidents, or Injuries:**

Any employee involved in an incident, accident or injury, including property-damage only accidents or incidents, irrespective of fault, during working hours or while using any District-owned machinery, vehicle, or other property, shall report the incident, accident, or injury to the Administration or his/her designee within 24 hours (excluding weekends and holidays) of the occurrence of the incident, accident, or injury.

The District provides Worker's Compensation in conformance with state law.

**Worker's Compensation Coverage and Reporting Responsibilities:** All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the District office prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify the District office within twenty-four (24) hours after the occurrence of the injury or as soon as practicable.

**Benefits while on Worker's Compensation:** If any employee is injured while in the performance of duties for the District, s/he will be compensated in the following manner:

1. **First Ten (10) Days of Workers Compensation Leave:** The employee will be paid his/her regular salary and no sick/PTO leave days will be subtracted from the accumulated sick/PTO leave of the employee if the employee signs over his/her "workers compensation" check to the District.
2. **Day Eleven (11) through Day Sixty (60) of Workers Compensation Leave:** The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated sick/PTO leave, as necessary, through a deduction of one-third (1/3) of a day of sick/PTO leave for each day while on worker's compensation. This provision will apply up until the sixtieth (60th) day of leave or as long as the employee has accumulated sick/PTO leave available, whichever is greater. Once day sixty-one (61) is reached or the employee no longer has accumulated sick/PTO leave available, the provisions of the following paragraph apply.
3. **Day Sixty-One (61) and thereafter of Workers Compensation Leave:** The employee will receive his/her worker's compensation payment. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability insurance benefits. No other leaves will be applied to the worker's compensation leave unless the employee is ineligible for long-term disability, in which case the employee may use accumulated sick/PTO leave, accrued vacation, or accrued compensatory time until such time as the paid leave is exhausted in accordance with the one-third (1/3) deduction provision provided above.

When permitted by law, Family and Medical Leave shall run concurrently with, and not be in addition to, Workers' Compensation Leave.

## **Section 3**

## **Benefits**

### **Changes in Coverage**

A special enrollment is available when an employee has a "Family Status Change" such as marriage, divorce, a dependent child turning 26, birth, adoption, or legal placement of a child. Insurance enrollment forms must be completed within 30 calendar days of this qualified event. For any employee who previously waived coverage through the District and has lost other coverage, that employee is eligible to enroll given that the application is completed within 30 days of losing coverage. For any employee who has not experienced a family status change or loss in coverage and previously waived coverage through the district, there will be an annual open enrollment period (July 1 - September 30) in which the employee can complete the insurance enrollment forms. Employees must immediately notify the Business Office of any life event or family status change to ensure timely completion of all required forms.

Failure to provide such notice may delay or interfere with insurance coverage and corresponding payroll deduction changes. In addition, failure to provide such notice, which results in the District paying for premium(s) beyond that which it would have been obligated had notice been timely, shall result in the employee immediately remitting any such overpayment to the District. The District may collect such overpayment by a deduction(s) from any monies due and owing to the employee.

### **Continuation of Benefits - COBRA**

The Federal Consolidated Budget Reconciliation Act of 1985 (COBRA) and subsequent amendments to the Act, gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the District's medical and dental plans when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, Medicare eligibility, or death of an employee; a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Medical, dental, and long-term disability benefits end on the last day of the month in which the employee has worked. Continuing employees benefit coverage will remain in place throughout the summer. School year employees who separate employment after the completion of a school year may continue to be covered under the District group medical and dental insurance through August 31<sup>st</sup> of the calendar year.

*Upon the retirement of an employee, COBRA coverage will be offered to the individual retiree and shall be available to remain in force until the retiree becomes Medicare age eligible (age 65).*

All continuation of benefits under this Section or under COBRA, if applicable will be at the employee's (or other covered individual's) expense. This Section shall not obligate the District to contribute toward any of the premiums for insurance coverage referenced herein.

### **Insurance Benefits**

#### **Dental**

The District offers comprehensive dental insurance to eligible employees effective on the first day of the month following the hire date. In order to obtain coverage, eligible employees must complete enrollment forms within thirty (30) calendar days from the date of hire. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board. Eligibility for, premium amounts and payments toward coverage for employees may be obtained from the Business Office.

#### **Health**

The District offers comprehensive medical insurance to eligible employees effective on the first of the month following the hire date. In order to obtain coverage, eligible employees must complete enrollment forms within thirty (30) calendar days from the date of hire. The District makes a substantial contribution toward the cost of each eligible employee's medical

coverage. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board. Eligibility and premium amounts and payments toward coverage for employees may be obtained from the Business Office.

### Life

The District offers life insurance to eligible employees effective on the first of the month following the hire date. In order to obtain coverage, eligible employees must complete enrollment forms within thirty (30) calendar days from the date of hire. Basic coverage is provided through the District. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board. Eligibility and premium amounts and payments toward coverage for employees may be obtained from the Business Office.

### Life Optional (for self, spouse and dependents)

The District offers optional life insurance coverage to the employees and/or their dependents and spouse; eligible employees must complete the necessary enrollment forms. If approved, the premiums will be deducted (post-tax) from the employee's payroll check twice a month. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board. Eligibility, premium amounts, and payments toward coverage by employees may be obtained from the Business Office.

### Long-term Disability

The District offers long-term disability coverage to eligible employees effective on the first of the month following the hire date. Benefits are provided for medically validated illness or injury following a ninety (90) calendar day elimination period. The monthly long-term disability benefit pays a percentage of the employee's regular monthly salary or wages, less Social Security and other offsets. Long-term disability is provided by the District at no charge to the employee. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board. Eligibility for, premium amounts, and payments toward coverage for employees may be obtained from the Business Office.

### Certified and Support Staff (With a minimum of 15 years of service within the District)

PTO Leave Benefit: Unused PTO leave accumulated upon retirement, up to the maximum of 100 days, will be converted at the rate of \$50 per day and paid out within 30 days. Payout rate is pro-rated for those not employed on a full-time basis.

### Tax Sheltered Annuity (T.S.A.) - 403(b)

The District offers an IRC Section 403(b) Plan to help employees save for retirement. The 403(b) Plan is a voluntary tax-deferred retirement savings program. An eligible employee can elect to defer a portion of his/her compensation to the Plan on a pre-tax basis. Contributions must be designated as a flat dollar amount. Both Federal and State income taxes are deferred on the contributions and any earnings until distributed from the plan.

All employees are immediately eligible upon their start date to make elective deferrals from compensation to the plan. For more information or to enroll, please contact the Business Office.

### Wisconsin Retirement/Employee Trust Funds

Eligibility for the Wisconsin Retirement System (WRS) is defined by State Statute and is mandatory for employees who meet the eligibility requirements for coverage under the WRS. Detailed information on eligibility, vesting, and pension options is available on the Wisconsin Retirement System website at <http://etf.wi.gov>.

As a covered employee, you will be responsible for half of all required contributions to the WRS. Employee retirement contributions are made on a pre-tax basis. The District pays the employer required contribution. All contributions go into the core fund unless the employee specifies participation in the variable fund.

### Hard to Fill Licensures

When the district requests: 1) a current staff member to obtain an additional teaching license, 2) hires an individual who is not licensed to teach a subject, the school district will pay up to one-hundred dollars (\$100.00) per credit for all classes

successfully completed towards obtaining the license needed and have been approved by the Superintendent. The staff member will reimburse the district the full cost of credits paid if they leave the district within five (5) years of completing the license.

#### **Section 4                      Discipline, Non-renewal, and Termination**

The Board retains the right and responsibility to manage the work force. The District Administrator or his/her designee may issue discipline or recommend discharge to the Board, if necessary, consistent with the requirements of any applicable Board policy as well as State and Federal law.

Certified Staff members employed in the District are subject to non-renewal on a statutory basis, as prescribed in Section 118.22, Wis. Stats. Such non-renewal shall be exclusively subject to provisions of Section 118.22, Wis. Stats. and is not governed by the District's Grievance Procedure.

Administrators' performance review processes will comply with this employee handbook and WI Statutes 118.24.

Certified Staff employees performance review processes will comply with this employee handbook as well as WI Statutes 118.21 and 118.22.

#### **Standard Non-renewal for Certified Staff Members**

All employees are at will employees that may be terminated or whose contracts may be non-renewed for any reason provided that the decision is not arbitrary or capricious, (*arbitrary* - not supported by logic or the necessary facts; *capricious* - adopted without thought or reason or is irrational.) or in violation of any applicable law.

#### **Performance-Based Non-Renewal**

The following procedure for non-renewal where the basis of the non-renewal is performance:

1. The District's administration has evaluated the certified staff member and concluded that the staff member's performance is unsatisfactory;
2. The District's administration has placed the certified staff member on a plan of improvement;
3. The certified staff member's performance continues to be unsatisfactory (Unsatisfactory performance means failing to meet the District's reasonable and defined objectives with regard to improvement.)

In lieu of discharge or non-renewal, the Board or the Administration, at their discretion, may elect to pursue other remedial options including, but not limited to, the establishment of performance plans, demotion, salary or wage reduction, or attendance at conferences or programs intended to assist the employee in the performance of his/her responsibilities.

#### **Standard for Discipline and Termination**

The District takes a corrective action approach to helping employees resolve performance deficiencies or addressing policy/rule infractions. Corrective actions are determined based on the appropriateness to the infraction and at a level of intervention deemed appropriate to address the issue and not for reasons that are arbitrary or capricious. The District may, in its sole discretion, select the corrective processes based on individual circumstances.

Typically, minor first offenses are addressed with verbal counseling or reprimands. Serious or more frequent violations warrant more serious action, up to and including termination. Types of corrective actions may include, but are not limited to:

- Verbal warning or counseling
- Written warning (e.g. - letter or memo)
- Suspension (with or without pay)
- Discharge/termination/non-renewal

The corrective action chosen will be appropriate to the infraction and will be based on a number of factors including but not limited to, the work record of the employee, previous occurrences of similar or related incidents, any previous corrective action taken, the severity of the incident, and the likelihood that changed/corrected behavior would result from the action taken. Management reserves the right to terminate the employee in cases of serious or grievous infractions. Deficiencies and infractions include but are not limited to, unsatisfactory work performance, inappropriate work conduct, rule or policy violations, and attendance infractions.

### **Representation**

In the event an employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, the District shall advise the employee of his/her right to representation prior to the meeting. In the event the employee chooses to have representation, the meeting may be delayed at the discretion of the District, until appropriate representation may be obtained. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required.

The role of the representative is to ensure the disciplined employee's rights are being followed in accordance with the Employee Handbook. A representative is entitled to attend a meeting, but he/she cannot speak for the employee. A representative may offer advice to the employee, but he/she cannot interfere with the investigative and/or disciplinary process. It is permissible for the employer to confine the representative to making any statements only after the questioning of the employee and/or presentation of materials. It is also permissible to require that the disciplined employee answer questions or explain his/her behavior without the aid or interference of the representative. A representative is not to ask any questions pertaining to situations outside of the scope of the individual being disciplined and/or discharged.

### **Disciplinary Materials**

Copies of disciplinary material(s) shall be provided to the employee when such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

### **Termination of Employment**

The employment relationship between the District and any employee is terminated:

1. If the employee is discharged pursuant to the standards outlined for non-renewal or termination above;
2. If the employee quits his/her employment;
3. If the employee fails to return to work on the work day following the expiration of an authorized leave of absence, unless unable to notify because of illness or other reasonable basis;
4. If the employee retires.



## **Section 5**

## **Grievance Procedure \* Policy 527**

### **Purpose**

The purpose of this Section is to provide for the exclusive internal method for resolving grievances concerning discipline, workplace safety, or discharge/termination. A determined effort shall be made to settle any grievance at the lowest possible level. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however be extended by written mutual agreement.

### **Grievance Procedure**

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

- The name and position of the grievant;
- a clear and concise statement of the grievant;
- the issue involved;
- the relief sought;
- the date the incident or violation took place;
- the specific section of the Policy Manual alleged to have been violated;
- the signature of the grievant and the date.

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

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.
- B. "Termination" does not include voluntary resignation or retirement.
- C. "Employee discipline" refers to unpaid suspensions written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.

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

### **Present Grievance to Principal**

Any employee that believes s/he has a matter subject to the grievance procedure shall present the grievance to his/her immediate supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal shall, within five (5) working days, inform the employee in writing of his/her decision.

### **Appeal to District Administrator**

In the event the Principal's decision does not resolve the problem, the employee may, within five (5) working days of the date the Principal's written decision is issued, present his/her grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then

reply in writing within ten (10) working days. This step does not apply to any grievance related to action by the Board that directly affects the grievant.

#### Impartial Hearing Officer

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) working days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board shall appoint a hearing officer for the purpose of conducting the hearing.

If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed.

If the Board determined that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers.

Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative.

Any employee representative selected shall be at no expense to the District.

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

#### Board of Education

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) working days, present the grievance in writing to the Board, who shall consider the matter within twenty (20) working days after its receipt, unless postponed by mutual agreement. The Board shall revise the decision of the impartial hearing officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose. The Board's decision shall be by majority vote, which shall be final.

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

#### Time Limits

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

## **Section 6**

## **Professional Hours/Work Day**

### **Normal Hours of Work – Certified Staff**

The District shall set the length of the work schedules, teaching load, and school year calendar and shall make such decisions at its discretion based on the needs of the District. Certified Staff will work 190 days (based upon District approved calendar, comprised of: student contact days, parent-teacher conferences, professional development days, and professional in-Service days).

The District's decisions with regard to these items shall not result in any employee having non-instructional time of an average of less than 10% of the work day.

Although certified staff members' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time certified employees are considered to be eight (8) hours per day Monday through Friday, including a duty-free thirty (30) minute lunch period (e.g. 7:45 am – 4:15 pm with 30 min duty free lunch). Any time beyond the thirty (30) minutes is to be used for instruction related activities and/or supervision.

The District reserves the right to alter the beginning and ending time of the employee day, as long as the employee day remains eight (8) consecutive hours. The normal work day shall be determined by building administration.

Schedules and assignments for part-time employees will be determined by the employee's building administrator(s).

Assuming an eight period day, the teaching load for classroom teachers in grades 6-12 shall consist of seven (7) assigned (instruction, and/or intervention-enrichment) periods, one (1) non-instructional period, and a resource period.

Beyond the above teacher load, each additional assigned period will be compensated at the following rates payable at the end of each semester.

\$ 843.75 for each nine week period (\$3375.00/year)

- Amount based on SHR (Standard Hourly Rate of \$25/hour)

Elementary teachers, PK-5 teachers, School Counselor, LMC Specialist, are exempt from the above conditions, but shall have a minimum of 285 minutes non-instructional time per week during the student day, including when their students are at recess.

### **Normal Hours of Work – Non-certified Staff**

The hours of full-time non-certified employees will generally be an 8.5 hour day, which includes one-half hour of unpaid lunch/dinner time. Specific hours for non-certified employees will be determined by the administration and included in individual letters of assignment/employment.

### **In addition to regular work hours, the following shall apply:**

Certified staff shall spend time outside of building hours to the extent necessary for adequate preparation for instruction, student and parent consultations, extra-curricular functions, and other activities related to instruction.

Staff Meetings: Certified staff will reserve one day each week designated by administration for staff meetings which will last no longer than 4:45 pm. Certified staff members are required to attend all mandatory administratively called staff meetings. Except in emergency situations, no more than four (4) staff meetings per month will be scheduled for any particular group/grade level.

Other Administratively Called Meetings: Certified staff are required to attend meetings such as individual educational plans teams as identified by IEP team invitation, the preparation of individual education plans, individual parent-

teacher conferences, department meetings or activities of similar nature, which are normally conducted outside the school day. Attempts will be made to schedule meetings at mutually agreeable times.

Emergency Meetings: Other meetings may be called and scheduled by the building administrator in case of an emergency (e.g. death of student, staff member, natural disasters, etc.).

**Consultation with Parents**

Each teacher shall consult with parents – helping parents recognize the important role parents play in shaping the attitudes of their children and assuming greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone calls, e-mails, in person meetings, etc. in addition to scheduled parent/teacher conferences.

**Emergency School Closures**

In the event the District is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum make up all days/hours necessary to guarantee the receipt of state aids to meet the minimum annual school year requirements (hours/minutes) of the State of Wisconsin. Certified employees shall not receive additional compensation in the event the District requires such day(s)/time to be made up, with or without pupils. Non-certified Staff employees shall not report to work and shall not be paid. Instead, the employee will work on and be paid the scheduled make-up day.

- A. If an employee is unable to attend school due to inclement weather when school is open s/he may use available PTO time.
- B. If a *Non-certified* employee is unable to attend school due to inclement weather when school is *delayed* and/or *dismissed early*, s/he may use available PTO time.
- C. Administration and Full Year Non-certified Staff Employees may flex their time outside their normal workday to make up lost time due to emergency closings upon prior approval of the District Administrator and/or designee.

Flex make up times, as a result of emergency closings, are to be scheduled for make-up \*(must be within the same pay period) as to when the emergency closing occurred.

Those Non-certified employees designated as “essential” as directed by the Building and Grounds Supervisor or approved by the District Administrator shall be expected to come in to work on a day when school is closed. The employee will only be required to stay as long as necessary for work to be completed (as approved by District Administrator and/or Building and Grounds Supervisor). The Building and Grounds Supervisor will provide the names of “essential” employees on any given day to the District Administrator for approval.

On days school is delayed due to inclement weather and/or other safety issues, employees shall arrive at school as soon as reasonably safe to do so, but no later than the time of the delayed start. If the District will not be scheduling a make-up day for an emergency late start/closing day, a Non-certified Staff employee may elect to take general paid time off (PTO), or if eligible arrange to flex time (pending approval).

**Hours, Breaks, and Schedules for Non-certified Staff**

- A. Regular Workday Starting and Ending Times: Because of different schedule requirements, an employee's starting, lunch, and finishing times may vary in different assignments. The employee's immediate supervisor will schedule working hours and lunchtime. A regular workday is up to eight (8.0) paid work hours and a one-half (0.5) hour unpaid lunch break. If the District changes the regular starting and ending time of an employee’s shift, the District shall provide advance written notice.
- B. Lunch Period and Break Period(s): The District will attempt to provide employees with relief breaks, including an unpaid, duty-free lunch during the workday as follows:

<u>Hours of Work</u>	<u>Relief During the Workday</u>
0 to 2.99 hours	No formalized break period



Any Non-Certified Staff employee may be laid off on thirty (30) days' notice if permitted by law or individual contract.

### **Selection for Reduction – Steps**

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial non-renewal in accordance with the following steps:

1. **Step One – Attrition:** Normal attrition resulting from employees resigning or retiring will be relied upon to the extent that it is administratively feasible in implementing reducing staff.
2. **Step Two – Volunteers:** Volunteers will be non-renewed first. An employee who volunteers to be non-renewed in this section will put his/her request in writing. The District will provide the volunteer(s) with a non-renewal notice. Volunteers will only be accepted by the District if, in the District's opinion, the remaining employees in the department/certification area are qualified to perform the remaining work.
3. **Step Three – Selection for Reduction/Non-renewal:** The District shall select the employee in the affected grade level, department/certification area for non-renewal (full non-renewal or a reduction in hours). Teachers from all appropriate certification areas will be considered.

The District shall utilize the following criteria in order of application for determining the employee for non-renewal:

1. **Educational Needs of the District:** With those needs identified and determined by the Board through normal channels in accord with its constituted authority.
2. **Qualifications as Established by the Board:** Including, but not limited to District evaluations, certification (if applicable), specific skills, training, etc.
3. **Qualifications of the Remaining Employees in the Grade Level, Department, or Certification Area:** Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences shall include, but not be limited to current and past assignment and practical experience in the area of need.
4. **Performance of the Employees Considered for Non-renewal:** Performance of the employees under consideration as previously and currently evaluated in the last year of evaluations.
5. **Length of Service of the Employee:** Defined by the most recent date of hire. No distinction will be made between full-time and part-time employees in making this determination.

### **Reduction in Hours Resulting in Non-renewal**

Employees who are non-renewed and such non-renewal results in a reduction in hours shall not lose any benefits they have accrued. Benefits are defined as length of service and PTO leave earned as an employee. Reduced in time employees shall be treated as part-time employees under this handbook.

### **Re-employment Process**

The re-employment process is solely available to employees non-renewed underneath this section. It does not apply to employees non-renewed on the basis of performance (as set forth in Section 5)

Employees non-renewed under this section shall retain the reemployment options set forth herein for a period of twelve (12) month after the employee's last day of work with the District.

### **Termination of Reemployment Opportunities**

Reemployment opportunities shall end should an employee refuse reemployment to a position, except as provided below. Casual or substitute work with the District during the reemployment period shall not extend the reemployment period. Employees on the reemployment list may refuse reemployment to positions with a substantially different







Certified Staff will be evaluated by Administration. Non-certified Staff will be evaluated every year by their immediate supervisors. Coaches and Advisors will be evaluated at the end of their assigned coaching/advising duties by the Activities Director under administrative supervision. The evaluator(s) will review the evaluation with the employee.

The employee will be given the opportunity to add their own comments following the evaluator(s) evaluation. All evaluation materials will be known and available to both administration and the individual staff member. Evaluations may be conducted at such times as may be deemed appropriate by supervisors, administration, or the Board.

## **Bus Driver Provisions**

### **Bus Check-outs**

All bus drivers must complete the required bus checkouts as specified in WI Statute Trans 300.16, Wisconsin Commercial Drivers Manual; Volume 2. Failure to complete the required checkouts may result in discipline up to and including termination.

### **Bus Drills**

Every driver needs to practice these. Each school bus driver should practice evacuation early in the school year and conduct periodic reviews of the procedure. Use the school grounds to conduct an evacuation drill using the front door only. To practice a drill using the service door and emergency exit, find an area where there is no traffic. In an evacuation, calm the students and give them instructions.

Front door evacuation procedure is:

- Students in the left front seat exit first following by those in the right front seat.
- Continue alternating from the front to the rear of the bus until all students are off.

Rear door evacuation procedure is:

- Assign two patrol members or older children to exit first and help the others out the door.
- Students in the left rear seat exit first following by those in the right rear seat.
- Continue alternating until all students are off the bus.

If possible, use both doors for evacuation. Start at both doors alternating as above. Have the students assemble in one location immediately after the evacuation. Do not allow students to cross the road or re-enter the bus. Always account for all students.

### **Bus inspection/maintenance**

Bus inspections will be done daily and documented on the monthly log form. Turn the log in at the end of each month. For any repairs, fill out the form for repairs that need to be completed.

### **CDL License**

Bus drivers will be required to successfully complete Commercial Driver's License skill tests so as to maintain their "B" and "C" rating as well as their "P" and "S" endorsements. Failure to maintain these ratings and/or endorsements will result in termination of employment.

### **Cell Phones**

All drivers must have a cell phone on, and the number must be made available to the transportation coordinator, building and grounds supervisor, principals, and district administrator.

### **Cleaning and fueling the bus**

All drivers are to fill the fuel tank if it is less than ¼ full. All drivers also need to pick up the floor and sweep out the bus after each trip.

### Co-Curricular events

If an event is scheduled to be more than four (4) hours or within 20 miles, the driver may choose to come back to Fall River. The driver will have a cell phone for the coach/advisor to contact them in case of emergency. Time will be a two (2) hour minimum or the actual time spent at the event, above and beyond the two (2) hours. This will apply to only day long events such as solo-ensemble or athletic event invitationals, unless pre-approved.

If a route driver has given up their route for a co-curricular event and the event is cancelled or delayed, the route driver will take their regular route. Co-curricular drivers who come in and the trip is cancelled will receive 2 hours pay.

### Contagion Prevention

The District shall furnish all work locations and busses with suitable gloves, and body fluid clean-up kits for usage by employees.

### CPR/First Aid

All bus drivers are strongly encouraged to complete a CPR/First Aid course. The course will be paid for by the District and made available at various times throughout the year.

### Driver license renewal/permits

The District will pay for the cost of the bus driver endorsement on a license come renewal time or at permit issue. The District will not pay for the cost of your base license or any other endorsements. Cost will be determined by current DOT pricing. The District will pay for the cost of 1 Bus Driver test for initial licensing or license renewal, upon providing proof of a passing score.

### Driver Records

Driver records will be reviewed periodically and any accidents or violations may result in possible suspension or termination.

### Fed Med Cards

The District requires that you bring in a copy of your current Fed Med card when you get a new one. Drivers should always have their card in their possession anytime they are driving.

### Fuel Reporting

Fuel shall be obtained on account at the Fall River Mobil Mart. Receipts must be turned in with mileage, vehicle ID, and driver documented.

### Student Supervision and Welfare

The Board requires each bus driver to maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

### Traffic citations

Any parking tickets, speeding or other violations are the responsibility of the bus driver. The District will not pay for these expenses.

### **General Teacher/Certified Staff Member Provisions**

The parents, school board members, administration and staff of the District are committed to the development and continuation of a strong educational program. An effective teacher evaluation system that focuses on the improvement of instruction is an important component of this instructional program. Every teacher in the District will be supervised and evaluated by an administrator. Reemployment after any severance will result in a teacher being considered new to the system.

While the primary focus of teacher evaluation is to improve instruction, teacher evaluation requires employees to meet the established performance expectations (Appendix E). This process must be continuous and constructive, and must take place in an atmosphere of mutual trust and respect. The process is a cooperative effort on the part of the

evaluator and teacher. It is designed to encourage productive dialogue between staff and supervisors and to promote professional growth and instructional improvement.

### Formal Evaluations

1. An employee shall be evaluated using the Educator Effectiveness Model
2. All required evaluations are to be completed by June 1st of any given school year.

### Documentation

Employees will be notified of all documentation placed in their personnel files, and are aware of any materials in his/her employment file. The opportunity will be provided for the employee to make written comments as part of the administrator's report. In addition, any documentation will be duplicated with a copy provided to the individual employee involved. Employees will be asked to sign any paper documentation placed in their personnel files to acknowledge that they have had an opportunity to examine it prior to placement in their files. The signatures do not indicate agreement or disagreement, but merely certify that the observation and conference as noted were held and that the opportunity was available for attaching written clarification/objections at the time of signing.

Materials in an employee's personnel file may be removed at any time by mutual agreement of the member and the evaluator. If there is not mutual agreement or if the evaluator is no longer employed by the District, an appeal shall go to the District Administrator.

### Improvement of Instruction

Assistance, recommendations and directions may, at the discretion of the District, be provided to each teacher in an attempt to help extend professional development and growth and/or address any concerns.

If problems and/or concerns occur, the employee will be contacted by the administrator to remind the employee of performance expectations and to provide whatever assistance might be helpful. If the problem/concern continues or reoccurs, or may lead to disciplinary action, the administrator shall prepare and issue to the employee a "plan of improvement" – a written notice setting forth any area(s) of deficiency, with a copy to the employee's file. The goal of a "plan of improvement" is to help an employee meet performance expectations. The plan will be designed to help meet the needs of the specific individual and the performance expectations of the District. Such a plan may include a description of the individual's deficiencies, a description of expected performance, a plan to help the individual develop the required skills, a schedule of supervisory activities including at least one observation and/or evaluation, and a target date by which time the individual will perform satisfactorily. The plan is not limited to, but could include, the following interventions: any means of staff development, observation and/or support of others inside or outside of the District, and/or peer coaching or mentoring.

Individual employees on a "plan of improvement" will have their performance reviewed to assess if necessary improvements have been made and/or if performance continues to be unsatisfactory. Should an employee continue to demonstrate unsatisfactory performance (defined as failing to meet the District's reasonable and defined objectives), the employee may receive: a continued improvement plan, discipline (such as a letter of reprimand) up to and including termination, and/or a performance based non-renewal recommendation (See Section 4).

### Mentoring Programs

#### Components

The purpose of the mentoring program is to provide a strong support system for first-year teachers and/or teachers new to the District. This program formally establishes a partnership between a new employee and a veteran staff member. Emphasis is placed on characteristics of successful teachers, positive expectations for student success, classroom management, lesson design, and teaching as a profession. Beginning teachers are paired with a *mentor* during the first year of employment. Teachers new to the District who come with prior teaching experience are paired with a *partner*.

Partners create a supportive environment by pointing out unique features of the community, explaining school policies and procedures, communicating grading practices, helping to prepare for the first parent conferences, assisting with purchase orders, and generally finding ways to be helpful to new staff members.

An initial educator will be provided a qualified mentor and/or partner by the District. Any continuing teacher interested in being considered for serving as a mentor or partner needs to indicate interest by the beginning of the fourth quarter of the school year. When mentors or partners are selected by the District, volunteers will be considered first. If the District deems that a suitable match cannot be made from the list, the District may contract other continuing teachers who are qualified mentors or partners. Typically, the selection of mentors and partners is a joint process, involving the Curriculum Director, the building administrator, and identified teacher leaders.

If a continuing teacher is selected as a mentor or partner, s/he will receive a stipend in recognition of the time and commitment provided to the new staff member and to the District.

### Roles and Responsibilities

A **partner** is a current teacher who is willing to work with an **experienced, new teacher** to help him/her become acquainted with the Fall River School District.

A **mentor** is a current teacher who has received mentor training and is willing to work with a **first-year teacher** to provide assistance in teaching skills and behaviors as well as helping him/her to become acquainted with the Fall River School District.

The role of a mentor or partner is not part of the formal evaluation process. Roles of the mentor and/or partner include, but are not limited to: regularly scheduled collaborative meetings, classroom observations, and attendance at support seminars/mentoring meetings.

## Section 10                      **Compensation**

### Regular Work Week

A regular work week is forty (40) paid hours or less. The work week for all employees shall consist of no more than five (5) continuous days unless specifically noted on a case-by-case basis. For hourly employees, overtime must be paid for any hours over 40 in a week under the Fair Labor Standards Act (FLSA).

### Overtime Pay

Time worked for hourly employees over forty (40) hours per week is paid at a rate of one and one-half (1.5) times the employee's regular hourly rate. Time worked over forty (40) hours per week does not include vacation, holidays, PTO leave, bereavement leave, unpaid leave, or personal leave time. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday. Overtime must be approved in advance by administration.

### Partial Fiscal/School Year Employees Pay Option

Each Certified Staff and Non-certified Staff employee shall be paid ~~every two weeks~~ **semi-monthly** and will consist of ~~21, 22 or 23~~ **24** pays, depending on how the weeks fall during the school year. Staff shall be notified of the number of pays and the date of their first paycheck for the following school year no later than May 31st of the current school year.

### Staff Compensation

Wages/Compensation for all employees will be established by the Board. The Salary Schedule for Certified Staff is located within Appendix A, and the salary schedule for Non-certified staff is located in Appendix B.

### Expense Allowances

Lodging Reimbursement for the cost of lodging. While attending a District approved professional development conference, lodging offered through the conference organizers will be approved. Employees must select the most affordable lodging available.

Registration: Actual cost of registration

Expense allowances will be granted only upon authorization of the District Administrator or his/her Designee. The employee shall present itemized expense accounts accompanied by the appropriate receipts. Expense allowances for the use of personally owned automobiles shall be reimbursed at a rate established by the IRS.

Fees for authorized or required attendance at conferences or other District approved events; student field trips, employee training, conferences, and/or other Board approved expense allowances will be paid by the District. Cost of meals, hotel rooms, telephone calls, and other business related expenses adequately documented will be reimbursed subject to the following restrictions and approval of the Board:

1. Meal allowance will be approved at a maximum of the IRS approved rate.
2. If meals are included in the registration fee or room rate, corresponding meal allowance will be disallowed.
3. Additional persons accompanying the employee who are not on official business must pay their own expenses, including meals and the additional cost of lodging.
4. Whenever possible, reservation forms must be submitted in advance for vouchering by the District Administrator or his/her designee.

#### **Extended Contracts and Supplementary Compensation**

The Board may, at its discretion, offer extended contracts for services rendered outside and/or above and beyond the normal workday. All such extended contracts result from a voluntary agreement between the employee and the Board. Services enumerated under this area include, but are not limited to the following categories:

1. Extended Professional Services: These services may be contracted when the District determines that the staff member's duties are required beyond the stated contract length. Extended professional service contracts must be individually approved, expressed in number of days/period of time worked, and compensated at the staff member's prorated daily rate.
2. Curriculum Development Work: This service may be contracted when the District engages in District approved curriculum evaluation and improvement activities. Curriculum development work contracts:
  - a. Are recommended/authorized by a Principal or the District Administrator;
  - b. Are expressed in total number of hours to be paid to a person and/or committee upon the completion of its assigned task;
  - c. Are compensated based on the rates in Appendix E.
3. Summer School: This service is compensated at the rate indicated in Appendix E. Staff members will be provided 30 minutes of paid non-instructional time at the beginning and end of each day, prorated to hours worked (7:30 – 12:30).
4. Non-instructional Services: These are services that may be contracted when the District determines that a staff member's services are necessary to achieve specific non-instructional goals not otherwise addressed in Section 6 – Professional Hours/Work Day. These services are compensated based on rates in Appendix E.

#### **Movement and/or Placement on the Salary Schedule for Certified Staff Members**

- A. The Board reserves the right to adjust a teacher's placement on the salary schedule when hiring a teacher in a critical field.
- B. The Board reserves the right to withhold the annual increment from any certified staff member identified as someone continuing "in need of improvement." In such event the staff member shall be given a statement

notifying him/her of the pending action and the reasons for this action. Should the staff member's work improve, s/he may be again adjusted on the schedule. The staff member is not, however, entitled to lost increment.

### **Professional Licensing for Certified Employees**

Certified employees responsible for holding a license in their area of responsibility. Official proof of license must be submitted to the District office prior to employment and/or continuing annual employment.

## **Section 11**                      **Athletic and Activity Assignments**

### **Activity/Event Work and Supervision**

All teachers, elementary and secondary, are strongly encouraged to participate in advising and supervising extracurricular and co-curricular activities. It is expected that individuals in all supervision roles will be at the event prior to the event as directed by the Athletic/Activities Director. The supervisor will remain at the event until all spectators and students have left with the exception of coaches/advisors and team/activity members. The supervisor will not be required to stay longer than 30 minutes after the conclusion of the scheduled activity unless there is an emergency situation. Rate of pay for these roles will be set by the District (See Appendix E).

The rate of pay for nonsupervisory assignments such as ticket takers, line judges, chain crew member, score keeper, and clock operator will be set at the District rate (as indicated in Appendix E) for both teaching and Non-certified staff. All staff are encouraged to attend events outside their responsibilities and therefore, will be issued annual passes free of charge to athletic events for themselves and their spouses.

### **Evaluation of Co-curricular Assignments**

Individuals holding co-curricular assignments shall be evaluated in the manner and frequency that their supervisor deems appropriate. It is recommended evaluations occur at least annually. When determining the manner and frequency of evaluations, the supervisor may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/her reasonable discretion, deems appropriate.

### **Letter of Assignment**

Co-curricular activity assignments are voluntary. However, co-curricular activities may be assigned if no District employee volunteers to serve in a particular position. If an activity is assigned, no part-time teacher may be given the assignment. Employees shall assume responsibility for the supervision of the co-curricular activities that are included in their letters of assignment. Such activities shall be governed according to the following guidelines:

1. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant.
2. The stipend for the co-curricular assignment/activity shall be specified in the letter of assignment.
3. The letter of assignment shall not be deemed a contract, and individuals who hold co-curricular positions are 'at-will' employees.
4. All staff shall have to express continued interest for a co-curricular position in writing each year. Certified staff will continue in assignments unless removed from the assignment and/or a letter of resignation is written. If no suitable replacement is found for a certified staff member in a particular co-curricular assignment; the staff member may be required to serve a maximum of one additional season or until such time as a suitable replacement is found.

### **Work Schedule**

Co-curricular assignments may occasionally occur during part of an employee's regular workday in his/her other position(s) with the District (e.g., as a Non-certified staff member). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. In the supervisor's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) relieved from the requirement to make up the time lost; (3) required to re-schedule the co-curricular activity; or (4) required to take any other action that the supervisor deems reasonable.

### **Volunteers**

Upon approval from the head coach/advisor, the athletic/activities director, and principal, an individual may serve as a volunteer coach/advisor for a co-curricular activity. The following guidelines apply to volunteers:

1. They will not be eligible for salary/wages, stipend, or benefits;
2. They will be covered by the District's general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees;
3. They will be responsible for their own personal injuries (i.e., ineligible for worker's compensation)
4. They must consent to a background check and agree to have a tuberculin (TB) skin test;
5. They must follow all District activity and athletic policies and procedures and other District policies as applicable;
6. They accept direct and indirect supervision of the head coach; and
7. They may be dismissed at any time without cause.

## **Section 12**

### **Conformity to Law**

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

### **Acknowledgement of Receipt and Understanding of the Fall River School District 2020-2021 Employee Handbook**

I hereby acknowledge that it is my responsibility to access the *Fall River School District Employee Handbook* online. The signature on my contract/work agreement also signifies that I agree to read the *Handbook* and abide by the standards, policies, and procedures defined or referenced in this document. It is also important to know that additional regulations, policies, and laws are in District Board policies.

The information in this Handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this *Handbook*. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this *Handbook* does not constitute an employment contract, but is an explanation of the Fall River School District's procedures and expectations. I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns, or need further explanation.

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**Staff Name Printed**

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**Staff Signature**

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**Date Signed**

Teachers, administrators, and Board members worked to collaboratively study and establish a teacher compensation system that would meet the professional needs, growth, leadership development and advancement of the teachers and District (affordable and sustainable over time).

### Teacher Compensation Model - Purpose

1. Repaired a broken model and “started over”
2. Placed a focus on professional development and growth for staff and students
3. Fairly compensate teachers to help them grow professionally and recognize knowledge, skills, expertise and experience which will increase student achievement and success
4. Recruit and retain talented educators
5. Sustainability (fiscally responsible, reliable/dependable, and flexible)

### Planning and Communication

1. The District Administrator will communicate summaries of the work and share information with staff.
2. The District Administrator can give direction and/or “homework” to other team members
3. All team members can and should send out examples of other models from other school districts.
4. Define the measurements of the model.
5. Continue to learn more about the Educator Effectiveness system and its relationship to teacher compensation.
6. Teacher compensation will not be based on student achievement and test scores.
7. Model will be reviewed on an annual basis.

### Compensation Rationale

The purpose of a redesigned teacher compensation model is to demonstrate to the Fall River School District community and the community at large that teachers are growing professionally to support learner needs and the increasing educational expectations that we have set for ourselves. Any model needs to involve rewarding teachers with compensation and educational opportunity. In addition to this, compensation should be based on teacher professional growth with evidence prepared and demonstrated over time.

### Planning and Reflections

- Build a model that helps keep teachers and gives them some ownership for their own professional growth
- Recognize that if a teacher prepares a professional growth plan and reveals evidence to support the growth in that plan that this supports teachers wanting to grow
- Do not reward teachers for lack of professional improvement
- Separate teacher evaluation ratings from the compensation model
- Provide compensation for ‘extra’ ‘above-and-beyond’ professional innovation and district involvement
- Foster collaboration vs. creating competition among teachers



## Compensation Features

### Base Wage Compensation

All Fall River School District teachers who are eligible (credentialed) every year will prepare and complete a Professional Practice Goal (PPG) and be compensated based on the successful completion of the PPG. In any year in which there is a certified staff union, base wage salary negotiations shall occur between the Fall River teaching staff and the Fall River Board. This negotiated base wage increase, not to exceed the current (CPI) Consumer Price Index (per Act 10 Legislation), is subject to the Fall River School District budget and Board approval.

Fall River School District teachers will be eligible for a negotiated base wage salary increase if they meet the following Credentialing areas:

1. The teacher must establish a pre-approved professional development action plan with action steps sufficient to achieve the Professional Practice Goal. These hours may be assigned by the District as professional development events during the summer (as directed by the District) and can occur as a part of the 190 days that teachers are contracted for each year.
2. A committee of 2-3 teachers and 2-3 administrators will review each plan by September 15<sup>th</sup> of the upcoming school year. Teachers serving on this committee shall receive points based on total time served on the committee. (Point given based on service time)
3. The teacher must receive a satisfactory administrative evaluation approval rating from a previous school year (not in “Need of Improvement”).

### General Notes:

1. A teacher must have completed a full year of teaching before they can be considered for any compensation increase.
2. A teacher on a Plan of Improvement is not eligible for a pay increase for any school year in which that teacher was on the improvement plan.
3. An administrator will total annual points accrued by teacher and note salary movement for each teacher.
4. The District annually compiles all electronic district wide teacher point summary data. Teaching contracts for returning teachers are completed to be approved at, or prior to, the May Board meeting.
5. The Skyward database gets updated with the new salary data prior to the start of the next school year.

### Plan Rules:

1. It is the responsibility of the teacher to secure and maintain licensure as a condition of employment. (Holding a valid Department of Public Instruction License is a minimum requirement for all teaching/certified positions.)
2. Placement exceptions occur during initial hiring and for special circumstances.
3. Once a teacher receives an initial salary placement, points (salary) earned/accumulated will be added to each individual’s base wage (to a maximum of 50 points per year).

4. A teacher’s compensation may or may not increase commensurate with the percent negotiated for base wages.
5. Once all dollars have been paid out for base wage increases through the compensation model, any additional funds within CPI limits will be distributed to all staff.

**Professional Teacher Activity Points**

The Fall River School District values teacher professional development and teacher leadership. The District is committed to investing time and money in its professionals. The Professional Teacher Supplemental Compensation encourages teachers to accept leadership roles and engage in advanced professional practice by stretching their skills during the course of their career with the District. Activity Point categories and point values shall be reviewed on an annual basis. *Activity points must be turned in to administration by April 1<sup>st</sup> of any given year to receive consideration for level movement for the following school year.*

**Professional Teacher – Activity Points Categories**

- Continuing Education Certification
- Personal Professional Development
- District Professional Development and Support

The following summary of points serves as a road map for professional growth. Staff members will increase based on documentation of professional growth. A staff member moves up their salary by \$50.00 for each 5 points earned (up to a maximum of 50 points). Points are attained by completing approved activities. To be eligible for movement or compensation, the staff member must complete a successful year of teaching.

**Summary of Points**

<b>Evaluations</b>		<b>Yearly Points</b>
<b>Activities</b>		50
Points are earned by successfully completing activities from the following list. Some activities are weighted. Partial points are not awarded. Activities may not be carried over to the next year. Up to 50 points each year can accumulate over time (from one year to the next). 50 points are the maximum you can earn per year in this section. Each 5 points is worth \$50.00 added to base salary. *Anything over 50 points would be considered ‘supplemental’ and only applicable to the following school year for pay (up to a maximum of an additional 50 points).		
<b>Activity</b>	<b>Activity Points</b>	
Clinics/Workshops* (Teacher/District Professional)	5 Points	
Conferences/Conventions* (*information learned shared w/others)	5 Points	
Supervision of Student Teacher	25 Points	
Approved College Courses Completed (max 6 credits per year)	5 Points per credit	
Book Study* (Reflection/presentation of professional books)	5 Points	
Non-Paid Advisory or Group Leader Responsibilities (max 25 per year)	5 Points per .01 base	
Committee Service (Committees not assigned)	5 Points per committee	
Non-Paid Coaching (6-12; max 25 per year)	5 Points per \$400 equivalent	
Staff Development Activities (Planning and Delivery)	5 Points	
Writing for Professional Publication	5 Points	
Classes for Community Members	5 Points	
On-line Opportunities for Staff	5 Points	

Summer Curriculum Work (max 15 points per year)	5 Points per 15 hours	
Mentoring	20 Points per person/year	
Event Worker/Chaperone	5 Points per 5 events	
Other – Approved by District Administrator (or Designee)	TBD	

*\* Additional supplemental points do not get added to point level from one year to the next.*

<b>Continuing Education Certification</b> (approved in advance)	
Attainment of Additional License	50
Master’s or Educational Specialist Degree	100
National Board Certification	150
Doctoral Degree	200

*Teachers are responsible for maintaining proof/documentation of accumulated points.*

<b>Activity</b>	<b>Description/Definition</b>	<b>Evidence Needed</b>
Clinics/Workshops (Teacher/District Professional)	Includes any event or training that a staff member needs or desires to improve instruction in their particular area. The workshop information would directly impact instruction.	Post Conference Reflection Form
Conferences/Conventions (Teacher/District Professional)	Includes any opportunity for staff members to obtain new knowledge related to their field.	Post Conference Reflection Form
Supervision of Student Teacher	Include assignment and carry through of direct supervision of a student teacher. A supervision course through a university and a recommendation from administration is required for this area	University Verification
Approved College Courses Completed	College courses must receive prior approval and a course completion form must be sent to the district office after the course is completed. Staff members will be given an point credit for each credit approved (i.e. – a one credit course would receive 5 points; 3 credit course = 15 points)	Grade Report from College/University
Book Study (Reading and reflection/presentation of professional books)	Includes any group of people who choose to read and review a piece of professional literature together. Facilitation of the group would fall under the non-paid advisory/group leader category. All other members would use this section of the document. (Literature selection must be pre-approved by administration)	Book Study Reflection Form or Reflective Paper
Non-Paid Advisory or Group Leader Responsibilities	Includes leading committees that are not paid. Examples include, but are not limited to: Technology, RtI, PBIS, Wellness	End of Year Reflection
Committee Service (Committees not assigned)	Active participation on a committee that is not assigned to you. Attendance at meetings and participating toward the development of the mission/vision of the group is required. <i>Group leaders will be asked to verify participation.</i>	End of Year Reflection
Non-Paid Coaching (6-12; One point per sport – 3 max per year)	Being the main/primary coach for a group or team without compensation. This is limited to 3 points per year. Examples: MS Volleyball, Basketball, Track	End of Year Reflection

Staff Development Activities (Planning and Delivery)	Includes any staff in-service leadership. To be considered for this area staff must plan and lead sessions during staff development time(s). Examples include: technology integration, Infinite Campus tutorials, and independent offerings for staff pre-approved by administration	Electronic Copy of Presentation
Writing for Professional Publication	Includes any document that is published in a professional journal.	Copy of Publication
Classes for Community Members	Includes the creation, advertising, and follow through of classes for community members.	Class Roster and Attendance
On-line Opportunity for Staff	Includes the creation of tutorial videos or webinars for staff members on a particular area of expertise. Examples include: You Tube, Twitter, Moodle, Flipped Classrooms, etc.	Links to folder
Other – Approved by District Administrator (or Designee)	There are a myriad of activities that aide in instructional growth as an educator and are not located on this checklist. Approval for these activities require prior approval from the District Administrator (or designee)	TBD

### **Points System**

Points will be accumulated over the course of tenure. Compensation/additional salary will be accrued through points attained. Criteria for point attainment will be indicated to as a part of the Employee Handbook. Professional Practice Goal (PPG) work does not apply to the points system, but is a part of credentialing.

*Note – Starting Base Salary for certified employees is currently \$40,000. For every 5 points accumulated (up to 50 points), an additional \$50.00 is added to an employee’s salary. The maximum compensation that may be received for salary is \$66,000. Once a staff member reaches the top/highest salary amount, additional salary is not added on). Staff members at this level will still receive a portion of CPI based on available funds, and will be eligible for supplemental pay based on point accumulation.*

## Activity Points Approval Form

## APPENDIX B

I am requesting approval for the following activity (ies) to apply to the Activity Points System for Salary Advancement.

Teacher: \_\_\_\_\_

School Year: \_\_\_\_\_

# of Points- Requested	Activity	Description/Definition	Evidence Needed
	Clinics/Workshops (Teacher/District Professional)	Title: Date: Description:	Post Conference Reflection Form
	Conferences-Conventions (Teacher/District Professional)	Title: Date: Description:	Post Conference Reflection Form
	Supervision of Student Teacher	Dates: Name: University:	University Verification
	Approved College Courses Completed (max of 6 per year)	Course Title: # of Credits: Course offered by: Description:	Grade Report from College/University
	Book Study (Reading and reflection-presentation of professional books)	Title: Activity: Reflection/Presentation If Presentation, Dates:	Book Study Reflection Form or Reflective Paper
	Non-Paid Advisory or Group Leader Responsibilities	Group Name: Description of Duties:	End of Year Reflection
	Committee Service (Committees not assigned)	Committee Name: Meeting Dates: Description:	End of Year Reflection
	Non-Paid Coaching (max of 10 per year) 1 unit per \$400 equivalent	Season/Duration: Group/Team: Dates: Description:	End of Year Reflection

	Staff Development Activities (Planning and Delivery)	Title: Date: Description:	Electronic Copy of Presentation
	Writing for Professional Publication	Publication: Date: Description:	Copy of Publication
	Classes for Community Members	Course Name: Date(s): Description:	Class Roster and Attendance
	On-line Opportunities for Staff	Title: Date: Description:	Links to folder
	Summer Curriculum Work (max 3 units per year) 1 unit per 14 hours equivalent	Course(s) Worked On: Date(s)/Total Hours: Description:	Work completed
	Mentoring (2 units per person/year)	Mentee: Meeting Dates: Description:	Verification from Principal/Direct Supervisor
	Event Worker/Chaperone (1 unit per 10 events)	Event(s): Date(s): Description:	Verification from Activities Director/Direct Supervisor
	Other – Approved by District Administrator (or Designee)	Name of Activity: Date: Description:	TBD

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_



For Office Use Only:

Total Activity Points Approved: \_\_\_\_\_

Principal Approval: \_\_\_\_\_ District Administrator Approval: \_\_\_\_\_

2020-2021 School Year

Position	Experience/Rating					
	0	1	2	3	4	5+
<b>Administrative Assistant</b>	\$14.50	\$14.84	\$15.18	\$15.54	\$15.90	\$16.27
<b>Assistant Bookkeeper/District Administrator Administrative Assistant</b>	\$19.50	\$19.89	\$20.28	\$20.67	\$21.06	\$21.45
<b>Custodial/Maintenance</b>	\$16.00	\$16.38	\$16.76	\$17.15	\$17.56	\$17.97
<b>Classroom/Library Aide</b>	\$13.50	\$13.81	\$14.13	\$14.46	\$14.80	\$15.14
<b>District Nurse</b>	\$31.00	\$31.75	\$32.52	\$33.31	\$34.11	\$34.94
<b>Food Service</b>	\$13.00	\$13.30	\$13.61	\$13.92	\$14.25	\$14.58
<b>Special Education Classroom Aide</b>	\$14.00	\$14.33	\$14.66	\$15.00	\$15.35	\$15.71
<b>Recreation Department Supervisor</b>	\$12.25					
<b>Recreation Department Lifeguard</b>	\$11.00					

- Pay progressions, premium and/or merit pay, or other forms for supplemental compensation may be considered by the District.
- *Individuals that have received a positive recommendation/evaluation in the 2018-2019 school year that receive a 5+ rating will receive an increase in pay at the CPI (Consumer Price Index) rate for 2019-2020. Those receiving a rating below a 5+ may receive a raise lower than CPI as recommended by administration.*
- Specific individuals in the classification area of custodian, maintenance, food service and special education classroom aides are temporary classification that exists to accommodate staff members hired in the District prior to September 1, 2005. \*

**Compensation for Bus Drivers****APPENDIX D****2020-2021 School Year****Run/Route**

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Columbus AM parochial	\$15.00	½ regular route
Columbus PM parochial	\$15.00	½ regular route
Kindergarten	\$30.00	Regular route
Columbus Parochial (On Non-Fall River School Day)	\$30.00	
Columbus Parochial Early release - take to homes (On Non-Fall River School Day)	\$30.00	Regular route
Petersen Friday (Early Dismissal) • For single drop at school	\$15.00	½ of regular route
Moraine Park (Beaver Dam)	\$30.00	
Extra-Curricular	\$16.00/ hour	
Regular route	\$30.00	
Bus Washing & Drug Screen Time	Paid 1 hour of extra duty (\$15.00 maximum)	

\*\*\* Note – Any driver that comes in to drive for a route that is cancelled due to a scheduling and/or Activities Director error will be compensated for 2 hours of work time.

\* Rates of pay for Appendix D will remain in effect for the 19-20, 20-21 and 21-22 school years and will be re-evaluated in 21-22 for the 22-23 school year.



**APPENDIX E**

**Compensation Schedule for Co-Curricular Positions**

<b>Position</b>	<b>Rate of Pay</b>
Head Football	\$3,250
Assistant Football	\$1,950
Assistant Football	\$1,950
Assistant Football	\$1,950
Assistant Football	\$1,950
Assistant Football	\$1,950
MS Grade Football	\$1,000
MS Grade Football	\$1,000
Head Volleyball	\$2,500
Assistant Volleyball	\$1,875
JV 2 - Volleyball	\$1,670
7th Grade Girls Volleyball	\$1,000
8th Grade Girls Volleyball	\$1,000
MS Cross Country	\$1,000
Head Boys Basketball	\$4,250
Assistant Boys Basketball	\$3,188
JV 2 - Boys Basketball	\$2,839
7 <sup>th</sup> Grade Boys Basketball	\$1,000
8th Grade Boys Basketball	\$1,000
Head Girls Basketball	\$4,250
Assistant Girls Basketball	\$3,188
JV 2 - Girls Basketball	\$2,839
7 <sup>th</sup> Grade Girls Basketball	\$1,000
8th Grade Girls Basketball	\$1,000
Head Baseball	\$2,750
Assistant Baseball	\$2,063
Head Softball	\$2,750
Assistant Softball	\$2,063
Head Track Coach	\$3,000
Assistant Track	\$2,250
Assistant Track	\$2,250
MS Track	\$1,000
MS Track	\$1,000
Head Coaches Rate of pay equivalent to \$250/week Assistant Coaches Rate of pay equivalent to \$187.50/week (at 75% of head coach rate)* JV 2 Assistant Coaches Rate of pay equivalent to \$167/week (at 66.7% of head coach rate)* Middle School Coaches Rate of pay equivalent to \$125/week (at 50% of head coach rate)*	
* Rates of pay for all co-curricular/advisor positions will remain in effect for the 19-20, 20-21 and 21-22 school years and will be re-evaluated in 21-22 for the 22-23 school year.	

<b>Advisor Position</b>	<b>Rate of Pay</b>		
6th Grade Advisor	\$300.00		
7th Grade Advisor	\$300.00		
8th Grade Advisor	\$300.00		
9th Grade Advisor	\$300.00		
10th Grade Advisor	\$300.00		
11th Grade Advisor	\$600.00		
12th Grade Advisor	\$800.00		
Art Club	\$720.00		
Art Show	\$1,220.00		
Concessions Manager	\$4,000.00		
Fall Play - Drama	\$2,100.00		
FBLA	\$1,020.00		
Forensics HS	\$1,260.00		
Forensics MS	\$1,060.00		
International Club	\$400.00		
Jazz Band	\$1,200.00		
K-8 Memory Book	\$1,200.00		
Lego League	\$400.00		
Mentor	\$640.00		
Mentor - Leader	\$900.00		
Mentor - Partner (w/Exp Teacher)	\$360.00		
National Honor Society	\$800.00		
Pep Band	\$1,740.00		
Rube Goldberg	\$600.00		
Spanish Club	\$500.00		
Spring Musical	\$2,800.00		
Spring Musical – Asst. Director	\$2400.00		
Student Council	\$2,250.00		
Student Publications (Yearbook)	\$2,400.00		
YADDA	\$1,240.00		
Scorebook for Games	\$30 (JV & V)	Line Judge	\$30 (JV & V)
Clock for Games	\$30 (JV & V)	Ticket Taker	\$30 (JV & V)

Approved extended contracts may be granted for normal contractual duties performed beyond the established contract year. Compensation shall be at rate indicated above.

- **SHR** = Standard Hourly Rate - SHR is \$25/hour and shall be used for: Approved Curriculum Work, Overload Pay, Summer School, Translations Services, and certified staff member substitute teaching during the school year.
- *Note – Staff member names listed in Appendix E are subject to change*

## PTO Leave Contribution Form 2020 – 2021 School Year

The District is offering this contribution – designed as a “one-time contribution” to protect employees who may experience financial and/or medical hardship because of exhausted PTO (Paid Time Off) leave due to a life threatening/catastrophic illness, or injury (their own or qualifying family member). Catastrophic illness or injury is defined as one that is expected to incapacitate the employee because s/he has exhausted all of his or her paid time off.

The eligible employee must meet all criteria listed below to be eligible to receive days:

1. Employee or member of employee’s immediate family (employee’s parents, spouse, children, brother, sister, grandmother, grandfather, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, step-child, step-parent or another member of the immediate household) must be receiving treatment or supervision by a licensed health care physician.
2. The life threatening/catastrophic illness or injury has caused the employee to exhaust all earned PTO leave.
3. The employee may not sell back any days which s/he received through a PTO contribution.

Any contribution to the District’s PTO Leave Bank is voluntary. Once a PTO day is donated to the District’s PTO Leave Bank, the day will not be returned to the employee donating the day.

Please check the appropriate box, sign the form and return it to the business office by insert date if you wish to contribute.

At this time I wish to donate to the Fall River School District PTO Leave for the designated purpose of aiding a fellow employee. I understand that this/these day(s), once donated, will be subtracted from my accumulated PTO days. All donations become the property of the District and cannot be returned, even if/when the need for additional days by the employee becomes no longer necessary. My signature below verifies that I wish to donate one and/or two day(s) to and deduct one and/or two day(s) from my accumulated PTO leave.

I hereby certify that I have read the Fall River School District PTO Leave Contribution process and agree to be bound by those terms.

\_\_\_\_\_  
**Employee’s Signature**

\_\_\_\_\_  
**Date Employee Signed**

\_\_\_\_\_  
**Employee’s Printed Name**

\_\_\_\_\_  
**Number of Day(s) Donated**

**Fall River School District  
General Teacher Performance Expectations**

**Instructional Planning and Interaction**

1. Encourages students to set and maintain acceptable standards of classroom behavior.
2. Provides an effective program of instruction based on the needs and capabilities of the individuals or student groups involved. This should include, not be limited to:
  - a. Written evidence of preparation and implementation of classes on request of the immediate supervisor.
  - b. Review of previously taught material as needed.
  - c. Presentation of new materials.
  - d. Use of a variety of teaching materials and techniques
  - e. Evaluation of student progress on a regular basis.
3. Cooperates with other members of the staff in:
  - a. Planning instructional goals, objectives, and methods.
  - b. Assisting in the selection of books, equipment, and other instructional materials.

**Communication**

1. Makes provision for being available to students and parents for education related purposes outside the instructional day when necessary and under reasonable terms.
2. Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students.

**Professional Responsibilities**

1. Meets and instructs students at designated location and times.
2. Takes all necessary and reasonable precautions to protect student, equipment, materials and facilities.
3. Maintains records as required by law, district policy, and administrative regulations.
4. Assists in upholding and enforcing school rules and administrative regulations.
5. Attends and participates in faculty, department, and district meetings.
6. Establishes and maintains cooperative professional relations with others.
7. Participates in professional growth activities.

**Other**

1. Performs related duties as assigned by the administration in accordance with District policies and practices.