



# SCHOOL DISTRICT OF ASHLAND

## EMPLOYEE HANDBOOK

2019-20 SCHOOL YEAR

**"Inspire and Empower  
All Students to Succeed  
through Innovative  
Learning"**



## TABLE OF CONTENTS

<b>1.0 INTRODUCTION .....</b>	<b>1</b>
1.1 STATEMENT OF PHILOSOPHY .....	1
1.2 MISSION STATEMENT .....	1
1.3 CHAIN OF COMMAND / ORGANIZATIONAL CHART .....	1
1.4 COMMUNICATIONS AND SUGGESTIONS .....	1
1.5 ROLE OF MANAGEMENT .....	2
<b>2.0 DISTRICT AND SCHOOL CONTACT INFORMATION.....</b>	<b>3</b>
BOARD OF EDUCATION .....	3
DISTRICT OFFICE.....	3
ASHLAND HIGH SCHOOL .....	3
LAKE SUPERIOR HIGH SCHOOL .....	3
ASHLAND MIDDLE SCHOOL.....	3
LAKE SUPERIOR ELEMENTARY SCHOOL.....	4
LAKE SUPERIOR LEARNING COMMUNITY .....	4
MARENGO VALLEY ELEMENTARY SCHOOL .....	4
ASHLAND LEARNING CENTER .....	4
<b>3.0 EMPLOYMENT .....</b>	<b>4</b>
3.1 EMPLOYMENT OPPORTUNITIES .....	4
3.2 HIRING OF RELATIVES.....	5
3.3 IMMIGRATION REFORM ACT COMPLIANCE .....	5
3.4 JOB DESCRIPTIONS .....	5
3.5 CONFLICT OF INTEREST .....	5
3.6 OUTSIDE EMPLOYMENT AND ACTIVITIES OF STAFF.....	5
<b>4.0 EMPLOYMENT STATUS AND RECORDS .....</b>	<b>5</b>
4.1 NEW EMPLOYEE ORIENTATION .....	5
4.2 PERSONNEL FILES.....	5
4.3 PERSONNEL FILE RECORD CORRECTION .....	6
4.4 PERFORMANCE EVALUATION .....	6
4.5 ASSIGNMENTS AND TRANSFERS .....	6
4.6 LAYOFF NOTICE – SUPPORT STAFF.....	6
4.7 LAYOFF NOTICE - CERTIFIED STAFF .....	6
4.8 STAFF DISCIPLINE .....	7
4.9 SEPARATION FROM EMPLOYMENT .....	8
4.10 GRIEVANCE PROCEDURE.....	8
<b>5.0 EMPLOYEE PAY AND BENEFITS AND WORK HOURS .....</b>	<b>8</b>
5.1 HOURS OF WORK / WORK SCHEDULES / CALENDARS .....	8
5.2 NORMAL HOURS OF WORK.....	8
5.3 IN-SERVICE AND PROFESSIONAL DEVELOPMENT PROGRAMS ATTENDANCE .....	10
5.4 PAYROLL & DEDUCTIONS FROM PAYROLL .....	10
5.5 TOTAL BASE WAGES & OTHER FORMS OF COMPENSATION.....	11
5.6 SPECIAL EDUCATION ASSISTANT LICENSURE .....	11
5.7 SUMMER SCHOOL WORK RULES.....	11
5.8 OVERTIME .....	11
5.9 HOLIDAYS.....	12
5.10 LEAVES – VACATION.....	12
5.11 LEAVES - SICK LEAVE .....	13
5.12 LEAVES – EMPLOYEE VOLUNTARY SICK LEAVE FUND.....	13
5.13 LEAVES - FMLA .....	14
5.14 LEAVES – HEALTH .....	14
5.15 LEAVES –UNPAID (PAY DEDUCTS).....	15
5.16 LEAVES – BEREAVEMENT .....	15
5.17 LEAVES - JURY DUTY .....	15
5.18 LEAVES – FLOATING HOLIDAY – INCLEMENT WEATHER .....	15
5.19 LEAVES – FLOATING HOLIDAY – INCLEMENT WEATHER (CUSTODIANS/MAINTENANCE).....	15
5.20 LEAVES - EMERGENCY CONDITIONS .....	15
5.21 LEAVES – PERSONAL.....	16
5.22 LEAVES - OTHER .....	16
5.23 BENEFITS – HEALTH INSURANCE .....	16
5.24 BENEFITS - OTHER INSURANCES .....	17
5.25 BENEFITS – WISCONSIN RETIREMENT SYSTEM.....	17

5.26	SECTION 125 PLANS .....	18
5.27	GRADUATE COURSE REIMBURSEMENT FOR CERTIFIED STAFF .....	18
5.28	EMPLOYEE ASSISTANCE PROGRAM.....	18
<b>6.0</b>	<b>GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS.....</b>	<b>18</b>
6.1	EMPLOYEE MANAGEMENT COMMUNICATION .....	18
6.2	EMPLOYEE CODE OF ETHICS.....	18
6.3	CONFERENCES AND CONVENTION ATTENDANCE .....	19
6.4	COPYRIGHTED MATERIALS .....	19
6.5	GRANT APPLICATIONS.....	19
6.6	HOT LUNCH PROGRAM .....	19
6.7	MAIL AND NOTICES.....	19
6.8	MAINTENANCE REQUESTS.....	19
6.9	MILEAGE REIMBURSEMENT .....	19
6.10	OFF HOUR COMMUNICATION DEVICE GUIDELINE .....	20
6.11	PERSONAL PROPERTY .....	20
6.12	PURCHASING AND REQUISITIONS .....	20
6.13	RELATIONSHIPS WITH MEDIA .....	20
6.14	DRESS CODE .....	20
6.15	PREPARATION TIME.....	20
6.16	ATTENDANCE AND REPORTING ABSENCES .....	20
6.17	USE OF EMPLOYER PROPERTY/EQUIPMENT.....	21
6.18	USE OF PERSONAL PROPERTY AT SCHOOL .....	21
6.19	PERSONAL COMMUNICATIONS.....	21
6.20	EMERGENCY CLOSINGS .....	21
6.21	TRAVEL EXPENSES.....	22
<b>7.0</b>	<b>SAFETY AND HEALTH .....</b>	<b>22</b>
7.1	WORKPLACE PROTECTIONS / WORKPLACE SAFETY .....	22
7.2	ALCOHOL AND OTHER DRUG PROHIBITIONS .....	22
7.3	ALCOHOL AND OTHER DRUG USE .....	22
7.4	SMOKING/TOBACCO USE.....	23
7.5	TRAINING.....	23
7.6	REPORTING WORK RELATED INJURY .....	23
7.7	RETURN TO WORK PROGRAM .....	23
<b>8.0</b>	<b>EMPLOYEE COMMUNICATION &amp; TECHNOLOGY .....</b>	<b>23</b>
8.1	BULLETIN BOARDS .....	24
8.2	ELECTRONIC MEDIA AND SOCIAL MEDIA POLICY .....	24
8.3	ACCEPTABLE USE OF DISTRICT TECHNOLOGY,THE INTERNET, AND THE DISTRICT'S NETWORK .....	25
8.4	E-MAIL.....	25
8.5	SOLICITATION (NON-POLITICAL) .....	26
<b>9.0</b>	<b>MISCELLANEOUS.....</b>	<b>26</b>
9.1	EQUAL EMPLOYMENT OPPORTUNITY .....	26
9.2	ANTI-HARASSMENT POLICY .....	27
9.3	DISCLAIMER STATEMENT .....	28
<b>10.0</b>	<b>ADDENDA .....</b>	<b>29</b>
	ADDENDUM A (ORGANIZATIONAL CHART).....	29
	ADDENDUM B (TEACHER PAY SCALE) .....	30
	ADDENDUM C (CERTIFIED EMPLOYEE ANNUAL ALTERNATIVE WORK SCHEDULE OPTION).....	32
	ADDENDUM D (RETIREMENT BENEFIT OPTIONS) .....	33
	ADDENDUM E (STUDENT SUPERVISION AND WELFARE).....	36
E.1	ACADEMIC INTEGRITY .....	36
E.2	CHILD ABUSE SUSPECTED.....	36
E.3	CLASS SIZE .....	36
E.4	CONFIDENTIALITY .....	36
E.5	CONTROVERSIAL ISSUES IN THE CLASSROOM.....	37
E.6	CORPORAL PUNISHMENT/USE OF PHYSICAL FORCE .....	37
E.7	COURT ORDERS.....	37
E.8	CULTURAL DIVERSITY.....	37
E.9	CUMULATIVE FOLDERS .....	37
E.10	CYBER BULLYING.....	37
E.11	DISRUPTING THE EDUCATIONAL PROCESS.....	38
E.12	DIVORCED/SEPARATED PARENTS.....	38

E.13	FIELD TRIPS .....	38
E.14	FIELD TRIPS - EXTENDED .....	38
E.15	FUNDRAISING .....	39
E.16	GUEST SPEAKERS .....	39
E.17	HEALTH REFERRALS .....	39
E.18	HOMELESS STUDENTS .....	39
E.19	MAKE-UP SCHOOL WORK FOLLOWING A STUDENT ABSENCE .....	39
E.20	MONITORING STUDENT TECHNOLOGY USE .....	40
E.21	PARENT/TEACHER CONFERENCES .....	40
E.22	PERMISSION SLIPS .....	40
E.23	PERSONAL COMMUNICATION DEVICES (PCDs).....	40
E.24	PLEDGE OF ALLEGIANCE .....	40
E.25	PROFESSIONAL BOUNDARIES .....	41
E.26	RELIGIOUS BELIEF ACCOMMODATIONS .....	41
E.27	STUDENT ACCIDENTS/ILLNESS/CONCUSSION.....	41
E.28	STUDENT DISMISSAL.....	42
E.29	STUDENT EARLY DEPARTURE .....	42
E.30	STUDENT HANDBOOK .....	42
E.31	STUDENT SUBSTANCE ABUSE/SUICIDAL IDEATION.....	42
E.32	STUDENT TRANSPORTATION IN PRIVATE VEHICLES .....	42
E.33	SUPERVISION OF STUDENTS.....	42
<b>11.0</b>	<b>INDEX .....</b>	<b>43</b>
<b>12.0</b>	<b>EMPLOYEE RECEIPT AND ACKNOWLEDGMENT .....</b>	<b>44</b>

## **1.0 INTRODUCTION**

The Employee Handbook has been prepared for School District of Ashland employees. Professional staff members include: administration, teachers, guidance counselors, speech pathologists, etc. (herein after referred as "certified staff" licensed by the WI DPI). Support staff members include: administrative assistants, assistants, food service, maintenance, custodian, and exempt employees. The provisions described herein are the terms and conditions governing employment in the School District of Ashland and compliance with them is required.

This employee handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of the School District of Ashland. If there is a conflict between a Board policy and this Handbook, the Board policy shall take precedent. It has been prepared to acquaint all staff members with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each staff member's responsibility to read and become familiar with this information and to comply with the policies adopted by the board and/or the administrative guidelines promulgated by the District Administrator that are available electronically on the District website as well as the rules and regulations contained herein.

If you have questions regarding any of the board policies and/or District Administrator's administrative guidelines and/or the rules or regulations set forth in this handbook or about matters which are not covered, please direct them to your immediate supervisor.

### **1.1 STATEMENT OF PHILOSOPHY**

Together, we are involved in one of the most important tasks of a society: Educating our youth. Each of you is a valued staff member and has an integral part in accomplishing our mission of providing students with an educational system of excellence, effectiveness and fiscal accountability; and allowing all students the opportunity to gain a competitive advantage in a global economy. To help guide our working relationship, this handbook has been provided as a method of communicating general District information, rules and regulations. Its purpose is to familiarize employees with the personnel policies of the District.

### **1.2 MISSION STATEMENT**

Inspire and empower all students to succeed through innovative learning.

### **1.3 CHAIN OF COMMAND / ORGANIZATIONAL CHART**

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

[Policy 3112](#) – Board –Staff Communications (Professional Staff)

[Policy 4112](#) – Board-Staff Communications (Support Staff)

This policy does not supersede the right of any employee or citizen to contact Board members directly.

The chain of command depicted on the organizational chart identifies the relationships in the District. (See Addendum "A".)

### **1.4 COMMUNICATIONS AND SUGGESTIONS**

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain of command when offering a suggestion or comment. Staff members should refer to the detailed procedure regarding communication.

[Policy 3112](#) – Board-Staff Communication (Professional Staff)

[Policy 4112](#) – Board-Staff Communication (Support Staff)

[Policy - 9130](#) - Public Requests, Suggestions, or Complaints

[Administrative Guideline 9130](#) - Public Requests, Suggestions, or Complaints

This policy does not supersede the right of any employee or citizen to contact Board members directly.

## **1.5 ROLE OF MANAGEMENT**

Certain rights and responsibilities are imposed by state and federal laws and regulations. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the Employer reserves any and all management rights regarding employees' employment status. The role of management includes, but is not limited to, the right to:

- A. Direct all operations of the school system;
- B. Establish and require observance of reasonable work rules and schedules of work;
- C. Hire, promote, transfer, schedule and assign employees in positions within the school system;
- D. Develop job descriptions;
- E. Suspend, discharge and take other disciplinary action against employees;
- F. Relieve employees from their duties because of lack of work or any other legitimate reason;
- G. Maintain efficiency of school system operations;
- H. Make whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
- I. Introduce new or improved methods or facilities;
- J. Select employees, establish employment quality standards and evaluate employee performance;
- K. Determine the methods, means and personnel by which school system operations are to be conducted;
- L. Take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- M. Discontinue certain operations;
- N. Determine the educational policies of the District; and
- O. Contract out for goods and services.

## 2.0 DISTRICT AND SCHOOL CONTACT INFORMATION

<b>Board of Education</b> <b>2000 Beaser Avenue, Ashland, WI 54806</b>			
<b>Jessica Pergolski,</b> <i>President/WASB</i>	(715) 292-8336	<b>Jeffrey Moravchik,</b> <i>Vice-President</i>	(715) 746-2996
<b>Lynn Bigboy,</b> <i>Clerk</i>	(715) 292-8142	<b>Ann Bochler,</b> <i>Treasurer</i>	(715) 746-2127
<b>Patrick Jolma,</b> <i>Deputy Clerk</i> <i>/Treasurer</i>	(715) 682-2408	<b>Sally Mika,</b> <i>CESA Delegate</i>	(715) 278-3796
<b>Shelly Viater,</b> <i>Member</i>	(715) 209-0711		
<b>E-Mail:</b> First initial and last name @ sdak12.net			

<b>District Office</b> <b>2000 Beaser Avenue, Ashland, WI 54806</b> <b>(715) 682-7080</b> <b>Office Hours: 7:30 AM – 4:00 PM</b>	
<b>Erik Olson,</b> <i>Superintendent</i>	<b>Bonnie Stegmann,</b> <i>Business Manager</i>
<b>Amanda Popovich,</b> <i>Director of Student Learning</i>	<b>Danielle Mikula,</b> <i>Director of Student Services</i>

<b>Ashland High School</b> <b>Lake Superior High School</b> <b>1900 Beaser Avenue, Ashland, WI 54806</b> <b>(715) 682-7089</b> <b>Grades: 9 – 12</b> <b>School Hours: 8:10 AM – 3:18 PM</b>	
<b>Brian Trettin,</b> <i>Principal</i>	<b>Pam Huston,</b> <i>Associate Principal</i>
<b>Stan Schrock,</b> <i>Director of Athletics &amp; Activities</i>	<b>Laura Comer,</b> <i>LSHS Lead Teacher</i>
<b>Joe Corbine,</b> <i>Home-School Coordinator</i>	<b>Jennifer Lutz,</b> <i>Guidance Counselor</i> <i>(Student Last Name A-L: Grades 10-12)</i>
<b>Nancy Larson,</b> <i>Guidance Counselor</i> <i>(Student Last Name M-Z: Grades 10-12)</i>	<b>Jennifer Kempf,</b> <i>Guidance Counselor</i> <i>(Freshman Counselor)</i>

<b>Ashland Middle School</b> <b>203 11<sup>th</sup> Street East, Ashland, WI 54806</b> <b>(715) 682-7087</b> <b>Grades: 6 – 8</b> <b>School Hours: 8:10 AM – 3:18 PM</b>	
<b>Jake Levings,</b> <i>Principal</i>	<b>Michael Peterson,</b> <i>Associate Principal</i>
<b>Doreen Maday,</b> <i>Home-School Coordinator</i>	<b>Holly Hagstrom,</b> <i>Guidance Counselor</i>
<b>Jennifer Kempf,</b> <i>Guidance Counselor</i> <i>(8th Grade Students)</i>	<b>Curtis Greene,</b> <i>School Resource Officer</i>

**Lake Superior Elementary School**  
**Lake Superior Learning Community**  
**1101 Binsfield Road, Ashland, WI 54806**  
**(715) 682-7085**  
**Grades: 4K – 5**  
**School Hours: 8:30 AM – 3:00 PM**

<b>Chris Graff, <i>Principal (Grades 4K-2nd)</i></b>	<b>Mark Getz, <i>Principal (Grades 3-5)</i></b>
<b>Nicole Landucci, <i>Guidance Counselor</i></b>	<b>Kelly Sundeen, <i>Guidance Counselor</i></b>
<b>Myron Burns, <i>Home-School Coordinator</i></b>	<b>Heidi Stricker, <i>LSLC Lead Teacher</i></b>

**Marengo Valley Elementary School**  
**62408 State Hwy. 112, Ashland, WI 54806**  
**(715) 278-3286**  
**Grades: KG – 5**  
**School Hours: 8:30 AM – 3:00 PM**

<b>Angela Parduhn, <i>Principal</i></b>	
<b>Nicole Landucci, <i>Guidance Counselor</i></b>	<b>Kelly Sundeen, <i>Guidance Counselor</i></b>

**Ashland Learning Center**  
**1900 Beaser Avenue, Ashland, WI 54806**  
**(715) 682-7089**  
**Grades: 6 – 12**

<b>Danielle Mikula, <i>Director of Student Services</i></b>	<b>Brian Trettin, <i>Principal</i></b>
---	--

School District of Ashland Website Address: [www.ashland.k12.wi.us](http://www.ashland.k12.wi.us)

### **3.0 EMPLOYMENT**

#### **3.1 EMPLOYMENT OPPORTUNITIES**

Employees are encouraged to explore career development opportunities in the District. All employees are encouraged to gain the necessary skills, training, and work experience needed to qualify for advancement opportunities. The District believes in promotion from within whenever practicable and in the best interests of the District. In all cases, the best qualified candidate for the position will be selected as determined by the administration and/or hiring committee and approved by the board for professional and support staff positions. Position vacancies throughout the District are typically advertised on the District website, in the District Office, at each school building, and e-mailed to all staff. In order to be considered for a position, employees must apply prior to the application deadline. All employees should apply for the position per the instructions on the vacancy notice. The District retains the right to determine whether and when to recruit outside applicants.

An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term applicant refers to both internal candidates and external candidates for the position.



The District retains the right to determine the job descriptions needed for any vacant position.

### **3.2 HIRING OF RELATIVES**

The District has established clear rules regarding the hiring of relatives (nepotism).

[Policy 3120](#) – Employment of Professional Staff

[Policy 4120](#) – Employment of Support Staff

### **3.3 IMMIGRATION REFORM ACT COMPLIANCE**

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to requiring verification of authorization to accept employment in the United States from all employees.

### **3.4 JOB DESCRIPTIONS**

The Board of Education recognizes that it is essential for staff member accountability that each staff member is fully aware of the duties and responsibilities of their position. Job descriptions document and describe the essential functions for staff positions and thereby promote organizational effectiveness and efficiency. The Administration is responsible for the development of job descriptions in the District. Further, if a copy of a job description is required or desired, the staff member shall ask their immediate supervisor or go to the Human Resources office and request a duplicate copy.

[Policy 3120.01](#) – Job Descriptions (Professional Staff)

[Policy 4120.01](#) – Job Descriptions (Support Staff)

### **3.5 CONFLICT OF INTEREST**

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

[Policy 1130](#) – Conflict of Interest-Private Practice

[Policy 3210](#) – Staff Ethics (Professional Staff)

[Policy 4210](#) – Staff Ethics (Support Staff)

### **3.6 OUTSIDE EMPLOYMENT AND ACTIVITIES OF STAFF**

Employees may not perform any duties related to an outside job during their regular working hours. For more information regarding the Board's expectations concerning interest, activities, or associations that may conflict with the interests of the District, staff members shall review the following:

[Policy 3231](#) – Outside Activities of Staff (Professional Staff)

[Policy 4231](#) – Outside Activities of Staff (Support Staff)

## **4.0 EMPLOYMENT STATUS AND RECORDS**

### **4.1 NEW EMPLOYEE ORIENTATION**

**Certified Staff:** All newly hired certified staff will participate in a two day orientation in August to become familiar with the District and to receive basic information about District procedures and initiatives. Each new employee will participate in support seminars during their first year in the District. New certified staff will be assigned a mentor by the Director of Student Learning. The mentor will provide on-going support and guidance.

**Support Staff:** All newly hired staff will participate in an orientation training to become familiar with the District and to receive basic information about District procedures and initiatives.

### **4.2 PERSONNEL FILES**

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the District maintains accurate personnel records. Further, the

access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of staff members and grant access to inspect or review those records in accordance with policy and state law.

[Policy 8320](#) – Personnel Records

#### **4.3 PERSONNEL FILE RECORD CORRECTION**

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established to have a correction made to the information in question, have the content in question removed from the file, or submit a written statement explaining the employee's position to attach to the disputed portion of the record.

[Policy 8320](#) – Personnel Records

#### **4.4 PERFORMANCE EVALUATION**

The District Administrator has established and will implement a program of staff evaluation. This program shall focus upon the early identification of specific areas in which the staff member needs improvement so that appropriate assistance may be provided in a systematic way.

[Policy 3220](#) – Staff Evaluation (Professional Staff)

[Policy 4220](#) – Staff Evaluation (Support Staff)

Applicable State Statutes

#### **4.5 ASSIGNMENTS AND TRANSFERS**

The District Administrator is responsible for the proper assignment of all staff members in conformance with any legal requirements or certification requirements. Further, staff members may be transferred between schools at its discretion when the District Administrator determines that it is in the best interest of the students, the school or District.

Postings will be for a minimum of five (5) working days. Any vacancy that occurs on or after August 1<sup>st</sup> will be posted for three (3) working days. The District retains the right to determine whether and when to recruit outside applicants.

When the District determines that an involuntary transfer of an employee is necessary, due to the District's inability to fill a vacancy or a new position according to the procedures set forth above may, at its discretion, transfer an employee in the District qualified for the position. The District may also involuntarily transfer an employee if the District determines the transfer will better serve the District's needs.

#### **4.6 LAYOFF NOTICE – SUPPORT STAFF**

Whenever the Board determines an anticipated layoff, the employee so affected shall be given a minimum advance notice of thirty (30) calendar days.

Factors to be considered when determining layoffs include, but are not limited to:

- Qualifications
- Performance
- Related experience
- Seniority.

#### **4.7 LAYOFF NOTICE - CERTIFIED STAFF**

Whenever the Board determines to layoff certified staff in whole or part, the layoffs will be pursuant to Wis. Stat. 118.22.

Factors to be considered when determining layoffs include, but are not limited to:

- Qualifications
- Performance
- Related experience
- Seniority.

#### **4.8 STAFF DISCIPLINE**

Disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance. Disciplinary action will typically be taken after an investigation and after giving the employee an opportunity to respond to any and all allegations.

[Policy 3139](#) – Staff Discipline (Professional Staff)

[Policy 4139](#) – Staff Discipline (Support Staff)

Level of Discipline: The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee discipline or corrective action may be imposed which include, but are not limited to, the following: verbal warning, written warning, suspension or termination. Employee discipline for purposes of access to the grievance procedure is defined to include only termination, disciplinary suspensions and disciplinary demotions. None of these disciplinary measures are required to be used before termination from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The Employer may repeat disciplinary action.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the School District of Ashland. The following is a list of examples of behavior which would normally justify disciplinary action:

- Fraud in securing employment
- Incompetency
- Inefficiency
- Unauthorized absences
- Repeated absence or tardiness or improper use of leave
- Neglect of duty
- Insubordination or willful misconduct
- Dishonesty
- Falsification of records
- Assuming duties while under the influence of controlled substances or intoxicants; or possession of use of intoxicants or controlled substances during working hours
- Failure to inform supervisor of lawful use of a prescription drug which impacts the employee's ability to perform their job duties
- Conviction of a felony or misdemeanor, the circumstances of which are substantially related to the duties performed
- Negligence or willful damage to property
- Discourteous treatment of students, the public, or fellow employees
- Failure to obtain and maintain a current license or certification as required by law or employer
- Failure to maintain effective working relationships with other employees or the public
- Sexual or other unlawful harassment
- Workplace violence
- Violation of any lawful order, directive, policy, or work rule.

The offenses listed above are not intended to be all-inclusive, and discipline, including termination, may occur for any other reason depending upon the seriousness of the

offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior disciplinary actions.

Documentation: All discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file.

#### **4.9 SEPARATION FROM EMPLOYMENT**

The Board may eliminate or reduce staff positions as necessary. Separation from employment includes, but is not limited to, resignation, retirement, reduction in workforce, failure to return from approved leave, termination, nonrenewal, or discharge from employment. Such employment separations may be voluntary or involuntary. If an employee decides to voluntarily terminate employment with the District, the District requests at least two weeks' advance notice so that any necessary replacement employees can be recruited or otherwise assigned. Upon any separation from employment, compensation and benefits which the employee has earned and accrued will be credited to the employee pursuant to law. The employee's last day worked will in most cases be considered the employee's last day of employment. The District reserves the right to determine the last day of employment. An employee is required to return all keys, identification badge, credit cards, laptop computer, access passes or swipe cards, confidential documents, any other assigned or possessed District-owned property to their immediate supervisor before departure. A decision by the District to terminate a staff member's employment may be subject to review consistent with:

[Policy 3340](#) – Grievance Procedure (Professional Staff)

[Policy 4340](#) – Grievance Procedure (Support Staff).

Staff members may resign in accordance with the terms of their individual employment contract.

[Policy 3140](#) – Termination, Non-Renewal and Resignation (Professional Staff)

[Policy 4140](#) – Termination, Non-Renewal and Resignation (Support Staff)

#### **4.10 GRIEVANCE PROCEDURE**

Each staff member of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust as provided. A grievance procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety or the interpretation or application of written District policies or written procedures.

[Policy 3340](#) – Grievance Procedures (Professional Staff)

[Policy 4340](#) – Grievance Procedures (Support Staff)

### **5.0 EMPLOYEE PAY AND BENEFITS AND WORK HOURS**

#### **5.1 HOURS OF WORK / WORK SCHEDULES / CALENDARS**

It is the District's goal to provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective operations.

#### **5.2 NORMAL HOURS OF WORK**

Certified staff are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1) (L), Wis. Stats. Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week" are considered to be eight (8) hours per day Monday through Friday including a (free from scheduled responsibility) thirty (30) minute lunch period.

The District has established all school building working hours as 8:00 AM – 4:00 PM for certified staff, unless alternative schedule arrangements are submitted via the Certified Employee Annual Work Schedule Change Notice Form by the third Friday in September and approved by the employee's direct supervisor for the entire school year. However, certified staff may leave at 3:30 PM on Fridays unless a meeting, an in-service activity or professional development activity is scheduled requiring staff attendance. For purpose of an employee requesting leave, time off must be submitted to reflect an 8 hour day (until 4:00 PM). For example, an employee who does not work on a Friday, is to submit 8 hours of leave.

#### Professional Hours:

- A. The concept of professional hours means that a certified staff member and their appropriate supervisor(s) will determine the certified staff's hours based upon the completion of their duties and the needs of their student(s).
- B. Certified staff are responsible for the completion of their duties as set forth in the job description and those other duties specific to each position.
- C. Professional work hours shall be governed by the following:
  - a. The starting and ending times for employees are determined by the Board. The normal work day will be eight continuous hours.
  - b. Certified staff are required to attend administratively called meetings.
  - c. A certified staff member and their appropriate supervisor(s) will determine the employee's hours based upon the completion of their duties and the needs of their students.
- D. It is not the intent of the professional hours section to require more or fewer meetings and conferences, nor is it the intent to have certified staff present only in the classroom during instructional time and disregard their normal responsibilities.

#### Staff Meetings:

Certified staff are required to attend all mandatory administratively called staff meetings. Administratively called meetings may begin before the normal workday begins or later than the end of the normal workday. The administration shall attempt to provide reasonable notice of all such meetings. Certified staff who are required to attend administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

#### Other Administratively Called Meetings and Assigned Duties:

The notification and duration provisions above may not include nor shall they apply to meetings of individual educational plans teams, the preparation of individual education plans, parent-teacher conferences, department meetings, open houses, music programs, art shows, communication with parents/guardians, and/or other District or building functions that normally occur outside of the school day or activities of similar nature, which are normally conducted at other times. Certified staff are required to attend such events regardless of the date, time or duration of said meetings. Certified staff who are required to attend other administratively called meetings or other professional expectations will receive no additional remuneration, above their regularly paid salaries, for attending such meetings. Notice of such meetings shall be of reasonable length.

Support staff work schedules will be determined by their supervisors.

- Full-Time:** The normal workweek for full-time employees shall be (40hrs / wk. or 80 hrs / pay period). All full-time employees shall have an unpaid designated lunch period.
- Part-Time:** The normal workweek for any part-time employee shall be designated by the School District of Ashland.
- Breaks:** Hourly employees working a full shift will receive two (2) fifteen minute breaks, one in each half of the shift. Hourly employees working less than a full shift shall receive one (1) break.
- Sign-Out:** Employees shall be permitted to leave their building during their lunch period for any reason. Certified staff may leave school during one (1) prep period per day for work related business, provided they are not scheduled to attend a meeting within the school and have signed out. Limited exceptions may be made with building administrator approval. To support dismissal of students, certified staff are to be in the building the last 30 minutes of their work day.

### **5.3 IN-SERVICE AND PROFESSIONAL DEVELOPMENT PROGRAMS ATTENDANCE**

Unless expressly excused or directed by her/his supervisor, or unless absent from work for a recognized and excusable reason, every employee is to attend and participate in scheduled in-service training and professional development programming that is held for staff during regular work hours.

### **5.4 PAYROLL & DEDUCTIONS FROM PAYROLL**

Payroll and payroll procedures shall be standardized in accordance with applicable State and Federal guidelines.

Pay Periods: Paychecks are normally deposited, by direct deposit bi-weekly on Thursdays. *(If payday falls on a holiday, the pay date will be the day before the holiday.)*

Data Changes: It is the employee's responsibility to notify the District Office if any changes occur in their name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect the employee's compensation, dependents' eligibility for medical insurance, and other important matters.

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

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



## **5.5 TOTAL BASE WAGES & OTHER FORMS OF COMPENSATION**

State law authorizes collective bargaining for total base wages *only*. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer.

A copy of the Teacher Pay Scale, as approved by the Board, can be obtained by contacting the District Office. See also Appendix B

## **5.6 SPECIAL EDUCATION ASSISTANT LICENSURE**

The Board shall pay the fee for any special education assistant licensure certification required by the Department of Public Instruction.

Assistants who perform any one of the following procedures: insertion and use of feeding tubes, injections, trachea care and catheterization on a student as a regular part of their schedule will be paid an additional \$.75/hr. *It will be the responsibility of the employee to communicate their eligibility for this additional pay to the Director of Student Services for approval.*

## **5.7 SUMMER SCHOOL WORK RULES**

In the interest of providing a larger number of Ashland students the opportunity to engage in high-quality summer learning experiences, the following guidelines have been implemented:

1. Summer school courses will be taught by a certified teacher. The District retains the right to determine whether and when to recruit outside applicants.
2. In order for all courses to run, there must be a minimum of 15 students enrolled per class by a cut-off date set by the District.
3. Preparation time will be paid at the same summer school hourly rate. Teachers will be given one hour of paid preparation time for every 5 hours of teaching. Lesson plans will be completed and delivered to the Summer School Principal a week before summer school begins.
4. Administration will have sole discretion in determining the final selection of courses offered.

## **5.8 OVERTIME**

To provide a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act.

Each position is designated as either “Non-exempt” or “Exempt” from the federal Fair Labor Standards Act and state wage and hour laws. Employees in “non-exempt” jobs are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week (support staff). Compensatory time in lieu of overtime pay may be offered, but is limited to 40 hours per fiscal year. All other overtime will be paid. Holidays as outlined section 5.10 will apply as hours worked in the calculation of 40 hours. Employees in “exempt” positions are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay (certified staff). Employees should contact their supervisor if they are unsure of their position’s designation.

Non-exempt employees will have the option to elect compensatory time in place of overtime. All compensatory time must be used by June 30<sup>th</sup> of the current school year.

Accrual: Any paid leave time shall not be counted as hours worked for overtime purposes.

Approval: All overtime must be approved in advance by management.

## **5.9 HOLIDAYS**

To identify employee holidays and to establish a consistent procedure for scheduling and payment.

School-Year Certified Staff Holidays: Certified staff are entitled to three paid holidays. Paid holidays are as follows:

- Thanksgiving Day
- Christmas Day
- New Year's Day.

Full-Year Support Staff Holidays: Full-year support staff are entitled to nine paid holidays. Paid holidays are as follows:

- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving day
- The day after Thanksgiving
- Christmas Eve Day
- Christmas Day.

School-Year Support Staff Holidays: School-year support staff are entitled to seven paid holidays. Paid holidays are as follows:

- New Year's Day
- Good Friday
- Memorial Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve Day
- Christmas Day.

Observance: When a holiday falls on a Saturday or Sunday, the holiday will be rescheduled as determined by the employer.

Eligibility: All full-time employees and part-time employees are eligible to receive compensation for holidays; temporary or limited-term employees are not eligible. In order to receive holiday pay, employees must work the day before and the day after each holiday to be eligible for holiday pay with the exception of normal days off or excused absences. No employee shall be compensated more than once for each holiday.

Work on Holiday: Any employee who is required to work on any of the above-mentioned holidays shall be compensated at the rate of time and one-half in addition to that employee's regularly scheduled rate of pay.

## **5.10 LEAVES – VACATION**

To provide eligible employees with paid vacation time while meeting the operational needs of the School District of Ashland.



Accrual: Full year employees are entitled to one (1) week's paid vacation annually after one (1) year of employment; two (2) week's paid vacation annually after two (2) years of employment; three (3) week's paid vacation annually after seven (7) years of employment; four (4) week's paid vacation annually after twelve (12) years of employment. Vacation based on employee's work schedule. Employees, upon completion of the 16th through 20th year of service, shall be allowed an additional day per year to a maximum accumulation of twenty-five (25) days of vacation.

Approval: Use of vacation time requires the prior approval of the employee's supervisor.

All vacation days earned in an employee's anniversary year must be used by the anniversary date (i.e. date of hire) or the vacation days will be lost. The School District recognizes that job responsibilities may restrict the use of vacation in a timely manner, so there is a three month grace period. If, however, at the end of the grace period there is still unused carried over vacation days, the unused vacations will no longer be available for use by the employee.

## **5.11 LEAVES - SICK LEAVE**

To provide employees with paid time to address their own personal health care needs or the health care needs of an immediate family member.

Definition: For purposes of this provision, "immediate family" means a person who resides with and is dependent upon the employee for care and support.

### Support Staff:

Full-year employees shall be granted twelve (12) days per year accumulative to 120 days.

School-year employees shall be granted ten (10) days per year accumulative to 120 days.

### Certified Staff:

Certified staff shall be granted twelve (12) days per year accumulative to 120 days.

Staff members that have an excess of 120 sick days at the end of the school year will be compensated \$15 for each unused sick leave day in excess of 120, not to exceed 12 days.

See Addendum D for further details.

## **5.12 LEAVES – EMPLOYEE VOLUNTARY SICK LEAVE FUND**

1. If an employee exhausts their sick leave accumulation (i.e., vacation and personal leave) due to personal illness, the employee may notify the District Office for implementation of the voluntary sick leave fund. "Personal illness" may include an employee's recovery from child birth and any medical complications arising from the pregnancy. The voluntary sick leave fund may also be used to cover up to 6 weeks of maternity/paternity leave.
2. The District Office shall notify employees, through a standardized form, listing the employee in need of coverage and the projected number of days needed.
3. Employees may voluntarily contribute a maximum of two (2) sick leave days per request, provided the donating employee has at least thirty (30) sick leave days remaining.

4. The employee in need of coverage will be provided with sick leave days by a random drawing from the sick days donated. Donating employees will lose one (1) sick day per drawing until all donating employees have lost one (1) day.
5. The sick leave days remaining in the fund will be returned to the donating employees whose days were not drawn.
6. Donating employees will remain anonymous to the receiving employee.
7. When an employee becomes eligible for long-term disability benefits, the employee is required to apply.
8. In the event the District has reason to believe that an employee is abusing the Voluntary Sick Leave Fund, the Board reserves the right to immediately cease utilization of the Voluntary Sick Leave Fund.
9. Employees may only donate sick leave under this provision to others within the same employment classification.

#### **5.13 LEAVES - FMLA**

To grant family, medical and military leaves to qualified employees in accordance with the Wisconsin Family and Medical Leave Law and the federal Family and Medical Leave Act.

Incremental Use: Sick leave may be used in increments of no less than 15 minutes.

Notification: A request for sick leave must be submitted to the appropriate person as soon as reasonably practical and no later than 15 minutes before the start of assigned work hours.

Verification: The employer will require verification of leaves in excess of 3 days.

[Policy 3430.01](#) – Family & Medical Leave of Absence (“FMLA”) (Professional Staff)

[Policy 4430.01](#) – Family & Medical Leave of Absence (“FMLA”) (Support Staff)

#### **5.14 LEAVES – HEALTH**

To provide an unpaid leave of absence for an employee who is not qualified for, or has exhausted his or her FMLA leave.

An employee who has exhausted their accumulated sick leave and/or becomes eligible for long-term disability benefits may be granted an extended medical leave of up to one (1) year from the date of the employee's last day of accumulated sick leave or the first day on which they become eligible for long-term disability insurance benefits, whichever occurs first. Requests for additional leave must be made in writing to the superintendent.

The reasons for the extended medical leave shall be limited to physical and/or mental illness and the granting of the leave shall be subject to written verification from a physician certifying that such condition exists. The extended medical leave shall be without pay, but the District shall continue its health insurance premium contributions, on behalf of the employee, at the same rate as for active employees, for the first nine (9) months of the leave. Thereafter, the employee's right to remain in the District's group health insurance plan, at their own expense, shall be pursuant to state and federal law. Upon receipt of written verification from a physician certifying the employee's fitness to return to work before the expiration of the leave, the employee shall be returned to their position or an equivalent position. In the event a physician does not certify employee's

fitness to return to work prior to the expiration of the leave, the employee's employment rights may be deemed terminated. Further, if the employee is found to be totally disabled by the Wisconsin Retirement System (WRS), the health leave will be terminated.

#### **5.15 LEAVES –UNPAID (PAY DEDUCTS)**

The District may approve additional unpaid leave requests. Employees must obtain permission before taking an unpaid leave. While on such a leave, the employee shall not receive or accrue any fringe benefits. The employee shall, however, be permitted to remain in the District's group health insurance plan, at their own expense, for the time required by state and federal law. Employees will be responsible for all fringe benefit costs associated with leave requests.

#### **5.16 LEAVES – BEREAVEMENT**

An employee shall be granted three (3) days leave with pay for every death in the immediate family. (Note: Immediate family consists of father, mother, husband, wife, son, daughter, son-in-law, daughter-in-law, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandmother, grandmother in-law grandfather, grandfather in-law, grandchildren, aunt, uncle, and dependents in the household.) Outside of these parameters an employee may use a maximum of one (1) sick day pending substitute coverage.

#### **5.17 LEAVES - JURY DUTY**

Employees who receive a summons to serve on jury duty will be granted jury duty leave. Employees must give reasonable advance notice of their intended absence for jury duty. If an employee is dismissed from jury duty on any given day prior to the end of their regularly scheduled working hours, they shall report to work for the balance of the working day. *(Employees will be compensated their regular wages for each day of jury duty served. If scheduled to work, provided that the employee remits all compensation received for such duty (exclusive of travel pay or actual expenses) within three (3) days of receipt thereof.)*

#### **5.18 LEAVES – FLOATING HOLIDAY – INCLEMENT WEATHER (Secretaries, Full Year Support Staff Excluding Custodians/Maintenance)**

All full year support staff should use cautionary discretion as to whether they can report to work. All full year support staff employees that are not able to report to work are to use a personal, banked, or vacation leave. Employees who work on an inclement weather day will earn floating holiday time equal to time worked, not to exceed sixteen (16) hours per school year. All inclement weather/floating holidays must be used by June 30<sup>th</sup> of the school year incurred.

#### **5.19 LEAVES – FLOATING HOLIDAY – INCLEMENT WEATHER (Custodians/Maintenance)**

To be eligible for the floating holiday, individuals are required to work one (1) full eight (8) hour shifts. Individuals who choose to use a vacation day, sick day, personal day, floating holiday, or comp time will not be eligible for the floating holiday. Employees are entitled to a maximum of two (2) inclement weather/floating holidays per school year. All inclement weather/floating holidays must be used by June 30<sup>th</sup> of the school year incurred.

#### **5.20 LEAVES - EMERGENCY CONDITIONS**

If days scheduled are lost during the school year for inclement weather, the first two (2) days and the fifth (5<sup>th</sup>) day shall not be made up (no loss of pay) if state attendance requirements have been met. For any additional days lost, staff members will be required to make-up the days.

Early Release - If the decision is made to release school early due to inclement weather, all employees are required to stay in the building until students are safely cleared from the building and notified by the building administrator.

## **5.21 LEAVES – PERSONAL**

To provide employees with paid leave time, that can be taken in small time increments, in order to conduct personal business. Personal leave cannot be used before or after a holiday vacation.

Eligibility: All regular employees will be granted personal leave. Full-time employees will be granted two (2) days of personal leave per year and part-time employees will receive two (2) days leave on a prorated basis.

Approval: All requests for use of personal leave require advance approval from the employee supervisor.

Incremental Use: Personal leave may be used in increments of no less than fifteen (15) minutes.

Accrual: Two (2) days personal leave may be “carried over” to the next calendar year without prior authorization for a maximum of two (2) banked personal days. Banked leave and personal leave may not be used together.

## **5.22 LEAVES - OTHER**

Other leaves include: Educational leave, mid-career leave, professional leave, industrial leave, and civic participation leave. Employees may be eligible for other leaves with prior permission by the employees supervisor and the District Administrator. Employees on approved unpaid leaves will not accrue seniority or fringe benefits. A written request must be submitted at least 6 months before the start of the leave. Military leave shall be granted pursuant to state and federal law.

## **5.23 BENEFITS – HEALTH INSURANCE**

To provide health insurance to those employees who qualify for coverage. Levels of benefits provided and employee participation is determined by the School District of Ashland and applicable State and Federal regulations. Fringe Benefit Pro-ration:

### Support Staff

<u>% of benefits</u>	<u>Hours of work per week</u>
100%	35 or more hours
85%	30-34 hours

### Certified Staff

75% or more equals 100% benefits. Employees who are contracted for less than 75% will have their fringe benefits pro-rated

Employee Contribution: All full-time employees are required to pay twelve percent (12%) of total monthly health insurance premiums. Part-time employees are required to pay twelve percent (12%) of the total monthly health insurance premiums plus the pro-rated portion of the remaining health insurance premium.

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

dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.

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

In accordance with the timeline outlined below, employees are required to report the following status changes to the District Office to ensure your accessibility to COBRA benefits:

- Marriage - no more than 30 days from certification of marriage
- Divorce - no more than 60 days from certification of dissolution of marriage. The District is required to offer your ex-spouse coverage at their expense as outlined by COBRA.
- Birth/Adoption - no more than 30 days of your child's birth or certification of adoption or placement for adoption.
- Dependent (26 yrs of age) - Your dependents are covered by insurance until they are 26. No less than sixty (60) days prior to their 26th birthday you are required to notify the District Office. At that time they can either enroll in special enrollment in the ACA Marketplace or they can continue single coverage through COBRA for up to 36 months.

Failure to comply with these reporting timelines may affect your ability to obtain benefits through COBRA.

#### **5.24 BENEFITS - OTHER INSURANCES**

Dental Insurance – The District will pay full family and single premiums for the dental insurance program (for all regular full and part-time staff). Orthodontics will be paid up to \$1,500.

Group Life Insurance – The District shall provide each employee with term group life insurance equal to annual Wisconsin Retirement System (WRS) earnings. Employees must be eligible for Wisconsin Retirement System (WRS) retirement benefits to obtain life insurance.

Long Term Disability Insurance – The District shall provide a sixty (60) day, ninety percent (90%) of salary, long-term disability insurance program for all staff. Eligibility is determined in the District's long-term disability plan.

#### **5.25 BENEFITS – WISCONSIN RETIREMENT SYSTEM**

The District will provide retirement contributions to eligible employees in accordance with State law.

Employee Contribution: Once eligible for coverage under Wisconsin Retirement System (WRS), coverage is mandatory and an employee may not “opt out” of WRS. Employers and employees are required to pay a percentage of each payment of earnings equal to “one-half of the total actuarially required contribution rate.” Employee contributions are pre-tax.

Early Retirement: Provisions are outlined in Addendum D.

## **5.26 SECTION 125 PLANS**

The District offers a pretax contribution option for employees. A Section 125 plan is a benefit plan that allows employees to make contributions toward premiums for medical insurance, dental insurance and out-of-pocket medical expenses or dependent care expenses on a “before tax”, rather than an “after tax” basis. Premium contributions and qualified expenses are deducted from an employee’s gross pay before income taxes and Social Security is calculated. To participate in this plan, employees are to contact the District Office for information.

## **5.27 GRADUATE COURSE REIMBURSEMENT FOR CERTIFIED STAFF**

Certified staff planning to take a graduate-level course for reimbursement of fifty dollars (\$50) per credit towards tuition must complete a Professional Improvement Request For Graduate Level Courses form. This form must be submitted to the building principal for approval ten (10) days prior to the start of the class. The principal will forward to the District Office for final approval. Once the approved course is completed, the employee must submit a grade report or transcript to the District Office bookkeeper.

## **5.28 EMPLOYEE ASSISTANCE PROGRAM**

The School District of Ashland provides confidential services of an employee assistance program to all employees and their dependents. Assistance is available to help cope with personal or family problems such as alcoholism, depression, drug abuse, divorce or marriage counseling, finances, stress, parent/guardian- child or elder issues. Through the EAP, employees are able to access confidential counseling services at their convenience. Counselors will provide employees with information, immediate treatment and/or referral to other sources with problems affecting their work, job performance, or family. Short-term counseling services are available to assist with problems. EAP brochures are available on the District web site. It is the responsibility of each employee to seek help before a condition has an adverse impact on his or her employment.

# **6.0 GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS**

## **6.1 EMPLOYEE MANAGEMENT COMMUNICATION**

Employee management communication will occur monthly at the building and District levels.

## **6.2 EMPLOYEE CODE OF ETHICS**

All staff members are expected to conduct themselves in accordance with the District’s Code of Ethics.

The Board of Education expects all staff members to maintain high standards in their working relationships, and in the performance of their professional duties to:

- Recognize basic dignities of all individuals with whom they interact in the performance of duties;
- Represent accurately their qualifications;
- Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- Seek and apply the knowledge and skills appropriate to assigned responsibilities.
- Keep in confidence legally-confidential information as they may secure;
- Ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- Avoid accepting anything of value offered by another for the purpose of influencing judgment;
- Refrain from using position or public property, or permitting another person to use an employee’s position or public property for partisan political or religious purposes



without specific preapproval of the School Board This will in no way limit constitutionally or legally protected rights as a citizen.

### **6.3 CONFERENCES AND CONVENTION ATTENDANCE**

District employees may attend conferences and conventions that are likely to improve their job-related knowledge and skills. An administrator shall approve/deny all staff member requests to attend conferences and seminars. Certified staff must complete a request for professional development activities within **fifteen (15) days prior** to the activity. All reimbursements shall be made within the limits of the budget and policy guidelines after a conference follow up form is completed. The number of staff members attending any conference/seminar is subject to the discretion of the administration.

### **6.4 COPYRIGHTED MATERIALS**

Employees are expected to comply with the provisions of federal copyright laws relating to the unauthorized use reproduction, distribution, performance, or display of copyrighted materials (i.e. printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for education purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

### **6.5 GRANT APPLICATIONS**

No employee may apply for a grant in the name of the School District of Ashland, or any school, program, or activity of the District unless, prior to its submittal to the grantor, the building principal and district administrator has been provided with the grant application or proposal at least 15 business days before it is submitted to the grantor. The building principal and district administrator must approve the application before it may be sent to the grantor. **All grant applications & award notifications must be forwarded to the business office.**

### **6.6 HOT LUNCH PROGRAM**

The School District offers lunch and breakfast at all schools in the District. The District uses an automated lunch accounting system to record food service payments and to monitor food purchase transactions. The automated system functions as a debit system. Staff must contact the appropriate food service staff member in their building to be assigned a 4 digit Personal Identification Number (PIN). After making a meal selection, a staff member enters the PIN number on the keypad at the cashier's table; the purchase is subtracted from the staff member's account.

### **6.7 MAIL AND NOTICES**

Staff is assigned a mailbox where mail and school notices are placed. It is the responsibility of staff members to check this mailbox daily. Do not send a student to check the mailbox. There may be student records or personal items for the staff member or other confidential information.

### **6.8 MAINTENANCE REQUESTS**

All requests for maintenance work should be submitted through the website on a work order. On the website click on the staff button, choose forms then maintenance/computer services to submit the work order. Please do not call or email the maintenance department with problems unless it is an emergency.

### **6.9 MILEAGE REIMBURSEMENT**

Pre-approved mileage incurred in the business of the School District shall be reimbursed at the current IRS rate. Employees who travel more than 500 miles per month will be reimbursed monthly. Others will be reimbursed quarterly.

#### **6.10 OFF HOUR COMMUNICATION DEVICE GUIDELINE**

Non-exempt employees who are given a District communication device (Smartphone, iPad, etc.) or whose personal communication device is connected to the District's network or e-mail accounts, are not required to read or respond to e-mails outside of working hours. If a non-exempt employee chooses to read or respond to work e-mails on his or her own time, he or she will not be compensated for the time spent doing so.

The Fair Labor Standards Act (FLSA) classifies this time as "de minimis," since most e-mails can be read and responded to in just a few minutes. De minimis, in this context, means "insubstantial or insignificant periods of time beyond the scheduled working hours, which cannot as a practical administrative matter be precisely recorded for payroll purposes."

#### **6.11 PERSONAL PROPERTY**

Do not leave money, purses, or other valuables in an unsecured place at school or in your car. The District is not responsible and will not reimburse staff for losses.

#### **6.12 PURCHASING AND REQUISITIONS**

Purchases at any local business must be done with a District purchasing card, available for sign-out from your building secretary. All purchases/orders must be submitted by using a Skyward online requisition. All requisitions must include:

- Vendor name, address, fax, and phone numbers
- Any applicable shipping charges
- Appropriate principal/director online approval.
- Quantity, item and description of the item(s) being ordered
- Budget code(s)

*-Purchase orders will not be processed without this information.-*

Once completed, the requisitions will be forwarded to the District Office for approval and submission to the vendor. Plan accordingly and allow sufficient time between submission of the request and the date materials are needed. Once the supplies have been received, employees are responsible to verify the contents of the shipment.

#### **6.13 RELATIONSHIPS WITH MEDIA**

Staff members receiving calls from the media should refer the caller to their building administrator. Prepared news releases shall be approved by the superintendent or their designee. Employees are encouraged not to contact the media directly about newsworthy matters without first discussing them with the building principal or their designee.

#### **6.14 DRESS CODE**

The Board has exercised its authority to specify dress and grooming guidelines for staff. When on duty, professional staff members are expected to dress in a manner that is consistent with the expectations described in the policies below.

[Policy 3216](#) – Staff Dress and Grooming (Professional Staff)

[Policy 4216](#) – Staff Dress and Grooming (Support Staff)

#### **6.15 PREPARATION TIME**

The School District of Ashland values preparation time for teachers. Every full-time teacher will have a regularly scheduled time during the work day for preparation purposes.

#### **6.16 ATTENDANCE AND REPORTING ABSENCES**

An employee has the obligation to report to work at their scheduled time each day. The employee should be alert to weather conditions and all other contingencies so as to



assure arrival at work on schedule. Excessive absenteeism may be considered reason for disciplinary action, including discharge. Any time an employee is unable to work, the employee must notify his or her supervisor as far in advance as possible. Failure to call or report for duty as scheduled may result in automatic termination of employment. Since many School District of Ashland jobs are interdependent, failure to report to work on time can often disrupt multiple jobs. Therefore, it is imperative that employees report for work as scheduled. Repeated delay in starting work shifts may result in disciplinary action.

**Planned Absences:** Certified staff, secretarial, and assistant staff who cannot come to work for a planned occasion are required to go on-line to the Absence Management System (formerly AESOP) website at [www.aesoponline.com](http://www.aesoponline.com) or call 1-800-942-3767 to request a sub up to a year in advance.

All remaining staff must enter their time-off into Skyward Employee Access for approval.

**Unplanned Absences:** Certified staff, secretarial, and assistant staff who cannot come to work are required to go on-line to the Absence Management System (formerly AESOP) website at [www.aesoponline.com](http://www.aesoponline.com) or call 1-800-942-3767 prior to 7:00 AM the morning of the absence. Between 7:00 AM – 7:30 AM, please contact the Substitute Coordinator at 715-682-7080 ext. 6006 to arrange for a substitute. After the school day starts (7:30 AM), you must report your absence in person/phone call to the school office to reserve a sub. Time-off must be entered in advance or within a day of the absence.

All remaining staff that are unable to report to work must enter their time-off into Skyward Employee Access and should follow the procedure(s) outlined by their supervisor.

#### **6.17 USE OF EMPLOYER PROPERTY/EQUIPMENT**

The Board of Education believes that District-owned equipment is a valuable resource which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the District. The Board may lend specific items of equipment on the written request of the user and approval granted by the District Administrator or designee. The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

[Policy 7530](#) – Lending of District-Owned Equipment

#### **6.18 USE OF PERSONAL PROPERTY AT SCHOOL**

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

#### **6.19 PERSONAL COMMUNICATIONS**

Employees are expected to use discretion in using personal communication devices while at work. Employees are expected to limit personal communication to their breaks and their lunch period and to inform friends and family members of the Board's policy in this regard.

#### **6.20 EMERGENCY CLOSINGS**

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established.

## **6.21 TRAVEL EXPENSES**

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

[Policy 3440](#) – Job-Related Expenses (Professional Staff)

[Policy 4440](#) – Job-Related Expenses (Support Staff)

[AG 3440A](#) – Job-Related Expenses (Professional Staff)

[AG 4440A](#) – Job-Related Expenses (Support Staff)

## **7.0 SAFETY AND HEALTH**

### **7.1 WORKPLACE PROTECTIONS / WORKPLACE SAFETY**

It is the policy of the School District of Ashland to maintain a safe workplace environment that is free from discrimination, harassment and retaliation. Every employee has a personal responsibility to help maintain a safe and healthful workplace environment. Under federal and state fair employment laws, members of protected classes are shielded from unlawful discrimination in employment. Workplace harassment and discrimination whether engaged in by employees, supervisors or members of the public, will not be tolerated and will subject offenders to disciplinary action or discharge from employment. Retaliatory acts taken against employees for reporting workplace safety issues, harassment or discrimination will also not be tolerated and will subject the offender to disciplinary action or discharge from employment.

Responsibility to Report: It is the responsibility of each and every employee to immediately report to management any and all health and safety issues, discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job.

Definition of Protected Class: State and Federal law prohibits discrimination and harassment based on any protected class including, but not limited to, age, race, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, for use or non-use of lawful products off the employer's premises during non-working hours.

### **7.2 ALCOHOL AND OTHER DRUG PROHIBITIONS**

No employee shall report to work or be under the influence of alcohol or other / illegal drugs during working hours. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conferences. The sale, possession, transfer or purchase of other / illegal drugs while in the course and scope of employment is also prohibited. The purpose of this policy is to: a) establish and maintain a safe and healthy work environment, b) reduce absenteeism and tardiness, and c) improve job performance.

Alcohol and Drug Testing: The Employer may conduct alcohol and drug testing based on reasonable suspicion that the employee is under the influence of alcohol or other / illegal drugs and may conduct testing for employees in testing-designated positions (such as CDL).

### **7.3 ALCOHOL AND OTHER DRUG USE**

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates

Policy 3122.01 – Drug-Free Workplace shall be subject to disciplinary action in accordance with Policy 3139 – Staff Discipline and the District Administrator’s guidelines.

Any employee who feels the need for assistance with drug or alcohol dependency is encouraged to contact their immediate supervisor or the District’s website for information about the District’s Employee Assistance Program (EAP). Employees receiving assistance in this regard are not exempted from compliance with the District’s prohibition on the manufacture, possession, use, distribution, or dispensing of any controlled substance while on duty or on school premises or at any school sponsored activity.

[Policy 3122.01](#) – Drug-Free Workplace (Professional Staff)

[Policy 4122.01](#) – Drug-Free Workplace (Support Staff)

[Policy 3139](#) – Staff Discipline (Professional Staff)

[Policy 4139](#) – Staff Discipline (Support Staff)

#### **7.4 SMOKING/TOBACCO USE**

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

[Policy 3215](#) – Use of Tobacco by Professional Staff

[Policy 4215](#) – Use of Tobacco by Support Staff

#### **7.5 TRAINING**

Staff members will complete required trainings according to district requirements, and state and federal law.

#### **7.6 REPORTING WORK RELATED INJURY**

Any accident that results in an injury, however slight, to an employee of the Board, must be reported within 24 hours of the incident and in writing to the District Business Office. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

#### **7.7 RETURN TO WORK PROGRAM**

The policies and procedures of the Return to Work Program for the School District of Ashland are designed to effectively manage the return to work of recovering employees with minimum time lost. The program is intended to provide our employees with opportunities to continue as valuable members of our team while recovering from work-related injuries.

The School District of Ashland is committed to keeping employees safe and returning injured employees to modified or alternative work whenever possible and as soon as possible after an injury. This may be done by temporarily modifying the employee’s regular job or providing employee with alternative work assignments. The employee’s medical condition, along with any limitations or restrictions given by the attending physician, will be considered and followed when identifying appropriate modified or alternative positions.

A complete summary of the Return to Work program is available on the District website.

### **8.0 EMPLOYEE COMMUNICATION & TECHNOLOGY**

## **8.1 BULLETIN BOARDS**

The School District of Ashland will provide a bulletin board for use by employees for posting of communications.

## **8.2 ELECTRONIC MEDIA AND SOCIAL MEDIA POLICY**

It is the policy of the District that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure. All electronic media must be protected from misuse, unauthorized manipulation, and destruction. Further, it is the policy of the District that employees may not use social media technology to engage in or post communications or material that would violate any Handbook policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status.

### General Guidelines - Electronic Media:

1. All District-provided electronic media systems are the District's property. Additionally, all messages and files composed, sent or received on these systems are and remain the property of the District. They are not the private property of any employee.
2. The use of our electronic media systems is reserved solely for the conduct of business, during work hours. However, if employees wish to use these systems during breaks, lunch periods, or before and after regular working hours, they may do so but employees are specifically prohibited from using these services for any illegal, illicit, immoral or offensive purposes.
3. The electronic media systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations.
4. The electronic media systems are not to be used to create any offensive or disruptive messages or documents.
5. The electronic media systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.
6. The District reserves and intends to exercise the right to review, audit, intercept, access and disclose all internet activity and any messages or documents created, received or sent over the District's electronic media systems for any purpose.
7. The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to management or they are invalid and cannot be used.
8. Employees may not modify, delete, or destroy any District document created by any electronic media unless specifically authorized to do so.

### General Guidelines - Social Media:

1. Only on Your Own Time. Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time.
2. Post as Yourself. Make clear that you are expressing your personal views alone, not those of the District.
3. Be Respectful and Nice. Do not post communications or material that is disparaging, obscene, profane, vulgar, bullying, threatening, or inappropriately inflammatory.
4. Use Good Judgment. Because what you say online is accessible to the public, use good judgment in your communications.
5. Obey the Law. Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy

- rights of someone else. The posting of such material may subject you to criminal and civil liability.
6. Don't Expect Privacy. Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.
  7. Ask for Guidance. If you have any questions about what is appropriate to include in social media communications, ask your supervisor.
  8. Comply with Harassment and Other Policies. Team members may not use social media technology to engage in or post communications or material that would violate any other Handbook policy, including, but not limited to, the Workplace Safety, Discrimination, Harassment and Retaliation policy.
  9. Keep Secrets. You must not disclose confidential information.

**Duty to Report:** All employees have a duty to report any discovered or suspected unauthorized or improper usage of electronic media or social media with impact on the workplace.

**Policy Violations:** Employees who violate this policy may be subject to discipline, up to and including immediate termination of employment.

[Policy 1213](#)- Student Supervision and Welfare

[Policy 3213](#)- Student Supervision and Welfare (Professional Staff)

[Policy 4213](#) - Student Supervision and Welfare (Support Staff)

[Policy 7540](#) - Computer Technology Network, and Internet Acceptable Use and Safety

[Policy 7540.01](#) - Technology Privacy

[Policy 7540.04](#) - Staff Network and Internet Acceptable Use and Safety

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

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

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

### **8.4 E-MAIL**

When available, the District's e-mail system must be used by employees for any official District e-mail communications.

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

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request.

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

[Policy 8310](#) – Public Records



## **8.5 SOLICITATION (Non-Political)**

In order to help maintain a work environment that protects employees from undue interference while performing their jobs, employees may not verbally solicit or distribute written materials for any organization, fund, activity or cause to other employees in work areas while either employee is on working time.

Employee's On-duty: Employees may solicit other employees or distribute written materials before or after the normal work day, during normal break or lunch times or any other time when they are not working. These solicitations and literature distribution efforts are not permitted in working areas.

Non-employees: May not solicit or distribute written materials on behalf of any organization, fund, activity or cause. Solicitations for charitable organizations are exempt as long as the organization is sponsored by an employee and prior permission has been secured from management. The same restrictions regarding working time and working areas apply to non-employees.

## **9.0 MISCELLANEOUS**

### **9.1 EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate in the employment of staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wisconsin Statutes), sexual orientation, national origin, ancestry, arrest record, conviction record, use of non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

The District's policy objective is to employ individuals who are qualified for specific work by such job-related standards as experience, demonstrated attitude and skill, education, training, overall ability and other relevant considerations. Specific complaints of discrimination or harassment issues should be filed pursuant to the District's discrimination complaint procedure as follows:

**PROCEDURE** - Any party to the complaint may retain and have counsel present at any or all steps. The complainant shall first attempt to resolve the complaint through discussion with the person(s) who allegedly discriminated. This informal procedure should be utilized before a formal complaint is filed. A complaint may be withdrawn by the individual at any step. The compliance officer of the District is available as a consultant upon request.

Level 1: If the matter is not resolved informally, the complaint shall be presented in writing on the established complaint form and submitted to the complainant's immediate supervisor or the District's compliance officer. If the complainant's immediate supervisor or the District compliance officer is the subject of the complaint, the complaint shall be filed with the supervisor next highest in authority. The complaint shall include the nature of the situation, facts upon which it is based (dates, places, persons, actions) and the relief requested. The supervisor or the compliance officer shall give a written answer. If a resolution of the complaint results at this step or any of the following steps, the terms of the resolution shall be recorded by the supervisor or the compliance officer and shall be signed by all participants.

Level 2: If the complaint is not satisfactorily resolved as provided in level one, it may be appealed to the superintendent or appropriate administrative official. After receipt of the appeal, the superintendent shall meet with the parties involved and shall issue a decision in writing after the meeting. Copies of this decision shall be sent to the District compliance officer and to the complainant.

Level 3: If the complaint is not satisfactorily resolved at level two, it may be appealed to the Board of Education. The Board shall meet with the complainant after receiving the written complaint or at its next scheduled meeting, and render a decision in writing after this meeting. Copies of this decision shall be filed with the compliance officer and the complainant.

Level 4: If a complainant wishes to appeal a negative determination by the Board, they have the right to appeal the decision to the state superintendent within 30 days of the board's decision. Address appeals to State Superintendent, Wisconsin Department of Public Instruction, Post Office Box 7841, Madison, WI 53707. Nothing in these procedures shall preclude an employee or applicant for employment from pursuing other avenues afforded by law to deal with a discrimination complaint (Equal Rights Division of the Department of Workforce Development, Office of Civil Rights, courts having proper jurisdiction, State Superintendent of Public Instruction).

If the staff member has questions regarding equal employment opportunity or how to file a complaint regarding equal employment s/he should refer to:

[Policy 3122](#) – Nondiscrimination and Equal Employment Opportunity  
(Professional Staff)

[Policy 4122](#) – Nondiscrimination and Equal Employment Opportunity (Support Staff)

[Policy 2260.01](#) – Section 504/ADA Prohibition Against Discrimination Based on Disability.

## **9.2 ANTI-HARASSMENT POLICY**

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District 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, student, teachers, staff, volunteers, and Board members. "Third party" means individuals outside of 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, and ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, criminal 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.

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

For more information, employees shall refer to:

[Policy 3362](#) – Employee Anti-Harassment (Professional Staff)

[Policy 4362](#) - Employee Anti-Harassment (Support Staff)

[Policy 3362.01](#) – Threatening Behavior Toward Staff Members (Professional Staff)

[Policy 4362.01](#) – Threatening Behavior Toward Staff Members (Support Staff)

[AG-3362](#) – Employee Anti-Harassment (Professional Staff)

[AG-4362](#) – Employee Anti-Harassment (Support Staff)

[AG-3362A](#) – Reporting Threatening Behaviors (Professional Staff)

[AG-4362A](#) – Reporting Threatening Behaviors (Support Staff).

### **9.3 DISCLAIMER STATEMENT**

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies, and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied. The District's staff members employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract and consistent with Board policy.

Furthermore, any staff member who violates any terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action.

The provision set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook supersedes any and all previous Handbooks, statements, and administrative guidelines; rules, or regulations given to the employees, whether verbal or written.

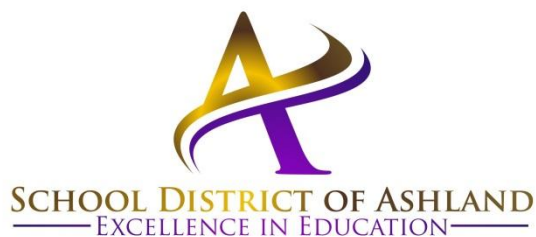
Further, Board policy may be adopted/updated at any time. Therefore, Board policy will supersede language contained in this Employee Handbook.



**ADDENDUM A (ORGANIZATIONAL CHART)**



## ADDENDUM B (TEACHER PAY SCALE)



### 2019-20 Teacher Pay Scale

Salary            Level

\$35,000	A
\$36,200	B
\$37,400	C
\$38,600	D
\$39,800	E
\$41,000	F
\$42,200	G
\$43,400	H
\$44,600	I
\$45,800	J
\$47,000	K
\$48,200	L
\$49,400	M
\$50,600	N
\$51,800	O
\$53,000	P
\$54,200	Q
\$55,400	R
\$56,600	S
\$57,800	T
\$59,000	U
\$60,200	V
\$61,400	W
\$62,600	X
\$63,800	Y
\$65,000	Z

- Master's degrees are awarded a \$2,000 supplemental pay increase.
- Movement on this pay scale will be based on the completion of a teacher's Professional Practice Goal (PPG) as part of the Educator Effectiveness (EE) evaluation program. Once the teacher has demonstrated completion of their PPG, they would be granted an increase of one pay level.
- A salary committee will continue to evaluate other methods of salary movement.

Board Approved: 6/12/2014

*Any supplemental pay increase or movement on the pay scale is contingent upon the availability of funds and the elimination of any unforeseen budgetary constraints.*

*The School District of Ashland does not discriminate on the basis of race, color, national origin, sex, disability or age in admission, treatment, or access to any of its programs or activities.*

## Teacher Pay Scale (continued)

Upon administrative pre-approval, teachers writing curriculum shall maintain a record of all time spent performing such duties and shall be paid \$20.00 per hour or receive a predetermined stipend for the work.

In the elementary school, if a teacher does not receive a minimum of 195 minutes of preparation time per week during the work day, then such teacher shall be compensated as follows: divide the number of actual student teaching minutes by the required student teaching minutes (1,605) which shall result in a percentage figure to be applied to the salary the teacher is earning on the current salary schedule.

In the middle school and high school, if a teacher is required to teach more than six periods per school day (based on an eight period day), then such teacher shall be paid an overload of 1/16<sup>th</sup> of the salary that teacher is earning on the current salary schedule for each teaching period above the six periods.

## **ADDENDUM C (CERTIFIED EMPLOYEE ANNUAL ALTERNATIVE WORK SCHEDULE OPTION)**

The School District of Ashland will be offering the availability of an alternative work schedule for the entire school year. Please note that the following conditions have been established for employees who select this schedule:

- Employees will be required to attend meetings called by the District and attend through 4:00 p.m.
- Employees will be required to stay at work until 4:00 p.m. on staff development afternoons.
- Employees will be required to attend student/parent meetings (IEPs, etc.) as they are scheduled through 4:00 p.m.
- Once an employee elects the alternative work schedule, it will be in effect for the entire school year. This election must take place annually by the third Friday in September and approved by the employees direct supervisor for the entire school year.

## ADDENDUM D (RETIREMENT BENEFIT OPTIONS)

### **Certified Staff Retirement Benefit Options - Initial School District of Ashland Full Year Employment Contract Prior to 2007-08 School Year**

The following retirement options are available for certified staff that started their initial School District of Ashland full year employment contract **prior** to the 2007-08 school year (based on the 2013-14 seniority list).

#### **Option 1**

The School District will pay the **lower** of either \$1,600 per month or the district contribution exit rate of the plan the employee participated in at the time of retirement for health insurance premiums for a period of 1 month equal to 1 sick day accumulated by the retiree, but for a period not to exceed the date the retiring certified staff member is eligible for Medicare coverage. Retired employees are not able to stay on the District's insurance plan once they become Medicare eligible as the District does not offer Medicare supplement plans. Twelve sick days will be added to the sick leave balance at the end the employees employment, not to exceed 120 days.

2019-20 District Contribution Exit Rate:                      \$1,509.92

**Stipend** - The retiring certified staff member can elect a \$100/month stipend for life or \$200/month stipend for 120 months. Regardless of the election the stipend will increase by \$100 a month during the first 24 months of their stipend.

**Dental Insurance** - Retiring certified staff have the option to continue on the School District of Ashland dental plan at their own expense.

Current Rate:                      \$101.16 Family  
   \$27.72 Single

**Life Insurance** - Retiring staff member may elect to continue coverage. This election will be made with WRS through their retirement packet.

*All retirement benefits will commence September 1st following your last day of employment.*

#### **Option 2**

The School District will deposit \$20,000 annually for five years into a Health Reimbursement Arrangement (HRA) account. Reimbursements from the HRA are limited to premiums for qualifying medical plans (Health, Dental, LTC, Vision & Medicare). Employees will have the ability to utilize these funds before and after they become Medicare eligible.

Staff members electing this option will not be able to continue health insurance coverage through the School District of Ashland. Informational resources will be available to provide employees with alternative insurance options.

**Sick Leave Balance** - Retirees will have \$50 deposited into the retiree's HRA account for each unused sick leave day up to a maximum of 120 days. Twelve sick days will be added to the sick leave balance at the end the employees employment, not to exceed 120 days.

**Dental Insurance** - Retiring certified staff have the option to continue on the School District of Ashland dental plan at their own expense.

Current Rate:       \$101.16 Family  
                          \$27.72 Single

**Life Insurance** - Retiring staff member may elect to continue coverage. This election will be made with WRS through their retirement packet.

*All retirement benefits will commence September 1st following your last day of employment.*

### **Eligibility**

To be eligible for benefits, the early retiree must be fifty-five (55), prior to the first school year of retirement and shall have served the District full-time for fifteen (15) years, the last ten (10) of which must be consecutive. Approved leaves shall not be considered an interruption of continued employment for the purpose of this benefit. Health insurance benefits provided by the District shall cease at the point any employer of an early retiree offers an insurance benefit comparable to the present health insurance benefit. Early retirees waive all rights in determining the design of health insurance benefits.

Notice must be submitted by April 15th. If notice is provided by December 15th, retiree will receive a \$500 stipend.

Early retirement benefits may not be used in conjunction with benefits received from the District's disability insurance program.

In case of the death of the retiree, a single health insurance plan would continue to the surviving spouse until the spouse is eligible for Medicare coverage or the retiree would have been eligible for Medicare coverage which would have occurred first. Furthermore, any funds that remain in the retiree's HRA account will be made available to a surviving spouse or dependent for the reimbursement of medical expenses as allowed by the District HRA Plan. If no such surviving spouse or dependent exist, the remaining HRA funds must be returned to the District as required by federal law.

### **Certified Staff Retirement Benefit - Initial School District of Ashland Full Year Employment Contract for the 2007-08 School Year or Later**

The following retirement options are available for certified staff that started their initial School District of Ashland full year employment contract with the 2007-08 school year or later. (based on the 2013-14 seniority list).

Effective with the 2014-15 school year, certified staff who successfully complete a year of employment will have deposited on their behalf \$1,300 annually into a premium only HRA account. Deposits will earn interest and carryover from year to year.

At the time of retirement, the retiree will also receive \$50 for each unused sick leave, up to 120 days max, deposited in a HRA account. (\$6,000 maximum)

### **Eligibility**

Funds deposited to the HRA account of certified staff will vest when they become eligible for retirement under the Wisconsin Retirement System Rules, and have a minimum of fifteen (15) consecutive years of service immediately preceding retirement with the SDA. These funds will not be available for reimbursement purposes until after the staff member actually retires, and the funds additionally remain subject to the applicable terms and restrictions of the District HRA Plan.

Upon death of the retiring staff member, any funds remaining in the retiree's HRA account will be made available to a surviving spouse or dependent for the reimbursement of medical expenses as allowed by the District HRA Plan. If no surviving spouse or dependent exist, the remaining HRA funds must be returned to the District as required by federal law.

Notice must be submitted by April 15th. If notice is provided by December 15th, retiree will receive a \$500 stipend.

### **Support Staff Retirement Benefit**

Upon retirement or forced retirement due to disability or death, the employee or their beneficiary shall receive pay at their daily rate for all unused sick leave remaining in the employee's account to a maximum of 120 days.

School year support staff - notice must be submitted by April 15th to be eligible for retirement benefits. If notice is provided by December 15th, retiree will receive a \$500 stipend.

Full year support staff - notice must be submitted six (6) months prior to date of retirement to be eligible for retirement benefits. If notice is provided one (1) year prior to retirement, retiree will receive a \$500 stipend.

On retirement age at age 55, employee at their option may elect to stay in the group health insurance plan and apply terminal sick leave benefits towards their premiums until such money runs out.

Employees will be allowed to continue dental coverage after retirement by paying the premium to the District.

### **Eligibility**

- Employee must have served the District for a total of ten (10) consecutive years immediately prior to retirement.
- Minimum retirement age - 55 years
- At the time of retirement, employee's remaining sick leave balance will be deposited into their HRA account.

**Life Insurance** - Retiring staff member may elect to continue coverage. This election will be made with WRS through their retirement packet.

## **ADDENDUM E (STUDENT SUPERVISION AND WELFARE)**

Employees are expected to familiarize themselves with the School District of Ashland's Bylaws and Policies. Below is a summary of some of the key provisions.

### **E.1 ACADEMIC INTEGRITY**

Schools serve as learning environments both on the basis of instruction but also in terms of how one behaves in the larger world. Academic integrity must govern every level of teaching and learning. Tests must be administered and taken with complete honesty. Suspicions of copying must be addressed. Plagiarism must be explained so that students understand the difference between correctly using resources and copying. Certified staff are expected to consistently employ safeguards that discourage dishonesty and promote academic integrity.

### **E.2 CHILD ABUSE SUSPECTED**

All District employees are mandatory reporters and are required by law to report suspected child abuse or neglect. Reports should be made to Ashland County Human Services, Bayfield Human Services, or Indian Child Welfare. It is the responsibility of the person suspecting the abuse to notify their immediate supervisor and make certain a report is made. Failure to do so may result in prosecution. No employee making a report under this policy may be discharged from employment for doing so.

[School District of Ashland - Mandatory Reporting Form](#)

### **E.3 CLASS SIZE**

The maximum class size shall be established at the beginning of each school year at 30 students per class, except in the case of special areas in the middle and high schools, such as physical education, band, orchestra, choir, and health education.

Maximum class size for science lab classes at the high school shall be 24.

Exceptions to the maximum class size may be granted by the Board.

### **E.4 CONFIDENTIALITY**

Employees are expected to protect sensitive information and confidential records of the District, its students and employees. Furthermore, employees with authorized possession of or access to sensitive or confidential documents are personally responsible for protecting the unauthorized disclosure, improper use or distribution of information contained in these documents and for returning them to the District upon termination of employment. Employees are not authorized to disclose any information regarding District partners or vendors without their expressed written consent. Confidentiality is very important in establishing and maintaining a strong staff-student relationship. It is important that staff members are aware of the rights of individuals to privacy and to respect the confidential nature of information concerning students. A staff member may consult and collaborate with other professionals for purposes of more effectively helping the student. What staff see, hear, or discuss in school stays in school. Discussions about a child need to be directed to persons directly working with that child. Beyond that, those discussions become gossip. There is a definite distinction between "need to know" and "want to know." Don't discuss child issues and child behaviors in the presence of the child, unless the child is involved in the discussion. Be sensitive to how a child might interpret (or misinterpret) an adult's words. For more information regarding applicable state and federal laws and regulations, including but not limited to FERPA, HIPAA and Wis. Stat. § 118.125, please contact the District Office.



## **E.5 CONTROVERSIAL ISSUES IN THE CLASSROOM**

A controversial issue is a topic likely to arouse both support and opposition in the community. The District will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program is related to instructional goals of the course of study and level of maturity of the students, does not tend to indoctrinate or persuade students to a particular point of view, encourages open-mindedness, and is conducted in a spirit of scholarly inquiry. Contact your building principal for questions.

[Policy 2240](#) – Controversial Issues in the Classroom (Program)

## **E.6 CORPORAL PUNISHMENT/USE OF PHYSICAL FORCE**

School District employees may not use corporal punishment in any of its forms. School employees are not prohibited, however, from using reasonable and necessary force:

- To quell a disturbance or prevent an act that threatens physical injury to any person;
- To obtain possession of a weapon or other dangerous object within a student's control;
- For the purpose of self-defense or the defense of others or for the protection of property in accordance with state statutes;
- To remove a disruptive student from school premises, a motor vehicle or school-sponsored activity;
- To prevent a student from inflicting harm on him/herself; or
- To protect the safety of others. Further, school officials and employees are not prohibited from using incidental, minor or reasonable physical contact designated to maintain order and control. The building principal shall be notified immediately after any application of force.

## **E.7 COURT ORDERS**

Parents/guardians must supply their child's school with a copy of any type of court order that may affect the student, e.g., who may visit the child, etc. A copy of the order will be maintained in the child's cumulative file. Staff must adhere to court orders, with any questions directed to District Administration.

## **E.8 CULTURAL DIVERSITY**

The School District of Ashland is comprised of individuals of diverse racial, ethnic and cultural backgrounds, national origins, religious and political beliefs, ages, and physical abilities. The District welcomes this diversity and is committed to maintaining a supportive learning and working environment for all persons. Accordingly, the District supports policies, programs, events, and co-curricular activities that enhance awareness and appreciation of cultural and individual diversity, promote community, and encourage full participation of all members and groups in every aspect of school life.

## **E.9 CUMULATIVE FOLDERS**

Cumulative folders are the permanent records kept on every student. The number of days of attendance, report cards, and other general information can be found there. Certified staff are responsible for reviewing the cumulative folders of their students.

## **E.10 CYBER BULLYING**

Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. Usage and employment of network systems (data, video, or voice) to harass, intimidate, or bully is described as cyber bullying, and is unacceptable and subject to disciplinary action. Individuals who are found guilty of cyber bullying shall be subject to appropriate discipline, up to and including termination and/or non-renewal. Other consequences,

including but not limited to, prohibiting computer use and possible referral to prosecuting authorities, may also occur if deemed appropriate by the administration.

#### **E.11 DISRUPTING THE EDUCATIONAL PROCESS**

Any employee who participates in or encourages activities that disrupt the educational process or the operations of the District may be subject to disciplinary action, including termination. Behavior that disrupts the educational process includes, but is not limited to:

- Conduct that threatens the health, safety or welfare of others;
- Conduct that may damage public or private property (including the property of students or staff);
- Illegal activity;
- Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the District, school and school-related activities or District operations.

#### **E.12 DIVORCED/SEPARATED PARENTS**

The District shall maintain strict neutrality between parents who are involved in a legal action affecting the family, unless otherwise directed by court order. It is the responsibility of the parent(s) to notify the District of any such court order. The enrolling parent of the child is responsible for informing the school of names and mailing addresses of both parents. The parent of any student enrolled in school may be provided all report cards, notices of school activities, disciplinary reports, conference appointment or summaries, or other student records unless otherwise curtailed or restricted by a provision of a court order which had been provided to the principal. The parent may participate in all activities, including conferences, unless a court order provides otherwise.

The school generally will conduct only one meeting for parents at appropriate times in which both parents will be permitted to participate. The building principals shall develop specific, positive procedures for sharing information with parents. When the District has been notified, the principal shall inform certified staff of those students for whom a parent's access to information has been restricted by court order. A student enrolled in the District may be released from school to either parent, unless a parent has presented a court order or other legally binding document which prohibits such a release.

#### **E.13 FIELD TRIPS**

All field trips which take students away from the school premises but do not involve overnight arrangements must be approved by the building principal, director of student learning, and the business manager. All requests will be made through the building principal and must include complete details of the trip including financing. No reservations or trip arrangements can be made until final approval is received. All fundraisers for financing trip activities must have prior approval by the building principal. Upon approval of the trip, the principal's secretary will confirm transportation arrangements with Lake Shore Buses not less than three full days in advance of the trip. Building principals will determine if financing is available for the trip. If funding is not available, the field trip may be allowed but the total cost must be paid by the students. (Also see emergency notification cards, permission slips, and fundraising).

#### **E.14 FIELD TRIPS - EXTENDED**

The Board has authorized the superintendent to approve extended field trips for students at their discretion. An extended field trip is any trip involving overnight arrangements for 5 or more days. Before any extended field trip is approved, the superintendent shall

review the instructional purposes of the trip, transportation and/or lodging arrangement, financial responsibilities and District legal responsibilities and liabilities. A field trip packet for extended field trips is available in your building office or on the District's website at [www.ashland.k12.wi.us](http://www.ashland.k12.wi.us) - Staff - Forms - School-Wide Forms.

#### **E.15 FUNDRAISING**

All fundraising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the building principal or designee prior to the activity being initiated. Contact your school office for the form. Fundraising requests must include an explanation or justification for the proposal consistent with building and/or District goals. Fund raising must not interfere with or disrupt school. All money raised must be receipted and deposited in a specific District or building bank account. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

[Policy 6605](#) - Crowdfunding

#### **E.16 GUEST SPEAKERS**

Guest speakers may be used by certified staff from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Certified staff are expected to inform the building principal or designee of the date, time and nature of the presentation whenever such use is planned. Prior approval from the building principal or designee may be required.

#### **E.17 HEALTH REFERRALS**

All student health concerns should be referred to the school nurse or health assistant. No medication is to be distributed by classroom staff. The school nurse/health assistants will be in contact with certified staff regarding students who have health issues. In some instances, accommodations for their educational needs may be necessary. All prescription medications for students must be kept in the health office, and only dispensed by individuals designated to do so. However, consistent with Policy 5330.01 a student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent/guardian files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's/guardian's authorization. Students bringing medication to school should be sent to the office.

#### **E.18 HOMELESS STUDENTS**

Homeless children and unaccompanied youth must have access to public school educational programs and services that allow them to meet the same challenging state academic standards to which all students are held. If you are aware of a child who may be homeless, contact your building principal or the pupil services director.

[Policy 5111.01](#) – Homeless Students (Students)

#### **E.19 MAKE-UP SCHOOL WORK FOLLOWING A STUDENT ABSENCE**

A student, whose absence was excused (except for an expelled student) shall be permitted to make up course work and any quarterly, semester, or grading period exams missed during the absences when they return to school. Make-up school work procedures are outlined in the following policy:

[Policy 5200](#) – Attendance (Students)

Certified staff shall have the discretion to assign substitute course work and exams.

Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school. Students with unexcused absences shall be permitted to make-up course work and any quarterly, semester, or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two (2) paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective certified staff. If make-up work has been assigned, it is the student's responsibility to contact their teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours.

The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances. The teacher has a responsibility to give students any needed help and direction, but it is the student's responsibility to see that all work is completed and turned in on time. Students should see a counselor or building principal if there are special circumstances.

[Policy 5200](#) – Attendance (Students)

#### **E.20 MONITORING STUDENT TECHNOLOGY USE**

Although there are technical filtering and monitoring systems in place, it is the responsibility of staff members to monitor student technology use. This can be done by making sure screens in rooms are visible at all times, not allowing students in the room unless supervised, and integrating appropriate and ethical use into instruction.

#### **E.21 PARENT/TEACHER CONFERENCES**

Time for parent-teacher conferences is scheduled at each school a minimum of once per year. At Ashland High School parent-teacher conferences will be scheduled twice per year. Teachers are expected to keep parents/guardians informed of student progress as well as significant behavior problems which may exist. A record should be kept of conversations with parents/guardians about their child's progress. Aside from the regularly scheduled conferences, a parent/guardian or teacher may request a conference any time one is deemed necessary.

#### **E.22 PERMISSION SLIPS**

It is the responsibility of the teacher/supervisor/advisor to ensure that all students K-12 have a permission slip signed by their parent/guardian on file with the classroom teacher before being permitted to join in a field trip that takes students away from the building. A written notice describing the trip must be given to students five (5) days in advance of the date of the trip.

#### **E.23 PERSONAL COMMUNICATION DEVICES (PCDs)**

Students are expected to adhere to the District's policy on Personal Communication Devices: [Policy 5136](#) - Wireless Communication Devices.

#### **E.24 PLEDGE OF ALLEGIANCE**

All classrooms are required to recite the Pledge of Allegiance each day. Staff and students who choose not to recite the Pledge of Allegiance should not be forced to do

so; however, those individuals are expected to not be disruptive while the rest of the class is participating.

#### **E.25 PROFESSIONAL BOUNDARIES**

Staff are expected to maintain a professional relationship with students. Employees have the responsibility to provide an atmosphere conducive to learning and are expected to model the behavior expectations of students. Employees are prohibited from dating, courting or entering into a romantic or sexual relationship with any student enrolled in the School District regardless of the student's age. It is the ethical responsibility of all to be aware of boundary crossings and to report known incidents to administrators.

#### **E.26 RELIGIOUS BELIEF ACCOMMODATIONS**

Upon written request, students may be excused from a classroom activity or from portions of the established course of instruction where the instructional content would violate the child's religious beliefs. Students may be required to complete an alternative assignment or course of instruction to meet course requirements.

#### **E.27 STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

The Board of Education believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents/guardians, and the filing of accident reports. Staff should follow the procedures found in the EMERGENCY RESPONSE PLAN under ACCIDENTS. A copy of the plan is located in each classroom.

**Suspected Concussion Management** - The signs, symptoms, and behaviors of a concussion are not always apparent immediately after a bump, blow, or jolt to the head or body and may develop over a few hours. A student should be observed following a suspected concussion; always under direct supervision and never left alone.

1. No student should return to any school-related physical activities on the same day of a suspected concussion.
2. Any student suspected of having a concussion should be evaluated by an appropriate health-care professional that day.
3. Inform the student's parents / guardians about the possible concussion. Provide the parent/guardian with information about concussions and return to school-related physical activity procedures. Inform the parent/guardian to discuss any student academic concerns with the appropriate school personnel.
4. Give custody of the student over to the parents/guardians.
5. Any student with a concussion should be medically cleared by an appropriate health-care professional prior to resuming participation in any school-related physical activity.
6. After medical clearance, return to school-related physical activity should follow a step-wise protocol with provisions for delayed return to school-related activity based upon return of any signs or symptoms.

[Policy 5340](#) - Student Accidents/Illness/Concussion



**E.28 STUDENT DISMISSAL**

No student shall be allowed to leave the school grounds during the school day without the consent of the principal or designee. It shall be the teacher's responsibility to make certain that the principal or designee has given this approval before releasing the child.

**E.29 STUDENT EARLY DEPARTURE**

Students requesting early dismissal must bring a written excuse from a guardian to the office. Only excuse the child if they have written notice signed, or a call has been made by the office or the health assistant. Occasionally, emergencies arise and parents/guardians may request to pick up their child early. In such a case, you will be notified by an adult from the office. When the student returns during the school day, the student will stop in the office to check in. Guardians may send notes or make calls to let the teacher know of illnesses or appointments. Guardians may be called if their student becomes ill during the day. When the guardian arrives in the office to pick up the student, a staff member will call the classroom to have the student come to the office. Only direct adult communication will result in a child going home during the day.

**E.30 STUDENT HANDBOOK**

Each school has a student handbook. Each employee is to familiarize himself/herself with the information in their building's handbook. Employees are responsible for supporting the rules and guidelines for students. The District expects its staff to assist the District in enacting these rules.

**E.31 STUDENT SUBSTANCE ABUSE/SUICIDAL IDEATION**

If an employee suspects abuse or suicidal ideation, an employee must immediately contact the guidance or principal's office. All an employee has to do is to suspect that something is amiss; the employee does not need to know for a fact that a young person is in trouble. An administrator will, at some point ask for the details that roused the suspicion, but those questions will be posed only to gain information. The employee will generally not be asked to provide justification for any action that the administration chooses to take with a student. [Resources regarding suicide prevention can be found on DPI's website.](#)

**E.32 STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

In emergency situations an employee may, with the permission of the building principal or superintendent, transport students in his or her private vehicle. The employee must meet all state law requirements for alternative transportation. Before using the vehicle for such purposes, the employee will be made aware that his or her personal auto insurance will serve as the primary source of coverage. Employees have the right to refuse to transport students in their personal vehicles.

**E.33 SUPERVISION OF STUDENTS**

The Board of Education expects all students to be under assigned adult responsibility when they are in school, traveling under school auspices or engaging in school-sponsored activities. School personnel assigned to students are expected to act as reasonably prudent adults in providing for the safety of students in their charge.

In keeping with this, reasonable and prudent arrangements can/will be made for students and staff working on independent, experiential, authentic projects. For the Board's expectation in this regard, administrators should refer to the policies below.

[Policy 1213](#) – Student Supervision and Welfare

[Policy 3213](#) – Student Supervision and Welfare (Professional Staff)

[Policy 4213](#) – Student Supervision and Welfare (Support Staff)

## 11.0 INDEX

<b>A</b>	FMLA 14	<b>N</b>
ACADEMIC INTEGRITY 36	FUNDRAISING 39	New Teacher Orientation 5
ANTI-HARASSMENT POLICY 27	<b>G</b>	NORMAL HOURS OF WORK 8
ASSIGNMENTS AND TRANSFERS 6	GRANT APPLICATIONS 19	<b>O</b>
<b>C</b>	GUEST SPEAKERS 39	OUTSIDE ACTIVITIES OF STAFF 5
CHAIN OF COMMAND /	<b>H</b>	<b>P</b>
ORGANIZATIONAL CHART 1	HEALTH REFERRALS 39	PARENT/TEACHER CONFERENCES 40
CHILD ABUSE SUSPECTED 36	HIRING OF RELATIVES 5	PERFORMANCE EVALUATION 6
CONFERENCES AND CONVENTION	HOMELESS STUDENTS 39	PERMISSION SLIPS 40
ATTENDANCE 19	HOT LUNCH PROGRAM 19	PERSONAL PROPERTY 20
CONFIDENTIALITY 36	<b>I</b>	PERSONNEL FILE RECORD
CONFLICT OF INTEREST 5	IMMIGRATION REFORM ACT	CORRECTION 6
CONTROVERSIAL ISSUES IN THE	COMPLIANCE 5	PERSONNEL FILES 5
CLASSROOM 37	In-Service and Professional	PLEDGE OF ALLEGIANCE 40
Copyrighted Materials 19	Development Programs	PROFESSIONAL BOUNDARIES 41
CORPORAL PUNISHMENT/USE OF	Attendance 10	PURCHASING AND REQUISITIONS 20
PHYSICAL FORCE 37	<b>J</b>	<b>R</b>
COURT ORDERS 37	JOB DESCRIPTIONS 5	RELATIONSHIPS WITH MEDIA 20
CULTURAL DIVERSITY 37	<b>L</b>	RELIGIOUS BELIEF
CUMULATIVE FOLDERS 37	LABOR MANAGEMENT	ACCOMMODATIONS 41
CYBER BULLYING 37	COMMUNICATION 18	<b>S</b>
<b>D</b>	LAYOFF NOTICE – SUPPORT STAFF 6	SECTION 125 PLANS 18
DISCLAIMER STATEMENT 28	<b>M</b>	SPECIAL EDUCATION ASSISTANT
DISRUPTING THE EDUCATIONAL	MAIL AND NOTICES 19	LICENSURE 11
PROCESS 38	MAINTENANCE REQUESTS 19	STAFF DISCIPLINE 7
DIVORCED/SEPARATED PARENTS 38	MAKE-UP SCHOOL WORK	STATEMENT OF PHILOSOPHY 1
<b>E</b>	FOLLOWING A STUDENT	STUDENT DISMISSAL 42
Employee Assistance Program 18	ABSENCE 39	STUDENT EARLY DEPARTURE 42
EMPLOYEE CODE OF CONDUCT 18	MANAGEMENT RIGHTS 2	STUDENT HANDBOOK 42
Employment Opportunities 4	MONITORING STUDENT	STUDENT SUBSTANCE
EQUAL EMPLOYMENT	TECHNOLOGY USE 40	ABUSE/SUICIDAL IDEATION 42
OPPORTUNITY 26		STUDENT TRANSPORTATION IN
<b>F</b>		PRIVATE VEHICLES 42
FIELD TRIPS 38		Summer School Work Rules 11
FIELD TRIPS, EXTENDED 38		



## 12.0 EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

### Employee Handbook 2019-2020 School Year

As an employee of the School District of Ashland, I acknowledge receipt of this Employee Handbook, and understand that the Employee Handbook is simply a means to acquaint me with the School District of Ashland and its operations, and provide guidelines in regard to its policies and my employment.

I understand that the Employee Handbook does not constitute a contract of employment, express or implied, between the School District of Ashland and myself and that no oral statements by supervisors or management can alter this disclaimer or create a contract. Only the Board of Education has the authority to create an employment contract, and such contract must be in writing and signed by the Board to be valid.

I further understand that, unless otherwise agreed upon in a written employment contract between the Board and myself, my employment with the District is "at-will," not for any definite period of time, and may be terminated by myself or the District at any time and for any reason not prohibited by law.

*I also understand that if I have an individual employment contract with the District, as required and pursuant to §118.21 (1), or §118.24 (1), this Employee Handbook does not constitute a separate contract of employment, express or implied, between the District and myself. In the event that any Employee Handbook provision conflicts with any applicable employment contract provision, the employment contract shall control.*

I understand that the School District of Ashland reserves the right to modify, amend, or delete any provisions of the Employee Handbook at any time. I will receive copies of any such modifications, amendments, or deletions.

I understand that this Employee Handbook supersedes all previous manuals or handbooks that I have received or have been advised of by the District. I also understand that any subsequent revisions to the provisions of this Handbook will supersede those contained herein.

I further understand that Board policy may be adopted/updated at any time. And therefore understand, that Board policy will supersede language contained in this Employee Handbook.

---

Printed Name

---

Signature

---

Building Location

---

Date

*The School District of Ashland does not discriminate based on age, race, creed, religion, color, disability, handicap, marital status, sex, sexual orientation, national origin, citizenship status, ancestry, arrest record, conviction record, or membership in the National Guard or military forces of the United States, or other protected group status.*

PLEASE RETURN THIS FORM  
TO YOUR BUILDING PRINCIPAL OR SUPERVISOR