



# **Fox Point-Bayside School District**

## **Employee Handbook**

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# **Your Employee Handbook**

## **Introduction**

Comments to be added from District Administrator and/or Board President

## **FOX POINT-BAYSIDE SCHOOL DISTRICT MISSION STATEMENT**

In partnership with families and the community, the mission of the Fox Point-Bayside schools is to:

- Ensure that students develop a firm foundation of basic skills and knowledge
- Teach students to be effective information gatherers, problem solvers, decision makers, and communicators
- Promote, by example and instruction, such values and qualities as honesty, respect, responsibility, self-discipline, tolerance, civility, fairness, courage, and perseverance
- Offer opportunities to explore and appreciate culture and the arts
- Encourage personal growth through participation in sports, leadership development, and community activities
- Provide a safe, supportive, and creative environment for students and staff
- Nurture students' natural curiosity and excitement for learning

## **About Your Position and Handbook**

This handbook has been prepared to acquaint all employees with Fox Point-Bayside policies, procedures, ethics, expectations and standards of the District; however this Handbook shall not be regarded as all inclusive. Board Policies and Administrative regulations are available in each administrative office for the benefit of all employees. All employees are expected to read and become familiar with this information in relation to their position and to follow the District's policies, procedures, rules, and regulations. Most of your questions should be answered in this handbook. If you have any questions regarding the handbook, or matters which are not covered, please direct them to the District Administrator. For any questions regarding benefits, please contact the Director of Business Services. The District also has other policies that apply to staff and students that are available through the District Office or on the District's website.

This handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of any other rights or benefit, or a contract of employment, expressed or implied. The provisions set forth in this handbook may be altered, modified, changed, or eliminated at any time by the School District with or without notice. This handbook supersedes any and all previous handbooks, statements, contracts, policies, procedures, rules, or regulations given to employees, whether verbal or written.

The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the Fox Point-Bayside School District Board of Education. If any provision of this Handbook, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby.

This Handbook is provided as a reference document for the Fox Point-Bayside School District's (hereinafter referred to as "District") employees. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this Handbook is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guaranty of continued employment.

Management retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this Handbook/Individual Contract and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States.

These rights include, but are not limited by enumeration to, the following rights:

- A. To direct all operations of the school system;
- B. To establish and require observance of reasonable work rules and schedules of work;
- C. To hire, promote, transfer, schedule and assign employees in positions within the school system;
- D. To suspend, discharge and take other disciplinary action against employees;
- E. To relieve employees from their duties because of lack of work or any other legitimate reason;
- F. To maintain efficiency of school system operations;
- G. To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
- H. To introduce new or improved methods or facilities;

- I. To select employees, establish quality standards and evaluate employee performance;
- J. To determine the methods, means and personnel by which school system operations are to be conducted;
- K. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- L. To determine the educational policies of the District; and
- M. To contract out for goods and services.

### **Definitions of Our Employees**

Administrative Employees: Administrative Employees are defined as persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.

Regular Employees: Regular Employees are defined as employees whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee. Definitions of full-time and part-time status are defined in Employment Addendums for each work group. A regular full-time or regular part-time employee does not include limited term or temporary employees as defined in this Section.

Limited Term Employees: Limited Term Employees are defined as employees whom the District hires for a specific role for a specific period of time with a defined ending employment date. A limited term employee has no expectation of continued employment.

Seasonal/Summer School Employees: Seasonal employees are those employees who are hired for a specific period of time usually related to the seasonal needs of the District. A summer school employee is defined as an employee who is hired to work for the District during the summer school session.

Supervisor: The District will identify the individual employee's supervisor/s on the employee's job description.

Teacher: Teachers are defined as persons hired under a contract under § 118.22, Wis. Stats.

### **Position Descriptions**

Position descriptions are available for inspection for each District employee. At a minimum, the descriptions will include the job title and description, the minimum qualifications, and the essential functions of the position. Employees must be able to perform the essential functions of the job description.

***Reference Board of Education Policies:***  
***#531 Personnel: Professional Staff Positions***  
***#541 Personnel: Support Staff Positions***

## Our Commitment to You

### Communication and Employee Engagement

As an employee of the Fox Point-Bayside School District, you are expected to keep up to date on school district happenings. Below are some of the vehicles we use to communicate with you. You are strongly encouraged to take advantage of these:

E-mail – E-mail is the primary method used to communicate timely District information to all our employees. Most employees receive a District e-mail account at the time they are hired and are encouraged to check their e-mail account on a regular basis. The use of the District's e-mail system must be in compliance with all District policies.

District website – the District website: [www.foxbay.k12.wi.us](http://www.foxbay.k12.wi.us) contains current news and events, policy and District information and more. School website links are available within the District website.

School newsletters are published regularly to update you on school news, activities and information.

District Administrator Updates – On a quarterly basis the District Administrator sends out staff updates informing the school community of current initiatives and related information.

District Committees – There are a variety of District level committees that engage staff in district wide initiatives such as the Curriculum Council, the District Technology Committee, the 21<sup>st</sup> Century Learning Committee, etc. These committees, along with building committees allow for employee contributions and engagement in initiatives related to district and school improvement efforts.

Bulletin Boards – Bulletins boards are strategically located throughout the District to provide federal and state postings and other important information.

If you have suggestions on how we can enhance our communication efforts, please contact the District Administrator.

### Equal Employment Opportunity

It is the policy of the District that no person may be illegally discriminated against in employment for any reason as protected under state or federal law and as described in Board of Education Policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District. The designated Complaint Officer is the Director of Human Resources.

#### ***Reference Board of Education Policies:***

***#511 Equal Opportunity Employment***

***#513 Public Notification of Non-Discrimination of Employees***

## **Immigration Law**

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

## **Discrimination and Harassment Free Workplace**

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of illegal discrimination, including harassment. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

- A. Unwelcome sexual advances, comments or innuendos;
- B. Physical or verbal abuse;
- C. Jokes, insults or slurs directed toward protected groups
- D. Taunting based on personal characteristics described above intended to provoke an employee; and/or
- E. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

All employees are responsible for ensuring that discrimination and harassment do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or the Director of Business Services, as the designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment, as described above, may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

### ***Reference Board of Education Policy: #512 Harassment of Employees***

## **Protection Against Retaliation**

If any employee of the District reasonably believes that some policy, practice, or activity of the District is in violation of law, a written complaint must be filed by that employee with the District Administrator. If the complaint is about a practice or activity of the District Administrator, the complaint must be filed with the Board President.

An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the District and provides the District with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the District's chain of command or complaint policies. The protection described below is only available to employees who comply with this requirement. The protection against retaliation that is described below does not limit the District from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy. The District will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the District, or of another individual or entity with whom the District has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy. The District will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any policy, practice, or activity of the District that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. Nothing herein shall limit or diminish an employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if such actions are protected by state and/or federal law.

### **Complaint Process**

The administration will maintain a process for review of school district services. The process will include a means by which decisions of school district employees, including teachers, administrators and the Superintendent, are reviewed. In this process the District Administrator will be the review officer for matters related to administrative procedures and decisions. The Board of Education will be the final review authority for matters related to implementation and interpretation of Board of Education policy and to the services provided by the District Administrator.

***Reference Board of Education Policy:  
#512 Rule Harassment or Discrimination-Employee Complaint Procedure***

### **Safe and Violence Free Workplace**

The District is committed to providing a safe environment for students, employees and citizens while they are present on school premises or participating in school-sponsored activities. Campus facilities and grounds must be secured from hazards, illegal entry, vandalism or systems breakdown. Security is a joint responsibility of the Director of Buildings & Grounds and the Building Principals. All guests, volunteers and contractors are required to obtain identification upon arrival on campus.

Violent behavior of any kind or threats of violence, either direct or are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.

The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

***Reference Board of Education Policies:  
#722 Accident Reporting  
#720 Safety Program  
#443.3 Weapons on School Premises***

## **Prohibition on Weapons of All Types**

The safety of our students, staff and visitors is of the highest priority. As a result, weapons are prohibited on all property of the District. The prohibition includes any weapons in vehicles on school property. For purposes of this policy, "weapons" include, but are not limited to, firearms (whether loaded or unloaded), knives, billy clubs, Tasers or similar electronic control devices, ammunition, explosives and any other device, instrument or substance which, in the manner it is used or intended to be used, could cause death or great bodily harm. In addition to this policy's general prohibition on weapons, District employees are specifically prohibited from possessing or carrying weapons while in the course and scope of performing their jobs, and, to the extent permitted by law, when they are performing their jobs while away from District property. However, an employee may have a firearm in his/her motor vehicle in the District's parking areas if the firearm is not loaded and is encased or is in a locked firearms rack in the vehicle. The firearm may not be removed from the vehicle or from its case or the firearms rack while on School District property. Employees who violate this policy may be subject to discipline, up to and including discharge from employment.

## Our Expectations

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

The District expects employees to comply with the standards of conduct set out in Board policies, this Handbook, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees.

The expectations found in this Handbook are for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board policies, work rules, job descriptions, terms of this Handbook and legal obligations.

### Code of Conduct

The District is committed to the highest professional standards and fosters a culture of integrity and accountability. A physically and emotionally safe environment is essential for learning to occur. Respect and understanding of one another are the foundations of an effective learning environment. Collaboration and cooperation enhance student achievement. High expectations combined with a positive, caring environment motivate people to strive for excellence.

To promote the best possible learning organization and to ensure orderly operations, the Board of Education expects employees to conduct themselves in keeping with the following parameters:

- Develop professional relationships with students, staff and parents which serve as the foundation for learning.
- Uphold the dignity and decorum of the position in every way.
- Maintain the confidentiality of information as prescribed by state and federal law.
- Avoid conflict of interest situations as defined by state statute and refrain from accepting any gift, fee, free services or anything of value (more than \$25.00) for or because of any act performed or withheld in the performance of duties.
- Use school property only for officially authorized activities.
- When acting as an official representative of the District in the presentation of papers, talks or demonstrations, refrain from soliciting or accepting fees, honoraria or reimbursement of expenses for personal gain when services are performed on school time.
- Establish effective communications and positive relationships with students, staff and parents
- Practice honesty, respect, responsibility, self-discipline, tolerance, civility, fairness, courage and perseverance in carrying out the District's mission and goals.
- Uphold state and federal laws and Board of Education policies applicable to the performance of responsibilities.

### ***Reference Board Policy: #522 Employee Ethics***

#### **Appropriate Use of District Funds**

The employee is expected to adhere to all internal controls that ensure the appropriate use of District funds.

The District prohibits fraud and financial impropriety in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District. Fraud and financial impropriety includes but is not limited to the following:

1. forgery or unauthorized alteration of any document or account belonging to the District;
2. forgery or unauthorized alteration of a check, bank draft, or any other financial document;
3. misappropriation of funds, securities, supplies, or other District assets, including employee time;
4. impropriety in the handling of money or reporting of District financial transactions;
5. profiteering as a result of insider knowledge of District information or activities;
6. unauthorized disclosure of confidential or proprietary information to outside parties;
7. unauthorized disclosure of investment activities engaged in or contemplated by the District;
8. accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy;
9. inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
10. failure to provide financial records required by state or local entities;
11. failure to disclose conflicts of interest as required by law or District policy;
12. disposing of District property for personal gain or benefit and,
13. any other dishonest act regarding the finances of the District.

Any employee who suspects fraud or financial impropriety in the District is expected to report the suspicions immediately to any supervisor, the District Administrator or designee, the Board President, or local law enforcement. Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. Each employee who supervises or prepares District financial reports or transactions is expected to set an example of honest and ethical behavior and is expected to actively monitor his or her area of responsibility for fraud and financial impropriety. Neither the Board nor any District employee will unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

If an employee is found to have committed fraud or financial impropriety, the District Administrator or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, District Administrator, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

***Reference Board of Education Policies:***

- #840 Public Gifts to Schools,***
- #672 Rule Purchasing Procedures,***
- #522 Employee Ethics,***
- #672.3 Payment for Goods & Services;***
- #671.2 Expense Reimbursement, #664 Cash in Buildings,***
- #661 Depository of Funds***

**Attendance**

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received pre-approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures for their job class outlined in the appropriate Employee Addendums for reporting absence. Any time spent not working during an employee's scheduled day must be accounted for using the appropriate reasons. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

## Child Abuse Reporting

If you work in one of the following positions: school nurse, social worker, professional counselor, school teacher, school administrator, school counselor, physical therapist, physical therapist assistant, an occupational therapist, a dietitian, a speech-language pathologist, an audiologist, para-professional, aide, assistant, custodian or, as part of your professional duties suspect that a child has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, is expected to report as stipulated in Board of Education Policy.

***Reference Board of Education Policy:  
#454 Child Abuse and Neglect***

## Communications/Use of District Technology

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. The District expects that its employees will use the technology provided in the workplace in accordance with Board of Education Policies. Established safeguards are to be adhered to so that the Board's investment in both hardware and software achieves the benefits of technology for operations and student learning and inhibits negative side effects.

### Electronic Communications

The District's internet system has a limited education purpose. The District's internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's computers, network and internet services ("network") is in accordance with its limited educational purpose. Employees' use of the District's network will be governed by this policy and the related administrative guidelines, and any applicable employment contracts. The due process rights of all users will be respected in the event there is a suspicion in inappropriate use of the network. However, users of the District internet system have a no privacy expectation in the content of their personal files and records of their online activity while on the network.

### Use of Social Media

The District respects the rights of employees to use social networking sites as a medium of self-expression during non-work time. Employees are permitted to use the social networking sites for incidental personal use and/or communications during work time provided that such use shall not interfere with or conflict with District business and such use does not occur during student contact time. Employees shall exercise good judgment regarding the reasonableness of personal use.

### Personal Use of Social Networking Sites – Guidelines

In general, what an employee does on his or her own time outside of work will not be regulated by the District. However, the District may monitor and regulate employee postings/activities if:

- The employee chooses to identify him/herself as an employee of the District.
- The activity occurs through use of any District technology.
- The activity affects the employee's job performance or the performance of other district employees.
- The activity involves or relates to District students.

District employees are prohibited from interacting socially and/or on non-school related matters with students on social media sites.

The District may monitor employee use of social networking sites, especially when such sites are accessed through District-provided technology resources. Employees should be aware that posting on websites, including social networking sites, should not be presumed to be private. Accordingly, employees may be subject to discipline for violating any of the above-referenced conditions.

## Employee Use of Social Networking Sites

The District understands that technology is constantly changing and encourages employees to use technology to assist with student learning. Employees may use social networking sites for educational purposes under the following guidelines:

- The appropriate administrator (principal and/or Director of Teaching, Learning & Assessment) must pre-approve all social network sites and groups prior to use by the employee with students.
- The building administrator must be a part of the social network site and group between any employee and student.
- Employees should document and retain all electronic communication between themselves and students.

### **Reference Board of Education Policies:**

**#365 Computer, Internal Network, Electronic Mail & Internet Acceptable Use Policy**

**#522.4 Employee Ethics**

**#823 Access to Public Records**

## **Confidentiality**

Employees shall use confidential information appropriately and with respect for the rights of individuals. Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board policy. All student records are to be treated as confidential information, unless otherwise directed by this policy and/or applicable law the law and respect for our students require that student issues are only discussed with employees and parents who need to know the information.

In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records need to be referred to the appropriate administrator. Confidential information shall not be used for personal gain or to the detriment of the District. Violation of this policy will result in progressive discipline, up to and including termination.

### **Reference Board of Education Policies:**

**#347 Student Records**

**#823 Access to Public Records**

## **Conflict of Interest**

A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District. Employees are asked to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their immediate supervisor/building administrator information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Applicants for employment in the District will be selected without regard to a relationship with a current employee in the District. To avoid possible or perceived conflicts of interest, an employee who is related to another employee or applicant, or the direct report of the employee with a relative as an applicant or employee, will not participate in any decision to hire, retain, promote, evaluate or determine the salary of that person. Accordingly, the District reserves the right to take necessary and appropriate employment actions to prevent such situations, including but not limited to, reassignments, transfers, schedule changes or terminations.

### **Reference Board of Education Policies:**

**#522 Employee Ethics,**

**#672 Purchasing**

**#672.1 Bidding Requirements Bidding**

## **Copyright**

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media. Questions regarding copyright should be directed to the Director of Teaching, Learning, & Assessment.

### ***Reference Board of Education Policy: #366 Use of Copyrighted Materials***

#### **Arrests/Convictions of Employees**

All District employees are expected to notify his/her immediate supervisor or administrator as soon as possible, but no more than five calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- A. crimes involving school property or funds;
- B. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. crimes that occur wholly or in part on school property or at a school-sponsored activity;
- D. crimes that involve the use of illegal drugs occurring on District premises or while conducting District business off premises (See the District's policy on Drug, Alcohol and Tobacco Free Workplace on p. 19).
- D. a misdemeanor which involves moral turpitude (e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community); or
- E. a misdemeanor which violates the public trust.

The requirement to report a conviction or deferred adjudication does not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than five calendar days after the event giving rise to the duty to report.

### ***Reference Board of Education Policy: #522.1 Drug Free Workplace***

#### **Criminal Background Checks**

The District may conduct criminal history and background checks on its employees. An arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District: the nature of the offense; the date of the offense; the relationship between the offense and the position to which the employee is assigned. Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction.

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

The District seeks to provide a safe drug-free workplace for all of its employees. The manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises.

Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities. Violation of this policy will result in discipline, up to and including, termination

All employees will be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The employee will be referred to a certified testing laboratory for completion of the test.

Employees must, as a condition of employment, abide by terms of this policy. In addition, an employee must notify the District of any criminal drug statute conviction for a violation occurring on District premises or while conducting District business off premises. Anyone violating this policy will be terminated. The policy will be applied in a manner that is consistent with the District's obligations under state and federal disability laws.

### ***Reference Board of Education Policies:***

***#522.2 Smoking & Use of Tobacco Products; #522.1 Drug Free Workplace***

## **Gambling**

Gambling on District-owned or leased premises is prohibited at all times. Gambling during the workday on or off District property or at any District sponsored event or activities is prohibited.

## **Gifts and Sale of Goods and Services**

An employee or a member of the employee's immediate family may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees or students. Exceptions to this policy are acceptance of minor items, which are generally distributed to all by companies through public relations programs. Teachers may only accept gifts of token value (\$25.00 or less) from students.

Employees may not engage in outside employment or activities that compete with the services provided by the District or which conflict with the employee's contractual obligations to the district. In addition, employees may not participate for financial remuneration in outside activities wherein their position is used to sell goods or services to students. Further detail is outlined in the Board Policy on Employee Ethics.

### ***Reference Board of Education Policies:***

***#840 Public Gifts to Schools***

***#522.4 Employee Ethics***

***#852 Distribution of Printed or Electronically Generated Materials to Students***

## **Interpersonal Relationships**

All District personnel are expected to respect the rights of students, as established by local, state, and federal law. Employees are expected to maintain a professional relationship and exhibit a professional demeanor in their interactions with students on and off campus. Further, employees are to refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. Employees will not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old.

Personal, romantic relationships between a supervisor and a staff member can create the perception of unfair treatment, even in the absence of harassment. Accordingly, all supervisors are strongly discouraged from entering into any romantic relationship or sexual encounter with any subordinate employee of the District. In addition, interpersonal and/or romantic relationships between co-employees are discouraged and should not in any way negatively impact the work environment and/or work-related activities and responsibilities of any employees.

Employees must disclose any relationship in violation of this policy to the District Administrator.

## **Investigations**

In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his/her supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters inquired. Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive may constitute "insubordination," a violation that will be grounds for disciplinary action up to and including termination. If the alleged misconduct may constitute criminal conduct by the employee, the employee may be provided a *Garrity* warning. *Garrity v. New Jersey*, 385 U.S. 493 (1967). The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

## **Outside Employment**

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Employees are not prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board of Education expects employees to devote maximum effort to the position in which employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require; nor will an employee use any District facilities, equipment or materials in performing outside work. When the periods of work are such that certain evenings, days or vacation periods are duty free, the employee may use such off-duty time for the purposes of non-school employment.

## **Personal Appearance/Staff Dress Code**

All employees of the District represent the District and are expected to set an example in their dress and grooming by adhering to dress code standards as outlined in the Bayside Middle School student handbook. Therefore, professional staff is expected at all times during scheduled working hours to wear attire that defines a professional atmosphere to students, parents and the public. Dress or attire that the District believes adversely affects the education atmosphere as unsafe, disruptive or inappropriate is not allowed.

Employees are expected to present a well-groomed, professional appearance, practice good personal hygiene, and wear appropriate dress suitable for their job. Jeans, t-shirts, sweatshirts, athletic wear, tennis shoes and flip-flops are not considered suitable professional wear. In the cases of specific work responsibilities requiring differing attire (e.g. physical education staff, custodial staff, kitchen staff) dress

expectations will be in alignment with job duties. Dress code guidelines will be adjusted for special days (e.g. school spirit days, fundraisers, staff work days, etc.) as appropriate. Accordingly it is expected that professional staff take extra care to dress professionally for events such as parent-teacher conferences, concerts, graduations and related school events.

Employees who appear for work inappropriately dressed will be addressed in a private conference with their supervisor, building principal, and/or Superintendent. Disciplinary action may be taken for repeated failure to dress appropriately based on established dress guidelines.

### **Political Activity**

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

No employee shall, during work hours, use any time for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

No employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. The teacher has a responsibility to show objectivity and neutrality in order that various sides of an issue are presented in a balanced manner. While it is recognized that a teacher has a right to maintain and express a particular point of view, the teacher has an obligation to inform students that the position is a personal opinion and to present in a fair manner the alternate views of the issue.

No employee shall make use of school equipment, technology or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

#### ***Reference Board of Education Policies:***

***#333 Parent Rights & District Programs/Activities***

***#365 Computer, Internal Network, Electronic Mail, and Internet Acceptable Use Policy***

***#522 Employee Ethics***

### **Termination of Employment**

An employee's employment relationship will be considered terminated for any of the following reasons: termination pursuant to the terms of this Handbook and the employee's individual contract [if any]; voluntary resignation; retirement; nonrenewal of the employee's contract, [only applicable to employees where nonrenewal rights are provided under the Wisconsin statutes]; failure to return to work following recall from layoff as specified in the Employment Addendums for each work group; failure to return to work the day following the expiration of an authorized leave of absence; and/or job abandonment.

### **Solicitations**

All solicitations of and by employees must be approved in advance by Administration and be consistent with Board Policy.

#### ***Reference Board of Education Policy:***

***#852 Distribution of Printed or Electronically Generated Materials to Students***

### **Tardiness**

Tardiness, unless due to emergency conditions communicated to and excused by the supervisor or another appropriate administrator, is not permitted. Excessive tardiness will result in disciplinary action, including dismissal.

**Work Made for Hire**

Any work prepared by an employee within the scope of his/her employment (e.g. lesson plans, staff development presentations, curriculum units of study, tests) is owned by the District. Under federal copyright laws, this is called "work made for hire." An employee with questions regarding ownership or copyrights on materials prepared within the scope of his/her employment should consult with his/her supervisor.

**Work Stoppage**

Employees of the District shall not engage in any strike, slowdown, or work stoppage or withhold in full or in part any services to the District. In the event of a violation of this Section, the District may take whatever disciplinary action it deems appropriate up to and including termination.

## Protecting You and Our Schools

### Accident/Incident Reports

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor immediately. A completed accident report form must be submitted to the building principal within twenty-four (24) hours or the next scheduled District workday, as appropriate. Report forms are available on the staff website.

All employees are expected to follow District safety rules and regulations and are expected to report unsafe conditions or practices to the appropriate supervisor.

Employee are to report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.

### Emergency/Crisis Management

A District Crisis Management Plan has been developed and is in effect in each school of the District along with individual school emergency plans. In case of an emergency refer to the school emergency plan and/or the District Crisis Management Plan available in each School Office. All employees are expected to become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.

### ***Reference Board of Education Policy: #731 Building and Grounds Security***

### Expectation of Privacy

Employees should have no expectation of privacy with regard to any items or documents on District property, for example, but not limited by enumeration to, automobiles parked on the District's property, items left on top of or within desks and cabinets, lockers, etc. Items contained within personal property, e.g. purse, satchel, wallet, coat, backpack, etc., may be searched in accordance with applicable state and federal law.

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

### Fitness for Duty

The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee, and consistent the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination.

## **Parking**

Employees may only park in designated District employee parking areas. The District is not responsible for the any parking tickets incurred by the employee while on District property or while off campus on District business.

## **Personal Property**

The District does not assume any responsibility for loss, theft or damages to personal property. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property.

Should any damage to personal property occur as a result of an assault suffered by them in connection with their employment, the District may reimburse the employee, not to exceed five hundred dollars (\$500), for such costs which are not covered by insurance.

## **School Closure (Severe Weather)**

Should inclement weather or other emergency situation(s) require the District to close school(s) the following procedures shall be followed. Automated calls will be placed to students, parents, and employees beginning at 6:00 a.m. or sooner if possible using the District's School Messenger System if conditions warrant the closing of schools. In addition staff will also be notified by the District's email service and/or text messages if employee elects SMS service. Local television and radio stations will also be notified.

Please check the following if you do not receive a phone call or an email:

District Web site: [www.foxbay.k12.wi.us](http://www.foxbay.k12.wi.us)

Television: TMJ4, FOX 6 WITI, WISN TV 12, WDJT TV 58

Radio Stations: 620 WTMJ, FM 94.5 WKTI, FM 96.5 WKLH, FM 102.9, FM 97.3, AM 1130, FM 95.7, 1540 WTKM AM/FM 104.9

Employees are expected to access their Employment Addendum to determine whether they are expected to report to work in the event of a school closure.

## **Security: Employee Identification Badges, Keys and Access Cards**

The District will provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. They are an important part of providing a secure environment for our students. Employees are expected to wear their employee identification badges in a visible spot during their contracted work time and when representing the District at any school events on or off the campus.

Employees may be issued District security access cards and/or keys for access to District buildings as appropriate for their position. Employees may not lend their keys or security access cards to any other employee or non-district person. Employees are to return all keys, security access cards, and badges upon termination of employment.

## **Security: Visitor Identification Badges**

Authorized visitors will be issued a visitor badge which must be visible at all times. If an employee notices a visitor who does not have a visitor badge, he/she is asked to assist the visitor in registering at the nearest school office. Employees are not to allow a visitor to use their identification badge, keys, or security card.

### **Use of District Facilities**

Employees may be able to use District facilities for personal use, however facility usage guidelines apply and all reservations/use must be approved by the Director of Business Services or his/her designee. No commercial activity is permitted. Employees are not allowed to use District facilities to sell items or services or for any activity that generates income. No soliciting activity is permitted without express permission of the Superintendent or his/her designee.

### **Use of District Property**

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot use District equipment or property for personal use or gain. District equipment includes, but is not limited to, computers, laptops, power equipment, tools, supplies, vehicles. This provision does not preclude occasional employee use of computers/laptops for checking of personal email, internet searches, etc. as long as it does not infringe on employee work responsibilities and work hours.

Any equipment, unused supplies, etc., must be returned prior to the employee's last day of employment, including, but not limited by enumeration: all district issued supplies, equipment and materials.

### **Use of District Vehicles**

All employees who drive a District vehicle and/or operate mobile equipment must undergo an annual driver's license record check. Mobile equipment includes but is not limited to such equipment as street vehicles (cars/trucks), tractors, riding lawnmowers, forklifts, pallet jacks, ditch witches, and golf carts.

All employees who drive a District vehicle, operate mobile equipment, and/or transport students must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the Director of Business Services. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle.

All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. See Wis. STAT. § 121.52(2).

### **Use of Private Vehicles to Transport Students**

Staff members may not transport students in their private vehicle for any school related purpose. Commercial vehicles are to be utilized for this purpose. If in an emergency a staff member *must* transport a student they must have express written permission from their supervisor/principal as well as approval of the Director of Business Services. In the case of off-site field trips at least one staff member should obtain this written approval as part of the field trip planning process. Staff members in this circumstance must have a valid driver's license, a clean driving record per the Department of Motor Vehicles and proof of insurance on file with the district. In the case of transporting a single student, two adults must be in the vehicle for the protection of the student and staff member.

***Reference Board of Education Policy:  
#751 Student Transportation Services***

## **Your Compensation**

### **Direct Deposit Payment Method**

All regular employees will be enrolled in the direct payroll deposit plan. Direct deposit changes may be made after by giving notice in writing. In addition to the above, each employee shall have access to records indicating their available and used time off balances.

### **Fair Labor Standards Act**

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act [FLSA]. For non-exempt employees, issues concerning overtime, compensatory time off and minimum wage are found in Employment Addendums. Notification of rights under the FLSA can be found where notices to employees and applicants are customarily posted.

### **Payroll Cycle/Payroll Dates**

Specific payroll information related to each employee group can be found in the Employee Addendum.

### **Wages/Salary**

Wage and/or salary amounts will be defined via individual contract or by your Employment Addendum.

### **Work Day/Week Definitions**

In recognition of employees working varied shifts:

A work day is defined from 12:00 midnight (12:00 a.m.) to 11:59 p.m.

A work week is defined from 12:00 midnight (12:00 a.m.) Sunday until 11:59 p.m. the following Saturday.

Work schedules for employees vary throughout the school district. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variation in starting and ending times as well as variations in the total hours that may be scheduled each day and week.

Specific schedules related to scheduled work days and hours of school operation and/or district operation will be outlined in your Employment Addendum in alignment with the established school calendar.

## Your Benefits

### Health Insurance

The District will provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board of Education. Eligibility for and payments toward coverage for individual employment groups can be found in your Employment Addendum.

### Alternate-Benefit Plan [ABP] in Lieu of Health Insurance

The District may provide an alternative benefit plan in lieu of health insurance coverage to eligible employees. The plan will be determined by the Board of Education. Eligibility for and payments toward coverage for individual employment groups can be found in your Employment Addendum.

### COBRA (Consolidated Omnibus Budget Reconciliation Act)

The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers employees the opportunity to remain on the District's health, dental and vision insurance plan at the group rate in certain instances where coverage under the plan would otherwise end.

Qualifying Events: An employee, employee's spouse and an employee's dependent children (if any) covered by and participating in the District's health insurance plan (medical, dental), may qualify for continuation coverage if District -sponsored coverage is lost due to the occurrence of any of the following qualifying events:

- Voluntary or involuntary termination of employment for any reason other than "gross misconduct." (e.g., resignation or retirement);
- Death of the covered employee;
- Divorce or legal separation from the covered employee;
- Loss of "dependent child" status;
- Eligibility for Medicare entitlement;
- Reduction in work hours such that the employee no longer qualifies for coverage under the plan.

Period of COBRA Continuation: In the event of one of the above qualifying events, COBRA coverage is available for up to eighteen (18) months, but may be extended to a total of twenty-nine (29) months in certain cases of disability (see Disability Extension below) or up to thirty-six (36) months if a qualifying spouse or dependent suffers a second qualifying event. The employee, employee's spouse and each covered dependent has an individual right to request COBRA coverage. Additionally, any child born to or placed for adoption with a covered employee during a period of continuation coverage is automatically considered a qualified beneficiary.

COBRA Extension [Second qualifying events]: A spouse or dependent child may be eligible for COBRA extension coverage for a period of up to thirty-six (36) months if coverage is lost due to one of the following second qualifying events:

- The employee's death;
- Divorce or legal separation;
- The covered employee becomes eligible for Medicare;
- A child loses his or her "dependent child" status.

**\*Note:** The second event can be a second **qualifying** event only if it would have caused the qualified beneficiary to lose coverage under the plan in the absence of the first qualifying event.

Premium Cost & Payment: The cost for this extended continuation coverage shall not exceed the group rate in effect for an active group member, including the District's contribution (i.e., the total amount the employee and District have been paying for health insurance coverage).

If the cost for COBRA coverage changes during an employee's participation the employee will be notified of the new premium in writing prior to its due date.

**Termination of Coverage:** Employee continuation coverage may be terminated automatically if:

- The employee fails to make a monthly premium payment to the District on time;
- The employee obtains similar coverage through a different employer;
- The employee becomes eligible for Medicare and convert to an individual policy;
- The District terminates its health plan;
- The employee's guaranteed continuation period expires.

The employee or a qualified beneficiary have the responsibility to inform the District of a divorce, legal separation, or a child losing dependent status under the group health plan within sixty (60) days of the qualifying event. The District will then notify any other covered dependents that are affected by the event of their right to elect COBRA coverage.

COBRA participants must also notify the District if they experience additional COBRA qualifying events during their COBRA term that might qualify them for additional months of extended coverage.

**Disability Extension** - If an employee elects COBRA continuation coverage based on termination of employment or reduction of hours, and the employee or a qualified beneficiary from his or her family becomes disabled (as determined by Social Security) anytime within the first sixty (60) days of COBRA continuation coverage, the employee and his or her family's qualified beneficiaries may elect a special additional eleven (11)-month extension, for a total of twenty-nine (29) months of COBRA continuation coverage. To elect the eleven (11)-month extension, the employee must notify the Plan Administrator within sixty (60) days of the date Social Security determines that the employee or a qualified beneficiary from his or her family is disabled and within the first eighteen (18) months of COBRA continuation coverage.

### **Dental Insurance**

The District will provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board of Education. Eligibility for and payments toward coverage for individual employment groups can be found in your Employment Addendum.

### **Family and Medical Leave Act (FMLA)**

The District is committed to complying with all federal and state policies regarding medical leaves of absence that are eligible for Family and Medical Leave Act. If you need to be absent from work for your serious health condition, the serious health condition of an immediate family member, birth or adoption of a child or any other condition that you believe may be eligible for this leave, please contact the Human Resources Office as soon as possible.

**Reference Board of Education Policy:  
# 542.8 Family and Medical Leave of Absence**

### **Flexible Reimbursement Plan**

The District will provide a Flexible Reimbursement Account to employees to reduce their salary and contribute to a plan to cover the following expenses:

- Payment of insurance premium amounts;
- Permitted medical expenses not covered by the insurance plan subject to the limitations set forth in the Internal Revenue Service Code.
- Dependent care costs subject to the limitations set forth in the Internal Revenue Service Code.

Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administrating agency.

## **Liability Insurance**

Employees will be covered for liability in accordance with the terms of the District's liability insurance policy.

## **Life Insurance**

The District will provide life insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board of Education. Eligibility for and payments toward coverage for individual employment groups can be found in your Employment Addendum.

## **Long-Term Disability**

The District will provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board of Education. Eligibility for and payments toward coverage for individual employment groups can be found in your Employment Addendum.

## **Short-Term Disability**

The District will provide short-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board of Education. Eligibility for and payments toward coverage for individual employment groups can be found in your Employment Addendum.

## **Tax Sheltered Annuities (TSA)**

The District will maintain a Tax Sheltered Annuity (TSA) program. Employees shall have the opportunity to participate in the TSA and invest their money through salary deferral in annuities and other qualifying investment vehicles.

The purchase of the annuity will be optional for the individual employee. The amount to be deducted is selected and the determination made wholly by the person choosing to participate in the Tax Sheltered Annuity (TSA) Program. Employees may choose to defer either a percent of salary or a specific dollar amount up to the amount permitted by law. The salary reduction limit, the age fifty (50) additional deferral, and the "catch up" provision for employees with fifteen (15) or more years of service may change annually. The salary reduction limits will be adjusted from time to time to conform to statutory limits.

Employees will be required to sign an agreement to authorize TSA deductions from salary. The District, without the consent of the employee, is authorized to modify the salary reduction agreement to comply with applicable legal requirements. The District will provide the employee with reasonable notice concerning any such modification.

## **Worker's Compensation**

All employees will be covered by Worker's Compensation Insurance. Any employee who is injured on the job are expected to report the injury to the Director of Human Resources within twenty-four (24) hours after the occurrence of the injury or as soon as possible. The employee will complete an accident report form to report the injury. Determination for Worker's Compensation Benefits will be made by the District's Worker's Compensation carrier.

## **Wisconsin Retirement System (WRS) Contributions**

The Board will contribute the employer's share. The employee agrees to pay the employee's WRS contribution as required by state statute.

## Your Time Off

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

Eligibility and accrual of paid time off (PTO) can be found in your Employment Addendum. PTO may be used in increments of 15 minutes. Illness related PTO may be taken for absences from work due to the following reasons:

- Personal illness, injury or serious health condition of the employee;
- Illness or injury of an employee's child under the age of eighteen (18) or age eighteen (18) or older if the child has a handicapping condition as set forth in Wisconsin Administrative Code section PI 11.02(23)
- Serious health condition of a spouse, child at or over the age of 18, or parent.
- Any leave granted under this section will be run concurrent with any state and/or federal family and medical leave that is available to the employee.

Paid time off (PTO) for personal reasons may also be used at the employee's discretion in increments of 15 minutes. Pre-approved PTO for personal reasons may be taken for absences from work due to the following reasons:

- Birth or adoption of the employee's child.
- Medical or dental appointments for the employee and/or child that cannot be scheduled outside of the employee's regularly scheduled work hours.
- Significant immediate family events (illness, death, wedding, graduation), legal proceedings, moving, specific religious holidays, professional conferences.

Definitions: the following definitions apply under this section:

Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.

Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee or an employee's spouse.

Spouse: means an employee's legal husband or wife.

Serious Health Condition: means a disabling physical or mental illness, injury, impairment or condition involving any of the following; Inpatient care in a hospital, nursing home, or hospice; Outpatient care that requires continuing treatment or supervision by a health care provider.

### **Holidays**

Eligibility and accrual of holidays can be found in your Employment Addendum.

### **Jury Duty Leave**

Subject to the provision below, a non-accumulative paid leave for up to two weeks will be provided to an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or work days.

An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty. An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work.

The employee will send a copy of the check received from serving on the jury to the District Administrator and/or his/her designee and will be docked that amount (less any travel expenses received) on the next payroll. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from sick leave or vacation time the employee has earned or will earn in the future.

### **Medical Leave**

Employees who require a medical leave of absence that does not qualify for Family and Medical Leave or that exceeds the eligibility for Family and Medical Leave should submit a request for such leave in writing to the District Administrator. The documentation should include the reason for the leave, physician documentation of the necessity for such leave and the projected duration of the leave. Approval of such leave is at the discretion of the District.

### **Military Leave**

It is the District's policy that employees will be granted all military leave rights available under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Upon notification of the need for military leave, the employee should contact the Director of Human Resources as soon as possible to arrange for the leave.

Benefits due employees while on voluntary or involuntary military leave will be determined by applicable State and Federal laws and only those benefits as required by such laws will be provided. If State and Federal laws are not applicable to a specific benefit no such benefit will be provided.

### **Unpaid Leave of Absence**

All requests for other unpaid leave of absence of thirty (30) days or more must be submitted to the District Administrator prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the Board of Education and will be granted or denied at their discretion. The unpaid leave of absence will not exceed one (1) calendar year.

The employee may continue benefits during the leave of absence by remitting the full premium amounts to the District. The continuation of benefits at the employee's expense is contingent upon the insurance carrier(s) allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.

During the unpaid leave of absence, the employee shall retain accumulated paid leave, but will not accrue any additional paid leave during that time.

The employee will be required to notify the District Administrator or his/her designee of the employee's intent to return to work by the date as specified in the leave approval. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or layoff, whichever is applicable.

### **Other Requests for Time Off**

Employees that request time off for circumstances not otherwise covered by any other category in this Time Off section must submit their request in writing to the District Administrator. All requests are at the sole discretion of the District Administrator to approve or deny. Time off may be granted as personal leave or unpaid leave as designated by the District Administrator. Depending on the nature of the absence request, the employee may be required to pay for the cost of a substitute at the discretion of the District Administrator.

## **Your Career Development and Advancement**

### **Career Advancement**

You are encouraged to pursue career opportunities within the District. On the job training, job postings and other related programs are available to assist employees who wish to further develop their skills in order to advance their career opportunities and personal growth.

As an employee of the District you are encouraged to pursue professional development opportunities that enhance your ability to fulfill your job responsibilities in addition to advancing your career. Any professional development activities that may qualify for district expense reimbursement and/or compensation require prior approval by your supervisor and/or principal as well as the District Administrator or designee. Prior approval guidelines can be found in your Employment Addendum.

Financial compensation for professional development activities within the scope of your work responsibilities, if available, will be part of your Employment Addendum.

### **Job Postings/Transfers**

The District uses WECAN to post all available job openings. Employees who are interested in applying for a vacancy or who wish to refer a qualified applicant for a vacancy are encouraged to check our website on the Employment page for information on our current openings: [www.foxbay.k12.wi.us/employment](http://www.foxbay.k12.wi.us/employment).

## **Performance Standards and Evaluation**

### **Employee Performance and Salary Adjustments**

Initial salary and future salary adjustments shall be determined by the District considering all factors relating to the capabilities, contributions and continuing individual performance of the employee.

An employee whose performance demonstrates a need for improvement to perform his/her duties in a more satisfactory manner may not be given an increase. The employee who has not been given a salary increase for performance reasons may request a review before the District Administrator or School Board as outlined in your Employment Addendum.

### **Performance Standards**

Newly employed teachers, professional or certified staff, and support personnel will be evaluated and assessed to determine if the individual has the competencies, skills, abilities, and talents to be successful in their role the Fox Point School District. Generally, this process will include an introductory period of one to three years as established in your Employee Addendum. All teachers, professional or certified staff and support staff members are expected to continue to demonstrate these competencies, skills, abilities and talents throughout their tenure with the district in addition to continue to grow and develop in their field.

In the event that an employee shall be terminated or non-renewed based on performance, such action shall be taken only after supervisory observation, documentation, and counseling have taken place. Efforts will be made to offer guidance to correct identified deficiencies.

### **Performance Evaluations**

The Fox Point-Bayside School District seeks to employ and retain highly competent and productive personnel. To support this goal a performance evaluation process for each employee group has been established. Performance evaluations will be conducted utilizing processes and instruments adopted by the District. Specific performance evaluation processes are outlined in your Employee Addendum.

### **Discipline**

Discipline may result when an employee's actions fall short of generally accepted standards of professional behavior, or violates a policy or rule, when an employee's performance is not acceptable, or the employee's conduct is detrimental to the interests of the School District. Typically, disciplinary action will involve any of four steps: verbal reprimand, written reprimand, suspension with or without pay, and termination of employment. Specific disciplinary actions will depend on the behavior and frequency of occurrences. Some serious employee behaviors may lead to suspension or termination without following progressive discipline steps. The District reserves the right to impose disciplinary action as may be appropriate in particular circumstances.

### **Employment Termination and Nonrenewal of Employment**

If the event of misconduct, the District reserves the right to discipline, and if necessary terminate an employee in accordance with any applicable state statutes.

## Other Important Information

### **Bulletin Boards**

The District will provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with District policy and applicable law. If a collective bargaining unit exists, the applicable association will be allowed to post items on the bulletin board subject to the restrictions set forth herein. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about staff, parents, students or board members and shall not be in contravention of any District policy or law. The District reserves the right to remove any items on the bulletin board that violate this policy.

### **Personnel Files**

An employee shall have the right, upon written request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file, while in the presence of the administrator or his designee. This examination must be done in the presence of the person officially charged by the District Administrator with custody of those files. The removal of this file from the safekeeping place will be done by the official personnel file custodian. The employee's personnel file or any part thereto may not be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of any documents contained in the personnel file except those delineated in § 103.13(6), Wisconsin Statutes.

An employee will be notified when the District receives a request to release information from the employee's personnel file to the public. This does not require the District to notify an employee if the personnel record is requested by, and/or released to, a police officer, administrative employee, agent, attorney or other retained consultant of the District, or if the personnel record is requested by and/or submitted to a court, arbitrator, administrative law judge or state or federal agency in any matter involving the District.

After reviewing his or her personnel records, the employee has the right to request that records he or she believes to be inaccurate or obsolete be removed from his or her file. If the District denies the request, the employee has the right to file a written rebuttal statement and have that rebuttal attached to the disputed record. If the District intends to release the disputed record to a third party, the District must also release the attached employee rebuttal statement to the third party. § 103.13(4) Wis. Stats.

***Reference Board of Education Policy:  
#526 Personnel: Personnel Files***

## Layoff and Recall

At times it may be necessary to reduce the number of staff employed by the District. In the event that the District, in its sole discretion, determines that it is necessary to reduce the number of staff, the procedure to be utilized can be found in your employee addendum.

The following factors will be considered when it is necessary to reduce the number of employees:

- Type, quality, and quantity of service provided to the District
- Needs of the District
- Qualifications for and adaptability to other positions
- Previous experience and/or specialized training pertinent to job classification
- Effectiveness in job responsibilities as evidenced by performance evaluations and reviews
- Length of service in the District

Employees who are laid off do not have any right to replace or “bump” another employee.

When possible, the District will provide the employee subject to layoff thirty (30) days written notice; however, based on the circumstances, the District expressly reserves the right to notify an employee of layoff with less than thirty (30) days written notice.

An employee who is laid off will retain original date of hire for purposes of determining wages should the employee return to employment with the District for a period of one (1) year from the date of layoff; however, the time spent on layoff shall not be counted towards years of service in the District.

An employee who has been laid off by the District may apply for any open position for which he/she is qualified, but he/she does not have any right to be recalled to a position.

## Grievance Procedure

This outlines the grievance procedure for addressing issues concerning workplace safety, discipline and termination. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, "workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

Step 1 – Written Grievance Filed with District Administrator. The employee must prepare and file a written grievance with the District Administrator within five (5) calendar days of when the employee knows, or should have known, of the events giving rise to the grievance. The written grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee's steps to orally review the matter with the employee's supervisor and the employee's signature and the date. The District Administrator or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his or her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the District Administrator, the grievance shall be filed with the School Board President and the School Board President or his designee shall conduct the Step 1 investigation.

Step 2– Impartial Hearing Officer. If the grievance is not settled at the first step, the employee may request in writing, within five (5) business days following receipt of the District Administrator's decision, a request for written review by an impartial hearing officer. The District shall select the impartial hearing officer. The hearing officer shall not be a District employee. The impartial hearing officer will determine whether the District acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

Step 3 – Review by School Board If the grievance is not resolved after Step 2, the employee shall request within five (5) business days of receipt of the written opinion from the hearing officer a written review by the School Board. The School Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the School Board's next regular meeting. The School Board will inform the employee of its findings and decision in writing within ten (10) business days of the School Board meeting. The School Board shall decide the matter by majority vote and this decision shall be final and binding.

If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved.

**Reference Board Policy:  
#527A Grievance Procedure**

## Academic Calendar

School Calendar: The school calendar shall be determined by the Board. The determination of the structure of the days, e.g. instructional, in-service, workdays, etc. shall be at the discretion of the Board.

### 2012-13 Academic Calendar

<b>New Teacher In-service (NTI)</b>	
August 23, 2012 August 24, 2012	
<b>Professional Development (P)</b>	
<b>Work Days (WD) (10)</b>	
August 27, 2012 August 28, 2012 August 29, 2012 August 30, 2012 October 26, 2012 November 21, 2012 (.5) January 21, 2013 February 18, 2013 March 8, 2013 June 12, 2013 (.5) June 13, 2013	
<b>Conferences (C)</b>	
<b>Bayside</b>	
October 18, 2012 – 4:00-8:00 pm October 23, 2012 – 4:00-8:00 pm October 25, 2012 – 1:00-8:00 pm February 21, 2013 – 4:00-8:00 pm February 28, 2013 – 4:00-8:00 pm March 7, 2013 – 1:00-8:00 pm	
<b>Stormonth</b>	
October 23, 2012 – 4:00-8:00 pm October 25, 2012 – 1:00-8:00 pm October 30, 2012 – 4:00-8:00 pm February 28, 2013 – 4:00-8:00 pm March 5, 2013 – 4:00-8:00 pm March 7, 2013 – 1:00-8:00 pm	
<b>2012</b>	
September 3	Labor Day (O)
September 4	First Student Day
September 17	Fall Break (O)
September 26	Fall Break (O)
November 22	Thanksgiving (O)
November 23	Thanksgiving (O)
December 24-31	Winter Break (O)
<b>2013</b>	
January 1	Winter Break (O)
March 25-April 1	Spring Break (O)
May 27	Memorial Day (O)
June 11	8 <sup>th</sup> Grade Graduation
June 12	Last Day for Students
June 13	Last Day for Teaching Staff
<b>Early Dismissal (ED) (4)</b>	
October 25, 2012 November 21, 2012 March 7, 2012 June 12, 2013	
1 <sup>st</sup> trimester ends – November 20, 2012	
2 <sup>nd</sup> trimester ends – February 28, 2013	
3 <sup>rd</sup> trimester ends – June 10, 2013	
Snow make up days will be added at the end of the school year if needed.	

August		2012		
		S= 0	T= 4	
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	NTI	NTI
PWD	PWD	PWD	PWD	31

September		2012		
		S= 17	T= 18	
M	T	W	T	F
O	4	5	6	7
10	11	12	13	14
O	18	19	20	21
24	25	O	27	28

October		2012		
		S= 22	T= 24.5	
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	C	19
22	C	24	C ED	PD
29	C	31		

November		2012		
		S= 20	T= 21	
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	ED WD	O	O
26	27	28	29	30

December		2012		
		S= 15	T= 15	
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
O	O	O	O	O
O				

January		2013		
		S= 21	T= 22	
M	T	W	T	F
	O	2	3	4
7	8	9	10	11
14	15	16	17	18
PD	22	23	24	25
28	29	30	31	

February		2013		
		S= 19	T= 20.5	
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
PD	19	20	C	22
25	26	27	C	

March		2013		
		S= 15	T= 17	
M	T	W	T	F
				1
4	C	6	C ED	PWD
11	12	13	14	15
18	19	20	21	22
O	O	O	O	O

April		2013		
		S= 21	T= 21	
M	T	W	T	F
O	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May		2013		
		S= 22	T= 23	
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
O	28	29	30	31

June		2013		
		S= 8	T= 9	
M	T	W	T	F
3	4	5	6	7
10	11	ED WD	PWD	14
17	18	19	20	21
24	25	26	27	28

July		2013		
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Approved by School Board  
November 21, 2011

## Employee Acknowledgment

***To be signed and returned to Human Resources for placement in the personnel file.***

I hereby acknowledge that it is my responsibility to access the Fox Point-Bayside School District Employee Handbook. My signature below indicates that I have read the Handbook and abide by the standards, policies and procedures defined or referenced in this document. I understand that additional policies are in the Fox Point-Bayside School District Board of Education Policies. The Employee Handbook and Board of Education Policies are available on the District's website ([www.foxbay.k12.wi.us](http://www.foxbay.k12.wi.us)). The information in this Handbook is subject to change. I understand that changes in District policies may supersede modify or eliminate the information summarized in this Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as changes in family status, phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation of elements within this handbook or Board policies.

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Printed Name

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Signature

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Date