

# SCHOOL DISTRICT OF WAUPACA

## SUPPORT STAFF HANDBOOK

To include:

|                         |                                       |                      |
|-------------------------|---------------------------------------|----------------------|
| Secretaries             | Health Aides                          | Bus Monitor Aides    |
| Educational Assistants  | Computer Technician                   | Network Specialist   |
| Educ. Asst. – Spec. Ed. | Acts. Payable Spec.                   | Bus. Mgr. Asst./BKRR |
| Custodians/Maintenance  | Student Information System Specialist |                      |
| Dist. Adm. Asst./HR     | Payroll Specialist                    | Food Service Workers |

11/2022

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This Support Staff Handbook is a summary of some of the employment policies, procedures, rules and regulations of the Board of Education for the School District of Waupaca. However, this Support Staff Handbook should not be considered all inclusive. It has been prepared to acquaint employees with the policies, procedures, rules and regulations and to provide for the orderly and efficient operation of the District. Most of the employee questions will be answered in this Support Staff Handbook. However, if there are questions regarding the Support Staff Handbook, or matters that are not covered, they should be directed to your Building Principal or your immediate Supervisor. Employees are also responsible for adhering to the School District of Waupaca Board Policies, Administrative Policies and all applicable federal and state laws and regulations.

This Support Staff Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied. Nothing in this document is intended to create an employment contract. All of the District's Support Staff are employed "at will" and employment is not for any definite period, unless otherwise set forth in writing by contract or statute. The School District of Waupaca Board of Education reserves the right to add, delete, revoke, suspend, terminate or otherwise modify any or all of the below policies and procedures of employment in whole or in part, at any time with or without notice for the good of the School District of Waupaca.

This Support Staff Handbook supersedes all previous handbooks, statements, procedures, rules, regulations, labor contracts or any other documents governing the terms and conditions of employment addressed in this Handbook given to employees, whether verbal or written.

1. Personnel Positions Covered by this Handbook

|                        |                               |                                 |
|------------------------|-------------------------------|---------------------------------|
| Secretaries            | Health Aides                  | Acts. Payable Specialist        |
| Educational Asst.      | Educational Asst. – Spec. Ed. | Bus Monitor Aides               |
| Custodians/Maintenance | Payroll Specialist            | Bus. Mgr. Asst. - Bookkeeper    |
| Computer Technicians   | Network Specialist            | Student Info. System Specialist |
| Food Service Workers   | Dist. Adm. Asst./HR           |                                 |

2. Definition of Employees

- 2.1 Annual Full-Time Employee: an employee who normally works at least forty (40) hours per week for twelve (12) months of the year.
- 2.2 Annual Part-Time Employee: an employee who normally works less than forty (40) hours per week for twelve (12) months of the year.
- 2.3 School Year Full-Time Employee: an employee who works more than 1040 hours but less than 2079 hours per year during the school year.
- 2.4 School Year Part-Time Employee: an employee who works less than 1040 hours per year during the school year.
- 2.5 Temporary Employee: an employee who is filling a full-time or regular part-time position temporarily; or who is hired for a specific period of time or for a specific project, who will be separated from the payroll at the end of the time period or specific project.

3. Physical Examination and Tuberculin Skin Test

As a requirement for employment, employees shall furnish evidence of a physical examination and appropriate skin Tuberculin test and also successfully pass a drug screening test. Upon receipt of the standard results form established by the District, the Board of Education shall pay for the physical examination, drug screen and skin tuberculin test in accordance with Board Policy. All Educational Assts., Custodians and Maintenance Personnel will have to take a pre-employment test that will be conducted by ThedaCare at Work. Additionally – all aides, food service and Maintenance/Custodial staff will have to take an occupational task assessment via ThedaCare.

4. Holidays

If a holiday falls on a Saturday, Sunday, or a day school is in session, the actual date of the holiday will be determined by the District. In order to qualify for holiday pay, the employee must be on current pay status the workday immediately before, and the workday immediately after, the holiday in question. Employees shall be paid at their straight time hourly rate of pay for holidays.

Annual Full-Time Employees and Annual Part-Time Employees shall be granted the following holidays off with pay:

|               |                  |                        |
|---------------|------------------|------------------------|
| Labor Day     | Thanksgiving Day | Day after Thanksgiving |
| Christmas Day | New Year Day     | Good Friday            |
| Memorial Day  | Independence Day | Christmas Eve          |

School Year Only Full-Time Employees and School Year Only Part-Time Employees shall be granted the following holidays off with pay:

|               |                  |                        |
|---------------|------------------|------------------------|
| Labor Day     | Thanksgiving Day | Day after Thanksgiving |
| Christmas Day | Christmas Eve    | New Year Day           |
| Good Friday   | Memorial Day     |                        |

5. Evaluations

Employees will be evaluated pursuant to Board Policy.

6. Pay Periods

Payment shall be made on the 10<sup>th</sup> and 25<sup>th</sup> of each month by direct deposit into one designated bank account.

7. Time Cards

All hourly employees will complete a time card that reflects hours worked. The time card will be turned into their supervisor who will review and approve the time card prior to sending it to the Business Office for payment. Time cards are due in the Business Office the 1<sup>st</sup> day following the end of the pay period.

## 8. Employee Leaves

In this section, days are defined as the number of hours the employee is normally scheduled to work.

- An employee off work must give notice to the immediate supervisor at least sixty (60) minutes in advance of their regularly scheduled starting time.
- Annual Full-Time Employees may accumulate unused sick leave to a maximum of ninety (90) days.
- Annual Part-Time Employees, School Year Full-Time Employees and School Year Part-Time Employees may accumulate unused sick leave to a maximum of ninety (90) days. Employees who are absent for days in excess of his/her accumulated total shall have such additional days deducted from his/her salary and may be asked to apply for a leave of absence.
- A medical certification is required for all surgeries or medical absences of three or more days. A medical release statement is required prior to returning from surgery or medical leave.

**Paid Time Off/Sick Leave** – Paid time off shall be earned at the rate of one (1) day per month of service eleven (11) days must be worked within a given month to equal a month of service) to a maximum of twelve (12) days per year. Paid time off is available for situations in which the employee is unable to conduct his/her duties due to his/her physical or mental illness, medical appointments for employee or immediate family member, employee legal business or other such emergency situations. Emergency situations will be subject to the District interpretation of an emergency. Unused paid time off may be accumulated to a maximum of ninety (90) days. An employee who is absent for days in excess of his/her accumulated total shall have such additional days deducted from his/her salary and must apply for an Unpaid Personal Leave of Absence.

**Funeral Leave** – Each employee may be allowed up to three (3) days per occurrence to attend the funeral of a person having direct importance on the employee. Funeral leave days used shall be subtracted from paid time off. Additional time may be approved at the discretion of the District Administrator.

**Personal Leave** – Each employee shall be eligible for one (1) personal day to take care of matters of personal concern. The personal day must be requested via Frontline at least 3 (three) work days prior to the leave and cannot be taken to extend a holiday or vacation break. The personal day may be denied by administration based on availability of substitutes and/or other scheduling considerations. If used, this day will be deducted from available paid time off.

All absences both paid and unpaid must be submitted in Frontline as far in advance as possible.

### Voluntary Donation of Sick Leave

1. The employee will contact the Superintendent or his/her designee in writing prior to using all sick days to receive anonymous donations of sick time from other employees. Such requests can only be made for the prolonged serious illness or injury of the employee up to a maximum of thirty (30) sick leave days.

2. Medical documentation will be required and must include a written statement by the doctor as to the employee's ability to handle job responsibilities and their expected date of return to work.
3. Each request will be addressed on a case-by-case basis. The employee's prior attendance record will be taken into account before a decision is made.
4. The Superintendent's decision is final and the employee has no right of appeal.
5. Employees requesting sick leave, may not receive more than 30 days of sick leave (prorated per FTE status). Employee donors may give up to 2 sick leave days per request.
6. All time donated will be allotted to the employee receiving the donated time.
7. No additional sick leave days will be accepted after the close of business on the 5th working day or when the maximum number of donated sick leave days are reached.
8. The District will allow one request per receiving employee for the duration of their employment with the District.
9. The names of all employees donating or receiving sick leave will be kept confidential.
10. This provision will be reviewed annually.

**Jury Duty** - Employees on jury duty shall maintain their normal wage provided the jury duty pay he/she receives is signed over to the District. Employees are to return to work after being excused from jury duty during work hours.

**Unpaid Leave of Absence** - Any employee who wishes to absent his/herself from his/her employment for any reason not otherwise provided for in this Agreement, must make application for unpaid leave of absence from the Employer.

**Family Medical Leave Act:** Employees may be eligible for additional benefits under the State and/or Federal Medical Leave Act. Any employee wishing to apply for FMLA will need to contact human resources. Policy 528.1

**Vacation** - All Annual Full-Time Employees & Annual Part-Time Employees shall be eligible for vacation with pay on the following schedule:

1-12 months inclusive employment - 5 work days or .4166 day per month

13 month - 5 years inclusive employment - 10 work days or .8333 day per month

5 years - and over inclusive employment - 10 work days + 1 additional day per year to a maximum of 20 days

Vacation time accrues from the anniversary date of initial full-time employment and is not

accumulated from year to year. In order to count as a month of employment, at least 11 days must have been worked in the calendar month.

The vacation periods and number of employees on vacation at any given time shall be determined by the employee's immediate supervisor and approved by the District Administrator.

Vacation may be taken as it is earned and all earned vacation time must be taken by August 31st following the fiscal year (July 1 - June 30) in which the vacation time is earned, unless other arrangements are approved by the District Administrator. Any vacation time not taken by August 31st will be forfeited. It is recommended that office employees take at least 5 days of their vacation in succession.

Vacation pay shall be based upon the normal base hourly rate of each employee.

Employees terminating employment due to resignation (where such employees give the Employer a minimum of ten (10) working days advance notice of said resignation), discharge not for cause, death, or retirement shall be paid for all unused earned vacation. In case of death of an employee, unused earned vacation shall be paid to the immediate survivor. If no immediate survivor, to the estate of the employee.

### **Emergencies/Closing of Schools**

For School Year Full and Part-Time Support Staff:

- If school starts late:
  - Staff will adjust their start time according to the delay (e.g. If we have a two hour delay, please show up two hours after your normal start time).
  - “Missed time” must be noted on weekly time cards along with a note about whether or not the employee is using Paid Time Off to receive pay for the missed time.
    - If the Support Staff member wants to use Paid Time Off, such as Emergency Leave, they must note this on their time card and in Absence Management.
    - If the Support Staff member does not want to get paid for this missed time, they must note this on their time card.
- If school closes early:
  - Support Staff will leave school soon after students/duties are completed.
    - Follow the information in the “Missed time” section above regarding compensation communication.
- If the entire school day is canceled:
  - Support Staff will not report to work.
    - Support Staff receive one (1) inclement weather day per school year that is not deducted from their Paid Time Off/Sick Leave. This inclement weather day is non-accumulating and must be taken as a full day.
    - If a Support Staff member wants to use their one (1) inclement weather day, they must note this on their time card and in Absence Management.
    - For any subsequent canceled school days, follow the information in the “Missed time” section above regarding compensation communication.

For Annual Full-Time Support Staff:

- Support Staff receive one (1) inclement weather day per school year that is not deducted from their Paid Time Off/Sick Leave. This inclement weather day is non-accumulating and must be taken as a full day. Maintenance and Custodial staff will only be able to use this day with supervisor approval.

#### 9. Work Schedules

**Workday:** The normal workday for all Annual Full-Time Employees and School Year Full-Time Employees shall consist of seven and one-half (7.5) to eight (8) consecutive hours (as determined by the District) excluding a duty free lunch period of one-half (1/2) hour, which must be taken. The normal work day for all other employees shall be designated by the District.

**Overtime:** Overtime work hours for all employees shall be written on regular time cards if overtime requirements have been met. Overtime is paid at the rate of time and one-half for hours worked over 40 hours per week. All overtime must have prior approval from the District Administrator or his/her designee.

**Breaks:** Employees who work seven (7) or more hours per day or more shall be entitled to two (2) fifteen (15) minute breaks, the first to be taken during the first half of the shift and the second to be taken during the second half of the shift. Employees who work four (4) or more hours per day but less than seven (7) hours shall be entitled to one (1) fifteen (15) minute break. Breaks are to be taken on the premises. Breaks may not be taken during the last fifteen (15) minutes of a shift. Breaks may not be used to extend the lunch hour.

Any employee who must be absent temporarily from work shall request approval from his/her principal/supervisor.

#### 10. Resignations

Employees who intend to resign from their employment shall give written notice to the District as soon as possible, but at least ten (10) working days prior to the effective date of the resignation. Any employee who breaches this Article shall, at the District's discretion, forfeit any accrued benefits.

#### 11. Staff Reduction - Layoff

This section applies when the Board determines a reduction in the number of positions is necessary. In determining the positions and/or employee(s) to be-laid off, the Board will act in the best interest of the District. In determining layoffs, the District will attempt to provide at least two weeks notice prior to layoff when possible. Decisions regarding recall will also be made by the Board in the best interest of the District.

#### 12. Compensation

Compensation is based on the district wage schedule as determined by the Board of Education each year.



### 13. Benefits

**Mileage** - Support Staff required by the District to drive their own vehicle shall be compensated at the IRS rate. All travel under this section is to have administrative approval. This does not include travel to and from home to work. Itemized receipts are required for all reimbursement requests.

**Health Insurance** - The District shall pay 79% towards the monthly premiums for Annual Full-Time Employees eligible for the family plan and 79% towards the monthly premiums for Annual Full-Time Employees eligible for the single plan. The District shall pay an additional 6% of the premium for employees who choose to participate in the District's Health and Wellness program.

The District shall pay toward the cost of monthly premium for eligible Annual Part-Time Employees, School Year Full-Time Employees, and School Year Part-Time Employees (those who work at least 30 hours per week) according to the following schedule:

0 - 629 ---- None paid  
630 - 1039 ---- \$78/Single -- \$104/Family  
1040 - 1394 ---- \$104/Single -- \$187/Family  
1395 - 2079 ---- \$135/Single -- \$208/Family

**Dental and Orthodontia Insurance** - The District shall pay 100% towards the monthly premiums for Annual Full-Time Employees eligible for the family plan or the single plan. This plan is available to Annual Part-Time Employees, School Year Full-Time Employees, and School Year Part-Time Employees at the employee's expense if eligible as determined by the plan design.

**Long Term Disability** - The District shall pay the premiums for 90% long-term disability insurance for Annual Full-Time Employees.

The District shall pay 50% of the premium for 67% long-term disability insurance for Annual Part-Time Employees, School Year Full-Time Employees and School Year Part-Time Employees to the extent allowable under the plan. Only those employees who work at least 20 hours per week are eligible.

**Short-Term Disability** - Annual Full-Time Employees, Annual Part-Time Employees, School Year Full-Time Employees, and School Year Part-Time Employees may participate in the short-term disability program at their own expense to the extent allowable under the plan. Only those employees who work at least 20 hours per week are eligible.

**Life Insurance** – In order to be eligible, an employee must be a permanent employee of the district meeting the work hour WRS eligibility requirements. Life Insurance coverage is strictly on a voluntary basis. The employee is responsible for 100% of the premium. The district will pay up to a 20% surcharge/administrative charge for a Basic Plan only for an employee who chooses to have Life Insurance coverage.

**Flexible Spending Account** - Employees may contribute to their own flexible spending account through a voluntary reduction from their paycheck.

**Retirement** - The Board will comply with the requirements of the Wisconsin Retirement System (WRS) as established by State Statutes and the Department of Employee Trust Funds.

A support staff retiring after reaching age 55 and having completed ten (10) consecutive years of working in the School District of Waupaca immediately preceding the retirement year shall be eligible for the following retirement benefits: Twenty-five dollars (\$25) for each day to a maximum of ninety (90) unused sick days.

**Clothing Allowance/Dress Code – Maintenance and Custodians Only**

A clothing allowance for maintenance and custodial staff is available at an amount specified by the Board for uniforms in accordance with Board requirements after completion of 90 days of employment. During the 1st year of employment, 2 uniforms sets may be purchased during the first six months and 2 more after 6 months at a limit of \$150 for 2 sets. 2 uniform sets annually thereafter. Employees may request reimbursement for work pants/jeans and work shirts up to \$150 per year. Work shirts must be the standard work shirt and must have the school name/logo and employee name attached. The district reserves the right to deem a purchase ineligible for reimbursement.

Employees should wear appropriate clothing at all times. No frayed, torn or patched work pants or shirts. Work footwear are to be worn at all times. Pants must be worn when weed wacking and chaps must be worn whenever using a chain saw or other like equipment.

**Clothing Allowance – Food Service:**

Clothing allowance is available after completion of ninety (90) days employment. A total clothing/shoe allowance of up to \$130 per year will be paid upon receipt of reimbursement request and itemized receipt is provided. Uniforms are to be specified by the Food Service Director.

**Work Footwear Allowance – Maintenance, Custodians** - Effective July 1, 2021 up to a \$50.00 allowance will be paid per year toward the purchase of work footwear upon documentation of purchase with an itemized receipt.

14. Discipline Procedures

The following procedure will be utilized to correct and assist in correcting any unsatisfactory performance of ones duties. Every Supervisor will review general work duties with each of his/her staff. While progressive discipline is encouraged, serious issues may result in immediate suspension or dismissal.

When a Supervisor determines that there is unsatisfactory performance of duty he/she will issue an oral reprimand which will consist of a conference with the employee. It will be incumbent upon the Supervisor to point out the unsatisfactory situation and counsel with the employee pointing out what is wrong, how it should be corrected and by when it should be corrected.

If an unsatisfactory situation continues or a different unsatisfactory situation arises the Supervisor may issue a written reprimand to the employee.

When an unsatisfactory situation continues or a different unsatisfactory situation arises the Supervisor may suspend or recommend dismissal depending on the severity of the infraction. The employee may request a conference with the Supervisor and the District Administrator within 24 hours of the suspension or dismissal.

15. Grave Misconduct

Grave misconduct refers to such actions as drinking alcoholic beverages on the job, reporting to work under the influence of alcoholic beverages, using drugs, child abuse, or tampering or falsifying employee records or time sheets/cards. The definition of grave misconduct is not limited to those listed as examples. The consequences of grave misconduct may be immediate dismissal.

16. Grievance Procedures

Please refer to School Board Policy 112.1 – Grievances, Employee Grievances – Policy 527 527-R1

17. Policies

As stated earlier employees must follow all Board policies and it is incumbent upon the employee for familiarize themselves with said policies (i.e.: Non-Discrimination, Discrimination Grievances, Sexual Harassment, Definitions, Grievance Procedures for Allegations of Discrimination, Sexual Harassment, and Violations of Improving America’s Schools Act (IASA) – Funded Programs, Child Abuse & Neglect Reporting Guidelines, Equal Employment Opportunity, Drug Free Work Place, Drug & Alcohol Abuse, FMLA, and Use of Tobacco/Nicotine Products on School Premises.

18. 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. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted to the building principal/Supervisor within twenty-four (24) hours or the next scheduled District workday, as appropriate. In the event of a work-related accident or injury – the employee accident report form must be completed and submitted to principal/supervisor immediately and then sent to the District Office.

19. Emergency Call-Ins

Workers shall be compensated a minimum of 2 hours. In the event that they are called in to work for an emergency situations. Supervisor will determine if said call in is in fact considered an emergency situation. All such call ins must have prior approval from the Supervisor.

- **Custodians and Maintenance Only** - Call-in pay will include a minimum of 2 hours pay at overtime rate (1.5 times regular hourly rate) when following conditions are met:
  - The reason for the call in shall include power outages, adverse conditions that

- may lead to damage to property or equipment if not attended to immediately, or safety/security issues including but not limited to doors left unsecured, snow removal, or the salting of sidewalks and roadways.
- Other conditions not meeting the criteria listed above must be approved by the Building & Grounds Supervisor, Business Manager or District Administrator prior to doing the work.

Call-in hours worked over 2 hours will continue to be paid at overtime rate (1.5 time regular hourly rate).

If the employee is called in by someone other than the Building & Grounds Supervisor, the employee must call the Building & Grounds Supervisor first on their cell phone and indicate the reason for the call-in. If the employee is unable to reach the Supervisor, the employee may proceed with the work after the message is left on the Supervisors phone. The Supervisor must be called again when the job is complete. These call records will be used to determine hours worked if the employee did not punch in /out.