



**School District of Superior**

# **EMPLOYEE HANDBOOK**

## **for**

# **SUPPORT STAFF**

Engineer ▪ Storeroom Clerk ▪ Engineer/Custodian ▪ Assistant Storeroom Clerk ▪ Custodian ▪ Maintenance Worker ▪ Account Clerk ▪ Technology Clerk ▪ Secretary ▪ Receptionist ▪ Teacher Assistant ▪ ESL Assistant ▪ Health Assistant ▪ Special Education Assistant ▪ Educational Interpreter ▪ Occupational Therapy Assistant ▪ Physical Therapy Assistant ▪ Cook Manager 1 ▪ Cook Manager 2 ▪ Head Cook ▪ Meal Program Assistant ▪ Assistant Cook ▪ Kitchen Assistant/Van Driver ▪ Kitchen Assistant ▪ Library Assistant ▪ Bus Driver ▪ School Assistant

## TABLE OF CONTENTS

### INTRODUCTION

Introductory Statement .....	3
Disclaimer Statement (Policy <a href="#">4139</a> , <a href="#">4340</a> ) .....	3
Statement of Philosophy (Policy <a href="#">2110</a> , <a href="#">2105</a> ) .....	4
Chain of Command (Policy <a href="#">4112</a> ) .....	4
Organizational Chart .....	6

### EMPLOYMENT

Equal Employment Opportunity (Policy <a href="#">4122</a> ) .....	7
Anti-Harassment Policy (Policy <a href="#">4362</a> , <a href="#">4362.01</a> ) .....	7
Job Descriptions (Policy <a href="#">1400</a> , <a href="#">4120.01</a> ) .....	11
Hiring of Staff (Policy <a href="#">4120</a> ) .....	11
Immigration Reform Act Notice (Policy <a href="#">4111</a> ) .....	12
Conflict of Interest (Policy <a href="#">1130</a> ) .....	12
Outside Activities of Staff (Policy <a href="#">4231</a> ) .....	12
Communications and Suggestions (Policy <a href="#">4112</a> ) .....	12
Political Activities (Policy <a href="#">4231</a> ) .....	13

### EMPLOYMENT STATUS AND RECORDS

Personnel Files (Policy <a href="#">8320</a> ) .....	14
Personnel File Record Correction (Policy <a href="#">8320</a> ) .....	14
Performance Evaluation (Policy <a href="#">4220</a> ) .....	14
Licensing.....	15
Student Supervision and Welfare (Policy <a href="#">4213</a> ) .....	15
Reduction in Staff (Policy <a href="#">4131</a> ) .....	15
Termination and Resignation (Policy <a href="#">4140</a> ) .....	15

### EMPLOYEE PAY AND BENEFITS

Pay (Policy <a href="#">6510</a> , <a href="#">6520</a> ) .....	16
Methods of Payment .....	16
Additional Compensation .....	16
Overtime Pay .....	17
Shift Differential Pay .....	17
Benefits	
Health/Dental Insurance .....	18
Retirement.....	18
Life Insurance for Eligible Employees .....	19
Long Term Disability Income Insurance .....	19
Various Employee Leaves	
Military Leave and Jury Duty.....	20
Vacation .....	20
Sick, Personal, Bereavement.....	21
Paid Holidays.....	21

Family and Medical Leave (Policy <a href="#">4430.01</a> ).....	21
Extended Leave .....	22
457 Plan/403B Plan.....	22
Unemployment Compensation .....	22
Worker’s Compensation.....	22

**WORKING CONDITIONS AND HOURS OF WORK**

Physical Examinations .....	23
Work Schedules .....	23
Break and Meal Periods.....	23
Performance Evaluation (Policy <a href="#">4220</a> ) .....	23
Same Job Category Transfers .....	24
Special Bus Driver Information.....	24
Involuntary Transfers .....	25
Layoff/Job Abolishment .....	25
Temporarily Vacated Positions .....	25
Job Openings .....	26
Personal Communications (Policy <a href="#">7540.04</a> ).....	26
Emergency Closings (Policy <a href="#">8420</a> ).....	26
Closed for Inclement Weather .....	26
Travel Expenses .....	26
Dress Code (Policy <a href="#">4216</a> ) .....	27
Attendance and Reporting Absences .....	27
Drug and Alcohol Testing (Policy <a href="#">4162</a> , <a href="#">4122.01</a> ) .....	27

**SAFETY AND HEALTH**

Safety Committee .....	29
Smoking (Policy <a href="#">4215</a> ) .....	29
Training .....	29
Reporting Work Related Injury (Policy <a href="#">8442</a> ) .....	29

**EMPLOYEE COMMUNICATION & TECHNOLOGY**

Acceptable Use of District Technology, the Internet, and the District’s Network (Policy <a href="#">7540.04</a> ) .....	30
Email (Policy <a href="#">7540.06</a> ).....	30

**EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

Staff Discipline Policy ( <a href="#">4139</a> ) .....	31
Grievance Procedure (Policy <a href="#">4340</a> ) .....	31
Drug and Alcohol Use (Policy <a href="#">4122.01</a> , <a href="#">4139</a> ).....	34

**EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT..... 35**

## **INTRODUCTION**

### INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for all support staff listed on salary schedule. The provisions described herein are the terms and conditions governing employment in the School District of Superior and compliance with them is required.

This Employee Handbook is a collection of selected employment policies as well as rules and regulations of the School District of Superior (“District”). It has been prepared to acquaint all staff covered under this handbook with the policies, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

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

If you have questions regarding any of the Board policies and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

### DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes. None of the statements, policies, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. The District’s staff covered under this handbook may be terminated or non-renewed consistent with this handbook and Board Policy. Each new employee shall serve a probationary period of twelve (12) working month duration. The Board of Education reserves the right to discharge any probationary employee.

Any support staff member who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with Policy [4139](#) Staff Discipline. Grievances must be made in compliance with Policy [4340](#).

## STATEMENT OF PHILOSOPHY/IMPLEMENTATION

In order to maximize the educational experience for all students, the Board expects all support staff to work collaboratively to resolve issues and conflicts that may arise. The Board further encourages all staff to attend monthly Board meetings to gain knowledge of decisions impacting the School District of Superior.

The following policies highlight the expectations for staff in the District.

[Policy 2105](#): Mission of the District

[Policy 2110](#): Statement of Philosophy

## CHAIN OF COMMAND – ORGANIZATIONAL STRUCTURE

The chain of command is the formal line of authority, communication, and responsibility within the District. The chain of command depicted on the organizational chart below identifies the relationships in the District.

The Board expects employees to solve/discuss issues through the appropriate chain of command prior to coming to individual Board members or the Board as a whole.

The following policy outlines the expectations for communications in the District.

[Policy 4112](#): Board-Staff Communications

### 4112 - BOARD-STAFF COMMUNICATIONS

The Board of Education has a legitimate interest in maintaining order by directing that employee communications to the School Board move initially through the chain of command to the District Administrator. Employees are expected to follow the established chain of communication as described in this policy.

#### **A. Staff Communications to the Board**

All communications from staff members related to the performance of their job duties or responsibilities to the Board or its committees shall be submitted through the Superintendent. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

#### **B. Board Communications to Staff**

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the Superintendent, who shall also keep staff members fully informed of the Board's problems, concerns, and actions.

**C. Social Interaction**

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members related to the performance of job duties or responsibilities are inappropriate violations of the chain of command.

Garcetti v. Ceballos, 547 U.S. 410 (2006)

Samuelson v. LaPorte Comm. Sch. Dist., 526 F.3d 1046 (7th Cir. 2008)

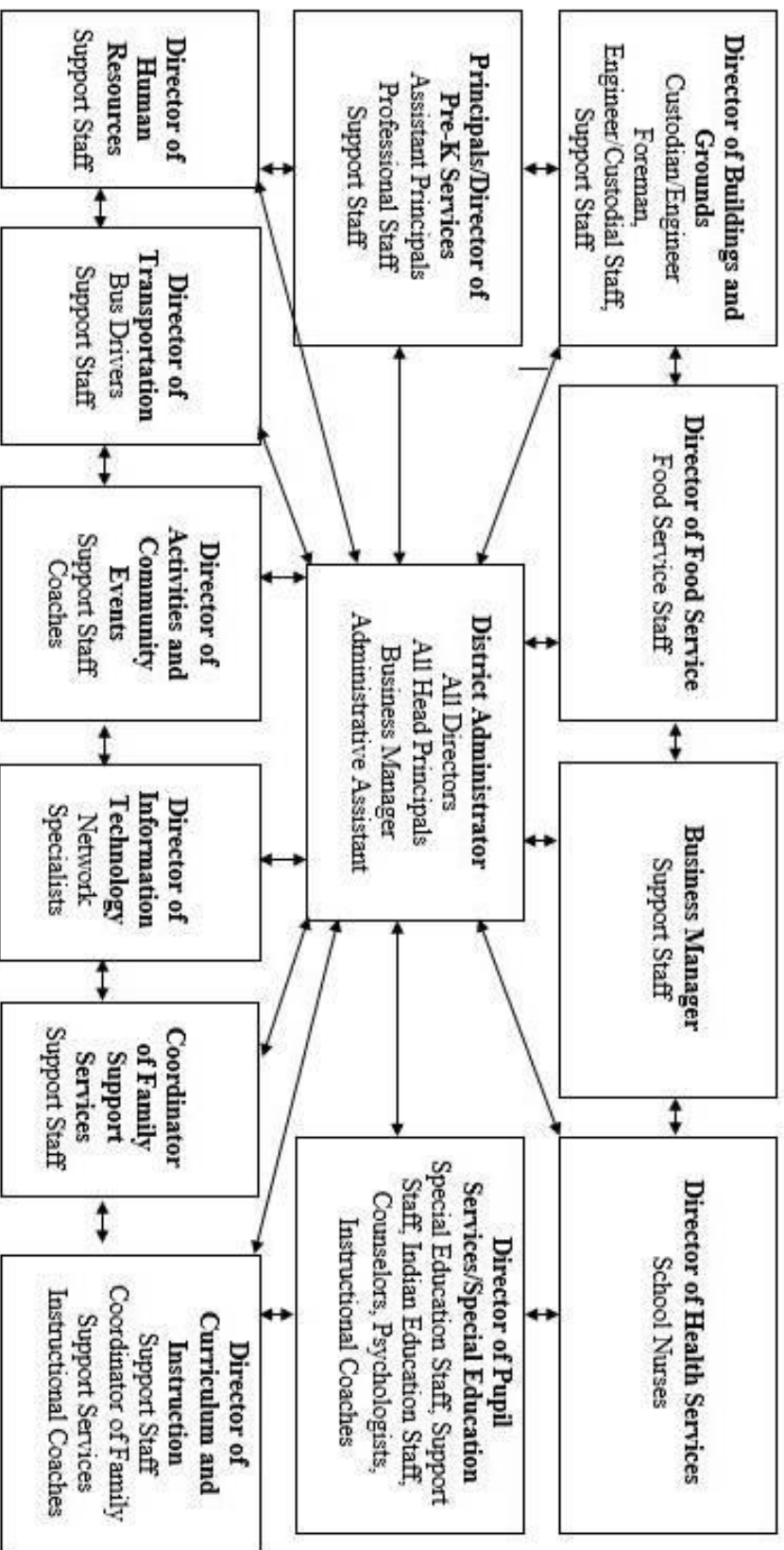
Revised 8/11/09

Revised 4/10/12

# ORGANIZATIONAL CHART

REV. 4/2016

*The purpose of the diagram below is to illustrate the need for all members of the organization to communicate and to show the chain of command. The Board of Education supervises the District Administrator.*



## **EMPLOYMENT**

### EQUAL EMPLOYMENT OPPORTUNITY

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

If the employee has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

[Policy 4122](#): Nondiscrimination and Equal Employment Opportunity

### ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working



environment. Harassment may occur employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

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

For more information employees shall refer to:

[Policy 4362](#): Employee Anti-Harassment

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

## **4362 - EMPLOYEE ANTI-HARASSMENT**

### **Prohibited Harassment**

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### **Sexual Harassment**

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

- A. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- B. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- C. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

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

## **Reporting Procedures**

The District Administrator shall prepare written administrative guidelines for employees to report alleged harassment prohibited under this policy to appropriate school administrators. The reporting procedures shall, at a minimum, provide as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to appropriate school officials.
- B. Teachers, administrators, and other school officials who have or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to an appropriate school official.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official.
- D. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in the administrative guidelines shall prevent any person from reporting harassment directly to the District Administrator.
- E. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Complaint Coordinator for receiving reports of harassment prohibited by this policy. At least one (1) Complaint Coordinator or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

## **Investigation Procedures**

The District Administrator shall prepare written administrative guidelines for investigating complaints of harassment. These procedures will, at a minimum, provide as follows:

- A. The Complaint Coordinator or another individual designated by the District Administrator (the "Investigator") shall conduct an investigation immediately upon receiving a complaint or report of harassment prohibited under this policy. The District Administrator, or his/her designee, shall oversee the investigation. The District Administrator will also take immediate action, as may be appropriate, to prevent further violations of this policy while the investigation is being conducted.
- B. The investigation shall consider all relevant facts, documents, witness accounts, and other relevant information.
- C. The investigation shall be completed no later than ninety (90) calendar days from receipt of the complaint, unless additional time is needed to conduct a thorough and objective investigation. The Investigator shall make a written report to the District Administrator upon completion of the

investigation. If the complaint involves the District Administrator, the report shall be filed directly with the Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The Investigator may conduct the investigation regardless of the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

### **School District Action**

Upon receipt of a report that a violation has occurred, the School District will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, warning, suspension, exclusion, transfer, remediation, termination, or discharge. School District action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, State and Federal law, and School District policies for violations of a similar nature or similar degree of severity.

If the evidence suggests that the harassment at issue is also a crime, the Board shall also direct the District Administrator to report the results of the investigation to the appropriate social service and/or law enforcement agency charged with responsibility for handling such crimes.

In accord with State and Federal laws regarding privacy and other rights, the District Administrator shall provide the complainant and other parties with a written answer to the complaint within ninety (90) calendar days of receiving the Investigator's report.

### **Appeal Provision**

The District Administrator may also develop written procedures for the complainant and alleged harasser to appeal his/her answer. These procedures may include a means for these individuals to appeal the answer to the District Administrator and the Board. An appeal to the State Superintendent Department of Public Instruction, must be filed within thirty (30) days of the date that School District issued a final decision on the complaint.

### **Reprisal**

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

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

### **Miscellaneous**

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address, and telephone number of the Complaint Coordinators, the name, mailing address, and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Equal Opportunity Employment Commission.

A copy of this policy and any related administrative guidelines shall appear in the employee handbook and a copy shall be made available upon request of employees and other interested parties.

The Board will ensure that methods are developed for discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community on an annual basis, and at such other times as the Board in consultation with the District Administrator determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

Sec. 111.31, Wis. Stats.

118.195, Wis. Stats.

Sec. 118.20, Wis. Stats.

20 U.S.C. 1681 et seq., Title IX

29 701 et seq., Rehabilitation Act of 1973

29 U.S.C. 794

42 U.S.C. 1983

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 12101 et seq.

42 U.S.C. 12112, Americans with Disabilities Act of 1990

Revised 6/10/02

Revised 5/11/10

## JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for support staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, support staff employees shall refer to [Policy 1400](#) and [4120.01](#) – Job Descriptions. Further, if a copy of a job description is required or desired, the employee shall ask their immediate supervisor or go to the Human Resource office and request a duplicate copy.

## HIRING OF STAFF

The District has established clear rules regarding employment that can be found in:

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

## IMMIGRATION REFORM ACT NOTICE

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

For more information regarding this compliance, please refer to the following:

[Policy 4111](#) - Creating a Position

## CONFLICT OF INTEREST

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

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

[Policy 4210](#): Staff Ethics

## OUTSIDE ACTIVITIES OF STAFF

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

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, support staff employees should review the following:

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

## COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

The District recognizes that staff and union members may want to hold meetings on school grounds for the purpose of discussing job related issues.

The staff member setting up the meeting must ensure space is available by working with the District's Facility Use Coordinator or the building principal.

Support staff members should refer to the detailed procedure regarding communication set forth in

[Policy 4112](#): Board-Staff Communication

### POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all school buildings and at all school sponsored activities.

[Policy 4231](#): Controversial Issues

## **EMPLOYMENT STATUS AND RECORDS**

### PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. The only recognized official file will be kept at the Administrative office.

Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of all staff members and grant access to inspect or review those records in accordance with [Policy 8320](#) – Personnel Records and State law.

### PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in [Policy 8320](#) – Personnel Records to either have a correction made to the information in question, or to have the content in question removed from the file.

### PERFORMANCE EVALUATION

Each new employee shall serve a probationary period of twelve (12) working month's duration. Upon completion of said twelve (12) month working period, the employee shall be notified. The Board of Education reserves the right to discipline or discharge any probationary employee.

All support staff will be given guidance, assistance, and recommendations for improvement through the supervision/mentoring process during their employment.

The District Administrator has established and will implement a program of staff evaluation. This program shall aim at the early identification of specific areas in which the staff member needs help so that appropriate assistance may be provided or arranged.

[Policy 4220](#) – Staff Evaluation

## LICENSING

Staff members are expected to comply with all requirements in maintaining of their license if required and provide timely verification of progress towards fulfilling this responsibility. A copy of said license shall be provided to the HR department.

## STUDENT SUPERVISION AND WELFARE

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

For the Board's expectations in this regard, staff should refer to [Policy 4213](#) - Student Supervision and Welfare.

## REDUCTION IN STAFF

The Board may abolish and/or reduce the staff as necessary. Staff will be notified as soon as possible if reductions/abolishments are necessary. Such staff reductions will be made in compliance with [Policy 4131](#) – Reduction in Staff.

## TERMINATION AND RESIGNATION

Individual employment may be terminated upon a majority vote of the Board for violation of handbook/policies/statutes or poor performance. The District Administrator will bring these recommendations forward.

A support staff member may submit a letter of resignation and, if accepted by the Board, will be separated from employment at the date specified by the Board.

[Policy 4140](#) – Termination and Resignation



## **EMPLOYEE PAY AND BENEFITS**

### PAY

The School District of Superior attempts to fairly and adequately compensate its employees. The Board will annually establish pay increases pursuant to law. The Board may establish incentives for employees to reward and/or encourage employees to maximize their efforts for the District and the students.

[Policy 6510](#): Payroll Authorization

[Policy 6520](#): Payroll Deductions

### METHODS OF PAYMENT

1. Staff shall be paid on alternate Fridays throughout the school/calendar year.
2. Staff who are members of the School Employees Credit Union may arrange for payroll deduction for payment to the credit union.
3. Staff must participate in the District's payroll direct deposit program and provide the necessary documentation to enroll in the program.
4. Salary for new employees will be determined by District Administrator based on experience and qualifications.
5. Salary increases will be given to employees that have demonstrated acceptable proficiency levels based on the supervision documents.

### ADDITIONAL COMPENSATION

1. All engineers hired prior to July 1, 2012 must acquire and maintain an engineer's license and shall receive an additional \$200 stipend per year for doing so.
2. All Bus Drivers will be paid a thirty dollar stipend (\$30.00) for time spent in preparation and inspection of buses for annual inspections.
3. All Drivers are expected to maintain their bus. Non-lift drivers have one hour daily built into their bid hours to maintain their bus to standard. Lift drivers must submit one hour of daily maintenance on their time sheet.
4. Bus drivers will receive an annual stipend of \$200.00 annually for pulling in their bus at their home residence. Bus drivers shall receive twenty dollars (\$20.00) per year for summer bus cleaning.
5. Authorized pool maintenance personnel will receive an annual stipend of \$150.00.
6. Longevity Pay program for all support staff:
  - Ten cents (.10) per hour after five (5) years of service
  - Fifteen cents (.15) per hour after ten (10) years of service
  - Twenty cents (.20) per hour after fifteen (15) years of service

Twenty-five cents (.25) per hour after twenty (20) years of service  
Thirty cents (.30) per hour after twenty-five (25) years of service  
Thirty-five cents (.35) per hour after thirty (30) years of service

7. Regular employees substituting in a higher paying job classification will receive the higher rate of pay. Regular employees substituting in a lower paying job classification shall not receive less in pay than their regular rate of pay.

### OVERTIME PAY

For the purpose of computing overtime pay for all support staff employees the following shall apply:

- A. Fair Labor Standards Act will be followed for all overtime.
- B. Overtime shall be approved in advance and assigned by the administrator or supervisor as needed and as appropriate. Except in emergency situations, overtime hours shall be worked (and employees compensated) only with such approval.
- C. Overtime shall be awarded with consideration given to years of service.
- D. Overtime for weekend/holiday
  - All hours worked on defined paid holidays will be paid for at the rate of one and one-half (1 ½) times the employee's regular hourly rate.
  - All hours worked on Saturday or Sunday will be paid at one and one-half (1 ½) times the employee's regular hourly rate. Exclusion: employees whose normal work schedule is Tuesday – Saturday will only receive overtime on Sunday, Monday or Holiday.
- E. Emergency Call Out
  - Engineers will receive a minimum of 2 hours of pay for responding to emergency alarm calls.

### SHIFT DIFFERENTIAL PAY

Engineers/Custodians required to be in positions that start prior to 6:30 a.m. or end after 5:30 p.m. shall receive an additional .20 cents per hour.

### BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

1. Health/Dental Insurance

**Health:**

1. Any employee currently covered by the District health insurance prior to July 1, 2015 can remain on the District Plan. This is typically considered “grandfathered in” and only applies to the following employees: Support staff who work five or more hours per day in their primary bid job; teachers and administrators 60% contract.
  
2. Any employee hired on or after July 1, 2015, will be eligible for health insurance per ACA requirements.
  
3. For those employees eligible and who elect to receive health insurance, the District offers a low and a high deductible plan. The District provides a HRA and an EBC Flex Plan for the low deductible plan. The District provides a HSA and EBC Limited Flex Plan for the high deductible plan. The following are the HRA/HSA benefit amounts:
  - The District will contribute to the employee’s HSA or HRA the sum of \$500 (for single coverage) or \$1,000 (for other coverage) per school year.
  - The District encourages employees to contribute to their own HSA through payroll deduction to the maximum allowed under federal limits.
  - For those employees who have dual coverage, one of which is a low deductible plan, a stipend equivalent to the amount above will be paid through payroll.
  
4. Employees will pay a portion of the health insurance premium; the District will contribute the amount below toward the premium.

Type of Plan	District’s Monthly Contribution
Single	\$460.58
Single+ spouse	\$1,059.35
Single+child(ren)	\$829.06
Family	\$1,473.87

**Dental:**

1. Employees that are eligible for Health Insurance and elect to participate in Health Insurance as outlined above will also be eligible for Dental Insurance through the District plan.
2. Any employee currently covered by the District dental insurance prior to July 1, 2016, can remain on the District Plan.
3. The District will cover the full premium for Dental Insurance.

**Retirement**

- A. All support staff will pay the employee share of the Wisconsin Retirement System benefit as defined by Wisconsin State Statute. The Board shall pay the employer's share of the Wisconsin Retirement System benefit as defined by Wisconsin State Statute.
- B. Upon retirement at age 55 or after and until retiree is Medicare eligible, retiree is allowed to continue with group health insurance by paying his/her own premium.
- C. Upon retirement at age 55 or retirement due to disability or death after age 55, the employee or his/her legal dependents defined by IRS shall be paid the following amounts for the unused sick leave remaining in the employee's account.
  - a. At 10 years of service: 75% of the total value of sick leave
  - b. At 15 years of service: 90% of the total value of sick leave
  - c. At 20 years of service: 100% of the total value of sick leave

Said monies will be deposited by the District into a Health Reimbursement Arrangement (HRA) for the employee. The School District of Superior will establish said accounts. Payments of less than \$500 will be paid to the employee through payroll. For Bus Drivers, the hour of maintenance will not be part of the sick leave calculation for this purpose.

Retired employees that are rehired are only eligible for the benefit above once.

**Life Insurance for Eligible Employees**

- The Board of Education agrees to pay fifty percent (50%) of the employee premium for coverage under the basic group life insurance

plan providing for \$1,000 of life insurance for each \$1,000 or part of \$1,000 of the employee's annual earnings.

- The Board shall, pursuant to Section ETF 60.85 (2) of the Wisconsin Administrative Code, make available an additional group life insurance plan providing for an additional \$1,000 of life insurance for each \$1,000 or part of \$1,000 of the employee's annual earnings. All premiums for such additional group life insurance plan shall be paid by the employee.
- Employees may elect to purchase spouse and dependent life insurance at their own cost.

#### Long Term Disability Income Insurance

- Employees working 600 hours per year in their basic job are entitled to this benefit.
- The Board will pay for the employer portion of Health insurance premiums during the first four (4) months of receiving long term disability benefits.
- Employees who are sick or injured and either exhaust their accumulated sick leave because they are unable to work and/or become eligible for long term disability benefits will be granted an extended sick leave under FMLA.
- If the employee is able to return to work within the defined time period, the employee may be returned to his/her original position or an equivalent position.

#### VARIOUS EMPLOYEE LEAVES

Staff members may request leave for several qualifying circumstances. Staff members covered under this handbook have approved leaves and may be provided compensation or job protection during such absence from their assigned job duties for the District.

Military Leave and Jury Duty will be handled on an individual basis through the HR department.

Vacation is available to full-time, qualifying employees (52 week). Vacation will be prorated, accrued annually and earned July 1 according to the following schedule:

- Two (2) weeks of vacation with pay after completing one (1) year of service;
- Three (3) weeks of vacation with pay after completing five (5) years of service;

- Four (4) weeks of vacation with pay after completing ten (10) years of service;
- Five (5) weeks of vacation and two (2) days of vacation with pay after completing twenty (20) years of service.

Employees will be allowed to take up to fifteen (15) days of earned vacation, or an unlimited amount of earned vacation, providing the work load of that particular department permits and no substitute is required, during the time school is in session. Employees with twenty (20) years of service will be eligible to take up to five (5) vacation days during the school year and a substitute can be required. All vacation periods must be approved by the Administration.

The remainder of the employee’s vacation periods will be scheduled during the summer months or school vacations.

Sick, Personal, Bereavement

<b>TYPE OF LEAVE</b>	<b>AMOUNT OF DAYS ANNUALLY</b>	<b>CARRY-OVER OPTION</b>
Sick Leave (full time)	12 (Can be taken in hour increments; bus drivers must take leave based on shifts)	Yes (maximum carryover 150)
Sick leave (part time)	10 (Can be taken in hour increments; bus drivers must take leave based on shifts)	Yes (maximum carryover 150)
Personal Leave	2	No
Bereavement Leave*	5	No

\* In the event an employee suffers the loss of more than one family member or significant other in a school year, that employee should contact the District Administrator to request additional bereavement days.

Paid holidays will apply to employees that work during the time of said holiday.

Paid holidays shall be as follows: Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, Independence Day, and Good Friday.

When the holidays defined above fall on a Saturday, the earliest preceding work day shall be considered to be a holiday. In the event a paid holiday falls on a Sunday, the following Monday or preceding Friday will be considered to be the holiday as determined by the District Administrator.

### Family and Medical Leave

In accordance with Federal and State law, the Board of Education will provide family and medical leaves of absence. The provisions of both the Federal and State family and medical leave require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to [Policy 4430.01](#) – Family and Medical Leave of Absence (FMLA). Contact the HR department for paperwork and questions.

### Extended Leave

Any staff member may request a voluntary unpaid leave of absence from employment to the District Administrator. The reason for the leave and the expected duration must be provided at the time of the request. All requests that are approved by the District Administrator shall be presented to the Board for final approval.

If the leave is approved, the Board action will also provide the conditions applicable for the employee to return to work.

### 457 PLAN/403b PLAN

Employees will have the option to contribute to a 457 Plan and/or 403b Plan. Employer will deduct the amount from the employee's paycheck as requested.

### UNEMPLOYMENT COMPENSATION

Unemployment compensation will be governed by Chapter 108 of the Wisconsin Statutes. Contact State Unemployment Division for questions.

### WORKER'S COMPENSATION

Worker's Compensation will be governed by state statute. Contact the HR department for questions.



## **WORKING CONDITIONS AND HOURS OF WORK**

Support Staff in the School District of Superior are expected to perform all duties assigned at a proficient level. The work day and hours are structured to accomplish the mission, vision and goals of the district.

### **PHYSICAL EXAMINATIONS**

Upon hire, the School District will pay for the physical examination of any required staff.

### **WORK SCHEDULES**

Support staff members are expected to adhere strictly to their established work schedules, unless their immediate supervisor approves a deviation from it. Summer hours for year round employees will continue.

Support staff members are required to log in/log out via the electronic time clock as directed. Some support staff members will turn in time via time sheets; Human Resources Department will communicate this upon hire.

Specialized training for some staff may be necessary. Costs of training and pay for training will be covered by the district.

In the event a bus breaks down, the driver will contact the transportation department for directions for the day.

### **BREAK AND MEAL PERIODS**

Breaks and lunch will be provided in accordance with Federal and State law.

All support staff members are expected to adhere strictly to the length of time designated for breaks and meal periods.

### **PERFORMANCE EVALUATION**

Each new employee shall serve a probationary period of twelve (12) working month's duration. Upon completion of said twelve (12) month working period, the employee shall be notified. The Board of Education reserves the right to discipline or discharge any probationary employee.

All support staff will be given guidance, assistance, and recommendations for improvement through the supervision/mentoring process during their employment.

The District Administrator has established and will implement a program of staff evaluation. This program shall aim at the early identification of specific areas in which the staff member needs help so that appropriate assistance may be provided or arranged.

[Policy 4220](#): Evaluation of Support Staff

#### SAME JOB CATEGORY TRANSFERS

Whenever a position in an employee's same job category becomes open, the opening will be posted after the building principal/director of said building/district has had the opportunity to move staff within the building/district. Employees will not have a loss/gain in hours by such transfers. The criteria administration should consider when making this decision is:

- A. Experience relative to the proposed assignment
- B. Overall program needs (within departments, building-wide, and district-wide)
- C. If two candidates are considered 'equal' on the above criteria, years of service/seniority will be considered
- D. In the event of a dispute, the District Administrator will make the final decision.

Once this possible movement is completed, staff members within the same job category may request to be considered for the opening. The request will be made electronically. The decision on approving such requests will be the building principal and/or directors. Employees will have five (5) days to consider returning to their previous position during the regular work year. The criteria administration should consider when making this decision is:

- A. Experience relative to the proposed assignment
- B. Overall program needs (within departments, building-wide, and district-wide)
- C. If two candidates are considered 'equal' on the above criteria, years of service/seniority will be considered
- D. In the event of a dispute, the District Administrator will make the final decision.

#### SPECIAL BUS DRIVER INFORMATION

1. Drivers who request available rural routes will receive up to one hour and 30 minutes (90 minutes) per day to cover "deadhead driver time." Deadhead Driver Time: Minutes required to drive to and from the start of a route and to and from the end of a route.

2. Extra-Curricular Field Trips: Definition: Transporting students from school to the site of an extra-curricular activity (and vice versa). Such assignments occur on an irregular basis and will be assigned by the Transportation Department. Years of service will be used to assign these trips. The time drivers are allowed to charge for the extra-curricular route is only from the school to the site and vice versa.
3. Second morning/midday runs will be determined by:
  - a. Experience relative to the proposed assignment
  - b. Overall program needs (within departments, building-wide, and district-wide)
  - c. If two candidates are considered 'equal' on the above criteria, years of service/seniority will be considered
  - d. In the event of a dispute, the District Administrator will make the final decision.

### INVOLUNTARY TRANSFERS

Transfers made because of decreased student enrollment or other causes shall be based on the following criteria:

- A. Experience relative to the proposed assignment
- B. Overall program needs (within departments, building-wide, and district-wide)
- C. If two candidates are considered 'equal' on the above criteria, years of service/seniority will be considered
- D. In the event of a dispute, the District Administrator will make the final decision.

### LAYOFF/JOB ABOLISHMENT

In the event that a layoff is necessary, the District will notify the staff member with the least years of service in the classification of said layoff as early as possible. If the laid-off position becomes available within the academic year, the Human Resources Department will contact affected employee.

### TEMPORARILY VACATED POSITIONS

Food service workers, custodians, engineers, and bus drivers will request in writing, to their immediate supervisor, an interest to move to a temporarily vacated position in their classification. If approved, the employee will begin to receive pay for the position the day they begin the position.

## JOB OPENINGS

- A. experience relative to the proposed assignment
- B. overall program needs (within departments, building-wide, and district-wide)
- C. If two candidates are considered 'equal' on the above criteria, years of service/seniority will be considered
- D. In the event of a dispute, the District Administrator will make the final decision.

Staff that want to be considered for openings that are different than their current job category must complete the formal application process (i.e. library assistant to teacher assistant, custodian to engineer).

## PERSONAL COMMUNICATIONS

During work hours, personal communications made or received, regardless of whether on a Wireless Communication Device (WCD), regular telephone, or network computer, can interfere with employee productivity, distract others, and/or set a bad example for students. Employees are expected to use discretion in using personal WCDs while at work. Employees are expected to limit personal communication to breaks and lunch period and to inform friends and family members of the Board's [Policy 7540.04](#) in this regard.

## EMERGENCY CLOSINGS

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with [Policy 8420](#) - Emergency Evacuation of Schools.

## CLOSED FOR INCLEMENT WEATHER

In the event the District needs to close for inclement weather during the school day, support staff will be compensated for any time missed for that day.

In the event the District needs to close for inclement weather for a full day, full pay shall be allowed up to two days per school year based on the normal working day for each employee. In the event the District needs to close for three or more days, those days will be made up at year end or on days determined by the District Administrator.

## TRAVEL EXPENSES

The Board of Education will provide for the payment of the costs of any support staff member in the course of performing services for the District, whether

within or outside the District, under the direction of their supervisor. The allowable costs will be calculated by the supervisor and approved by the District Administrator before the event takes place.

## DRESS CODE

When on duty, support staff members are expected to dress in a manner that is consistent with the expectations described in [Policy 4216](#) Dress and Grooming.

## ATTENDANCE AND REPORTING ABSENCES

Staff members are expected to report for duty on all scheduled workdays; however, when a staff member must be absent, the following procedure shall be followed in a timely manner: (refer to job descriptions for specific procedures)

- Report absences into Skyward system, if applicable
- Secure substitute for position, if applicable
- Contact building/supervisor to inform of the absence

## DRUG AND ALCOHOL TESTING

The drug and alcohol testing procedure is designed to accomplish the following:

1. provide a safe, healthy, productive, and drug-and alcohol-free work place and school environment for all employees and students,
2. protect the District and students from losses arising out of or associated with alcohol and controlled substances,
3. provide an effective tool for deterrence of substance abuse,
4. provide an effective tool for detection of violators,
5. ensure efficient operations, and
6. satisfy the State and Federal (including the DOT) rules covering employees with commercial driver's licenses.

The drug and alcohol testing procedure shall test for:

1. marijuana;
2. cocaine;
3. opiates;
4. amphetamines; and
5. phencyclidine (PCP)
6. alcohol
7. any other illegal drug

Further, staff can be tested in the following circumstances:

1. pre-employment;
2. reasonable suspicion;
3. random;
4. post-accident;
5. return-to-duty; and
6. follow-up.

For further information regarding the testing procedures of CDL license holders refer to:

[Policy 4162](#): Drug Testing of CDL License-Holders

[Policy 4122.01](#): Drug-Free Workplace

## **SAFETY AND HEALTH**

The Board shall make reasonable provisions for the safety and health of its employees while in the course of their employment. All employees are expected to cooperate to the best of their ability in the prevention of accidents to themselves, fellow employees, and students.

### **SAFETY COMMITTEE**

The District will have a safety committee comprised of various directors. The purpose will be to avoid and eliminate hazards and make school a safe and sanitary environment. This committee will make recommendations for the correction and elimination of unsafe and harmful conditions or practices.

### **SMOKING**

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

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

### **TRAINING**

Some staff members may require specialized training by policy of state statute. The cost of training and pay for training will be covered by the District.

### **REPORTING WORK RELATED INJURY**

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the Human Resource Office in compliance with [Policy 8442](#) – Reporting Accidents. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

## **EMPLOYEE COMMUNICATION & TECHNOLOGY**

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

Staff use of the District's Network will be governed by [Policy 7540.04](#) – Staff Network and Internet Acceptable Use and Safety. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

#### **EMAIL**

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records.

Employees are expected to monitor their email accounts by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold, and purging all other e-mails that have been read.

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

Employees should be aware of the framework for the proper use of all district-owned hardware and software as established in [Policy 7540.06](#) – Computer Hardware and Software Management.



## **EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

### **POLICY 4139 - STAFF DISCIPLINE**

The Board of Education retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action shall be consistent with any procedural and substantive due process rights of the individual, as well as the requirements of any applicable Board policy and State and Federal law.

The sequence for disciplinary action will typically follow the steps below:

1. Oral reprimand
2. Written reprimand
3. Suspension
4. Discharge

However, in situations where the act or choice is extreme, moving directly to Step 4 can be considered.

Franklin v. City of Evanston, 384 F.3d 838 (7th Cir. 2004)

Garrity v. New Jersey, 385 U.S. 493 (1967)

Revised 7/12/04

Revised 8/13/07

### **POLICY 4340 - GRIEVANCE PROCEDURE**

#### **Purpose**

The purpose of this policy is to set forth the procedure to be followed with respect to grievances by employees. The terms of this policy shall control unless other valid and enforceable relevant grievance procedures exist and a collective bargaining agreement applies to the matter prior to June 30, 2012. Thereafter, this procedure shall apply to all grievances.

#### **Definitions**

A grievance is defined as a dispute or misunderstanding regarding the actions of School District officials with regard to the following:

- A. employee termination
- B. employee discipline
- C. workplace safety issues

#### **Preliminary Procedures**

- A. Preliminary Grievance Steps.

Step 1: Prior to filing a written grievance, employees should discuss any issues, problems, or complaints with his/her immediate supervisor to determine if the grievance can be resolved.

Step 2: If the grievance cannot be resolved at Step 1, the employee must file a written grievance with the immediate supervisor no later than ten (10) calendar days from when the employee first becomes aware of the termination, discipline, or workplace safety condition which gave rise to the grievance. The immediate supervisor shall respond to the grievance in writing within ten (10)

business days of receipt of the written grievance.

B. Appeal to District Administrator.

Step 3: If the grievance is not resolved in Step 1 or 2, the employee may appeal a denial by filing a written appeal of the grievance to the District Administrator within ten (10) calendar days from the immediate supervisor's decision. The District Administrator shall meet with the parties to discuss the matter at a time that both parties are available. Within ten (10) calendar days of the meeting the District Administrator shall issue a written decision regarding the grievance and either sustain or deny the grievance.

**Hearing Officer Arbitration.**

A. Appeal to Independent Hearing Officer.

Step 4: If the grievance is not resolved at Step 3, the employee may appeal a denial of the grievance by the District Administrator by filing a written request for a hearing before an Independent Hearing Officer. This request must be received in writing by the District Administrator no later than fourteen (14) calendar days after the employee receives the District Administrator's written response to the grievance under Step 3.

The employee may waive the appeal to the Independent Hearing Officer and appeal directly to the School Board as provided in the School Board Review section below as hereinafter set forth.

If the employee determines to proceed with a hearing before an Independent Hearing Officer, the Independent Hearing Officer shall be chosen by the grievant from a list maintained by the School District of attorneys admitted to practice in the State of Wisconsin who are not involved in representing the Superior School District and are willing to act as Independent Hearing Officers pursuant to the requirements of School District policy. As soon as a Hearing Officer is chosen, the District Administrator shall transmit to the Hearing Officer all of the written grievance materials and the responses and the record, including the HR file, of the employee involved. The Hearing Officer shall then schedule a conference to arrange for a date for a hearing between the District Administrator, the School District's attorney, the Grievant, and the Grievant's representative. At that initial conference, the Hearing Officer shall establish the following:

1. The parties and Hearing Officer shall set a date for a hearing. The hearing will take place within thirty (30) days of the scheduling conference or as otherwise agreed upon by the parties.
2. The Hearing Officer shall set a reasonable duration of the hearing and determine of whether or not a transcript is requested by the Grievant.
3. Arrange for payment in advance of the hearing by the Grievant for the cost of the Hearing Officer and a transcript if one is requested.
4. At least five (5) days prior to the hearing, the Grievant shall make payment in full of the estimated cost of the Hearing Officer and the transcript (if any). Failure to make said payment in a timely manner will constitute a waiver of the request for a hearing by the Independent Hearing Officer. In the event that the cost of the Hearing Officer or the transcript exceeds the estimate, grievant will be responsible for any additional cost. In the event that the cost of the Hearing Officer and the transcript is less than the payment, any excess sum will be refunded to the grievant.

B. Hearing Procedure.

The Hearing Officer shall have the authority to administer oaths and issue subpoenas at the request of the parties and shall be responsible for the fair and orderly conduct of the hearing and the preservation of a record if a transcript is requested. Any party requesting a subpoena from the hearing officer is responsible for the fees associated with a subpoena. All testimony shall be taken under oath and shall be recorded by a Court Reporter, if requested, under the supervision and control of the Hearing Officer, unless another method of recording is mutually agreed upon by the parties and approved by the hearing officer including a digital recording. The standard for the Hearing Officer shall be that the Hearing Officer may only overrule a disciplinary action if the

action taken was arbitrary, capricious and/or discriminatory. The Hearing Officer may allow for hearsay evidence in lieu of testimony if relevant to the proceeding at the Hearing Officer's discretion.

C. Hearing Officer Decision.

The Hearing Officer shall submit a written decision reversing or affirming the actions grieved with his/her reasons in writing to the District Administrator and the Grievant within thirty (30) calendar days of the close of the hearing or the submission of the parties written briefs, if any, whichever is later, or at a later date mutually agreed upon by the parties at the conclusion of the hearing. The parties shall provide to the hearing officer the address for the hearing officer to mail the decision to them.

### **School Board Review.**

A. Appeal to School Board.

Step 5: Within fourteen (14) calendar days of the date that the Hearing Officer's decision is mailed, either party may file with the District Administrator a written notice of appeal of the Hearing Officer's determination to the Board of Education of the School District of Superior (hereinafter "School Board"). Such appeal of the Hearing Officer's decision shall be De Novo. The School Board may consider the Hearing Officer's opinion but is not bound by the Hearing Officer's decision. The School Board shall arrange for a hearing within thirty (30) days of the written request of the grievant after the District Administrator's decision under Section III B if the hearing before a Hearing Officer is waived or within thirty (30) days of the notice of appeal of the Hearing Officer's decision if such procedure has taken place.

B. Hearing Procedure for the School Board.

The School Board may retain an attorney or other individual to preside over the hearing as the hearing officer during the School Board proceeding. Said counsel will administer oaths, rule on admissibility of evidence and shall not vote in making any decisions. A transcript of the hearing before the School Board shall be recorded by a Court Reporter under the supervision and control of the Hearing Officer chosen by the School Board. All costs associated with the Court Reporter and preparation of the transcript of the hearing before the School Board shall be evenly split between the parties. Hearsay evidence may be admissible if relevant to the proceedings.

C. The School Board will hear evidence, consider written materials and the testimony of witnesses concerning the grievance. The decision by the majority of the members of the School Board in attendance at said hearing shall be final and binding on the parties. There shall be no subsequent right of appeal of the School Board decision except as provided by law.

### **Settlement of Grievance.**

A grievance shall be considered waived if it is not filed or appealed within the grievance timeline or if payment to an Independent Hearing Officer, if one is chosen by the grievant under Step 4 of this procedure, is not made in a timely manner. The grievance shall be deemed settled and dismissed at any point in the grievance procedure all parties concerned are mutually satisfied, the grievance has not been timely processed to the next level, or if a written settlement has been achieved between the employee and the District. Settlement shall be in writing and signed by the employee in question with the appropriate District officials involved at the Step level that the grievance was settled.

### **Revision/Updating.**

This policy may be revised, updated, or repealed by the Board of Education of the School District of Superior at any time.

Adopted 9/13/11

Revised 7/10/12

## **DRUG AND ALCOHOL USE**

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any staff member at any time while on District property or while involved in any District-related activity or event. Any staff member who violates [Policy 4122.01](#) – Drug-Free Workplace shall be subject to disciplinary action in accordance with [Policy 4139](#) – Staff Discipline.

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

[Policy 4170.01](#) – Employee Assistance Program (EAP)

**IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT**

I acknowledge that I have received and read the School District of Superior’s Employee Handbook for Support Staff and understand the provisions contained herein. If there are any policies or provisions provided to me that I do not understand, I will seek clarification from my immediate supervisor. I understand that this Handbook states the District’s policies and procedures in effect on the date of publication. I also understand that the provisions set forth in this Handbook may be modified or eliminated.

I understand that the Employee Handbook for Support Staff and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is governed by my individual employment contract.

\_\_\_\_\_  
(Employee Name)

\_\_\_\_\_  
(Employee Position)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

*Employee must print and sign this acknowledgement page. Return it to the Human Resources Department annually by September 1.*