

# Employee Handbook

2019-2020



School District of New London

901 West Washington Street

New London, WI 54961

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# TABLE OF CONTENTS

Message from the District Administrator of Schools .....	1	
SECTION 1 – INTRODUCTION		
1.1 Mission .....	2	
1.2 Values .....	2	
1.3 Staff Ethics (Including Conflict of Interest) .....	3	
SECTION 2 - EMPLOYMENT GROUPS .....		3
2.1 Employee Groups .....	4	
SECTION 3 – LICENSES FOR STAFF .....		5
SECTION 4 – HIRING AND EMPLOYMENT CONDITIONS		
4.1 Disclaimer .....	6	
4.2 Employment Status .....	6	
4.3 At-Will Statement .....	6	
4.4 Criminal Background Checks and Criminal Record .....	6	
4.5 Equal Opportunity Employer .....	7	
4.6 Job Postings .....	7	
4.7 Hiring Protocols .....	7	
4.8 Immigration Law Compliance .....	8	
4.9 Service to the District .....	8	
4.10 Physical Examinations .....	8	
4.11 Motor Vehicles Records Check .....	8	
4.12 Drug and Alcohol Testing .....	9	
4.13 Personnel Files .....	9	
4.14 Access to Personnel Files .....	9	
4.15 Assignment .....	9	
4.16 Change in Assignment or Transfer .....	10	
4.17 Reductions in Force .....	10	
4.18 Termination of Employment .....	10	
4.19 Resignations .....	11	
4.20 Retirement Eligibility .....	11	
SECTION 5 – CONDUCTING DISTRICT BUSINESS .....		11
5.1 Attendance .....	11	
5.2 Personal Conduct .....	12	
5.3 Discipline (Up to and Including Discharge) .....	12	
5.4 False Reports .....	12	
5.5 Investigations .....	13	
5.6 Retaliation .....	13	

5.7	Representation .....	13
5.8	Disciplinary Materials.....	13
5.9	Grievance Procedures for Discipline, Termination and Workplace Safety .....	13
5.10	Harassment .....	14
5.11	Threatening Behavior.....	15
5.12	Confidentiality.....	15
5.13	Copyright.....	15
5.14	Financial Controls.....	16
5.15	Procurement/Requisitions.....	16
5.16	Staff Gifts.....	17
5.17	Outside Interests or Activities of Employees.....	17
<b>SECTION 6 – SAFETY AND HEALTH</b>		
6.1	Safety .....	18
6.2	Emergency Preparedness .....	18
6.3	Weapons .....	18
6.4	Identification Badges .....	19
6.5	District Visitors .....	19
6.6	Keys and Building Security .....	19
6.7	Staff Wellness .....	20
6.8	Alcohol and Other Drugs.....	20
6.9	Use of Tobacco on School Grounds .....	21
6.10	Accident Reporting, Injury Reporting, and Compensation for Lost Wages.....	21
6.11	Housekeeping/Energy Conservation .....	21
6.12	Dress Code .....	22
<b>SECTION 7 – STUDENT SUPERVISION AND WELFARE</b>		
7.1	Introduction .....	23
7.2	Student Relations.....	23
7.3	Abuse and Neglect.....	23
7.4	Student Bullying.....	24
7.5	Suicide Prevention .....	25
7.6	Student Locker Room Privacy .....	25
<b>SECTION 8 – COMMUNICATION POLICIES AND PRACTICES</b>		
8.1	Media Contact and Public Discussion .....	25
8.2	Cell Phones and other Personal Communication Devices.....	26
8.3	District Electronic Communication and Information Systems.....	26
8.4	Social Media Guidelines.....	27
8.5	Solicitations and Distributions .....	27
<b>SECTION 9 – WORK DAY/HOURS</b>		
9.1	Lunch Period .....	27
9.2	Work Week .....	28

9.3	Flex Time .....	28
9.4	Payroll Deductions .....	28
9.5	Salary Deductions .....	28
9.6	School Calendar .....	29

**SECTION 10 – EMPLOYEE BENEFITS**

10.1	Disclaimer.....	29
10.2	Health and Welfare.....	29
10.3	Employee Assistance Program (EAP).....	30
10.4	Eligibility for Benefits .....	30
10.5	Benefits for Part-Time Employees .....	30
10.6	Time Off .....	30
10.7	Sick Leave .....	31
10.8	Personal Time .....	31
10.9	Funeral Leave.....	31
10.10	Emergency Leave .....	32
10.11	Flexible Spending Accounts .....	32
10.12	Insurance.....	32
10.13	COBRA.....	33
10.14	Retirement .....	33

**SECTION 11 – LEAVES OF ABSENCE**

11.1	Family and Medical Leaves of Absence (FMLA).....	33
11.2	Jury Duty/Court Appearance .....	34
11.3	Military Active Duty While in the National Guard or Reserves .....	34
11.4	Other Leaves of Absence .....	35
11.5	Unauthorized Absences .....	35

## MESSAGE FROM THE DISTRICT ADMINISTRATOR OF SCHOOLS

Welcome to the School District of New London! Whether you are new to the District or a long-time employee, we offer our gratitude for your commitment to our mission: Success for All Students. To support you in your efforts, we are also committed to assure that you experience a professional work environment characterized by safety, respect, collaboration, productivity, growth, and satisfaction. We are focused on improvement through innovation.

The work of this organization is accomplished through the collaboration, commitment, and communication of our employees. Therefore, our goal is to attract and retain a staff of talented, dedicated, and effective employees. This demands that we create and protect a work environment that is grounded in shared core values—one that offers opportunities for growth, success and satisfaction characteristic of high performing organizations.

We are pleased to have you as an employee and hope your career with the School District of New London empowers our students and positively impacts our community.

As you read through this handbook, you will learn more about our School District, its goals and philosophies, its responsibilities to you, and your responsibilities to the District. It is designed to answer those questions most frequently asked by employees. We hope you will gain a better understanding of your personal stake in our School District.

While this handbook will continue to be reviewed and revised, this version brings clarity and sets parameters around many areas. Your cooperation in all matters will enable us to provide and maintain a positive relationship between you and the District.

Sincerely,

Scott Bleck  
District Administrator

## SECTION 1 - INTRODUCTION

### 1.1 MISSION

Our mission is SUCCESS FOR ALL STUDENTS. Achieving the mission of the School District of New London is a responsibility shared by students, families, employees of the District, and the community. We will be accountable and work together to...

- ✓ Provide a safe, secure and nurturing environment
- ✓ Establish and maintain school , family, community partnerships
- ✓ Foster students' developmental assets
- ✓ Ensure that students master the essential curriculum
- ✓ Recruit, develop and retain a highly qualified staff
- ✓ Model what is expected
- ✓ Value diversity
- ✓ Meet the needs of the future.

### 1.2 VALUES

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. Because the District wants the best for its students and employees, our value statements reflect the pride we take in all we do and the importance we place working together to achieve our mission.

We put students first in all we do. No matter where in our organization we serve, we remember always that caring for the needs of the individual student is at the heart of our mission. We embrace the following core values which serve foundational in our efforts to ensure Success for All Students.

**Passion:** Our passion provides us the determination, perseverance and sense of resolve to act on behalf of children. We believe in having a positive and optimistic attitude about everything we do because we realize that this inspires others to have the same attitude.

**Respect:** We value the strengths, experiences and perspectives of others. We are committed to partnering with students, families, the community and each other in a way that ensures our efforts advance the broader good of all children.

**Integrity:** We seek to be honest and have the ethical and moral courage to do the right thing in all settings and situations as stewards of the resources entrusted to us.

**Dedication:** We are driven to ensure success for all students, dedicated in our advocacy, principled in our approach and responsible in our actions.

**Excellence:** We hold ourselves accountable to continuously strive for excellence. We never stop learning in an effort to innovate and improve programs, skills and services.

*“Pride is a personal commitment.  
It is an attitude which separates excellence from mediocrity.”*  
William Blake

### **1.3 STAFF ETHICS (INCLUDING CONFLICT OF INTEREST)**

An effective educational program requires the services of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, the Board of Education expects all staff members to maintain high standards, to perform their duties according to the highest ethical standards, free not only from all conflict of interest, but also from the appearance of such conflict in their working relationships and in the performance of their duties, to:

- ✓ Recognize basic dignities of all individuals with whom they interact in the performance of duties;
- ✓ Represent accurately their qualifications;
- ✓ Exercise due care to protect the mental and physical safety of students, colleagues and subordinates;
- ✓ Seek and apply the knowledge and skills appropriate to assigned responsibilities;
- ✓ Keep in confidence legally-confidential information as they may secure;
- ✓ Ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- ✓ Avoid accepting anything of value offered by another for the purpose of influencing judgment; and
- ✓ Refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

*Reference to: Policy 165.1 Conflicts of Interest—Staff and School Board  
Policy 522.4 Conflict of Interest for Professional Educators with Their Own Children*

## **SECTION 2 - EMPLOYMENT GROUPS**

While the District’s goal is to have consistent employment practices for all its employees, some employment policies, benefits and practices will depend upon an employee’s Employee Group, e.g., exempt (generally, employees paid on a salary basis) or non-exempt (generally, employees paid on an hourly basis). It is important for employees to be aware of their individual Employee Group and pay status when reviewing the information contained within this employee handbook. Employees with questions about their Employee Group should contact the District Administration Office.

## 2.1 EMPLOYEE GROUPS

There are several Employee Groups within the School District of New London. Membership in these groups is used to determine benefit levels and working conditions.

- ✓ **Professionals with an individual contract:** Those employees who by state statute are required to hold a license to practice their profession and are statutorily required to be issued an individual contract.
  - **Administrators:** This Employee Group includes all employees who are required by the Wisconsin Department of Public Instruction to hold an administrator's license or who hold an administrative contract with the Board.
  - **Professional Educators:** This Employee Group includes all licensed teachers, including School Psychologists, Occupational Therapists, Nurses, School Counselors, Speech/Language Pathologists, and other professional staff who are required to hold a license by the Wisconsin Department of Public Instruction, excluding Administrators.
  
- ✓ **Staff without an individual contract:** Any employee, with or without a DPI license, who is not statutorily required to be issued an individual employment contract.
  - **Select Exempt Employees:** Supervisors, Professionals and Exempt Administrative Employees, Systems Engineer, (i.e., exempt or salaried select employees).
  - **Select Specialists:** Certified Occupational Therapist Assistant, Educational Interpreter
  - **Select Administrative Assistants and Support Personnel:** Confidential Support Personnel, Administrative Assistant to the District Administrator, Payroll Clerk, (i.e. non-exempt/confidential, or hourly select employees).
  - **Administrative Assistants:** Administrative Assistants, Student Data Management Specialist, Accounts Payable, and other School Secretaries.
  - **Custodial & Maintenance:** Maintenance, Custodial, Buildings and Grounds personnel.
  - **Food Service:** Food Service Bookkeeper.
  - **Educational Assistants:** Tutors, Classroom Educational Assistants, Library Aides, Health Aides, Office Assistants, and Student Supervisors.
  - **Student Transportation Employees:** Bus Drivers, Bus Mechanic, and other drivers.
  
- ✓ **Temporary Non-Benefit Employees:** Employees in this group are not eligible for benefits.
  - Any temporary employee, to include but not limited to, Substitute Teachers, Temporary Grounds Workers, After School Employees, and Summer Employees.

## SECTION 3 – LICENSES FOR STAFF

Maintaining a valid license from the Wisconsin Department of Public Instruction is a personal responsibility of licensed staff members. Each Professional Educator or administrator who is required to hold a license by the Department of Public Instruction is required to file a copy of his/her license with the office of the District Administrator within ten (10) days of signing their initial contract and must file a copy of the updated license each time that it is renewed. Failure to maintain a valid DPI license will void any employment contract and may result in suspension without pay or termination of employment.

Educational Assistants may be assigned to work with special education students. All Educational Assistants are required to hold and have on file a copy of their license with the office of the District Administrator. Failure to maintain a Special Education Program Aide license may result in a loss of pay, suspension or termination of employment.

Other positions that require a license or certification which may be required to perform their job will be responsibility of the employee.

To check the status of a license or to find information regarding maintaining a license, please visit the [Department of Public Instruction website](#).

### ***Administrators***

It is the administrator's responsibility to assure that a renewed license is obtained by the expiration date. It is the administrator's responsibility to assure that appropriate DPI requirements are completed for license renewal.

### ***Professional Educator***

It is the professional Educator's responsibility to assure that a renewed license is obtained by the expiration date. It is the professional educator's responsibility to assure that appropriate DPI requirements are completed for license renewal.

### ***Other Licensed Support Staff***

Other licensed support staff must complete the Department of Public Instruction (DPI) license application. The District agrees to pay for the license required by DPI.

Educational Assistants holding a bachelor's degree may be asked to obtain a Short-Term Substitute License instead of the Special Education Program Aide license. The District agrees to pay for this license.

## **SECTION 4 – HIRING AND EMPLOYMENT CONDITIONS**

### **4.1 DISCLAIMER**

The contents of this Handbook are presented as a matter of information only and is not all inclusive. None of the statements, policies, plans, procedures or rules contained herein constitute a guarantee of employment or of any other rights or benefits. The District reserves the right to amend, revoke, suspend, terminate or change any or all such statements, plans, policies, procedures, practices, benefits, or rules, in whole or in part, at any time, or from time to time, with or without notice. New rules, procedures or policies supersede all previous written or oral practices.

Employment with the School District of New London is voluntary and subject to termination by the employee or the District, with or without cause, and with or without notice, at any time, unless specifically modified by the Board. Nothing in this handbook will be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of District employees subject to the District's grievance procedure.

These personnel policies are not intended to be a contract of employment or a legal document.

### **4.2 EMPLOYMENT STATUS**

Employees with an individual contract for employment are subject to the provisions of this handbook that are not covered in the individual contract. Employees with an individual contract for employment are considered to be under contract for the term specified in the individual contract. If there is a conflict between this handbook and the terms of the individual employment contract, the terms of the individual employment contract will apply.

### **4.3 AT-WILL STATEMENT**

The District follows an employment-at-will policy, such that either the employee or the District can terminate the employment relationship at any time, with or without notice.

### **4.4 CRIMINAL BACKGROUND CHECKS AND CRIMINAL RECORD**

Background checks may be conducted on any employee at any time. Any criminal conviction of any felony, misdemeanor or other offense by any employee, the circumstances of which substantially relate to the circumstances of the particular job or licensed activity, may be grounds for termination, or other action, solely within the discretion of the Board of Education in consultation with legal counsel. All employees are under an affirmative obligation to notify the District Administrator of any arrest, charge and/or conviction of any offense, except minor traffic citations, that could be punishable by incarceration. Failure to provide timely notice may be grounds for

discipline, up to and including termination. Notice will be provided within 24 hours of any arrest or charge.

*Reference to: Wisconsin Act 83 (2011)*

#### **4.5 EQUAL OPPORTUNITY EMPLOYER**

The School District of New London is an equal opportunity employer. The District intends to apply these principles in recruitment, hiring, job assignment, promotion, demotion, training, pay, benefits, layoff, recall, termination and other appropriate employment practices.

The School District of New London does not discriminate on the basis of any characteristic protected under state or federal law including, but not limited to, race, color, age, sex, creed or religion, handicap or disability, marital status, citizenship status, veteran status, membership in the national guard, State defense or reserves, 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 any other characteristic protected by law in its employment practices.

Employees who believe that he/she has been subjected to any form of employment discrimination, including harassment based on any characteristic protected by law, are encouraged to report the incident to his/her immediate supervisor or to the District Administrator.

*Reference to: Policy 511 Equal Opportunity Employment/Complaint Procedures  
Policy 512 Employee Harassment  
Policy 870 Public Complaints*

#### **4.6 JOB POSTINGS**

When a staff vacancy occurs, the opening will be posted internally. The job posting will be sent via e-mail to staff. The District reserves the right to solicit outside applicants at any time during the process to fill the vacancy. The District is interested in securing the very best and most qualified applicant for each and every position within the District. It will use every resource at its disposal to select and retain quality employees.

Professional staff job openings are posted on the Wisconsin Education Career Access Network ([WECAN](#)) website and communicated to staff via all staff email. If an employee feels he/she may be qualified for a posted job, he/she is encouraged to apply on-line using the [WECAN](#) system.

*Reference to: Policy 533 Selection of Certified Staff*

#### **4.7 HIRING PROTOCOLS**

The District has established multiple levels of scrutiny in the selection and hiring process in order to assess and validate the employment credentials and qualifications for any position. Factors considered in selecting the most qualified applicant for any position include but are not limited to work ethic, interpersonal skills, work-related skills,

specialized certifications or training, abilities, knowledge, test results, job-related experience and work record. Records review and reference checks will be completed and may include checks with individuals other than those provided as references by the applicant.

*Reference to: Policy 533 Selection of Certified Staff*

#### **4.8 IMMIGRATION LAW COMPLIANCE**

The District is committed to employing only individuals who are authorized to work in the United States.

#### **4.9 SERVICE TO THE DISTRICT**

Service to the District begins with the date of hire which will be the employee's first day of work and will continue to accrue unless there is an interruption to employment. An approved leave of absence or a military leave will not be considered to be an interruption of employment in that the position and accrued benefits will not be lost during the leave. However, no new benefits or accrual of service to the District will be added during the leave.

#### **4.10 PHYSICAL EXAMINATIONS**

Upon initial employment, all employees of the District will have a physical examination, including a chest x-ray or tuberculin test, or submit proof of an examination within the past 90 days, and a drug screening through the District's employee health provider. An employee may be exempt from the physical examination requirement for religious reasons only, if an affidavit has been filed with the Board claiming such exemption.

Bus drivers have specific requirements as outlined in law and must comply in order to be qualified to operate a school bus.

Certificates of examination will be maintained in the appropriate employee personnel file, along with any recommendations from the employee's physician.

*Reference to: Policy 523.1 Staff Physical Examinations  
Wis. Stats. 118.25(2)(a)*

#### **4.11 MOTOR VEHICLE RECORDS CHECK**

Upon initial employment, all employees of the District will have a motor vehicle records check done through the Department of Motor Vehicles. Employees using a district owned vehicle/personal vehicle for transportation will be subject to a motor vehicle records check to determine eligibility.

#### **4.12 DRUG AND ALCOHOL TESTING**

An employee will be subject to drug and/or alcohol testing with reasonable suspicion. Such tests will be conducted immediately upon suspicion and will be at the District's expense.

#### **4.13 PERSONNEL FILES**

The District maintains personnel records and files for each employee. Maintaining these files with up-to-date information is very important as it provides the District with contact information in case of emergency, mailing address, data for payroll purposes and information required for reporting purposes and benefit programs.

All employees must promptly notify the District Office of any changes in:

- ✓ Address;
- ✓ Marital status or name change;
- ✓ Phone number; or
- ✓ Change in dependents (for benefit plan enrollment purposes).

Employment files will be located at the District Administration Building. Records for all employees will be considered confidential to the extent provided by law and will be maintained by the District Administrator. Records will be maintained in accordance with all applicable federal and state laws and regulations and retained in accordance with the District's records retention policy. The employee may submit a statement regarding any record which will then be retained as part of the record.

*Reference to: Policy 526 Personnel Records*

#### **4.14 ACCESS TO PERSONNEL FILES**

To review personnel records, contact the Administrative Assistant to the District Administrator at (920) 982-8530 for an appointment. Consistent with applicable law, each employee will have the right, upon request, to review the contents of his/her own personnel file.

*Reference to: Policy 526 Personnel Records*

#### **4.15 ASSIGNMENT**

Principals have the responsibility to assign staff within his/her respective building. For those positions that have District-wide responsibility, the appropriate Director has the responsibility to assign and re-assign staff. When making assignment decisions, the assigning administrator will take into account:

- ✓ The needs of the students impacted by the staffing assignments;
- ✓ The staff member's performance evaluations;
- ✓ The need to create effective teams of employees;
- ✓ Certification, in the case of positions that require certification; and
- ✓ Other reasonable considerations impacting the re-assignment decision.

#### **4.16 CHANGE IN ASSIGNMENT OR TRANSFER**

The District Administrator will be responsible for the effective utilization of all teachers with the educational needs of the school systems given major priority. In fulfilling this requirement, the District Administrator will be authorized to make assignments and transfers as are deemed necessary and in the best interest of the school district.

The District Administrator will take into account:

- ✓ The needs of the students impacted by the staffing assignments;
- ✓ The staff member's performance evaluations;
- ✓ The need to create effective teams of employees;
- ✓ Certification, in cases of positions that require certification; and
- ✓ Other reasonable considerations impacting the re-assignment decision.

Teachers will be assigned within the scope of their teaching certification.

*Reference to: Policy 535 Assignments and Transfers—Certified Staff  
Policy 545 Assignments and Transfers—Support Staff*

#### **4.17 REDUCTIONS IN FORCE**

Wherever it becomes necessary to reduce the number of staff members currently employed in the District because of an elimination of an existing position or a reorganization or reduction of existing positions, the Board will have the sole right to determine the position(s) to be eliminated or reduced. The District Administrator will effect the reduction in force through normal attrition and voluntary layoff. Should further reduction become necessary, the Board will retain employees based upon the educational needs of the District. The following factors will be collectively considered:

- ✓ Qualifications required by statute.
- ✓ Performance of the employees, including attendance records and/or student achievement data.
- ✓ Other relevant qualifications, including but not limited to specific skills, training, and/or current or past experiences in an area of need that best relate to the position(s) or other contributions to the organization that bring added value to the achievement of District needs as determined by the Board.

Service to the District is recognized, valued, and will be considered in the event all other factors are equal.

#### **4.18 TERMINATION OF EMPLOYMENT**

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

- ✓ If the employee is discharged in accordance with Policy 527, Grievance Procedure.
- ✓ If the employee voluntarily resigns from employment.

- ✓ If the employee fails to return to work on the day following the expiration of an authorized leave of absence unless unable to notify because of illness or other reasonable basis.
- ✓ If the employee retires.
- ✓ If an employee's contract is nonrenewed (only applicable to employees where nonrenewal rights are provided under the Wisconsin Statutes e.g. teachers).
- ✓ If an employee abandons his/her job.

*Reference to: Policy 527 Grievance Procedure  
 Policy 536.1 Resignation of Certified Staff Members  
 Policy 536.2 Employee Discipline  
 Policy 536.4 Non-Renewal of Certified Staff Contracts  
 Policy 546.1 Resignation of Support Staff Members  
 Admin Guideline 546.21 Suspension and/or Dismissal of Support Staff Members*

#### **4.19 RESIGNATIONS**

All employees are required to submit to their immediate supervisor/principal and the District Administrator written notice of their intent to terminate employment with the District. Such notice should be received as soon as possible, but at least ten (10) working days prior to the effective date of the resignation.

*Reference to: Policy 536.1 Resignation of Certified Staff Members  
 Policy 546.1 Resignation of Support Staff Members*

#### **4.20 RETIREMENT ELIGIBILITY**

For those employees hired before July 1, 2006, retirement will be defined as at least 55 years of age and 15 years or more of service to the district.

For those employees hired on or after July 1, 2006, retirement will be defined as at least 57 years of age and 15 years or more of service to the district.

*Reference to: Policy 536.1 Resignation of Certified Staff Members  
 Policy 546.1 Resignation of Support Staff Members*

## **SECTION 5 - CONDUCTING DISTRICT BUSINESS**

The School Board policies and Employee Handbook outline key areas of importance in how we operate. Where relevant, this handbook links to relevant Policies and Procedures. However, an employee should review those Board policies and procedures applicable to their job duties.

### **5.1 ATTENDANCE**

As we are a service organization, attendance at work is extremely important. Occasionally, employees may need to be absent from work and leave has been provided to accommodate those circumstances. Should a pattern of excessive absence from work become an issue, it will be addressed.

All employees are expected to be prompt and regular in attendance. Employees must complete all records accurately, including reasons for absence or tardiness, using the designated electronic system of the District. Requests for absence must be made in the manner established by the District. In no situation should notification occur later than 7:00 a.m. unless an emergency would prevent it.

## **5.2 PERSONAL CONDUCT**

The School District of New London expects employees to conduct themselves in a professional, business-like manner. In general, this means the employee is expected to:

- ✓ Give complete attention and effort to work matters during working hours;
- ✓ Maintain acceptable standards of work in quality and quantity;
- ✓ Be physically, mentally and emotionally fit each work day to do the job;
- ✓ Comply with the District's policies and guidelines;
- ✓ Conduct themselves in a manner consistent with the acceptable rules of a professional working environment.

## **5.3 DISCIPLINE (UP TO AND INCLUDING DISCHARGE)**

An employee who commits an act that is offensive to the mission or values of the District, or an act which violates a policy or guideline of the School District of New London will be responsible for the consequences of such behavior. The nature of the consequences will depend upon the nature and severity of the offense, the surrounding circumstances, the intent, prior work record and past conduct. The basic purpose of discipline is to encourage the employee to change his/her behavior so work performance can be improved.

Depending on the circumstances involved, the corrective action or consequences may be in the form of counseling, an oral warning, a written warning, suspension or discharge. However, an employee may not be afforded progressive discipline in all cases.

If the act also violates a statute or ordinance, a referral to law enforcement may also occur.

*Reference to: Policy 536.2 Employee Discipline*

## **5.4 FALSE REPORTS**

Employees may be disciplined, up to and including discharge for filing false reports including but not limited to the following: Accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, tax withholding forms and work reports.

## **5.5 INVESTIGATIONS**

In the event of a District investigation or inquiry, every employee has an affirmative duty to provide to his/her supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters subject to an investigation. Employees are required to cooperate with the investigation. Failure to cooperate in a District investigation may result in discipline, up to and including discharge.

The District may place an employee on administrative leave, paid or unpaid, during an investigation into an alleged misconduct by an employee.

## **5.6 RETALIATION**

The District prohibits retaliation against a person who reports prohibited discrimination or harassment, including sexual harassment, assists someone with a report, or participates, or is believed to have participated, in any manner in an investigation or resolution of an incident. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment. Retaliation is viewed just as seriously as any offending behavior and will result in disciplinary action, up to and including termination of employment. Individuals who believe that they are the subject of retaliation should contact the District Administrator.

## **5.7 REPRESENTATION**

In the event any employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances which may lead to discipline or discharge, the employee may request that representation be present. The District is under no obligation to provide a representative or to unreasonably delay meeting or action until a representative for the employee can meet.

## **5.8 DISCIPLINARY MATERIALS**

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

*Reference to: Policy 536.2 Employee Discipline*

## **5.9 GRIEVANCE PROCEDURES FOR DISCIPLINE, TERMINATION AND WORKPLACE SAFETY**

Where an employee is disciplined, terminated or has a workplace safety concern, the employee has a right to file a grievance which will be heard by an Independent Hearing Officer (IHO) and, ultimately, reviewed by the Board of Education. Except in cases of termination, the first step of the grievance process is to discuss any potential grievance with the employee's building principal or director.

If the concern regarding discipline, termination or a workplace safety concern cannot be resolved through consultation with the employee's supervisor, then the employee may file a written grievance within ten (10) working days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. Failure to file a written grievance within this timeline will result in the denial of the grievance. Employees should consult the full grievance procedure for further details.

For assistance in filing a grievance or resolving a workplace concern, employees can contact the Director of Business and Human Resource Services.

Not all workplace concerns may be subject to the grievance procedure outlined in Policy 527. In the event that an employee has concerns that are not subject to a specific grievance procedure, the concern may be brought to the attention of the appropriate principal or director. The principal or director will first work to resolve the issue. If the matter remains unresolved, it may be brought to the District Administrator who will review the matter. The decision/resolution of any non-grievable matter by the District Administrator will be final.

*Reference to: Policy 527 Grievance Procedure  
Policy 536.1 Resignation of Certified Staff Members  
Policy 536.2 Employee Discipline  
Policy 536.4 Non-Renewal of Certified Staff Contracts  
Policy 546.1 Resignation of Support Staff Members  
Admin Guideline 546.21 Suspension and/or Dismissal of Support Staff Members*

## **5.10 HARASSMENT**

The District is committed to providing a courteous and professional work environment that is free of discrimination and/or harassment. The District wants its workplace to be free from physical, psychological and verbal harassment based on any legally protected characteristic, including but not limited to, an individual's race, color, religion, national origin, sex, age, marital status, ancestry, sexual orientation, arrest or conviction record, use or nonuse of lawful products off-duty, veteran status or disability.

Examples of this conduct prohibited by the District's harassment policy include, but are not limited to, unwelcome sexual advances, requests for sexual favors or physical conduct of a sexual nature or the making of any employment decision based upon submission or rejection of sexual harassment. The District also prohibits unwelcome comments, insults, name-calling, jokes or other remarks and physical, verbal or psychological abuse, based on an individual's gender, race or other protected characteristic. This or similar conduct is offensive and inappropriate in the workplace. The District will not tolerate any form of harassment. Such conduct will be the basis for disciplinary action, up to and including discharge.

If an employee has experienced or witnessed harassment or retaliation, the employee should immediately report the incident to the Director of Pupil Services, who serves as the District's complaint officer, or the District Administrator. The District will immediately investigate complaints and take whatever corrective action necessary. Law enforcement may become involved should the investigation warrant. The District forbids retaliation against anyone who reports harassment or who cooperates in the investigation of a harassment complaint.

*Reference to: Policy 512 Employee Harassment  
Policy 870 Public Complaints  
Policy 511 Equal Opportunity Employment/Complaint Procedures*

### **5.11 THREATENING BEHAVIOR**

The goal of the School District of New London is to provide a work environment that is free of threatening and intimidating behaviors.

Any staff member, who believes that he/she has been the victim of a threat or intimidating behavior, or who has observed threatening/intimidating behaviors, should promptly report it to his/her building principal or supervisor. If the alleged threat was made by the employee's supervisor or principal, then the employee should promptly report the concern to the Director of Business and Human Resource Services. Law enforcement may become involved should the investigation warrant.

*Reference to: Policy 870 Public Complaints*

### **5.12 CONFIDENTIALITY**

District staff often has access to confidential information. This confidential information may include access to information regarding students, families and other employees. Staff must always be mindful to only disclose confidential information when it is professionally appropriate to do so (i.e. problem solving team, referrals, etc.). In sharing information contained in student records, disclosure should only be made to fellow staff members if there is a legitimate educational interest in the information being shared. Discussions of such nature should be held in private areas within the school. Care needs to be taken that confidential discussions do not take place in the lounge or other areas where privacy is limited. Any protocols, anecdotal records, or electronic transmissions once shared with another individual, are no longer considered professional notes; they are considered part of student records and parents have access rights to the materials.

*Reference to: Policy 347 Control, Maintenance, and Confidentiality of Student Records*

### **5.13 COPYRIGHT**

The School District does not condone the illegal use or reproduction of copyrighted materials in any form. Employees, who willfully disregard the School District of New London Copyright Policy, assume all liability and may be subject to disciplinary measures by the District. Copyright guidelines are available in each library media center.

*Reference to: Policy 771.1 Copyright*

## 5.14 FINANCIAL CONTROLS

### ***Fraud or Financial Impropriety Controls***

Employees must adhere to all internal controls that deter and monitor all fraud or financial impropriety in the District. Any person who suspects fraud or financial impropriety in the District will report the suspicions immediately to any supervisor, the Director of Business and Human Resource Services, the District Administrator, the Board President or local law enforcement. Reports of suspected fraud or financial impropriety will be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or comply with law. Each employee who supervises or prepares District financial reports or transactions will be expected to set an example of honest and ethical behavior and will actively monitor his/her area of responsibility for fraud and financial impropriety. Neither the Board nor any District employee will unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. Employees who engage in fraud or other financial impropriety may be disciplined, up to and including discharge.

## 5.15 PROCUREMENT/REQUISITIONS

### ***Purchasing, Trading, or Binding the District***

Purchasing, trading or in any way attempting to bind the District to the purchase of any item in the name of the school is illegal. Personal liability for the costs of such an arrangement may fall to the employee who violated this regulation.

Any arrangement which expresses or implies a District obligation to purchase, “try out”, or in any way utilize materials must be evidenced by an approved purchase order. All budgeted items must be processed through the Director of Business and Human Resource Services, Building Principal, Director of Teaching and Learning, or Director of Pupil Services, whichever the case may be prior to ordering. Budget Request Forms and Purchase Orders will be required for all purchases unless indicated otherwise by the immediate supervisor. Do not order materials by phone without a purchase order number. ***Do not purchase supplies with personal cash without pre-approval. There is a risk that this may not be reimbursed. As a public school district, we are not required to pay sales tax. Sales tax will not be reimbursed.***

*Reference to: Policy 672 Purchasing  
Policy 361.1 Selection of Educational Materials*

### ***Ordering from Student Activity Account***

All funds belonging to a school group are placed within the Student Activity Account kept in the main office. Any money earned by an activity group is to be deposited to this account, so that the local activity books and the office books can be balanced against one another to insure proper credit to each school organization.

The expenses for the group are to be paid out through this account through the use of the Request for Payment forms available in the office. For the payment of any expenditures of the organization, the group advisor must fill in the information

requested on the form, and must also attach a **copy of the invoice to be paid**. If it is a "Student Activity Account" the club name and student officer name should be on the request. The form will then be countersigned by the principal, and the amount paid. Activity account funds are **not** to be used for classroom instruction supplies.

All money collected must be kept in the main office. Do not hold checks or cash in the individual classroom. **Timely deposits of monies are required.**

*Reference to: Policy 662.1 Agency Fund (Student Activity)*

## **5.16 STAFF GIFTS**

The Board of Education considers the presentation of gifts to staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor.

Based on the foregoing premise, it is the policy of the Board that staff members may accept gifts of only nominal value from students or parents.

Individual gifts from the staff member to each student are strongly discouraged. It is suggested that if a staff member wishes to give a gift, he/she may do so as a gift to the classroom (e.g., library books or other educational resources for the class).

The School District of New London forbids employees from accepting anything of value from salespersons who contact them attempting to sell products to the School District of New London.

*Reference to: Policy 522.9 Ordinance Prohibiting Receipt of Gifts or Gratuities*

*Reference to: Policy 840 Gifts to the School District*

*Policy 851 Commercial and Promotional Sponsorship Deals*

## **5.17 OUTSIDE INTERESTS OR ACTIVITIES OF EMPLOYEES**

Staff members must avoid situations in which their personal interests, activities and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the school system, the District Administrator will evaluate the impact of such interest, activity or association upon the staff member's responsibilities.

- ✓ Staff members should not give work time to an outside interest, activity or association without valid reason to be excused from assigned duties.
- ✓ Staff members who are assigned a coaching position within the School District of New London will discuss their coaching schedule with their building principal prior to the start of coaching season. Staff members who choose to coach outside of the School District of New London, are required to follow the contracted hours of the school day.
- ✓ Staff members will not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.

- ✓ Staff members will not engage in business transactions on behalf of private enterprises in which he/she may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.
- ✓ Staff members will not campaign on school property during duty hours on behalf of any political issue or candidate for local, state or national office.
- ✓ Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day.
- ✓ Staff members may not accept fees for remedial tutoring of students currently enrolled in one or more of their classes unless approved by the District Administrator.

*Reference to: Policy 539.1 Intellectual Property/Outside Activities of Staff*

## **SECTION 6 - SAFETY AND HEALTH**

### **6.1 SAFETY**

The School District of New London is committed to providing a safe and healthy working environment. It is the responsibility of each individual to observe safe work practices and follow the safety rules at all times. The District is vitally interested in the employee's safety and well-being, and employees should report all potential safety concerns to his/her immediate supervisor whenever such conditions are observed. Employees who have an unresolved workplace safety concern may file a written grievance, within ten (10) working days of when the employee has actual or reasonable knowledge of the alleged workplace safety issue.

*Reference to: Policy 527 Grievance Procedure*

### **6.2 EMERGENCY PREPAREDNESS**

All employees must become familiar with building procedures and protocols in the event of an emergency such as fire, tornado, intruders, etc. When drills are staged, staff members and students are expected to participate and must follow proper procedures.

### **6.3 WEAPONS**

Except as provided in Policy 832, staff members are prohibited from possessing, storing, making or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned or contracted for by the District, a school-sponsored event or in a District vehicle without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3), guns of any type, including air and gas-powered guns—whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition and explosives.

The District Administrator will refer a staff member who violates this policy to law enforcement officials. The staff member will also be subject to disciplinary action, up to and including termination.

Any staff member who has reason to believe that a person has or will violate this policy is required to report to the school principal, their supervisor, or law enforcement immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

*Reference to: Policy 832 Weapons*

#### **6.4 IDENTIFICATION BADGES**

As part of the effort to ensure a safe and secure environment, each employee will be issued an identification badge. Identification badges must be displayed in plain view by all regular employees while carrying out customary employment duties. No alterations may be made to the badge. A fee may be incurred for more than one replacement. For staff badge information, contact Personnel Services in the District Office.

*Reference to: Policy 731.3 Identification Badges*

#### **6.5 DISTRICT VISITORS**

Schools frequently receive visitors from the community. The District expects all employees to extend courteous and friendly treatment to all visitors. The impressions visitors receive from the employees, and from the condition and appearance of the schools, can have an important influence on how these people feel toward our District and what we do. However, to ensure the security and safety of our school buildings, all staff members must assist in ensuring that visitors comply with building level visitor procedures. Professional Educators must inform the school office of classroom visitors prior to the visit and all visitors **must** report to the school office and sign in.

Any guest that is entering a school building must sign in at the main office, receive and wear, in an appropriate visible location, a School District identification badge designated for visitors, vendors, volunteers or substitute teachers.

*Reference to: Policy 860 School Visitors*

#### **6.6 KEYS AND BUILDING SECURITY**

School keys or fobs are to be kept in the possession of the employee at all times. **Students should not have access to school keys.** Report the loss of any key or fob

immediately. All keys must be turned in on the last day of school unless previously cleared through the building administrator.

To assist in securing the buildings when not occupied, employees should close and lock all classroom doors at the end of each day. Since the District has security systems in all buildings, please check custodial schedules with the building office. Unauthorized entry into buildings on weekends or evenings when custodians are not on duty and security systems have been activated, could result in a visit from a representative of the New London Police Department.

Outside doors are secured during the school day for the safety of children and staff. Propping doors open is a breach of security.

## **6.7 STAFF WELLNESS**

The District will maintain a Wellness Committee with the purpose of monitoring the implementation of the District's wellness plan. This committee will be responsible for evaluating the general health trends of the District and creating specific goals in order to successfully implement and assess the effectiveness of the wellness plan. Members of the Wellness Committee will inform staff of the wellness opportunities as they arise.

All employees of the District may have access to the fitness facilities of the District outside of their respective workday provided they are supervised by at least one other competent person in case of an emergency situation. Participation is optional and employee assumes their own risk in participation.

## **6.8 ALCOHOL AND OTHER DRUGS**

All employees will remain free of alcohol or non-prescribed, controlled substance abuse in the workplace throughout his/her employment.

It is prohibited for employees in or on school property, District-owned or contracted vehicle at school-sponsored activities to use, possess, dispense, distribute, manufacture, transfer, sell or possess with intent to sell controlled substances, alcohol or drug paraphernalia (as defined by local state and federal statutes); or be under the influence of alcohol or controlled substances. Employees who violate this policy may be subject to discipline, up to and including discharge.

The District encourages employees who are experiencing issues with drugs or alcohol to utilize the District's Employee Assistance Program (EAP) to receive free, confidential support. The EAP can be accessed by calling 1-800-236-3666 or through the EAP website at [www.thedacareatwork.org](http://www.thedacareatwork.org). No staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.

*Reference to: Policy 522.1 Employee Alcohol and/or Other Controlled Substances Use*

## **6.9 USE OF TOBACCO ON SCHOOL GROUNDS**

The Board of Education is committed to providing students, staff and visitors with a tobacco-free environment. The Board prohibits the use of tobacco in any form including, but not limited to, cigarettes/e-cigs, cigars, snuff and chewing tobacco on District premises, in District vehicles, within any 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. Employees who violate this policy may be subject to discipline, up to and including discharge.

Tobacco cessation programs are available and encouraged by utilizing the District's Employee Assistance Program (EAP) to receive free, confidential support. The EAP can be accessed by calling 1-800-236-3666 or through the EAP website at [www.thedacareatwork.org](http://www.thedacareatwork.org). No staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.

*Reference to: Policy 831 Tobacco Use on School Premises*

## **6.10 ACCIDENT REPORTING, INJURY REPORTING, AND COMPENSATION FOR LOST WAGES**

Any employee injury should be reported as soon as practical to the Director of Business and Human Resource Services. An injury report is not to be completed by the school nurse—the report must be completed by the Director of Business and Human Resource Services as soon as possible. In the event of serious accidents or injuries, help should be summoned immediately by dialing the emergency number: 911.

The District will compensate employees for lost time in compliance with the Worker's Compensation laws applicable to employees in the State of Wisconsin.

During any period of recovery, the employee will continue to be covered by all District insurance plans.

## **6.11 HOUSEKEEPING/ENERGY CONSERVATION**

Good housekeeping promotes not only a safe workplace, but also a positive learning environment. Employees are expected to maintain a clean and orderly workplace at all times. It is a sign of pride, visible to all who visit the school or office.

In an effort to reduce our utility costs and model responsible citizenship, guidelines below with regard to creature comforts in individual classrooms should be followed:

1. No personal coffee pots, refrigerators, microwaves, plug in scented candles, or other appliances in classrooms. These conveniences are restricted to central locations such as teacher lounges.
2. Turn off lights when the room is unoccupied, even for a short time.
3. Shutdown your computer each night and unplug over long breaks.

4. Keep windows closed during heating and cooling seasons.
5. Do not block outside doors open.

Exceptions to these guidelines will be considered with justification by the Director of Business and Human Resource Services.

*Reference to: Policy 733 Energy Management*

## **6.12 DRESS CODE**

A professional standard of dress requires that staff members should be readily distinguishable from students. Positive role modeling is a part of the employee's professional responsibilities. Staff should never underestimate the power of appearance. The manner in which staff members dress sets the climate for the learning environment as well as creates an impression on parents and the community.

Staff should dress in a manner and have an appearance that is appropriate and consistent with the environment in which they work, the duties of their jobs, and the impressionable youth they serve. Administrators at the school level are authorized to provide interpretations of this policy and will be given deference. Please adhere to the following guidelines:

- ✓ Appropriate attire must be consistent with the employee's activities. In most cases jeans are too informal for business casual workplaces. Exceptions to this general rule would include employees who by the nature of their job are confronted by machinery or an otherwise dirty environment that would make it impractical for business casual dress. This may include but not limited to Technology Education or Physical Education Professional Educators, custodians, and maintenance staff.
- ✓ Employees should be groomed in such a way that their dress does not cause a health or safety hazard. Sloppy shoes including worn sneakers, flip-flops, shoes with very high heels or other footwear that could be considered as hazardous are not appropriate.
- ✓ Employees should be groomed in such a way that their dress or grooming practices do not disrupt the educational process. Appropriate attire should not be revealing, morally questionable or otherwise provocative because it is considered to be a distraction to the learning environment and not appropriate for the school setting. Shorts are not to be worn during the instructional day.
- ✓ The building Principal may on occasion endorse a special day for school spirit or team camaraderie. There may be legitimate reasons to dress down, but worn, dirty, or ragged anything is out. If it's not clean, pressed, and in good repair, it is not for a professional setting such as school.

## SECTION 7 - STUDENT SUPERVISION AND WELFARE

### 7.1 INTRODUCTION

All staff should be familiar with the Board policies that define our obligations toward our students to create a safe, positive and nurturing learning environment. This section of the handbook briefly summarizes these policies. However, on a daily basis, acting affirmatively to build a positive school climate by building respectful relationships, assisting students in meeting building level expectations for student behavior and building positive communities of support within each school and classroom is the best prevention:

*“Research indicates that creating a supportive school climate is the most important step in preventing harassment. A school can have policies and procedures, but these alone will not prevent harassment. This is the kind of good preventive work the field needs to help ensure that schools provide a safe and welcome environment for all students.”*

*Protecting Students from Harassment and Hate Crime: A Guide for Schools, U.S. DOE (1999).*

### 7.2 STUDENT RELATIONS

All District personnel will recognize and respect the rights of students, as established by local, state and federal law. Employees will, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Employees will not use profane or obscene language or gestures in the workplace. Further, employees will refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. Employees will not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. *(Also see Section 8.4 Social Media Guidelines.)*

### 7.3 ABUSE AND NEGLECT

***All school personnel are mandated reporters of suspected or threatened child abuse or neglect to the appropriate county departments or agencies in accordance with the state statutes.***

A person making a child abuse or neglect report in good faith may not be discharged from employment, disciplined, or otherwise discriminated against in regard to employment, or threatened with any such treatment for making such a report.

Every District employee will receive Wisconsin Department of Public Instruction (DPI)-provided training in identifying children who have been abused or neglected and the

laws and procedures governing the reporting of suspected or threatened child abuse or neglect.

It is the obligation of the staff member to make the report of suspected abuse or neglect. A form is available for completion in a three-part format. The report form goes to Child Protective Services, a second copy is given to the building principal, and a third copy is retained by the reporter. Supports in completing the form may be provided by the building principal, guidance counselor, or school psychologist. Reports shared with administrators are to inform and not meant to be a catalyst for further investigation or will not be an attempt to delay, modify, or prevent any reports of suspected child maltreatment.

When reporting to the Child Protection Unit of the appropriate county of residence, the reporter will be asked the following information:

- ✓ The names, telephone number, and addresses of the child, his/her parents or whoever is caring for him/her.
- ✓ The child's age and date of birth.
- ✓ The nature and extent of injuries and/or condition.
- ✓ Information given as to the cause of the injury. Direct quotes from the child are strongly recommended in filing the report.

Child Protective Services contacts are as follows:

Waupaca County	(715) 258-6300
Outagamie County	(920) 832-5161
Winnebago County	(920) 236-4600

Employees who violate this policy may be disciplined, up to and including discharge.

*Reference to: Policy 454 Child Neglect and/or Abuse  
Wis. Stats. Sec. 48.981*

## **7.4 STUDENT BULLYING**

The Board of Education is committed to providing a safe, positive, productive and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal and psychological abuse. The Board will not tolerate any gestures, comments, threats or actions which cause or threaten to cause bodily harm or personal degradation.

This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy

applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Any employee who has knowledge of conduct in violation of Policy 443.71 is required to immediately report his/her concerns to an administrator. Administrators have responsibility for conducting timely investigations concerning claims of bullying. The investigator(s) will be a neutral party having no direct involvement in incident(s) upon which the complaint is based.

Employees who violate this policy may be disciplined, up to and including discharge.

*Reference to: Policy 443.71 Bullying*

## **7.5 SUICIDE PREVENTION**

Threats of suicide should be reported to a school counselor or other appropriate pupil services staff member and the building principal. In cases of an extreme danger, the police should be contacted immediately.

A Crisis Manual, found in each building office, has been developed for issues relating to student sudden death and suicide prevention, intervention, and post-intervention. Additional information can be obtained by contacting the Director of Pupil Services, building principals, school counselors, school nurse, or school psychologists.

## **7.6 STUDENT LOCKER ROOM PRIVACY**

The School District of New London will observe measures intended to protect the privacy rights of individuals using school locker rooms. Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or by District policy. No one is permitted to enter into the locker room or remain in the locker room to interview. No cameras, video recorders, cell phones, or other devices that can be used to record or transfer images may be used in the locker room at any time. Students and staff violating this policy will be subject to school disciplinary action and possible legal referral.

*Reference to: Policy 731.1 Locker Room Privacy*

# **SECTION 8 - COMMUNICATION POLICIES AND PRACTICES**

## **8.1 MEDIA CONTACT AND PUBLIC DISCUSSION**

News media contact, responses and public discussion of District business should only be made through the District Administrator or designee in his/her absence.

*Reference to: Policy 724 Media Contact During School Emergency*

## **8.2 CELL PHONES AND OTHER PERSONAL COMMUNICATION DEVICES**

The inappropriate use of personal communications devices is prohibited during work hours and in work areas and any personal use must not disrupt the educational environment. While at work, employees are expected to exercise the same discretion in using personal communication devices as is expected for the use of District phones. Use of any electronic communication devices in locker rooms is strictly prohibited. In addition, the District will not be liable for the loss of personal electronic devices brought into the workplace.

Cell phones may be carried by staff members provided they are not used for personal business during instructional time. The only exceptions in which these devices may be used are for classroom instruction or for safety or emergency reasons during school hours or at times that are not disruptive to instruction and learning.

Where District business needs demand immediate access to an employee, the District may provide a device or stipend for work-related communications.

During meetings, conference calls, presentations, and other situations where audible ringing or beeping would disrupt business, phones and other electronic communication devices should be silenced.

Employees who violate this policy may be disciplined, up to and including discharge.

*Reference to: Policy 363 Technology*

## **8.3 DISTRICT ELECTRONIC COMMUNICATION AND INFORMATION SYSTEMS**

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations.

Employees are prohibited from using the electronic mail system, voice-mail system, Internet and/or computers in an inappropriate manner.

The electronic mail system, voice mail system, Internet access, computer hardware and software and any other electronic communication or information system provided by the District are the sole property of the District and subject to the open records policy, including all information transmitted by, received from or stored in these systems. E-mail and voice-mail may be monitored or accessed for legitimate business purposes without prior notice to protect confidential information, prevent theft or abuse of the system or monitor workflow and productivity. Employees should have no expectation of privacy when using any of these systems. Employees must understand and abide by the policy.

User passwords are issued for security reasons and should be kept confidential. They should not be shared with other individuals nor should users access other individuals' e-mail without their expressed consent.

Temporary, seasonal or substitutes, who are not issued a School District email account, must have a current e-mail address on file with the District.

All employees are subject to the District's computer use and Internet user policy, and must adhere to all its rules and policies. Failure to comply with this policy may result in discipline, up to and including discharge.

*Reference to: Policy 522.7 Staff Technology Acceptable Use*

#### **8.4 SOCIAL MEDIA GUIDELINES**

When utilizing social media for school-related purposes, all employees must review and comply with the District's Social Media Guidelines (copy available on staff website). Failure to do so may result in discipline, up to and including discharge.

#### **8.5 SOLICITATIONS AND DISTRIBUTIONS**

There will be no distribution of any literature in working areas at any time by any employee. In addition, there will be no solicitation during the actual working time of the employee. Employees shall not solicit families online on behalf of the district or their position. There can be no distribution of literature or solicitations on District premises by non-employees at any time, unless specifically authorized by the Administrator. Employees who violate this policy may be disciplined, up to and including discharge. Staff may not solicit funding.

## **SECTION 9 - WORK DAY/HOURS**

### **9.1 LUNCH PERIOD**

All full-time staff members will have a minimum half-hour duty-free, unpaid lunch period. Those professional staff members who may be assigned to a lunch duty and who, as a result, do not receive a 30-minute duty-free lunch, will be compensated for lunchroom supervision.

Lunch periods for hourly staff are unpaid. If, for any reason, non-exempt staff are unable to take their regularly scheduled lunch period, this must be noted on a time sheet and approved by the employee's supervisor.

## **9.2 WORK WEEK**

The work week at the School District of New London is defined as Monday to Sunday for payroll purposes. Employees work a five-day schedule depending on the position and District needs.

## **9.3 FLEX TIME**

Flex time is a schedule by which certain employees may work an alternate work schedule within specific limits dictated by the need of the job, and is subject to administrator approval to ensure District needs will not be adversely affected.

For employees who are paid on an hourly basis, flex time schedules must be properly indicated on the employee's timesheet for employees who are paid on an hourly basis. For all non-exempt (i.e., hourly) employees, all flex time must be taken within the same work week.

For professional or exempt employees, any flexible work schedule must be authorized by the supervising administrator. The administrator is responsible for monitoring the use of flexible work schedules by employees to ensure that any flexible work schedule is not abused by an employee.

## **9.4 PAYROLL DEDUCTIONS**

Employees may authorize payroll deductions from their paycheck. Examples of types of deductions an employee may authorize are insurance premiums, flexible spending, authorized savings accounts, court-ordered wage assignments, United Way contributions, etc. In addition, the District may be required by law to garnish an employee's wages with or without the employee's permission. When an employee requests unpaid leave which is approved, a payroll deduction will take place.

## **9.5 SALARY DEDUCTIONS**

The District is required to pay employees at least the minimum federal or state minimum wage for all hours worked and overtime pay (time and one-half) for all hours worked in excess of 40 hours in a work week. However, professional, administrative and some non-represented employees whose positions meet specific tests established by FLSA and applicable state laws are exempt from overtime pay requirements. These exempt employees are paid on a salary basis, the amount of which does not vary based on the quality or quantity of the work actually performed. Subject to certain exceptions, an exempt employee must receive a full salary for any work week in which the employee performs any work. Deductions for both exempt and non-exempt employees will only be made as authorized by the employee or as allowed under federal or state wage and hour laws.

The District is committed to making only those salary deductions which are proper under federal and state law and otherwise complying with all of the requirements of the

law. If an employee has received any deduction that he/she believes to be improper, please direct the question to the Payroll Department.

## **9.6 SCHOOL CALENDAR**

The Board of Education will establish the school calendar in compliance with state statutes and the educational interests of students. This calendar will be communicated to all employees and work schedules will be derived from it.

# **SECTION 10 - EMPLOYEE BENEFITS**

## **10.1 DISCLAIMER**

*This section on employee benefits is a brief summary of the benefits which may be available to eligible employees. It is not intended to, nor does it, set forth in detail the terms, conditions and/or limitations of the benefit plans. Refer to the appropriate Summary Plan Document (SPD) for more detail.*

*Plan Documents control the operation of these benefit plans, and any conflict between the terms, conditions and/or limitations set forth in this brief summary, the Summary Plan Descriptions or the Plan Documents will be governed by the Plan Documents. The Plan Administrator, as identified in the plans, or in the absence of such a designation in the District, is vested under the plans with authority to make all determinations relative to the plans with such determinations being final and binding and subject to review under an "arbitrary and capricious" standard.*

*Employees do not accrue a right to receive a benefit under a policy or plan of the District unless and until the terms and conditions of the policy or plan, as may be amended from time to time, are satisfied. The benefits payable under any policy or plan are discretionary by the District and are subject to grant, restriction, elimination or recoupment at any time by the District, as it sees fit. Further, the benefits under any policy or plan are contingent upon a showing by an employee, which is acceptable to the District as determined in its sole discretion, that the preconditions for the accrual of the benefit are satisfied. The benefit offerings by the District are not accrued.*

## **10.2 HEALTH AND WELFARE**

Most employees qualify for benefits effective the first day of work. Benefits are prorated if an employee works less than full-time. New employees have a thirty-day window to enroll in benefits from their date of hire. Changes to insurance coverage can only be made during the open enrollment period, or if the employee experiences a "qualifying event" throughout the year. Contribution rates vary. Employees should refer to information found in the employee addendum attached for more details or contact the District Office.

### **10.3 EMPLOYEE ASSISTANCE PROGRAM (EAP)**

All District employees and family members residing in their household have access to the District sponsored EAP program. This benefit is free to the employee. The program is based upon an employee's needs and helps solve problems through telephone or in-person consultations. The EAP can be accessed by calling ThedaCare-At-Work at 1-800-236-3666 or through the EAP website at [www.thedacareatwork.org](http://www.thedacareatwork.org).

### **10.4 ELIGIBILITY FOR BENEFITS**

All employee groups, regular full-time and part-time, with the exception of temporary employees, are eligible to participate in the benefits programs. However, benefit levels and specific entitlements may vary by employee group. This handbook summarizes some of the basic information about our various employee benefits. Specific benefit schedules which summarize the benefit entitlements for different employee groups will be provided to each employee group. These Summary Plan Descriptions (SPD) provide more specific information. However, should the SPD be in conflict, the benefit policy will prevail.

### **10.5 BENEFITS FOR PART-TIME EMPLOYEES**

Benefits for part-time positions are prorated based on the percentage of time employed. The District will determine the days and hours of work and will pro-rate any benefits accordingly provided the employee qualifies for coverage under the benefit plan.

### **10.6 TIME OFF**

Employees in our District are school-year (9-month), extended school-year (10-month) or 12-month employees. The District believes that employees should have opportunities to enjoy time away from work and recognizes employees have diverse needs for same. Therefore, some District employees have access to vacation days, personal days or sick leave for these purposes. Employees are accountable and responsible for managing their time off to allow for adequate reserves if there is a need to cover a vacation, funeral, illness or disability, appointment, emergency or other need that requires time off from work.

## 10.7 SICK LEAVE

Eligible employees are provided with sick leave based on his or her position and pro-rated for part-time employees. Sick leave is provided as a benefit to assist employees who may be ill and unable to attend work. Each employee will earn one (1) day of sick leave for each month of service to a maximum of twelve (12) days per year. In general, employee sick leave accumulates from year to year as a benefit to employees. Earned sick leave not used can be accumulated to an amount equal to ten times the annual amount.

School Year Employee	Maximum 9 days/year	Maximum accumulation 90 days
Extended School Year	Maximum 10 days/year	Maximum accumulation 100 days
12-Month Employee	Maximum 12 days/year	Maximum accumulation 120 days
Professional Educators	Maximum 12 days/year	Maximum accumulation 120 days

Accumulated sick leave is calculated at the beginning of each school year with new days added on September 1.

In general, sick leave may also be used to care for the spouse, child or parent of an employee. The extended use of sick leave to care for a spouse, child or parent may fall under the Family Medical Leave Act (FMLA) specifications.

A physician's statement and release may be required for absences after any three (3) consecutive days of absence from work. Medical excuses can be faxed to the District Office at 920-982-8551.

*Reference to: Admin Guideline 523.11 Medical Certification for Illness*

## 10.8 PERSONAL TIME

Eligible employees will be provided personal leave which will be deducted from the employee's sick leave. Personal time should be for a personal reason that cannot be addressed outside of the workday. Personal time may not be utilized to extend a vacation, holiday break, or within the last two (2) weeks of the school year unless approved by the District Administrator or designee. The District reserves the right to deny personal time requests with less than a five (5) day notice based upon the availability of substitutes. Personal time requests made with less than a 24-hour notice will be granted for emergency reasons only and will require some verifiable evidence of the emergency situation. See addendums for personal time allotted.

## 10.9 FUNERAL LEAVE

In general, employees are eligible for the following:

- ✓ Up to six (6) days to attend the funeral of father, mother, brother, sister, wife, husband, child, son-in-law or daughter-in-law of the employee or spouse. Up to one-half of the allowed days may be taken up to 90 days after the occurrence for

the purposes of dealing with issues related to the occurrence such as settling of the estate, etc.

- ✓ A two (2) day leave may be granted to attend the funeral of grandparents of the employee or spouse.
- ✓ A one (1) day leave may be granted for other relatives not listed above, but it will be deducted from the employee's accumulated sick leave.
- ✓ A one (1) day leave may be granted to attend the funeral for others not listed above, but it will be deducted from the employee's accumulated sick leave. A written request for this day must be made and approved by the District Administrator and/or designee in his/her absence.
- ✓ Additional days to extend funeral leave or to accommodate travel or extenuating circumstances may be granted by the District Administrator but the days will be deducted from the employee's accumulated sick leave. A *prior* written request for additional days must be made and approved by the District Administrator and/or designee in his/her absence.

### **10.10 EMERGENCY LEAVE**

Sick leave may also be used for emergency leave. Emergency leave is defined as:

- ✓ Absence due to a legal transaction or a court order.
- ✓ Unforeseen circumstance or disaster type situation which requires immediate action and makes absence unavoidable, such as a traffic accident, fire, closing of public roads or airports by authorities, and storm damage.

A written request for additional emergency leave must be made and approved by the District Administrator and/or designee in his/her absence.

### **10.11 FLEXIBLE SPENDING ACCOUNTS**

The District provides flexible spending accounts through a third party vendor. Enrollment is completed through the District Office Payroll Department.

### **10.12 INSURANCE**

The Board will provide insurance to all eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board. Eligibility for, and payments toward coverage for individual employment groups are set forth in the Addendums covering such employees. A summary of benefits will be provided to all eligible employees as provided by the current benefit carrier.

### **10.13 COBRA**

The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers employees the opportunity to remain on the District's health and dental insurance plan at the group rate where coverage under the plan would otherwise end. The District utilizes a third party vendor as its COBRA administrator.

*Reference to: Admin Guideline 532.21 Health Insurance—Continued Coverage Upon Termination of Employment*

### **10.14 RETIREMENT**

The School District of New London pays the employer's share of the Wisconsin Retirement System (WRS) contributions for eligible employees. Eligible employees are required to make an equal contribution (the employee's share), pre-tax, towards his/her pension.

In addition to the contributions to the WRS pension plan, the School District of New London offers several deferred compensation options to encourage employees to save for their retirement years, including a voluntary 403(b) and 457 plan. Through these plans employees may defer a percentage of their pre-tax earnings.

The Board may provide other post-employment benefits. Any such post-employment benefit will be selected and determined by the Board. Eligibility for, and payments toward any such benefit for individual employment groups are set forth in the applicable part of the Handbook covering such employees.

## **SECTION 11 - LEAVES OF ABSENCE**

### **11.1 FAMILY AND MEDICAL LEAVES OF ABSENCE (FMLA)**

In accordance with federal and state law, the Board of Education will provide family and medical leave to staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern. Family and medical leave taken under this policy may be covered by federal law, state law, or both. When leave taken by a staff member under this policy is governed by both federal and state law, the more generous provision will control in the event of a conflict. However, when leaves are governed by state or federal law, but not both, the applicable law will control under this policy. In this regard, employees should note that certain leaves may be covered by both state and federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Employees are required to fill out the Family Medical Leave of Absence (FMLA) form found on the staff website. The form may also be obtained at the District Office.

- ✓ Complete the form and submit at least **30 days** in advance of a foreseeable leave of absence. Failure to provide advance notice may lead to the denial or delay of the employee's leave request.
- ✓ If the absence is not foreseeable, employees are asked to contact the District Office as soon as the leave is required to take effect, or in the event of an emergency, the day the employee returns from leave.
- ✓ The District Administrator or his/her designee will determine eligibility and provide the employee with any required forms.
- ✓ In order for a leave to qualify as FMLA it must meet at least one of the following criteria:
  - The birth of a child, or placement of a child with the employee for adoption or foster care;
  - An employee's own serious health condition; or
  - Because the employee is needed to care for his/her spouse, child or parent due to his/her serious health condition.
- ✓ A serious health condition may include any illness, injury, impairment or physical or mental condition that involves any one of the following:
  - Inpatient care (i.e., overnight stay) in a hospital or other care facility, or
  - A period of incapacity of more than 3 consecutive calendar days which also involves treatment two or more times by a health care provider or treatment at least one time which results in a regimen of continuing treatment under the supervision of the health care provider;
- ✓ FMLA leave is also available for a qualifying exigency due to the employee's spouse, son/daughter or parent being placed on active duty status in support of a contingency operation as a member of the National Guard or Reserves or because the employee is the spouse, son/daughter, parent or next of kin of a covered service member with a serious injury or illness.

*Reference to: Policy 532.31 Family and Medical Leave*

## **11.2 JURY DUTY/COURT APPEARANCE**

In the event an employee is called for jury duty or received a subpoena for school business only, the employee will lose no compensation but will reimburse the Board for any compensation received, excluding mileage and meal allowances. Any employee who is excused from jury duty before 12:00 noon on any school day will promptly report to work.

## **11.3 MILITARY ACTIVE DUTY WHILE IN THE NATIONAL GUARD OR RESERVES**

An employee who is called to active military service while serving in the Guard or Reserves has a legally protected position and will retain accrued benefits while on leave.

## **11.4 OTHER LEAVES OF ABSENCE**

Additional information on unpaid leaves of absence, medical leaves of absence, unpaid vocational leaves, sabbatical leaves and childrearing leaves is found below.

### ***Authorized Leave of Absence***

After five (5) years of full-time service, employees may be eligible to take one (1) year unpaid leave of absence subject to discretion of the Board and recommendation of the District Administrator. A written request to the District Administrator will be due by February 1st in the school year prior to the school year of the requested leave. The employee on leave must request reinstatement by February 1st of school year prior to the school year of such reinstatement.

The leave is limited to one (1) year in duration except as approved by the Board. The Board has the right to make exceptions. Employees on leave may continue authorized insurance coverage (e.g., health, dental, LTD, life) at the employee's own expense. An employee returning from a leave of absence will retain fringe benefits, accrued sick leave and salary in effect prior to the leave, except that no length of service credit will be earned while on leave. A substantially similar position based on certification will be provided upon return.

### ***Unpaid Leave***

The District Administrator may grant other short leaves of absence without pay. The Board/District Administrator reserves the right to collect reimbursement for benefits following unpaid leave(s).

All requests for unpaid leaves of absence will be presented to the District Administrator for prior approval. Personal time must be used prior to accessing unpaid leave.

## **11.5 UNAUTHORIZED ABSENCES**

Absences other than those herein provided for, or failure to follow the foregoing regulations, may be sufficient grounds for discipline or dismissal.



# Professional Educators with Individual Contracts Addendum

2019 - 2020

School District of New  
London  
901 West Washington  
Street  
New London, W 54961

# TABLE OF CONTENTS

## PROF ED SECTION 1 – PROFESSIONAL RESPONSIBILITIES

PROF ED 1.1	Introduction .....	1
PROF ED 1.2	Professional Educator Success Indicators.....	2
PROF ED 1.3	Strategic Plan .....	3
PROF ED 1.4	Student Supervision .....	3
PROF ED 1.5	Student Dismissal from Class .....	4
PROF ED 1.6	Hall and Traffic Supervision .....	5
PROF ED 1.7	Students Kept After School .....	5
PROF ED 1.8	Instructional Planning .....	5
PROF ED 1.9	Substitute Teachers—Consistency/Expectations .....	5
PROF ED 1.10	Leaving School.....	5
PROF ED 1.11	Inclement Weather—School Closing .....	6
PROF ED 1.12	Administratively Called Meetings .....	6
PROF ED 1.13	Committee Work.....	6
PROF ED 1.14	Collaboration Time.....	6
PROF ED 1.15	Parent Conferencing .....	7
PROF ED 1.16	Open House.....	7
PROF ED 1.17	IEPS.....	7
PROF ED 1.18	Selection of Materials .....	7

## PROF ED SECTION 2 – PROFESSIONAL HOURS AND WORKDAY

PROF ED 2.1	Professional Work Day.....	7
PROF ED 2.2	Part-Time Professionals .....	8
PROF ED 2.3	Preparation and Collaboration Time .....	8

## PROF ED SECTION 3 – MENTOR PROGRAM..... 8

## PROF ED SECTION 4 – PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION

PROF ED 4.1	Requirement to Remain Current .....	9
PROF ED 4.2	Staff Development .....	9
PROF ED 4.3	Professional Growth Plan or Professional Development Plan .....	9
PROF ED 4.4	Attending Out-of-District Workshops, Institutes, or Conferences .....	9

## PROF ED SECTION 5 – SUPERVISION AND EVALUATION ..... 10

## PROF ED SECTION 6 – PROFESSIONAL COMPENSATION / CONTRACTUAL ISSUES

PROF ED 6.1	Base Salary .....	11
PROF ED 6.2	Additional Degree or Certification/License – Salary Adjustment.....	11
PROF ED 6.3	Payday .....	11
PROF ED 6.4	Elementary Split Classes .....	12
PROF ED 6.5	Individual Contracts .....	12

PROF ED 6.6	Renewal/Nonrenewal of a Contract for Performance Issues.....	12
PROF ED 6.7	Layoff.....	12
PROF ED 6.8	Retirement .....	12
PROF ED 6.9	Resignation .....	12

**PROF ED SECTION 7 – PROFESSIONAL BENEFITS SUMMARY**

PROF ED 7.1	Holidays.....	12
PROF ED 7.2	Employee Benefits .....	13
PROF ED 7.3	Health Insurance .....	13
PROF ED 7.4	Alternate Benefit Plan in Lieu of Health Insurance .....	13
PROF ED 7.5	Dental Insurance .....	14
PROF ED 7.6	Long-Term Disability Insurance .....	14
PROF ED 7.8	Life Insurance .....	14
PROF ED 7.9	Personal Time .....	14
PROF ED 7.10	Voluntary Benefits .....	14

# PROF ED SECTION 1 – PROFESSIONAL RESPONSIBILITIES

## PROF ED 1.1 INTRODUCTION

Professional Educators have the primary responsibility to provide opportunities for students to learn subject matter and skills that will contribute to their development as mature, able, and responsible adults consistent with the philosophy and goals of the District. That responsibility includes assessing student growth, re-teaching or applying interventions and making appropriate and necessary modifications to improve student academic growth.

Professional Educators are considered “teachers” for the purpose of issuing individual contracts. The term “teacher” in state statutes means any person who holds a teacher’s certificate issued by the Department of Public Instruction (Chapter 118.19 Laws of Wisconsin). A teaching contract cannot be issued to any person not legally authorized to teach. This includes nurses, school psychologists, school counselors, occupational therapists, and speech/language pathologists. All individual contracts will terminate if and when the authority to perform professional services terminates. Evidence of such authorization (license) must be filed with the District Administrator before the effective date of contract.

If a Professional Educator changes his/her certification with the Department of Public Instruction, he/she should notify the District Administrator in writing by the February 1 immediately following such change.

The Professional Educator is expected to perform at a professional level of competence the services, duties and obligations required by the laws of the State of Wisconsin and the rules, regulations and policies of the Board which now exist or which may be enacted by the Board. All such rules, regulations and policies now in effect or subsequently becoming effective will be accessible to all Professional Educators.

The Board will provide the Professional Educator with a written position description outlining the Professional Educator’s services, duties and obligations. The Professional Educator is expected to effectively meet the duties and responsibilities normally expected of the Professional Educator’s position and will not engage in any pursuit which interferes with the proper discharge of such duties and responsibilities.

The Professional Educator is expected to participate in professional meetings, conferences and college level courses for the purposes of improving and stimulating their own professional growth and that of others. Participation will be in accordance with Board policies and rules. Necessary expenses will be paid for these meetings as provided by Board policy and state statutes.

The Professional Educator is also expected to meet and support the attainment of the success indicators for all professional staff of the District as listed.

## **PROF ED 1.2 PROFESSIONAL EDUCATOR SUCCESS INDICATORS**

*Professional Educators of New London Schools will be...*

### **Effective Communicators:**

- People who are well read and can access relevant research
- People who can write effectively to a variety of audiences and in a variety of contexts
- People who can express ideas orally
- People who can listen actively and respectfully
- People who can “connect” with students on a personal level
- People who can empathize with the learner
- People who are able to motivate a wide variety of students
- People who can decipher and assess information
- People who have the capacity to deliver instruction using a variety of methods that meet the needs of the learner
- People who can express ideas mathematically
- People who demonstrate personal creativity and elicit creativity from their students
- People who perceive and appreciate creativity in self and in their students

### **Problem Solvers and Critical Thinkers:**

- People who can identify, assess, integrate and use available resources and information to reason
- People who can make sound decisions
- People who can solve problems in a variety of contexts
- People who can use advanced technologies to create physical, intellectual or practical solutions
- People who are capable of divergent and independent thinking
- People who are creative, adaptable and flexible and who have an inventive spirit
- People who understand the whole and not just their specific specialty

### **Self-Directed and Life-Long Learners:**

- People who are reflective practitioners
- People who can set priorities and achievable goals
- People who can create positive options for themselves and their students
- People who can monitor and evaluate their progress
- People who can assume personal responsibility to research and apply best practice
- People who display the skills and confidence to perform assigned professional services
- People who are capable of taking action to achieve the goals of the organization
- People who stay current in their area(s) of expertise

### **Responsible Contributing Professionals:**

- People who can share time, energies and talents to improve the quality of instruction
- People who respect students, themselves and others
- People who are aware of local, national, and international issues and cultures
- People who respect and value differences in others
- People who can interact in a responsible manner and understand how those interactions impact others
- People of strong character who act on those convictions

People who are able to work cooperatively with others  
People who can appreciate the perspective of others  
People who take pride in their school and community  
People who are good team players  
People who are excellent role model for our students

Finally, the Board has adopted a Strategic Plan that should direct the efforts of every Professional Educator.

## **PROF ED 1.3 STRATEGIC PLAN**

The School District of New London Strategic Plan for 2018 – 2022 follows:

- **2018-2022 Strategy #1: Maximize Student Achievement:**  
*We will provide instruction which meets rigorous local learning targets and engages students in experiences that develop effective communicators, problem solvers and critical thinkers, self-directed lifelong learners, and responsible contributing citizens.*
- **2018-2022 Strategy #2: Maximize Staff Capacity:**  
*We will empower staff through staff development and leadership opportunities to lead their learning by improving professional practices and organizational processes that focus on student achievement and personal well-being.*
- **2018-2022 Strategy #3: Maximize Sustainable Practices:**  
*We will operate efficiently and effectively in managing expenses, resources, and communication to ensure business practices that promote long-term sustainability and positively influence success for all students.*

The Board of Education annually establishes goals in support of the adopted strategic plan for the District. All School Improvement Plans and individual Professional Growth Plans must be in concert with the adopted goals of the District.

## **PROF ED 1.4 STUDENT SUPERVISION**

Because of their proximity to students, staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the staff member. All staff members are responsible for exercising care and supervision for students under their supervision, and to assist in general supervision of school expectations and norms for all students. The District expects all staff to help create a positive learning environment for all students by modeling positive behaviors and consistently reinforcing behavioral expectations for students. To this end, all staff must be familiar with the behavior expectations for students at his or her school. In addition, staff members should adhere to the following guidelines:

- ✓ Each staff member will maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.

- ✓ A staff member should not volunteer to assume responsibility for duties he/she cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- ✓ Each staff member will report immediately to the principal knowledge or suspicion of illegal tobacco, alcohol, or drug use by students on school property or at a school event.
- ✓ A staff member will provide proper instruction in the safety matters presented in assigned course guides.
- ✓ Each staff member will immediately report to the principal any accident or safety hazard he/she detects.
- ✓ Each staff member will immediately report to the principal any knowledge of threats of violence by students.
- ✓ A staff member will not send students on any personal errands.
- ✓ A staff member will not associate with students, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol or drugs. This provision should not be construed as precluding a staff member from associating with students in private for legitimate or proper reasons.
- ✓ If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose or treat the student's problem or behavior.
- ✓ A staff member, in the performance of their professional responsibilities, will not transport students in a private vehicle without the approval of the principal.
- ✓ A student will not be required to perform work or services that may be detrimental to his/her health.

*Reference to: Policy 455.1 Student Supervision*

## **PROF ED 1.5 STUDENT DISMISSAL FROM CLASS**

**Behavior**—Occasionally, a Professional Educator may find it necessary to dismiss a student from class for inappropriate behavior. No student should be permitted to disrupt the learning process for other students in the class. If it is necessary to dismiss a student from class, ask the student to report to the office. Call the office from the classroom phone system. As soon as practical, the Professional Educator should follow up in writing and report to the office to discuss the incident with the Principal or Assistant Principal. The student should not return to class until efforts have been made to resolve the situation. Professional Educators who dismiss a student from class should contact the parents of the student to explain the situation.

**Other**—No student will be permitted to be released from school or leave school grounds during regular school hours unless the parent or guardian requests such release in writing or through personal communication and with the approval of the building principal or designee. If a

student needs to be picked up early from school, a parental note must be given to the Professional Educator so that the student can be ready.

*Reference to: Policy 436 Dismissal During School Hours – Student*

### **PROF ED 1.6 HALL AND TRAFFIC SUPERVISION**

Professional Educators should be familiar with traffic patterns within the building, and should be in the halls during passing times to supervise student movement, except during their thirty-minute lunch period. Standing outside the classroom enables the Professional Educator to supervise the students moving to and from the room and the immediate hall area. Professional Educators should follow these same procedures during the afternoon dismissal. Student supervision is important and Professional Educators need to control the noise, orderliness, and general behavior of students. Professional Educators are to make every effort to be in the corridor to supervise students.

### **PROF ED 1.7 STUDENTS KEPT AFTER SCHOOL**

Elementary students are expected to go directly home or to the District’s after-school program at the close of school. If any student remains after school for a legitimate reason (special help, extracurricular activities, or to help the Professional Educator), the parents must be notified. Bus students must not be held after school unless a parent consents and transportation is arranged. Professional Educators keeping students after school for make-up or disciplinary reasons ***must see that parents are made aware one day in advance.***

### **PROF ED 1.8 INSTRUCTIONAL PLANNING**

Careful and detailed planning is a fundamental of good teaching. Detailed plans are also necessary for use by substitute teachers. Daily lesson plans should be developed by each Professional Educator as a vital part of classroom planning and may be asked to be viewed by the Principal. Daily plans must be easily accessible to a substitute teacher in the event of a Professional Educator absence.

### **PROF ED 1.9 SUBSTITUTE TEACHERS—CONSISTENCY/EXPECTATIONS**

A folder marked “Substitute Teacher” will be maintained in the office if the situation arises that a Professional Educator must be absent. This folder will include; up-to-date lesson plans, seating charts, daily class schedule, class lists, absence slips, building floor plan, bell schedule, and routine supervisory responsibilities. The class record book should also be available. AESOP should also be used to post materials for a substitute teacher.

*Reference to: Admin Guideline 535.11 Use of Conference/Preparation Periods*

### **PROF ED 1.10 LEAVING SCHOOL**

*Any Professional Educator who leaves school, for any reason during the regular work day, must sign out at the school office and sign in upon return.* This can also be completed by phoning the main office from the classroom. If a Professional Educator leaves the building during their lunchtime, the Professional Educator should sign out and in upon their return. This will assist

the office personnel in knowing if the Professional Educator is in the building if that Professional Educator is needed.

If Professional Educators need to leave school early, they must receive permission from the school principal. When possible, Professional Educators will see the principal in person to receive permission; if the principal is absent, please contact another administrator. If the principal is unable to explain a Professional Educator's absence, the Professional Educator and the principal, as well as the entire school system, receive a negative public impression. Professional Educators who are assigned a coaching position within the New London School District will discuss their coaching schedule with their building principal prior to the start of coaching season. Professional Educators who choose to coach outside of the New London District are required to follow the contracted hours of the school day. Professional Educators who fail to comply may be subject to discipline, up to and including discharge.

### **PROF ED 1.11 INCLEMENT WEATHER—SCHOOL CLOSING**

If school should close because of inclement weather and the DPI requires the days be made up, the school calendar will be extended beyond these days without additional compensation.

### **PROF ED 1.12 ADMINISTRATIVELY CALLED MEETINGS**

Administration may from time to time find it necessary to call a meeting beyond the daily school schedule (see Section PROF ED 2.1 for schedule) to conduct school business or communicate important information. Regular and routine information should be shared via communiqués to respect Professional Educator time. Meeting time should be established well in advance so that employees may make necessary arrangements. Emergency circumstances may necessitate short notice. When administratively called meetings are scheduled, Professional Educators are expected to attend and actively participate. In case of duplication, attendance at one meeting will be determined by the building principal. Failure to attend meetings as directed may be subject to discipline, up to and including discharge.

### **PROF ED 1.13 COMMITTEE WORK**

Professional Educators will attend committee meetings upon request of the Chairperson of the committee. In case of duplication, attendance at one meeting will be determined by the principal. Committee membership is recognized as valuable in achieving the established goals of the District. Although committee membership is voluntary, participation in these committees is considered as adding value to the organization.

### **PROF ED 1.14 COLLABORATION TIME**

The day has been extended one day per week to provide for collaboration time between departments, grade level teams or other collaborative teams.

## **PROF ED 1.15 PARENT CONFERENCING**

Communicating the performance of each student is a critical aspect of each Professional Educator. Each educator is responsible for effectively doing so.

## **PROF ED 1.16 OPEN HOUSE**

An open house event is scheduled at the start of each new school year to build home/school relationships. When an open house is scheduled at each school, Professional Educators providing services to that school are expected to be in attendance. In case of duplication, attendance at one open house will be determined by the principal.

## **PROF ED 1.17 IEPS**

Special Education laws require the development of an Individual Education Plan for each student identified as a student with a disability. These plans are to be developed as a team including the educational professionals and parents. When notified, participation in the IEP meeting and plan development is expected.

## **PROF ED 1.18 SELECTION OF MATERIALS**

The School District has the responsibility to provide adequate materials, texts, and library services which reflect the cultural diversity and pluralistic nature of the American society. The District will not discriminate in the selection and evaluation of instructional and library materials on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

*Reference to: Policy 361.1 Selection of Educational Materials*

# **PROF ED SECTION 2 – PROFESSIONAL HOURS AND WORKDAY**

## **PROF ED 2.1 PROFESSIONAL WORK DAY**

Education and teaching is a professional occupation. The professional staff is expected to be with students for their supervision and instruction and to be present at those times needed to carry out their professional responsibilities. The schedule of each building will be developed by the District and is as follows:

<b>School</b>	<b>Student Day</b>	<b>Professional Staff Day (M,T,Th,F)</b>	<b>Professional Staff Day (W)</b>
Elementary	8:10 a.m. – 3:10 p.m.	7:50 a.m. – 3:30 p.m.	7:50 a.m. – 3:45 p.m.
Intermediate / Middle	8:05 a.m. – 3:22 p.m.	7:50 a.m. – 3:30 p.m.	7:50 a.m. – 3:45 p.m.
High	7:55 a.m. – 3:15 p.m.	7:50 a.m. – 3:30 p.m.	7:50 a.m. – 3:45 p.m.
High School Early Bird	7:00 a.m. – 2:20 p.m.	6:50 a.m. – 2:35 p.m.	6:50 a.m. – 3:45 p.m.

This chart represents a generally acceptable work day for Professional Educators. However, the work day is presumed to be an eight-hour work day for professional staff members, excluding lunch. The District recognizes that variation from this daily schedule may occur based on assigned responsibilities, professional obligations, and transportation schedules.

Educational and other professional requirements may make it necessary for occasional changes in normal starting and ending times. Alternate work schedules to better serve the needs of students may be developed between the District and individual staff members.

Generally, professional staff must be present during the student school day and whenever they have assigned duties. Professional Educators are expected to assume responsibility for a reasonable amount of work on curriculum projects, attendance and participation in faculty and departmental meetings, supervision of students, parent/teacher conferences, open house and other similar duties. From time to time, meetings may occur outside of a professional staff member's normal work hours. Professional Educators should generally be available either before or after school to meet with parents or students.

### **PROF ED 2.2 PART-TIME PROFESSIONALS**

Part-time positions are prorated based on the percentage of time employed. Part-time Professionals are employed under a regular teaching contract. Part-time Professionals are responsible for attending all faculty meetings, as well as inservice presentations and meetings, attending parent/teacher conferences, and open houses. They are expected to attend Special Education/IEP meetings when they affect students in their charge by invitation.

### **PROF ED 2.3 PREPARATION AND COLLABORATION TIME**

The District understands that preparation time for professional staff is integral for successful instruction. Time throughout the work day, where staff do not have assigned teaching or other responsibilities, should be used by Professional Educators to prepare for classes. Such preparation time may be used to assist students individually or in small groups, meet with colleagues or administrators, prepare lessons, grade papers or meet with parents or other professionally appropriate tasks.

In addition, the District specifically reserves time on Wednesday afternoons to allow for professional collaboration. This collaboration time is essential to promoting learning for all of our students.

## **PROF ED SECTION 3 – MENTOR PROGRAM**

The District is committed to assisting employees new to the profession with quality professional development during their initial years of employment with the District.

The District will provide a mentor for each Initial Educator. Mentors will be chosen by the District Administration. The District reserves the right to use qualified persons who are not District employees or continuing Professional Educators. Mentoring responsibilities will be outlined at the time of appointment.

## **PROF ED SECTION 4– PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION**

### **PROF ED 4.1 REQUIREMENT TO REMAIN CURRENT**

It is a professional requirement to remain current in both the content and pedagogical development of the chosen professional field of practice.

### **PROF ED 4.2 STAFF DEVELOPMENT**

Inservice times are provided to meet the training needs of the staff. Such times are scheduled based upon current initiatives of the District. Time may also be used to share necessary information to staff regarding the safe and effective operation of the school or to meet specific notice requirements of law. Full participation in inservice activities is expected. Special work periods are established annually in the school calendar for the development of new courses, rewriting the present curriculum, for improving communications among grade levels and divisions. Time is also allocated for the maintenance of records and preparing classrooms.

### **PROF ED 4.3 PROFESSIONAL GROWTH PLAN OR PROFESSIONAL DEVELOPMENT PLAN**

Each Professional Educator is expected to submit an approved PGP or PDP that is linked to the District and/or school improvement goals. These plans are to be reviewed and updated on an annual basis.

### **PROF ED 4.4 ATTENDING OUT-OF-DISTRICT WORKSHOPS, INSTITUTES, OR CONFERENCES**

Professional development is available through building budgets, federal entitlements, and various program budgets. This provides the opportunity for Professional Educators to self-initiate requests to attend an out-of-District workshop, institute, or conference. Appropriate forms must be completed and submitted to the building principal and/or director for prior approval to attend.

## PROF ED SECTION 5 – SUPERVISION AND EVALUATION

Evaluation is an important procedure in facilitating personal/professional growth for staff members and for improving the instructional program for students. The procedures document both the effective and/or distinguished performance of classroom Professional Educators as well as the areas for development or where improvement may be needed. Unacceptable performance will also be identified.

The performance review process permits the Professional Educator to engage in reflective practice by assessing his/her own performance in relation to the specific position and expectations of the job. This reflective practice must be informed by meaningful data and feedback. This feedback may come in several formats including a review of student achievement, student surveys, electronic or hardcopy communications from a supervisor and other data as deemed appropriate by the District or state.

Per Wis. Stat. Sec. 120.02(1)(q), the District will “evaluate, in writing, the performance of all certified school personnel at the end of their first year and at least every 3<sup>rd</sup> year thereafter.” In order to meet this obligation, it is the goal to provide each Professional Educator with an annual performance review to provide meaningful feedback to the Professional Educator in a continuous improvement model. All Professional Educators are expected to work to improve their practice regardless of past success, with the recognition that improvement becomes incrementally more difficult as one approaches excellence.

The decision to move a Professional Educator into an intensive support process is the responsibility of the immediate supervisor in consultation with the director team. As with any form of Professional Educator evaluation, such a decision is based on the evaluator’s professional judgment. The supervisor may form this judgment at any time, regardless of whether a formal evaluation has occurred. When, in the judgment of the supervisor, a significant area for improvement is identified and communicated to the professional staff member, a plan of improvement will be developed. The goal of this intensive support is for the Professional Educator to meet expectations. The plan is considered to be an assistance level of intervention.

Consistent with state statute, if the employee disagrees with the information contained in an evaluation, removal or correction of that information may be mutually agreed upon by the administration and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee’s position. The administration will attach the employee’s statement to the disputed evaluation.

## **PROF ED SECTION 6 – PROFESSIONAL COMPENSATION / CONTRACTUAL ISSUES**

### **PROF ED 6.1 BASE SALARY**

The base salary will be determined by the Board of Education. The district has established a minimum pay threshold for individuals who have 10 or more years of experience in the School District of New London. This varies based upon level of education, i.e. Bachelors, Masters. In addition, a stipend will be awarded at the conclusion of each 5-year increment of service.

### **PROF ED 6.2 ADDITIONAL DEGREE OR CERTIFICATION/LICENSE – SALARY ADJUSTMENT**

Salary adjustments can be obtained by completion of a pre-approved program as outlined below. Prior approval must be obtained via completion of the district form and submitted to District Office.

- Masters degree. Approval is individually considered but generally approved Master's degree programs are as follows:
  - ✓ Education leadership
  - ✓ Education technology
  - ✓ Masters in area of assignment
  - ✓ Masters in an area of shortage whereby district capacity is enhanced

Criteria for consideration are based on organizational improvement/capacity. All degrees shall be obtained from an accredited college/university.

- National Board Certification.
- Additional certifications and/or licensures will be evaluated on an individual basis. Generally, the following areas are primarily considered:
  - ✓ Literacy
  - ✓ Mathematics
  - ✓ Areas of shortage

In addition, individuals seeking such additional credentials must be willing to utilize them should the district determine it is necessary, and they must also be willing to share knowledge/skill with colleagues as is appropriate.

### **PROF ED 6.3 PAYDAY**

Employees are paid on a bi-weekly basis. The District electronically deposits the employee's paycheck into checking or savings account(s) as designated by the employee on each biweekly payroll date. Paycheck information can be obtained from the employee's Skyward account. Pay dates are available on the staff website.

Salaried employees are paid in equal installments via direct deposit every two weeks, paid in 20 or 26 installments (at Professional Educator's option), based on the normal payroll schedule.

Deductions are made for appropriate state and federal withholding, Wisconsin Retirement System (WRS), contributions, and insurance as provided for by law.

*Reference to: Policy 671.1 Payday Schedules*

#### **PROF ED 6.4 ELEMENTARY SPLIT CLASSES**

Professional Educators teaching core classes in grades one through four, who is required to teach a combination of grades (split class), will be paid an additional \$2,500 per year.

#### **PROF ED 6.5 INDIVIDUAL CONTRACTS**

Individual contracts will be issued on or before May 15.

Summer school contracts will be offered once the summer school program and dates have been established. Compensation for summer school assignments will be at the hourly consortium rate.

#### **PROF ED 6.6 RENEWAL/NONRENEWAL OF A CONTRACT FOR PERFORMANCE ISSUES**

Contracts will be awarded or not renewed in accordance with Wisconsin Statute 118.22.

#### **PROF ED 6.7 LAYOFF**

The Board reserves the right to lay off Professional Educator during the term of this Contract based upon the needs of the District. Professional Educator will be given notice of such layoff not less than thirty (30) calendar days prior to the effective date of such layoff. It is understood that as a layoff, the non-renewal procedures of Section 118.22, Wis. Stats., do not apply.

#### **PROF ED 6.8 RETIREMENT**

To be eligible to receive any post-employment benefit that the Board may choose to provide, Professional Educators who wish to retire will submit a written, signed letter to the District Administrator by March 31 of his/her wish to retire for the following school year. Unforeseen circumstances preventing timely notice may be considered by the Board.

#### **PROF ED 6.9 RESIGNATION**

A Professional Educator intending to be released from employment with the Board will pay liquidated damages according to the individual contract unless otherwise determined by the Board.

## **PROF ED SECTION 7 – PROFESSIONAL BENEFITS SUMMARY**

#### **PROF ED 7.1 HOLIDAYS**

Professional Educators will be granted the following holidays off with pay: LABOR DAY, THANKSGIVING DAY, and MEMORIAL DAY.

## **PROF ED 7.2 EMPLOYEE BENEFITS**

The Board has established an advisory Employee Benefits Committee to research and recommend the benefit package to be offered to its employees. The District has secured the services of a consulting group to assist the Employee Benefits Committee in a financially sustainable package of benefits that will help to recruit and retain quality employees. The benefits packet will be selected by the Board. Eligibility for and payments toward any such benefits will be determined by the Board. The benefits will be inserted upon completion of the Employee Benefits Committee recommendations and final Board determination.

## **PROF ED 7.3 HEALTH INSURANCE**

Employees are eligible for health insurance if they meet the eligibility threshold under the affordable care act (ACA) of 30 hours a week. Certified staff are not hourly employees so the district will determine final eligibility based upon the work schedule for the employee.

New employees will be included as participants in the benefit programs described in this section the first day of the month following their hire date. If an employee is hired on the first day of the month, the employee is eligible that month. Employees choosing not to enroll in one or more of the benefit programs must sign a waiver of participation for each such benefit program not chosen.

The District will pay a percentage of the health insurance monthly premium for employees who are eligible for health insurance. Employees are eligible for up to a 5% incentive by participation (both employee and spouse if covered) in the PHA (Personal Health Assessment).

Guidelines for participation in the PHA will be communicated by the District Office and must be adhered to in order to attain the incentive.

## **PROF ED 7.4 ALTERNATE BENEFIT PLAN IN LIEU OF HEALTH INSURANCE**

Any employee who qualifies for participation in the District group health insurance plan may waive such participation and elect to receive cash compensation in lieu of the health insurance benefit. For part-time employees this alternative benefit will be pro-rated based upon hours worked and number of months worked. Employees who are hired under an individual contract are considered to be twelve (12) month employees. Such cash payments will be determined by the Board of Education. Where the employee chooses, the District will facilitate the deferral of cash to a tax-sheltered annuity (TSA) plan.

**CAUTION:** Any initial enrollment or reenrollment in the health plan after choosing the Alternate Benefit Plan will be subject to the terms and conditions of the insurance provider.

Married couples, where both partners are employed by the District, may choose one of the following:

- ✓ One family Health Insurance Plan.
- ✓ Two single Health Insurance Plans.
- ✓ One single Health Insurance Plan and one Alternate Benefit Plan.

The cash compensation amount will be paid to the employee as additional taxable earnings.

### **PROF ED 7.5 DENTAL INSURANCE**

The terms and conditions of this benefit will be determined by the Board of Education. A summary of benefit document will be provided by the current benefit carrier to explain the benefit plan as long as the benefit is provided.

### **PROF ED 7.6 LONG-TERM DISABILITY**

The District will pay the premiums for long-term disability insurance for qualifying, eligible employees. The terms and conditions of this benefit will be determined by the Board of Education. A summary of benefit document will be provided by the current benefit carrier to explain the benefit plan as long as the benefit is provided.

### **PROF ED 7.7 LIFE INSURANCE**

The District will pay the premiums for life insurance at one (1) times the employee's fiscal year contract (rounded to the next thousand dollars). Employees having the life insurance also have the option of picking up, at their own expense, life insurance for their spouse and eligible dependents. The terms and conditions of this benefit will be determined by the Board of Education. A summary of benefit document will be provided by the current benefit carrier to explain the benefit plan as long as the benefit is provided.

### **PROF ED 7.8 PERSONAL TIME**

Professional Educators will be provided two (2) personal leave days per school year which will be deducted from the employee's sick leave account. Employees who have completed ten (10) years of service to the District will receive a third personal day also deducted from the employee's sick leave account. Personal time can be taken in half (.5) or full (1.0) day increments. (See Employee Handbook Section 10.8 Personal Time for more details.)

### **PROF ED 7.9 VOLUNTARY BENEFITS**

The district offers vision insurance, additional life insurance and short-term disability insurance on a voluntary basis. Premium payments for these coverage will be allowed through payroll deductions. Employees are subject to the rules and regulations of those carriers to be eligible.



# Employees without Individual Contracts Addendum

2019 - 2020

School District of New  
London  
901 West Washington  
Street  
New London, W 54961

# TABLE OF CONTENTS

W/O IND CONT	SECTION 1 – TYPES OF EMPLOYMENT	
W/O IND CONT	1.1 Types of Employment .....	1
W/O IND CONT	1.2 Full-Time/Part-Time Employees.....	1
W/O IND CONT	SECTION 2 – HOURS OF WORK / WORK SCHEDULES	
W/O IND CONT	2.1 Work Schedules.....	1
W/O IND CONT	2.2 Standard Hours or FTE .....	2
W/O IND CONT	2.3 Additional Time .....	2
W/O IND CONT	2.4 Overtime .....	2
W/O IND CONT	2.5 Compensatory Time .....	2
W/O IND CONT	2.6 School Closings for Inclement Weather .....	2
W/O IND CONT	2.7 Time Sheets .....	3
W/O IND CONT	2.8 Change in Schedule .....	3
W/O IND CONT	2.9 Letter of Intent .....	3
W/O IND CONT	2.10 Pay Record.....	3
W/O IND CONT	SECTION 3 – EVALUATIONS.....	4
W/O IND CONT	SECTION 4 – TRAINING AND STAFF DEVELOPMENT	
W/O IND CONT	4.1 District Inservices .....	4
W/O IND CONT	SECTION 5 – WAGE COMPENSATION	
W/O IND CONT	5.1 Payday .....	5
W/O IND CONT	5.2 Wage Determination.....	5
W/O IND CONT	5.3 Annual Wage Adjustments.....	5
W/O IND CONT	5.4 Part-Time Employees .....	5
W/O IND CONT	5.5 Affect of Transfer on Wages .....	5
W/O IND CONT	SECTION 6 – BENEFITS SUMMARY	
W/O IND CONT	6.1 Health Insurance.....	5
W/O IND CONT	6.2 Dental Insurance.....	6
W/O IND CONT	6.3 Change in Scheduled Work Day.....	6
W/O IND CONT	6.4 Long-Term Disability .....	6
W/O IND CONT	6.5 Life Insurance.....	6
W/O IND CONT	6.6 Holidays .....	7
W/O IND CONT	6.7 Vacations .....	7
W/O IND CONT	6.8 Personal Time .....	8
W/O IND CONT	6.9 Sick Leave Payout .....	8
W/O IND CONT	6.10 Voluntary Benefits .....	8

## **W/O IND CONT SECTION 1 – TYPES OF EMPLOYMENT**

### **W/O IND CONT 1.1 TYPES OF EMPLOYMENT**

- ✓ **TWELVE-MONTH EMPLOYEES:** A twelve-month employee is defined as an employee regularly scheduled for all work days twelve (12) months a year.
- ✓ **SCHOOL YEAR EMPLOYEES:** A school year employee is defined as an employee who is regularly scheduled for all workdays during the school year not to exceed 190 days as scheduled by the District Administrator or Director of Business and Human Resource Services.
- ✓ **EXTENDED SCHOOL YEAR EMPLOYEES:** An extended school year employee is defined as an employee who is regularly scheduled for all workdays during the school year and additional workdays as may be necessary to accommodate the start-up and end-of-year activities of the academic calendar. The number of days will be greater than 190 days but will not exceed 220 days. These days will be scheduled by the District Administrator or Director of Business and Human Resource Services.
- ✓ **LONG-TERM SUBSTITUTES:** A long-term substitute is hereby defined as an employee who is hired to take the place of an employee who is on leave for an extended period of time.
- ✓ **TEMPORARY EMPLOYEES:** Temporary employees are those 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 project. Temporary employees are not eligible for benefits.

### **W/O IND CONT 1.2 FULL-TIME/PART-TIME EMPLOYEES**

- ✓ **FULL-TIME EMPLOYEES:** A full time employee is defined as an employee who is assigned to work 1300 hours or more in a fiscal year.
- ✓ **PART-TIME EMPLOYEES:** A part time employee is defined as an employee who is assigned to work less than 1300 hours in a fiscal year.

## **W/O IND CONT SECTION 2 – HOURS OF WORK / WORK SCHEDULES**

### **W/O IND CONT 2.1 WORK SCHEDULES**

Hours of work of all employees will be scheduled by the District Administrator or his/her designee. The District Administrator or his/her designee has the right to schedule overtime as determined by the District. Overtime will be paid in accordance with the Fair Labor Standards Act to the extent such Act applies to the District.

## **W/O IND CONT 2.2 STANDARD HOURS OR FTE**

Hourly employees will be assigned standard hours or FTE allocation, which represent the number of hours or percentage of full-time employment they are normally scheduled to work per week. This is used in various benefit programs to determine eligibility and amount of benefit.

## **W/O IND CONT 2.3 ADDITIONAL TIME**

Additional time is defined as time worked over the regularly scheduled hours of an employee but not more than forty (40) hours in a work week. Such hours are paid at the employee's regular rate of pay. Such hours must be logged through True Time.

## **W/O IND CONT 2.4 OVERTIME**

At times it may be necessary to work overtime. An hourly, non-exempt employee (i.e. Support Staff) will be paid in compliance with the Fair Labor Standards Act (FLSA) and in accordance with the overtime requirements for their employee group. Hourly employees are expected to not work before, beyond or outside of their established working hours and are not to work overtime without prior authorization from their supervisor. Unless otherwise stated, overtime is paid for all hours worked in excess of forty (40) hours in a work week at a rate of 1.5 times the employee's regular hourly rate of pay.

## **W/O IND CONT 2.5 COMPENSATORY TIME**

Compensatory or "comp" time is time off from work in lieu of paid time. Comp time must be scheduled to be taken at a mutually agreeable time in advance with the employee's administrator. It requires a prior written agreement with the employee and supervisor. Comp time is only available to hourly, non-exempt employees (Support Staff). Comp time off will be earned at the appropriate rate (time and one half if over forty (40) hours per week if actually worked). Comp time must be logged by the Business Office utilizing Skyward. Any compensatory time exceeding forty (40) must be paid as wages. Any unused compensatory time may be banked not to exceed the hours stipulated by the approving administrator, but must be used within a fiscal year (by June 30th). Employees must track and indicate comp time on time sheets.

## **W/O IND CONT 2.6 SCHOOL CLOSINGS FOR INCLEMENT WEATHER**

In the event any or all schools and/or other employee work areas are closed for all or part of a day due to inclement weather or an unanticipated situation as determined by the District Administrator or his/her designee the following general rules will apply:

- ✓ Employees (excluding twelve-month employees) are not required to report for work on either of the first two inclement weather/unanticipated situation days. Employees will be excused for the time closed and will be paid their regular days pay for that day, unless out on a preapproved unpaid leave day. Employees will not be paid for any days beyond the first two days. Any work hours cancelled may be rescheduled by the District. In such instances, employees are required to work and will be paid at that time. Employees will not be compensated for delays or early dismissals.

- ✓ Twelve-month employees are expected to report to work but may take a vacation day or personal time if they choose not to report for work. Employees will not be compensated for delays or early dismissals.

### **W/O IND CONT 2.7 TIME SHEETS**

All employees are required to record their start and quit times as well as other unpaid lunch or break periods in the computer software provided or other approved forms for each two-week work period. All hours worked outside normal hours must be approved in advance, by your immediate supervisor, and the reasons for such work should be indicated by the employee on the timecard. Additional time will not be paid unless it is approved in advance.

Employees should punch in/out in accordance with established work schedules. Punching in/out before or after scheduled work time without approval may result in discipline.

### **W/O IND CONT 2.8 CHANGE IN SCHEDULE**

The District has the right to establish work rules and schedules of work. Schedules will be established to fit the needs of the students, programs, and specifics of each building. Unforeseen temporary changes may be requested. Employees are expected to make those changes unless personal situations, day care, or pre-scheduled family events have already been scheduled and conflict with the change. Employees will not be disciplined if previously made plans conflict with emergency schedule changes at work and prevent them from working.

Work days beyond the regular school year for extended school year employees must be scheduled and the employee notified by the building administrator preceding the summer break.

### **W/O IND CONT 2.9 LETTER OF INTENT**

A letter notifying school year employees of the Districts intent to re-employ them in the coming school year shall be given to each school year employee prior to the end of the current school year. Specific assignments and hours cannot be guaranteed but every effort will be made to place the employee in a similar position (both assignment and hours) as the one currently held.

### **W/O IND CONT 2.10 PAY RECORD**

Pay records with amount of each payroll deposit along with dates and hours worked will be available on the web.

## **W/O IND CONT SECTION 3 – EVALUATIONS**

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the School District of New London. Routine evaluations will be conducted at least once every two-year period.

Monitoring or observation of the work performance of an employee for purposes of evaluation will be conducted openly and fairly with his/her full knowledge. Any evaluations of an employee's work performance will be based upon their written job descriptions, employee expectations, adherence to work rules and other relevant criteria. Information from anonymous sources and/or unfounded comments will not be included in any final evaluation report. "Anonymous" is interpreted to mean unknown to the employee and evaluator.

An evaluation of an employee will be a cooperative process between the employee and the evaluator. Both should use the same evaluation form/instrument and should prepare all applicable information prior to their evaluation conference. For all like-classified jobs, each evaluator will use the same evaluation form/instrument. When a Professional Educator works with an Educational Assistant, the Professional Educator may be requested to provide objective input for consideration by the administrator who is evaluating the Educational Assistant. The conference will focus on a discussion of the information. The final evaluation report must contain the signatures of both the employee and the evaluator to indicate that both have been a part of the evaluation. The employee's signature does not indicate that he/she necessarily agrees with the final evaluation report. He/she will have the right to comment on anything he/she feels is relevant and the comments will be attached to the file copy of the evaluation report.

An employee whose overall performance on an evaluation is rated unsatisfactory will be placed on a Plan of Assistance. During the time on such a plan, he/she is not eligible for any wage increase. Successful completion of the Plan of Assistance may result in the employee being granted on a go forward basis any increase of wage rate increase previously withheld.

## **W/O IND CONT SECTION 4– TRAINING AND STAFF DEVELOPMENT**

### **W/O IND CONT 4.1 DISTRICT INSERVICES**

Inservice times are provided from time to time to meet the training needs of the staff. Such times are scheduled based upon current initiatives of the District. Time may also be used to share necessary information to staff regarding the safe and effective operation of the school or to meet specific notice requirements of law.

Employees should reserve the identified Staff Development Days as potential days for training. Appropriate and timely notice of such training dates and times will be provided to those affected. Full participation in these training activities is expected when scheduled.

## **W/O IND CONT SECTION 5 – WAGE COMPENSATION**

### **W/O IND CONT 5.1 PAYDAY**

Employees are paid on a bi-weekly basis. The District electronically deposits the employee's paycheck into checking or savings account(s) as designated by employee on each biweekly payroll date. Paycheck information can be obtained from the employee's Skyward account. Pay dates are available on the staff website.

*Reference to: Policy 671.1 Payday Schedules*

### **W/O IND CONT 5.2 WAGE DETERMINATION**

The base wage will be determined by the Board of Education.

### **W/O IND CONT 5.3 ANNUAL WAGE ADJUSTMENTS**

Annual wage adjustments, when approved by the Board of Education will become effective when designated.

### **W/O IND CONT 5.4 PART-TIME EMPLOYEES**

Part-time employees will receive the same rights, conditions, and benefits as full-time employees in their same Employee Definition except as modified herein and except that part-time employees will be compensated on a pro-rata basis proportionate with the number of hours worked.

### **W/O IND CONT 5.5 AFFECT OF TRANSFER ON WAGES**

If an employee transfers to a vacant position in a classification different than his/her present classification, he or she may be placed in the new classification at a wage rate.

## **W/O IND CONT SECTION 6 – BENEFITS SUMMARY**

### **W/O IND CONT 6.1 HEALTH INSURANCE**

Eligible employees are employees who are scheduled to work a minimum of six (6) hours per day or an average of 30 hours per week in one position or a combination of positions. New employees will be included as participants in the benefit programs described in this section on the first day of the month following their first day of employment. Employees choosing not to

enroll in one or more of the benefit programs must sign a waiver of participation for each such benefit program not chosen. A summary of benefits document will be located on the staff website.

**School Year/Extended School-Year Employees**—District payment of premiums for health and/or dental insurance over the summer recess for a school year and extended school-year employee will be paid by the District and will be based on his/her scheduled workday at the end of his/her work year. The premium share deductions as noted above will be calculated based upon the number of paychecks as defined by the calendar.

### **W/O IND CONT 6.2 DENTAL INSURANCE**

Eligible employees are employees who are scheduled to work a minimum of three and one-half (3 ½) hours per day or an average of 17.5 hours per week in one position or a combination of positions. New employees will be included as participants in the benefit programs described in this section on the first day of the month following their first day of employment. Employees choosing not to enroll in one or more of the benefit programs must sign a waiver of participation for each such benefit program not chosen. A summary of benefits document will be located on the staff website.

**School Year/Extended School-Year Employees**—District payment of premiums for health and/or dental insurance over the summer recess for a school year and extended school-year employee will be paid by the District and will be based on his/her scheduled workday at the end of his/her work year. The premium share deductions as noted above will be calculated based upon the number of paychecks as defined by the calendar.

### **W/O IND CONT 6.3 CHANGE IN SCHEDULED WORK DAY**

When an employee has a change in his/her scheduled work day for a reason other than a temporary situation, any necessary adjustment in the percentage of District paid premiums for health and/or dental insurance will be effective the first of the month following the month after the change occurred.

Examples: Scheduled work day changes from 5 ½ to 6 hours on February 3, percentage changes on March 1; Scheduled work day changes from 7 ½ to 4 hours on September 30, percentage changes on October 1.

### **W/O IND CONT 6.4 LONG-TERM DISABILITY**

The District will pay the premiums for long-term disability insurance for qualifying, eligible employees. The terms and conditions of this benefit will be determined by the Board of Education. A summary of benefits document will be located on the staff website.

### **W/O IND CONT 6.5 LIFE INSURANCE**

The District will pay the premiums for life insurance for qualifying, eligible employees at one (1) times the employee's fiscal year contract (rounded to the next thousand dollars). Employees

having the life insurance also have the option of picking up, at their own expense, life insurance for their spouse and eligible dependents. The terms and conditions of this benefit will be determined by the Board of Education. A summary of benefits document will be located on the staff website.

## **W/O IND CONT 6.6 HOLIDAYS**

Holidays are granted as follows:

- ✓ Each School Year Employee and Extended School Year Employee will be granted the following holidays off with pay: LABOR DAY, THANKSGIVING DAY, the FRIDAY AFTER THANKSGIVING, GOOD FRIDAY, and MEMORIAL DAY.
- ✓ Each twelve-month employee will be granted the following holidays off with pay: NEW YEAR'S DAY, GOOD FRIDAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY, the FRIDAY AFTER THANKSGIVING, CHRISTMAS EVE DAY, CHRISTMAS DAY, and NEW YEAR'S EVE DAY.

In order to qualify for holiday pay, the employee must have worked the regularly scheduled work day immediately before and the regularly scheduled work day immediately after the holiday in question, with the exception of paid vacation, illness verified by a physician's statement, or leave approved by the District Administrator/designee.

Days are defined as the number of hours the employee is normally scheduled to work. If any one of the above-mentioned holidays falls on a Saturday or Sunday, the Holiday will be scheduled as determined by the District.

Eligible employees will be paid at the rate of time and one-half their hourly rate of pay for time worked on holidays, in addition to the pay for the holiday.

## **W/O IND CONT 6.7 VACATIONS**

Only twelve-month employees will be eligible for vacation with pay on the following schedule:

- ✓ 2 Weeks - after ninety (90) days of 12 month employment
- ✓ 3 Weeks - after five years of 12 month employment
- ✓ 4 Weeks - after ten years of 12 month employment

Extended School Year Employees will be eligible for 5 days of vacation with pay after one year in the extended school year position. Vacation may be utilized between September 1 and August 31.

Vacation time is granted on a prorated basis each calendar year basis from January 1 through December 31 of each year. Twelve (12) month employees who are not hired at the start of the calendar year will have vacation time during the initial calendar year prorated. No vacation may be carried over to the next year.

The vacation periods and number of employees on vacation at any given time will require approval of the appropriate administrator(s). An employee must enter the request in TrueTime when requesting vacation. This needs to be done at least ten (10) days prior to the vacation date(s) being requested, whenever possible.

Vacation pay will be based upon the normal base hourly rate of each employee. The number of hours of pay for each vacation day will be the same number of hours that an employee had been scheduled to work on that day.

Vacation may be taken in half-day increments or less but one-half of your normal daily hours will be deducted for all half-day or less vacation times.

At the termination of employment, compensation for any unused vacation days will be equal to the daily salary per accumulated day at the time of the employee's termination and will be remitted on the final paycheck. Employees resigning during the year will have their vacation prorated for pay out purposes. This provision does not apply to an employee terminated for cause. In such instance, unused vacation days will be forfeited.

A maximum of five days of unused vacation each year may be accumulated until retirement. Upon retirement, the number of accumulated days at the salary paid for each of those days at the time earned will be paid as a retirement payment. This payment will be subject to all legally required payroll taxes and deductions. The Board may provide other post-employment benefits. Any such post-employment benefit will be selected and determined by the Board. Eligibility for, and payments toward any such benefit will be determined by the Board. Although the Board reserves the right to modify any existing benefit, banked vacation or sick leave will not be forfeited by current employees.

#### **W/O IND CONT 6.8 PERSONAL TIME**

Staff without individual contracts will be provided one (1) personal leave day per school year which will be deducted from the employee's sick leave account. Employees who have completed ten (10) years of service to the District will receive a second personal day also deducted from the employee's sick leave account. Personal time can be taken in half (.5) or full (1.0) day increments. (See Employee Handbook Section 10.8 Personal Time for more details.)

#### **W/O IND CONT 6.9 SICK LEAVE PAYOUT**

At the time of retirement, grandfathered employees will receive payment for their unused sick leave up to a maximum of 50% of accrued sick leave but not to exceed \$2,000 in value. This payment will be subject to all legally required payroll taxes and deductions.

## **PROF ED 6.10 VOLUNTARY BENEFITS**

The district offers vision insurance, additional life insurance and short-term disability insurance on a voluntary basis. Premium payments for these coverage will be allowed through payroll deductions. Employees are subject to the rules and regulations of those carriers to be eligible.