

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION POLICY COMMITTEE MEETING**

Monday, April 15, 2024

7:30 AM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 30 Minutes for public comments.

Public comments may be sent to Rebecca McDonough at [district\\_administrator@waunakee.k12.wi.us](mailto:district_administrator@waunakee.k12.wi.us) up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted in the lobby of the building, asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVE AGENDA**

**IV. PUBLIC COMMENTS**

**V. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION** **3**

Attached please find the summary spreadsheet for the policies that will be reviewed at the meeting. These policies have been reviewed by the administration and the policy committee chair prior to movement to the committee for consideration.

- A. 526.1 Employment References and Verifications 7
- B. Professional Staff Postions 9
- C. 531.1 Professional Staff Licensure PI 34 10
- D. 531.1 R Administration /Staff Responsibilities 11
- E. Negotiations Legal Status 13

F. 532.1 Negotiations/contract Management.	14
G. 533 Recruitment and Hiring of Professional Employees	15
H. 533.1 Criminal Background Checks	19
I. 534 Substitute Professional Staff Employment	22
J. 535.21 Coaches	23
K. 535.3 Professional Staff Promotions	25
L. 535.4 & 535.4R Telework	26
M. 536 Termination of Employment	37
N. 529 Employee Discipline	38
O. 536.3/546.3 Health/Dental Insurance - Early Retirement	40
P. 536.5/546.5 Retirement of Staff Members	41
Q. 537.3 Professional Organizations	42
R. 538 Professional Staff Evaluation	43
S. 538E Head Coach	45
<b>VI. <u>FUTURE MEETINGS</u></b>	
<b>VII. <u>ADJOURN</u></b>	

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Admin. Recommendation:
526.1	Employment Referemces and Verifications	526.1	Adopt PRG 526.1 Sample Policy 1	I should have sent this with the last set, but missed it. This is a required policy under the ESEA and Wisconsin law that prohibits assisting someone suspected of engaging in sexula misconduct with a minor. It was on Table 1 of the Quick Check (Table 1 is missing policies that are required or strongly recommended).	agree w/WASB
531	Professional Staff Positions	531	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	agree w/WASB
531.1	Professional Staff Licensure - PI 34	531.1	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	agree w/WASB
	Administration/staff Responsibilities	531.1R	Delete current policy	Your current policy simply restates legal requirements and is not needed.	Repeal
532	Negotiations Legal Status	532	Modify current policy with BF edit.	The PRG does not offer a sample for this topic. I modified the policy to make it comply with the current bargaining law. Note that if district staff has not certified a collective bargaining unit, this policy should be deleted.	agree w/WASB Take off cross ref. to WTA contract
532.1	Negotiations/Contract Management	532.1	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written. Note that if district staff has not certified a collective bargaining unit, this policy should be deleted.	agree w/ WASB

533	Recruitment and Hiring of Professional Employees	533	Replace with PRG 533 Sample Policy 3	I selected sample 3 because it allowed for a separate process for approval of substitute teachers. I think this aligns with your current policies. If you wanted a simpler and less detailed policy, you might take the second paragraph of sample 3 and incorporate it into sample 1.	Agree w/ WASB insert dr. of HR edit * under item 3e
533.1	Criminal Background Checks	533.1	Replace with PRG 533.1 Sample Policy 3	Note there is also a sample exhibit for 533.1. Note that the Fair Credit Reporting Act requires that employers using a 3rd party to conduct background checks comply with FCRA requirements including obtaining written consent from the applicant. See the May 2012 Legal Comment for more information on FCRA application to employment background checks.	Agree w/ WASB insert dr. of HR
534	Substitute Professional Staff Employment	534	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	Per Edits from BG
535.21	Coaches	535.21	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	Agree w/ WASB with edits and comments from AD
535.3	Professional Staff Promotions	535.3	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	agree w/ WASB take off cross ref of WTA contract

535.4	Telework	529	Replace with PRG 535.4 sample policy 1 and sample rule 1	<p>You may choose to incorporate some of the procedures in your current policy in the rule - I noted several places in the rule where you might do that.</p> <p>I looked in the teacher handbook I have for your district for language relating to telework but did not find any. You should review any employee handbooks you have for telework language and align that language with the sample policies.</p>	agree with edits
	Termination of Employment	536	Delete current policy	<p>Your current policy provides an incomplete description of an employee's health plan continuation rights under state and federal law. The PRG does not have sample language on this topic, but it is addressed in the WASB Employee Handbook (a separate subscription publication by WASB). I included sample language on COBRA that you might use in your employee handbook or as a policy.</p>	Repeal
529	Employee Discipline	536.2	Replace with PRG 529 Sample Policy 1 and renumber to align with WASB Policy coding system	<p>Note your current policy addresses both disciplinary suspensions and involuntary leaves for medical reasons while the WASB sample focuses on employee discipline and leaves related to discipline and investigation of misconduct.</p>	Agree w/ WASB

536.3/546 .3	Health/Dental Insurance - Early Retirement	536.3/546 .3	Review and update policy if needed.	The PRG does not offer sample early retirement benefit policies and your policy is acceptable as written. You should review the policy to make certain it reflects your current benefit package for retirees.	agree w/WASB include BG edits
536.5/546 .5	Retirement of Staff Members	536.5/546 .5	Keep current policy.	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	agree w/ WASB
537.3	Professional Organizations	537.3	Keep current policy.	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	agree w/ WASB include BG edits
538	Professional Staff Evaluation	538	Replace with PRG 538 Sample Policy 5	You might also look at sample 1. I thought sample 5 was simpler and a better fit as it does not address how you use Educator Effectiveness in the evaluation process.	agree w/WASB include BG edits
538E	Head Coach Evaluation	538E	Keep current exhibit.	The PRG does not offer a sample exhibit for this topic and your exhibit is acceptable as written.	Agree w/ WASB with edits and comments from AD

# EMPLOYMENT REFERENCES AND VERIFICATION (Aiding and Abetting of Sexual Abuse)

Policy 526.1

Waunakee Community School District

Page 1 of 2

~~(This sample policy addresses a federal policy requirement and a related state law that mutually prohibit school boards and employees, contractors, and agents of a school district from assisting certain persons who have engaged in known or suspected sexual misconduct to obtain new employment. School districts receiving federal funds under the Elementary and Secondary Education Act (as amended) are required by 20 U.S.C. 7926 to adopt a policy prohibiting such actions.)~~

The District shall act in good faith when providing employment references and verification of employment for current and former employees.

Neither the School Board nor any employee, contractor, or agent of the District shall assist another school employee, contractor, or agent in obtaining a new position or other employment in a school, local educational agency, Cooperative Educational Service Agency, or child care program, or in any other substantially-similar work environment that would involve contact with or responsibility for children or students, if he/she or the Board knows or has reasonable suspicion to believe that the other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law. ~~{Editor's Note: State law expressly prohibits assisting such persons to obtain a new job "in a school or with a local educational agency." Federal law requires school districts to adopt policies that prohibit assisting such persons to obtain "a new job." This sample policy is drafted to apply to a broader list of job opportunities than are identified in the state law, and attempts to draw a line with respect to jobs and employment settings that relate to children/students in a manner that would be consistent with the apparent intent of the federal policy requirement.}~~ Sexual misconduct in violation of the law includes a violation, or the solicitation, conspiracy, or attempt to commit a violation, of any of the offenses specified in section 301.45(1d)(b) of the state statutes. This prohibition does not include the routine transmission of administrative and personnel files. In addition, this prohibition does not apply if the information that is known, or that is the basis of reasonable suspicion, has been properly reported to a law enforcement agency, and any other authorities as required by law, AND at least one of the following conditions applies:

1. School district officials have been notified by the prosecutor or police that any related case or investigation has been closed without a conviction (including cases or investigations that are closed without the filing of any charges); or
2. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct.

## Legal References:

### Wisconsin Statutes

[Section 19.36\(10\)](#)

[limitations on public access to district records, including certain personnel records such as letters of reference]

[Section 103.13\(6\)](#)

[limitations on employee and former employee access to their own personnel records, including letters of reference]

# EMPLOYMENT REFERENCES AND VERIFICATION (Aiding and Abetting of Sexual Abuse)

Policy 526.1

Waunakee Community School District

Page 2 of 2

<a href="#">Section 111.322</a>	[discriminatory actions prohibited]
<a href="#">Section 115.31</a>	[reporting certain known, or suspected, immoral or criminal conduct to the department of public instruction for possible license-related action]
<a href="#">Section 118.07(4p)</a>	[prohibited assistance to persons who are known or who are suspected to have engaged in sexual misconduct]
<a href="#">Section 301.45(1d)(b)</a>	[sex offense definition]
<a href="#">Section 895.487</a>	[civil liability exemption; employment references]
<b>Federal Law</b>	
<a href="#">20 U.S.C. 7926</a>	[required policy prohibiting school employees, contractors or agents from aiding and abetting sexual abuse]

## Cross References:

WASB PRG 526.1 Sample Policy 1

## Adoption Date:

Policies of the Board of Education

Series 500: Personnel

**PROFESSIONAL STAFF POSITIONS**

531

All professional staff positions are created only with the approval of the Board of Education. It is the Board's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives.

Before any new position is established, the superintendent will present for the Board's approval, a job description for the position which specifies the qualifications necessary for the position, the essential functions of the positions, and the method by which the performance of these functions will be evaluated.

The Board also instructs the superintendent to maintain a comprehensive and up to date set of job descriptions of all positions in the school system.

Legal Ref.: Sections 118.19 Wisconsin Statutes  
121.02(1)(a)  
PI 8.01(2)(q), Wisconsin Administrative Code  
PI 3  
PI 34  
Americans with Disabilities Act of 1990

Adopted: 11/8/82

Revised: March 1994  
April 2002

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

**PROFESSIONAL STAFF LICENSURE – PI34**

531.1

The Board of Education of the Waunakee Community School District recognizes the need to meet the legal requirements of PI34.

As part of the district’s hiring process applicant’s will need to provide verification that they have met the certificate, license and/or permit requirements of the Department of Public Instruction, and any qualifications required of applicants by the Waunakee Community School District.

The Board will implement rules/procedures that are in compliance with applicable State law and DPI regulations, including PI 34. The Board directs the administration to implement, maintain, and periodically revise District administrative rules and procedures regarding administration and staff responsibilities in order to comply with PI 34, concerning Professional Development plans and licensing.

Legal Ref.: PI 34 Wis. Adm. Code

Adopted: November 2005

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

**ADMINISTRATION/STAFF RESPONSIBILITIES – PI34**

531.1 – Rule (1)

Professional staff members (teacher/administrator) being considered for employment by the Waunakee Community School District shall satisfy all requirements of the State of Wisconsin and the Department of Public Instruction.

A. License Renewal

Professional staff may fulfill their applicable license renewal obligations under the current credit acquisition process (i.e. staff licensed prior to July 1, 2004), the PI34-Professional Development Plan-PDP or, the Master Educator license process.

B. License Acquisition and Renewal Alternatives

1. College Credit Approach

Professional staff licensed prior to July 1, 2004 may continue to utilize college credit in support of their license applications. They may accumulate credits by following the approval process as outlined in the Waunakee Board of Education/Waunakee Teacher Association Educational Agreement – Teacher Incentive Program and submit for re-licensure following applicable Department of Public Instruction guidelines.

2. PI 34/Professional Development Plan Approach

Initial Educator licensed staff and/or professional licensed staff who pursue their license renewal through the PI34 Professional Development Plan-PDP approach will call together a Professional Development Plan Review team as outlined in the applicable Department of Public Instruction – PI34/Administrative Rules. The Professional Development Plan Review Team selection process is the responsibility of the individual staff member except as it relates to the appointment of an administrator to the review team. A staff member who wants to pursue licensure through the PI34/Professional Development Plan process must notify the Superintendent, in writing, of their intent to do so and the need to have an administrator appointed to their PDP review team. The Superintendent or his/her designee will appoint an administrator to the PDP review team within 45 days of receiving the staff member's request. The review team shall include persons required by state statutes and DPI regulations, including an administrator who is not responsible for evaluating the staff member engaged in the Professional Development Plan – PDP process. Subsequent meeting(s) and/or review of the PDP are the responsibility of the individual staff member.

- C. Maintaining appropriate licenses to perform the district contracted duties/responsibilities is the individual staff member's responsibility and failure to maintain up-to-date licensure shall void the individual's teacher contract with the Waunakee Community School District.

Legal Ref.: PI34 Wisconsin Adm. Code  
§118.21 Wis. Stats.

Adopted: October 2005

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

## NEGOTIATIONS LEGAL STATUS

532

The Board of Education negotiates salary and other conditions of employment with its employees under requirements and subject to limitations set forth in the Wisconsin Fair Employment Act. As required by state law, the Board shall 1) recognize and negotiate with duly chosen staff associations; and 2) enter into written agreement with local associations.

Basic to all employer/employee negotiations is the concept of "bargaining in good faith". It is the legal responsibility of both the Board and employee organizations to bargain in good faith as they conduct negotiations.

Legal Ref.: Section 111.70 Wisconsin Statutes  
532.1, Negotiations/Contract Management

Cross Ref.: ~~WTA Contract~~

Adopted: 2/14/83

Revised: March 1994  
April 2002

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

**NEGOTIATIONS/CONTRACT MANAGEMENT**

532.1

The Board of Education shall select a bargaining agent for the purpose of negotiating with the Waunakee Teacher's Association. This individual shall be a Board member, administrator, or other individual selected by the Board. The designee shall act as team leader in negotiations and shall compile such information for the purposes of negotiations, as the Board desires.

The Board shall appoint a committee of Board members to work with the bargaining agent in negotiations. The negotiations team may not officially act for the Board except in areas specifically authorized by official Board approval. Final decisions and agreements are subject to the approval of the Board.

The superintendent manages the labor contract(s) for the district and interprets the contract(s) on a daily operational basis. He/she also makes recommendations to the Board for contract changes. Final decision on issues related to negotiations and contract management rest with the Board.

Legal Ref.: Section 111.70 Wisconsin Statutes

Cross Ref.: 185, Board Committees

Adopted: 2/14/83

Revised: 4/22/91  
March 1994  
April 2002

Waunakee Community School District

# RECRUITMENT AND HIRING OF PROFESSIONAL EMPLOYEES

Waukegan Community School District

## Policy 533

Page 1 of 4

~~(Like PRG 533 Sample Policy 1, this sample policy addresses the hiring of licensed, professional employees who are not administrators. The primary difference between this sample policy and PRG 533 Sample Policy 1 is that this sample provides more detailed direction and establishes more specific expectations regarding the recruitment, selection and hiring processes. The exclusion of on-call substitute employees from the "professional employee" definition assumes that the district has a separate policy related to recruitment and hiring of such substitutes.)~~

This policy addresses the recruitment and hiring of professional employees in the District. All of the District's recruitment, selection, and hiring practices and procedures are subject to and guided by the District's commitment to nondiscrimination and equal opportunity in employment, as further identified in related School Board policies.

As used in this policy, the term "professional employee" includes all individuals who are hired to fill a position that is an exempt position under the federal Fair Labor Standards Act and that requires the employee to hold a license or permit issued by the Department of Public Instruction (DPI), but does not include (1) on-call substitute employees; (2) special education assistants; or (3) positions requiring a license or permit in one or more of the DPI's administrative categories and for which the individual holds an employment contract under the state law that governs employment contracts held by licensed administrators and certain personnel administrators and supervisors, curriculum administrators, and assistants to such personnel. Any registered nurse employed by the District to work as a nurse in the schools (even if the individual is not licensed as a school nurse) shall also be considered a professional employee under this policy. Some specific examples of "professional employees" include teachers and non-administrators whose positions require licensure in any of DPI's pupil services categories.

The Board, without being bound by any administrative recommendation, is responsible for the final decision to employ a professional employee and to enter into any contract with a professional employee. In making its discretionary employment decisions, the Board may consider any aspect of the individual's candidacy, regardless of whether the administration also assessed such issues and found the candidate acceptable to recommend to the Board for possible employment. To the extent required by law, professional employees will be employed only by a majority vote of the full membership of the Board.

After the Board has voted to employ an individual in a position covered by this policy and approved the terms and condition of any individual employment contract, and also provided that any remaining contingencies have been addressed as required by this policy, the District Administrator, acting as the Board's authorized agent, may execute the employment contract on behalf of the Board.

The ~~insert appropriate positions – e.g., District Administrator, Director of Human Resources, and building principals~~ are responsible for ensuring that the District's practices and procedures surrounding recruitment, selection, and hiring for professional positions address the following:

1. Adequate and timely planning surrounding the District's staffing needs. Such planning shall take into account issues such as changes in the District's programs and curriculum, changes in student enrollment, and anticipated changes among staff (e.g., anticipated attrition, anticipated retirements, etc.);

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# RECRUITMENT AND HIRING OF PROFESSIONAL EMPLOYEES

Waunakee Community School District

Policy 533

Page 2 of 4

2. Prior to seeking candidates, identifying and incorporating into the job notice/posting any specific District needs or preferences (e.g., multiple licenses, particular prior experience, etc.) that relate to the duties and responsibilities that the District may assign to the individual selected for the specific position;
3. A reasonably consistent and reliable process for informing potential applicants of openings in professional positions that the District expects to fill;
4. The use of application screening, candidate assessment, and related selection procedures and materials that are appropriate for the position being filled and that incorporate practices that are intended to identify and emphasize the objective and subjective information that is most relevant to the District's selection decision;
5. Providing appropriate training and guidance to individuals who are involved in the screening, assessment and selection processes;
6. A plan for expediting the recruitment and hiring process in situations where time is of the essence or where some other exceptional need arises; and
7. A process for identifying and employing qualified substitutes, limited-term employees, and other temporary employees whenever needed or whenever determined to be in the District's best interests.

As to the process used to fill all positions addressed by this policy, the following minimum requirements shall be observed:

1. Except where the Board fills a position with either (a) an internal candidate where the change in positions requires a modification to the employee's contract; or (b) a highly-qualified external candidate who was previously identified in connection with the District's recent recruiting for a similar position, the District will seek and consider applications that are received from both internal and external applicants in response to the advertisement of a specific opening. Nothing in this paragraph prohibits the administration from transferring or reassigning qualified staff without Board approval where such personnel actions do not require a modification of the employee's individual employment contract.
2. The administration shall not recommend a candidate to the Board to fill a position covered by this policy unless the administrator with primary responsibility for identifying the administration's recommended candidate:
  - a. has personally interviewed the individual who is being recommended to the Board;
  - b. is satisfied that the individual is sufficiently qualified for the position and capable of performing the essential functions of the position (either with or without reasonable accommodations); and
  - c. is satisfied that the District would not be better served by re-opening recruiting for the position or considering some other method of satisfying the staffing need.

# RECRUITMENT AND HIRING OF PROFESSIONAL EMPLOYEES

Waukeek Community School District

Policy 533

Page 3 of 4

- 3. Unless fully satisfied prior to the point at which an offer of employment is made, all offers of employment made to candidates for administrative positions shall be made expressly contingent on the following:
  - a. verification of current licensure or verification of other pre-licensure status (e.g. provisional licensure or permit) that is acceptable to the District and that is sufficient for the position in question under the rules and guidelines of the DPI;\*
  - b. completion of a criminal and professional background check, with results that the ~~insert appropriate position – e.g., District Administrator or his/her licensed designee or Director of Human Resources~~, in his/her discretion and consistent with applicable law, finds satisfactory and sufficient to recommend the candidate to the Board for possible employment;\*
  - c. completion of any required physical examination with results that the District, consistent with applicable law, deems satisfactory at its discretion;
  - d. if applicable, the candidate providing documentation acceptable to the District showing that the candidate has been released from any employment contract that the candidate holds with another entity that, if such contract were not released, would prevent the Board from contracting with the candidate; and
  - e. the Board's wholly discretionary approval of (a) the employment of the candidate; and (b) the terms and conditions of his/her proposed employment contract.

\* *It is the Board's strong preference that the administration verify a candidate's licensure status and conduct and initially review the results of all criminal, professional, and personal background checks prior to ~~extending even a conditional offer of employment.~~ a recommendation to the Board of Education.*

Any conditional offer of employment that includes an unsatisfied contingency (including any of those listed above in this policy) is revocable if the District determines that the contingency has not been sufficiently and timely satisfied. Further, unless expressly approved by the Board in an individual case with such advice from legal counsel as the Board deems necessary or appropriate, the District shall not execute any contract with any professional employee for any position until all outstanding contingencies have been satisfied.

Nothing in this policy shall be interpreted to prevent the Board from deciding to address professional staffing needs by means other than hiring individuals who are employed directly by the District. Examples of alternative staffing options (which may also be recommended to the Board by the administration) include contracting with a Cooperative Educational Service Agency and entering into an inter-governmental agreement.

## Legal References:

Wisconsin Statutes

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# RECRUITMENT AND HIRING OF PROFESSIONAL EMPLOYEES

Wauwaukee Community School District

Policy 533

Page 4 of 4

- [Section 66.0502](#) [employee residency requirements prohibited]
- [Section 111.31](#) [declaration of fair employment policy]
- [Section 118.19](#) [licensure and certification]
- [Section 118.195](#) [discrimination against handicapped teachers prohibited]
- [Section 118.20](#) [teacher/administrator discrimination prohibited]
- [Section 118.21](#) [teacher contracts]
- [Section 118.22](#) [renewal and nonrenewal of teacher contracts]
- [Section 118.24](#) [administrator contracts]
- [Section 118.25\(2\)](#) [employee physical examination required as condition of employment]
- [Section 121.02\(1\)\(a\)](#) [school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

### Wisconsin Administrative Code

- [PI 8.01\(2\)\(a\)](#) [school district standard; assure proper license/certification is on file]
- [PI 34](#) [licensure requirements]

### Federal Laws

- [Americans with Disabilities Act](#) [nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]

### Cross References:

- WASB PRG 533 Sample Policy 3
- [511, Equal Opportunity Employment \(Affirmative Action\)](#)
- [524.1, Staff Conflicts of Interest](#)
- [733, Data Management](#)

**Adoption Date:** 11/8/82

- Revised:** 9/14/87  
5/11/92  
March 1994  
April 2002

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# Criminal Background Checks

# Policy 533.1

Wanakee Community School District

Page 1 of 3

~~(This sample policy requires (1) pre-employment criminal background checks to be conducted for all persons recommended for employment in the district, and (2) criminal background checks and driver record checks to be conducted as required by law for individuals employed or under contract to transport students for the district who do not hold a valid school bus endorsement. This sample also requires current district employees, and individuals employed or under contract to transport students for the district, to inform the district when they have been charged with or convicted of certain types of offenses. This sample sets forth an expectation that the district will conduct an individualized assessment of circumstances prior to excluding someone from employment based upon pending charges or a criminal conviction.)~~

The District is charged with responsibility for the health, safety, welfare and supervision of children in a variety of settings—including some settings in which students should be considered vulnerable. As part of meeting this significant responsibility, and in consideration of other important factors related to safety and due diligence, pre-employment criminal background checks shall be conducted for all persons recommended for employment in the District, regardless of the category or type of position. No one may begin employment with the District until the criminal background check is completed and verified by the ~~identify the appropriate administrative position—e.g., District Administrator, Director of Human Resources, or hiring administrator~~. All offers of employment are contingent upon the results of the criminal background check that are deemed satisfactory to the District.

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~~**Editor's Note:** If the district ever permits a new hire to begin working for compensation prior to the point at which the district has received and evaluated the results of the criminal background check, the above paragraph would need to be modified to address who has authority to permit such work and under what conditions.~~

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If the District learns through a criminal background check or any other means that an applicant or employee has a past conviction or has (or had) a pending charge which the individual failed to disclose as required on the District's employment application or under any other applicable District policy or directive, the District may take adverse action against the applicant or employee, including but not limited to refusing to employ the person, revoking an offer of employment, or terminating the individual's employment.

The District shall also conduct criminal background checks and driver record checks as required by law for persons employed or under contract to transport students for the District who do not hold a valid school bus endorsement. A person must be free of any disqualifying driving violations in order to be authorized to transport students. If after the background check and driver record check is conducted the person is convicted of a disqualifying offense, he/she shall be required to inform the District of any motor vehicle accident in which he/she was the driver, any suspension or revocation of operating privileges, and any conviction or operating privilege revocation that would disqualify him/her from providing student transportation. The person shall not be allowed to transport students for the time period specified.

At its discretion and even when not required by law, the District may also periodically conduct criminal background checks of current District employees to the extent permitted by law.

Any current District employee who has been charged with or convicted of any Class A misdemeanor, any felony, any crime against children, or any crime involving a victim who is a minor shall report that fact to the ~~identify the appropriate position~~ Director of Human

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# Criminal Background Checks

# Policy 533.1

Wanakee Community School District

Page 2 of 3

**Resources** without delay. Failure to report under this policy may result in disciplinary action, up to and including termination.

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In determining whether to screen an applicant or employee for possible exclusion or other adverse employment action based on pending charges or a criminal conviction, the District will consider the nature of the allegations or the crime/conduct, the time elapsed, and the nature of the job. Before an applicant or employee would be excluded from employment based on pending charges or a criminal conviction, the District will conduct an individualized assessment as follows:

1. The District will notify the individual that he/she has been identified for possible exclusion because of a pending charge or a criminal conviction;
2. The District will offer the individual an opportunity to demonstrate that the exclusion should not be applied due to his/her particular circumstances; and
3. The District will consider whether the additional information provided by the individual, if any, warrants an exception to the proposed exclusion based upon a conclusion that applying the proposed exclusion under the specific circumstances would not reflect legitimate job-related concerns, or that applying the conclusion would be otherwise inconsistent with state or federal law. For example, state law prohibits an employer from denying employment to an individual based upon a pending charge or a misdemeanor conviction except where the circumstances of the charge/conviction are substantially related to the circumstances of the job.

The administration shall establish the procedures necessary to obtain the required criminal background checks and carry out the other provisions of this policy.

## Legal References:

### Wisconsin Statutes

<a href="#">Section 111.31</a>	[fair employment and nondiscrimination]
<a href="#">Section 111.321</a>	[prohibited bases of employment discrimination]
<a href="#">Section 111.335</a>	[arrest or conviction record; exceptions and special cases]
<a href="#">Section 115.31</a>	[staff misconduct reporting to the state superintendent]
<a href="#">Section 121.555(3)</a>	[criminal background check and driver record check requirements related to transporting students]
<a href="#">Section 973.25</a>	[certificates of qualification for employment for individuals convicted of a crime]

### Federal Law

<a href="#">42 U.S.C. § 2000e et seq.</a>	[Title VII of the Civil Rights Act of 1964, as amended – employment discrimination]
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## Cross References:

WASB PRG 533.1 Sample Policy 3

**Adoption Date:** August 2010

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**Criminal Background Checks**

Wanakee Community School District

**Policy 533.1**

Page **3** of **3**

**SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

The district shall maintain records for substitute teachers who may be called on to replace regular teachers who are absent.

The district's substitute ~~caller~~ **coordinator** shall be responsible for arranging for substitute teachers. Whenever possible, the substitute teacher should be certified to teach the grade or subjects of the absent teacher. Principals should make themselves aware of the quality of a subs' performance.

The superintendent and his/her administrative staff shall develop specific guidelines and procedures for substitute teachers. Such guidelines and procedures shall be provided each substitute teacher employed by the Waunakee Community School District. In all schools, substitute folders are to be available in each room, or in the office.

Substitute teachers shall be paid according to the ~~following rates:~~

- ~~1. A per diem rate as established by the Board of Education.~~
- ~~2. Base pay on the salary schedule beginning with the 10th consecutive day at the same teaching position.~~

Legal Ref.: Section 121.02(1)(a) Wisconsin Statutes  
PI 3, Wisconsin Administrative Code  
PI 3.03 (8)

Adopted: 11/8/82

Revised: 9/9/85  
9/14/87  
4/22/91  
March 1994  
12/11/95  
April 2002

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

**COACHES**

535.21

Coaches in the Waunakee Community School District will adhere to all WIAA and conference regulations as well as regulations and requirements outlined in the Waunakee Community School District Coaches' Handbook.

The Waunakee Community School District shall have a coaches' handbook which outlines coaching responsibilities, eligibility requirements, award requirements, and other information for coaches. It shall be distributed to all coaches. It shall be reviewed and revised annually by the athletic director and secondary principals.

All coaches in the Waunakee Community School District shall be approved by the Board of Education prior to each season (fall, winter, spring).

Coaches will be recruited and hired based on a procedure established by the superintendent.

Volunteer Coaches

As volunteer coaches are not paid employees of the District, it is necessary that these guidelines be followed for volunteer coaches:

- 1) Volunteer coaches must be approved by the athletic director and ~~building principal~~ follow the regular Human Resources application process.
- 2) The volunteer coach will not be permitted to supervise students without a certified faculty member or regularly employed (paid) coach present.
- 3) The volunteer coach will not have special access to school facilities at any time other than when the paid coaches are present.
- 4) Volunteer coaches will serve at the pleasure of the District and may be removed from the position by the building principal or activities director at any time.
- 5) The volunteer coach will not be given an assignment that could not be closely supervised by the coach (paid) in charge of a particular team. (e.g. Weight training, drills in another gym or playing field).

~~Non-Staff Coaches~~ Paid Head Coaches and Assistant Coaches

- 1) ~~During the season, non-staff Head coaches must meet with the athletic director and/or principal at least once every other week if the sport is coached by all non-staff coaches.~~ New coaches will have a preseason, midseason, and postseason meeting with the Athletic Director. Head coaches meet with the Athletic Director preseason and postseason.

2) Non-staff coaches must attend any and all athletic meetings and training sessions.

535.21 continued

3) All ~~non-staff head~~ coaches must attend WIAA interpretation meetings or view on-line rules meetings if offered and take WIAA rules exams on-line. Assistants are ~~strongly recommended to also~~ **required to** attend or view meetings and take rule exams.

#### Present Coaches Resigning

Accepting or denying a resignation will be based on contractual obligations and, if possible, a four (4) month notification.

#### WIAA Approval

~~All non-faculty coaches must be approved by the WIAA. This includes both paid non-faculty coaches and volunteer coaches.~~

Cross. Ref.: WIAA Handbook

Approved: 4/22/91

Revised: March 1994  
April 2002  
August 2013

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

**PROFESSIONAL STAFF PROMOTIONS**

535.3

All promotions within the instructional and administrative staff of the Waunakee Community School District will be considered under the same policy as that governing original assignments. A candidate is to be recommended to the Board of Education by the superintendent for the vacant position. The Board will approve or disapprove the recommendation. In no case, however, will the Board promote personnel without the recommendation of the superintendent.

Cross Ref.: 511, Equal Opportunity Employment  
533, Professional Staff Hiring  
~~WTA Contract~~

Adopted: 11/8/82

Revised: March 1994

Waunakee Community School District

# TELEWORK

# Policy 535.4

Waukegan Community School District

Page 1 of 4

*(This sample policy establishes the District's willingness, in limited circumstances, to allow certain employees the opportunity to telework. The policy (1) addresses administrative authority with respect to telework arrangements; (2) identifies situations where telework may be required or allowed; and (3) sets forth performance expectations for telework. This sample policy was written to coordinate with PRG-535.4 Sample Rule 1, which provides additional administrative guidelines applicable to telework arrangements, including further parameters for the approval or denial of such arrangements and further work rules and expectations for employees who are working remotely. School districts adopting this policy must also ensure that the policy is consistent with any related provisions found in the district's employee handbook.)*

The District recognizes that, in certain limited circumstances, it may benefit the District, an employee, or both the District and an employee for an employee to perform their normal work responsibilities via telework. In addition, the District recognizes that telework may be appropriate during times when the District implements a non-traditional or hybrid instructional delivery model in order to follow local, state, or federal requirements, recommendations, or guidelines regarding student, employee, or community health concerns. Finally, the District recognizes that telework may be necessary to provide continuing education to students during school closures related to local, state, or national health emergencies. Telework is not a benefit for all employees or employee groups within the District. However, telework may be required or allowed under this policy in situations where an individual employee and/or his/her position are well suited to telework or where the District determines that other circumstance(s) make a telework arrangement necessary or desirable.

The administration is authorized to approve, deny, modify, and terminate telework arrangements for District employees except with respect to (1) arrangements applicable to the District Administrator, or (2) arrangements that involve or require a modification to an individual employment contract that is subject to School Board approval. Decisions concerning employee telework and the approval of voluntary employee telework requests will occur on a case-by-case basis and are at the sole discretion of the District, subject to any applicable law, to this policy, to any telework guidelines developed under this policy, and to any specific conditions or directives applied to an individual employee's telework arrangement.

## **Definitions**

"Telework" is defined as a voluntary or involuntary working arrangement between the District and an employee where the employee performs his/her normal job responsibilities at an alternate work location.

"Alternate work location" is defined as a location, other than an employee's regular District work location(s), from which an employee will perform his/her normal job responsibilities. The alternate work location will generally be the employee's personal residence. However, an employee may request approval from his/her supervisor to telework from a location other than the employee's personal residence so long as the location satisfies the alternate work location requirements of any telework guidelines developed under this policy and any applicable requirements of the employee's specific telework arrangement.

## **Availability of Voluntary Telework Arrangements**

While any employee may propose/request a voluntary telework arrangement with respect to some or all of their job duties, some duties cannot be performed away from the regular worksite.

# TELEWORK

# Policy 535.4

## Waunakee Community School District

## Page 2 of 4

In addition, in some situations, the District may determine as a matter of managerial discretion that telework is not the preferred approach for the performance of certain roles and duties.

As examples, telework is highly unlikely to be a viable option for the following types of positions/duties:

1. Food service (e.g., meal preparation and meal service);
2. Custodial/maintenance work related to District buildings and grounds;
3. Student transportation; and
4. Work that involves responsibility for the direct supervision of students who are physically present at school.

### **Review of Telework Requests**

In situations where an employee makes a voluntary request to telework, and unless otherwise required by law, the decision whether to allow or decline a telework request shall be made on a non-precedent setting, case-by-case basis at the sole discretion of the District. ~~*{Editor's Note: An example of an important function of administratively-developed telework guidelines would be to specify which administrators or supervisors may give final approval for a voluntary telework arrangement. If a district using this sample does not develop additional administrative guidelines for telework arrangements, the district should consider adding a sentence to this paragraph that identifies the administrator(s) or supervisor(s) who are authorized to give final approval.}*~~

### **Involuntary Telework Arrangements**

In addition to mandating that an employee performs his/her job responsibilities/duties from an alternate work location, the District may structure positions as telework positions. Examples of telework positions could include non-permanent involuntary telework during school closures, public/employee health concerns, or paid administrative leave. In addition, examples of telework positions could include involuntary long-term or permanent telework where the job responsibilities/duties of a position, department, office, or school building allow/require telework (e.g., teachers assigned to work as part of a virtual charter school or office employees whose positions do not require significant face-to-face service). Except as otherwise approved or directed by the Board or this policy, the District Administrator or his/her administrative-level designee shall determine the appropriateness of and authorize any involuntary telework arrangements, obtaining the input of affected employees, relevant supervisors, and other administrators as needed.

### **Work Performance and Responsibilities**

Employees who telework will be responsible for managing their personal affairs and personal responsibilities in a way that allows them to successfully work their set schedule of hours, fulfill job responsibilities, complete work assignments, meet deadlines, and adhere to the District's telework guidelines.

It is expected that the quantity and quality of work performed by a telework employee will be similar to the work the employee would perform if working at a regular worksite within the District. An employee who teleworks will complete work assignments in a timely manner satisfying the

## TELEWORK

## Policy 535.4

### Waunakee Community School District

### Page 3 of 4

objectives established by his/her supervisor. Telework employees may be required to provide reports, logs, timesheets, or other documentation to substantiate the work they have completed, and the hours performed in order to complete telework assignments.

In the absence of express written acknowledgement from the District, assignment to, or approval of, telework does not modify an employee's performance expectations, job duties or responsibilities, or the terms and conditions of employment as described in the employee's job description, Board policies, the District's Employee Handbook, any collective bargaining agreement (if applicable), or any individual employment contract (if applicable).

There may be instances where the District requires an employee with a telework arrangement to be physically present at the employee's regular District work location(s) on specific days or portions of days during which the employee would otherwise be teleworking. The District will attempt to provide reasonable advance notice of such required in-person attendance (e.g., in most situations, it would be reasonable to be notified at least the day before such a need to be physically present at work). In extraordinary circumstances, it may be necessary to call an employee to a regular work location without advance notice; and if such a situation were to arise during an employee's established working hours, then the telework employee will be expected to make all reasonable efforts to appear at work, taking the specific circumstances into account (including the parameters of the employee's individual telework arrangement).

#### **Telework Schedule**

In the absence of a written agreement, acknowledgement, or directive from the District, the work schedules for telework employees shall be the same as the work schedules for similarly situated employees working from a regular worksite. This includes starting and ending times, meal breaks (where applicable), and other break periods (where applicable). Use of leave time must be appropriately tracked and documented.

During scheduled working hours, telework employees will be reasonably available (i.e., equivalent to the expectations that would apply if the employee were not teleworking) to communicate via telephone, video calling, and/or email with supervisors, co-workers, and any persons or group(s) that are regularly served by employees within the telework employees' job classification (e.g., parents, students, members of the School Board, vendors, and/or contractors).

Non-exempt employees may only work their approved hours. Working non-approved overtime or other additional hours that are not approved is not permitted and may result in discipline.

#### **Non-applicability**

This policy does not apply to telework that is approved as part of the District's workers compensation program or as an accommodation for an employee with a disability under the Americans with Disabilities Act (ADA) or under any other state or federal law that provides for such disability-related accommodations. Accommodations for disabilities shall be arranged through the applicable District procedures for requesting, identifying, and implementing such accommodations. However, telework that is authorized in connection with a workplace injury or as a disability-related accommodation may, in individual cases, be made subject to expectations that are similar to or the same as expectations established in this policy and/or in any telework guidelines established under this policy.

# TELEWORK

# Policy 535.4

Waunakee Community School District

Page 4 of 4

## **Modification and Termination of Telework Arrangements**

Once approved or mandated, telework arrangements that are not structured as Board-approved contractual obligations are subject to continuous review and to possible modification or termination at the District's discretion at any time.

If the District establishes or approves a specific end date for an authorized telework arrangement, then the arrangement shall terminate no later than such end date unless the District expressly agrees to extend the arrangement. In the absence of such an end date, or if the District decides to terminate a telework arrangement prior to the expected end date, then the District will provide the employee with reasonable advance notice of the termination of the arrangement and of the expectation for returning to regular employment. *Insert if desired: "While what is reasonable will vary by the specific circumstances, providing at least one week's advance notice, will normally be considered reasonable."*

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Employee requests to terminate a telework arrangement and return to regular employment shall be reviewed, and approved or denied, in accordance with any telework guidelines developed under this policy and in accordance with any specific provisions of an employee's specific telework arrangement.

## **Cross References:**

WASB PRG 535.4 Sample Policy 1

**Adoption Date:** 08/10/20

**Revised:**

# ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

Waukegan Community School District

Rule 535.4

Page 1 of 7

*(This sample rule has been written to coordinate with PRG 535.4 Sample Policy 1. School districts adopting this sample rule must also ensure that the rule is consistent with any related provisions found in the district's employee handbook.)*

## Telework Arrangements

Telework arrangements may be structured to be short-term or long-term, may be full-time or part-time, and may be voluntary (by mutual agreement) or involuntary (District required) at the discretion of the District.

Telework may have an established/estimated end date (e.g., end of semester or school year) or may be created in anticipation that the arrangement will continue indefinitely. In either case, the District maintains discretion to end or modify a telework arrangement at any time.

Although some considerations and requirements addressed in this rule may also be relevant in other contexts, this rule does not directly address or apply to:

1. Telework that is approved as part of the District's workers compensation program or as an accommodation for an employee with a disability under the Americans with Disabilities Act (ADA) or under any other state or federal law that provides for such disability-related accommodations.
2. Incidental and ad hoc telework, such as incidental and ad hoc work that an exempt employee completes from a non-District location outside of regular working hours or while taking short-term authorized leave (such as a vacation day or sick day). Non-exempt employees are not authorized to engage in such incidental, ad hoc telework without advance permission.

## Eligible Employees

Voluntary telework requests may be made by employees who work in job classifications that are amenable to telework. ~~Insert if desired: "In addition, the employee must meet the following criteria:~~

1. ~~The employee must not be on a "plan of assistance" or other performance improvement plan;~~
2. ~~The employee must have worked for the District for at least [insert time period] prior to being considered for an employee-initiated telework arrangement."<sup>1</sup>~~

*Editor's Note: Include the optional list of eligibility requirements, above, if the district knows that it wants to establish such minimum criteria. However, an alternative to specifying minimum eligibility criteria would be to evaluate the same criteria as part of the review and approval of a request (see below), which may offer greater flexibility. The sample criteria listed above are intended only as examples that may or may not reflect a district's needs/preferences.*

<sup>1</sup> You might choose to include here some of the eligibility requirements on pages 1 to 2 of your current policy.

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# ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

Waukegan Community School District

Rule 535.4

Page 2 of 7

Examples of job classifications that may be appropriate for telework include jobs that have minimal face-to-face interaction or supervisory responsibility, primarily involve data entry, or have measurable objectives, completion points, and performance standards that can be assessed while the employee is located at an alternate work location.

Examples of job classifications that are generally not amenable to telework include those that require preparation of food for students, transportation of students, custodial/maintenance of facilities and grounds, need to provide on-site customer service or have access to confidential materials, or the direct supervision of students who are physically present at school. In addition, in certain situations, the District may determine, as a matter of managerial discretion, that telework is not the preferred approach for the performance of certain roles and duties.

## Telework Requests

Employees who satisfy the eligibility requirements and are interested in any regular or semi-regular schedule of telework (whether on a full-time or part-time basis) shall submit a written or email telework request to ~~insert the position(s) to whom requests should be submitted – e.g., "their immediate supervisor" or "the Director of Human Resources or the applicable school principal"~~.

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Telework requests should be submitted as far in advance as practical of the proposed/intended start date for the arrangement. For example, if an employee wishes for the District to consider a telework arrangement for an upcoming school year, it generally would be reasonable to submit the proposal during the preceding spring.

## Evaluation of Voluntary Telework Proposals<sup>2</sup>

Approval or denial of voluntary telework requests will be based on the District's discretionary evaluation of any information that the District considers relevant to the decision. This includes, for example, the telework requirements listed in this rule (below), as well as all of the following additional factors:

~~Editor's Note: All items in the list below are provided solely as possible examples of potentially relevant factors. A school district may modify the list at its discretion.~~

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1. The ability of the District to sufficiently evaluate and plan for the possible implementation of the proposed telework arrangement.
2. The employee's past job performance, including but not limited to the extent to which the employee has demonstrated the ability to work with minimal direct oversight.
3. Equitable considerations, such as the impact of the arrangement on co-workers and the practical ability of the District to consider similar arrangements for other similarly situated employees.

<sup>2</sup> You might include the three month trial period in your current policy at an appropriate place under this heading.

# ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

Waukegan Community School District

Rule 535.4

Page 3 of 7

4. Projected or potential costs to the District associated with the arrangement, including both direct costs and indirect costs.
5. Whether any similar telework arrangement attempted in the past was successful or not successful, recognizing any relevant differences in the situations and recognizing that a prior successful telework arrangement in no way obligates the District to approve any additional arrangement(s).

6. ~~Insert any additional factors that are not already covered in this rule.~~

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The ~~insert relevant position(s) – e.g., the District Administrator or the Director of Human Resources~~ must approve any voluntary telework arrangement. Any other administrator or other supervisor who intends to deny a telework request initiated by an employee is expected to consult with ~~insert relevant position(s) – e.g., the District Administrator or the Director of Human Resources~~ prior to denying the request.

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Even if there appears to be a reasonable probability that an employee could effectively perform his/her job under a telework arrangement, a subjective supervisory/administrative preference for the employee to work from his/her normal District-specified location can be a sufficient reason to deny a telework proposal provided that the decision is not discriminatory or otherwise unlawful.

## Telework Requirements

Telework requirements include all requirements specified in any applicable School Board policy and the general categories of alternate work location, technology, job responsibilities, and schedule, as further detailed below. An employee's inability to satisfy telework requirements prior to the start date of a telework arrangement or the District's decision that an employee is unlikely to be able to satisfy telework requirements during a telework arrangement will result in the modification, revocation, or denial of a voluntary telework arrangement.

### 1. Alternate Work Location

Employees will maintain a designated working space at their alternate work location, which will be safe, free from hazards or other dangers, and ergonomically sound in order to minimize the risk of injury to the employee.

The alternate work location must provide the employee with the ability to engage in appropriately professional interactions/communications and the ability, as needed, to maintain confidentiality and secure confidential information. In situations where an employee's alternate work location is shared with other individuals (e.g., members of the employee's family or roommates), employees may need to take additional steps in order to establish an appropriate setting for their work and maintain confidentiality, such as:

- a. Establishing/creating a secure area within the alternate work location where the employee will be able to receive and discuss confidential information via telephone or video call;

# ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

Waukegan Community School District

Rule 535.4

Page 4 of 7

- b. Establishing/creating a secure area within the alternate work location where confidential paper documents may be stored in order to prevent unauthorized access (e.g., secure file cabinet or room/office space); and
- c. Establishing/creating a secure area within the alternate work location where any District property (e.g., laptop, computer, monitor, tablet, cell phone, printer, etc.) will be free from damage, theft, or unauthorized use.

Unless otherwise agreed to by the District or required by law, an employee who is approved for a telework arrangement will be responsible for providing a suitable workspace, suitable workspace furniture, appropriate storage solutions (e.g., filing cabinets), lighting, and reliable internet and telephone service. Similarly, unless expressly approved by the District or required by law, the District will not be responsible for costs that may be associated with the creation, maintenance, or operation of an alternate work location (such as remodeling, repairing, or modifying a location to create an office space) or for any charges for other incidental expenses such as electricity, lighting, heating/cooling, water, etc. that may be associated with using the alternate work location.

The District reserves the right to have a supervisor inspect a telework employee's alternate work location to ensure it is appropriate for telework. At the discretion of the supervisor, inspection may be conducted in person, through the submission of photographs, or, if possible, virtually via video conferencing tools.

Employees will not hold in-person, work-related meetings at their alternate work location without the prior approval of their supervisor.

An employee may only change their alternate telework location, whether temporarily or permanently, with the approval of their supervisor and only if the new telework location meets the District's telework requirements and any additional requirements that have been specified in connection with an employee's individual telework arrangement.

## 2. Technology

The District will determine the technology needs of each position and will provide employees with technology/devices according to the job responsibilities for their respective position. For example, in situations where the use of a computer is required to complete an employee's job responsibilities during a telework arrangement, the District will provide the employee with a District-issued computer (laptop or desktop/monitor). At the discretion of the District, additional technology/devices or related equipment may be provided (e.g., printer, scanner, iPad/tablet, additional monitor(s), cellular phone, surge protector, etc.) according to the needs of an individual employee.

During telework, the use of District provided technology equipment, software, and supplies is limited to the telework employee or other authorized individuals. Telework employees must exercise reasonable care for District issued equipment and should take appropriate steps to protect items from damage, unauthorized use, or theft. Use will be limited to purposes relating to the completion of the employee's work or the performance of the employee's

# ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

Waukegan Community School District

Rule 535.4

Page 5 of 7

job responsibilities/duties, except to the same extent that incidental personal use of District equipment while working is permitted at in-District work locations.

The District will establish the requirements for network connectivity, which, at a minimum, shall be through a secured home network. The District may require the use of a virtual private network (VPN) at its discretion. Employees who have a need to electronically access confidential District information/records or who connect to District networks (including file drives) from a remote location must do so only on a District-issued device, unless otherwise expressly authorized by the District. This will help to ensure appropriate file/record storage (including backups) and ensure the appropriate use of other security measures (e.g., firewalls, internet filters, passwords, or anti-virus software), as required by the District's Information Technology department.

No employee working from an alternate work location may compromise the security of District technology resources or confidential data/records/information by leaving equipment unattended in a state (e.g., logged in) such that another person could use the equipment without authorization.

### 3. Job Responsibilities

With the exception of any procedures outlined in this rule, the performance expectations, job duties, and employment terms and conditions contained within an employee's job description, Employment Handbook, Board policies and rules, and individual employment contract (where applicable) are not affected by an employee entering into a voluntary or involuntary teleworking arrangement.

Employees will be productive and reasonably available during their scheduled work hours and, to the extent applicable, will take reasonable steps to minimize distractions and avoid conflicting responsibilities during their scheduled work hours (e.g., by securing appropriate childcare). Unless otherwise approved by a supervisor, employees will only complete personal tasks (e.g., housework, exercise, personal entertainment, dog walking, etc.) or "run errands" away from their telework location during a scheduled break or lunch period. This provision does not preclude an employee from briefly addressing a personal issue in a manner that does not materially interfere with their productivity and availability to the same extent that employees working at in-District work locations may occasionally need to address a personal matter during their workday.

Employees will respond to communications in a timely manner and will adhere to the same District expectations concerning the timeliness of responses to emails and telephone or other inquiries that exist for non-telework employees.

Employees will communicate and interact with supervisors and colleagues on a regular basis, which is generally defined to be each day the employee is scheduled to work. Communication/interaction can include emails, individual telephone calls, submission of completed work assignments, text messaging, participation in professional development, or participation in group video or telephone calls/meetings.

### 4. Schedule

# ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

Waukegan Community School District

Rule 535.4

Page 6 of 7

Employees who telework will follow the schedule provided by their supervisor. This may include the days worked during each workweek, daily start and end times, and any scheduled breaks and lunch periods where applicable. Adjustments to the established schedule will require advance approval from the employee's supervisor.

As applied to most telework arrangements, the District's productivity and availability expectations during scheduled working hours will preclude the simultaneous performance of non-District roles. Therefore, employees may be required to certify that they do not have primary responsibility for providing childcare or dependent care during scheduled work time and/or that they are not engaging in any other form of employment or other similar non-District work/tasks during their scheduled telework hours. In an emergency telework situation where, as a result of school or childcare closures, a telework employee's childcare or dependent care needs conflict with the schedule provided by their supervisor, the supervisor and employee will attempt to develop a flexible schedule, with the final schedule being established at the discretion of the District.

A telework schedule may include instances where the employee will be required (whether regularly or irregularly) to be present at an onsite location (e.g., a school) for meetings, professional development, or events, to perform specific work responsibilities, or for other situations deemed necessary by the employee's supervisor(s). Accordingly, the District may require, or there may otherwise be a need for, an employee who is teleworking to travel between the employee's alternate work location and a District-designated non-alternate work location. Whether any such travel will be treated as (1) compensable "hours worked" (for a non-exempt employee), and/or (2) covered by worker's compensation shall be determined by applicable law under the specific circumstances. Any non-exempt employee who has questions about whether such travel time should be counted and reported as paid "hours worked" should contact the ~~District's Business Office~~ ~~District's Human Resource office~~. ~~Insert the district's approach to providing mileage reimbursement for work-related travel by telework employees to/from their alternate work location, based on the district's expense reimbursement policy, or state that when an employee uses a personal vehicle for such travel, any mileage reimbursement shall be as determined under the District's expense reimbursement policies.~~ ~~Editor's Note: The need to establish consistent reimbursement rules for such mileage may require an amendment to the district's current policy on mileage reimbursement that specifically addresses telework situations. The following is an example of such a policy statement: "When an employee who has been authorized or required to telework engages in work-related travel to/from their alternate work location using their personal vehicle, mileage reimbursement for such travel will be provided (1) when the travel time would constitute compensable "hours worked" if the employee were (or actually is) non-exempt; (2) as otherwise approved in writing (including by electronic communication) by the District's Business Office or the District Administrator, the District's Human Resource office for particular intra-workday travel; or (3) as otherwise specified by the District in writing in the telework arrangement or directive that applies to the employee. (Unless otherwise approved by the School Board, any such mileage reimbursement shall be paid for the lesser of the actual miles driven or no more than 30 miles in each direction (i.e., not more than 60 miles round-trip, if applicable)."~~

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# ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

Waukegan Community School District

Rule 535.4

Page 7 of 7

Telework employees who are exempt (salaried) will sometimes work additional hours outside of their normal schedule to respond to emails or phone calls, attend meetings, or perform other responsibilities in order to complete required job responsibilities.

Telework employees who are non-exempt (hourly) may not work beyond the hours/minutes scheduled by their supervisor or more than 40 hours during their workweek (overtime) except as required by their supervisor or except as approved in advance by a supervisor. Working such non-approved overtime or other additional hours as a non-exempt employee may result in discipline, although the District will also pay wages for any such compensable time worked to the extent required by law.

## **Telework Injuries**

Telework employees will notify the District as soon as practicable (e.g., same day or the following day for injuries that happen after business hours) of any work-related injuries sustained while at their alternate work location as required by the District's worker's compensation procedures. Injuries sustained by family members, roommates, or other individuals (non-work-related) will be the responsibility of the telework employee and should be submitted to the employee's personal liability (e.g., homeowner or rental insurance) carrier.

## **Emergency Telework**

Emergency telework may be required in response to a serious or unexpected event or situation (e.g., District, local, statewide, or national emergency) requiring the immediate need for employee telework.

In situations where an employee is required to quickly transition from onsite work to emergency telework, the District may waive or individual employees may request that the District waive certain telework requirements that would otherwise be applicable to employees in a voluntary or involuntary telework arrangement. Waivers may be granted at the discretion of the District.

## **Cross References:**

WASB PRG 535.4 Sample Rule 1

## **Adoption Date:**

Policies of the Board of Education

Series 500: Personnel

**TERMINATION OF EMPLOYMENT**  
(Continuation of Health and Dental Insurance)

536

Employees shall be able to continue health and dental insurance benefits with the Waunakee Community School District if they terminate employment in conjunction with state law and federal COBRA laws. If an employee has his/her hours reduced, is laid off, voluntarily terminates employment or is discharged due to misconduct, the employee may continue health or dental insurance coverage up to eighteen (18) continuous months from the date of termination. If an employee becomes legally separated, divorced or becomes eligible for medicare, the employee may continue health or dental insurance coverage up to thirty-six (36) continuous months from the date of eligibility.

The Waunakee Community School District will notify employees in writing as to the options available to the employee. The employee has thirty (30) days from the date of notification to notify the District what choice he/she would like.

In order to retain his/her benefits under the group policy, the employee will be required to make premium payments on the first day of each month. Checks are to be made payable to the present insurance carrier and are to be sent to Waunakee Community School District, 101 School Drive - Administration Building, Finance Office, Waunakee, WI 53597.

Legal Ref.: Section 632.897 Wisconsin Statutes

Cross Ref.: 536.3/546/4, Retirement

Adopted: 9/9/85

Revised: 9/14/87  
March 1994

Waunakee Community School District

# EMPLOYEE DISCIPLINE

# Policy 529

Waukegan Community School District

Page 1 of 2

~~(This sample policy primarily addresses the authority to make particular disciplinary decisions, as well as related decisions — such as the possible use of administrative leave. In this sample, the administration is given substantial authority to discipline employees, up to and including discharge in some circumstances. In terms of a substantive standard for imposing discipline, this sample policy defaults to any standard that is expressly specified in the Employee Handbook and that is applicable to the situation in question. It is critical for a district to ensure that this policy is consistent with any related provisions found in the district's Employee Handbook.)~~

## Scope of Policy

This policy does not address the discipline of the District Administrator, which is within the prerogative of the School Board, or the nonrenewal of an individual employment contract under either section 118.22 or section 118.24 of the state statutes. The Board specifically intends that (1) discharge involving termination of an existing employment contract, and (2) the nonrenewal of an employment contract at the conclusion of the contract's term (even when the nonrenewal decision gives consideration to the employee's conduct/performance) are distinct concepts and involve distinct and different procedures.

Nothing in this policy shall be interpreted to supersede the valid and enforceable terms of an employment contract that the Board has executed with an employee.

## Discipline

To the extent consistent with applicable law, disciplinary consequences may be imposed against an employee in appropriate circumstances, including for conduct, action, or inaction that the District determines is sufficiently detrimental to the interests of the District and/or the District's students; for violations of statutes, regulations, policies, or procedures; for failure to meet supervisory directives or expectations; or for unsatisfactory job performance.

Where no statute, regulation, contract, or Board policy requires the Board to make the final disciplinary decision, the District Administrator and/or any appropriate administrative-level or supervisory-level designee, as determined by the District Administrator, may determine the disciplinary action to be taken against an employee. However, the authority to make the decision to discharge a District employee for disciplinary reasons is more specifically addressed in the next section of this policy.

The substantive standard applicable to the imposition of discipline shall be the standard (if any) expressly identified in the *Employee Handbook* for the situation in question, provided that such disciplinary action is also otherwise consistent with the District's and the employee's respective rights and obligations under applicable law and under any contract held by the employee. If no disciplinary standard is expressly set forth in the *Employee Handbook* that is applicable to the specific situation, then discipline shall meet the minimum requirement that it shall not be unlawful ~~include this additional basic standard if desired: "or arbitrary and capricious".~~

## Discharge for Disciplinary Reasons

Whenever a District employee holds a written, individual employment contract for a specified term, the Board, rather than the administration, shall make any disciplinary decision to discharge the employee and terminate the contract ~~include if the district wishes to grant as much administrative authority as possible, "in any situation where either the employment contract or applicable law requires the Board to take such action".~~ In some cases, the employment

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# EMPLOYEE DISCIPLINE

# Policy 529

## Waunakee Community School District

## Page 2 of 2

contract or applicable law may further require a majority vote of the full membership of the Board in order to dismiss such an employee and terminate the contract.

Where no statute, regulation, contract, or separate Board policy requires the Board to make the final disciplinary decision to discharge an employee, the ~~insert position(s) – e.g., District Administrator~~ may take final action to discharge an employee for disciplinary reasons.

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Not every termination of the employment relationship short of an express retirement or resignation shall be considered a discharge. For example, in appropriate circumstances, job abandonment reasonably may be construed as a voluntary quit, rather than a disciplinary discharge.

### Administrative Leave

The District Administrator or an appropriate administrative-level or supervisory-level designee, as determined by the District Administrator, may place an employee on a non-disciplinary, paid administrative leave pending the further investigation or further resolution of a potentially-disciplinary matter.

In appropriate circumstances, an employee may also be involuntarily suspended under this policy without pay pending the further investigation or further resolution of a pending matter, but such involuntary suspension without pay shall itself be considered disciplinary action in at least those situations where the employee is otherwise available for and willing to work.

### Applicability of Grievance Procedure

If an employee is disciplined, such adverse employment action is subject to processing through the grievance procedure that the District has adopted pursuant to section 66.0509(1m) of the state statutes.

### Legal References:

#### Wisconsin Statutes

- [Section 66.0509\(1m\)](#) [public employer grievance procedures covering termination, discipline, and workplace safety]
- [Section 118.21](#) [teacher contracts]
- [Section 118.22](#) [nonrenewal of teacher contracts]
- [Section 118.24](#) [administrator contracts and nonrenewal]

### Cross References:

WASB PRG 529 Sample Policy 1

**Adoption Date:** ~~5/11/92~~

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**Revised:** ~~March 1994~~  
~~April 2002~~

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Policies of the Board of Education

Series 500: Personnel

**HEALTH/DENTAL INSURANCE - ~~EARLY~~ RETIREMENT**

536.3/546.3

Employees who terminate employment with the Waunakee Community School District through voluntary early retirement and have worked fifteen (15) consecutive years in the Waunakee Community School District, the vesting requirement as articulated in the employee handbook, may continue participation in the District's health/dental insurance program at the employee's expense. The retired employee will provide payment of the premium to the District by the first day of each month. When the employee reaches age 65, he/she may convert his/her present health policy to a medicare supplemental program with billing handled directly between the insurance company and the retired employee. When the retiree reaches age 65, he/she may continue participation by converting his/her health policy to a District Medicare supplement plan at the retiree's own expense. All retiree billing and payments will be handled directly between the insurance company and the retired employee.

This policy is subject to the terms of the group policy of the insurance carrier and federal and state law.

~~Employees who wish to continue with health or dental coverage may elect to use the amount of money accumulated through unused sick leave and put it towards the payment of premiums.~~

Cross Ref.: Current Employee Agreement

Adopted: 9/9/85

Revised: 9/14/87  
4/22/91  
March 1994

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

**RETIREMENT OF STAFF MEMBERS**

536.5/546.5

There shall be no compulsory retirement age for any employees of the Waunakee Community School District.

Legal Ref.: Section 111.33 Wisconsin Statutes  
Age Discrimination Act

Adopted: 11/8/82

Revised: 9/10/84  
March 1994  
April 2002

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

**PROFESSIONAL ORGANIZATIONS**

537.3

The Board of Education recognizes the right of its professional staff members to join and take part in professional associations of their own choosing.

Absence from work for the purpose of taking part in activities of professional organizations shall require ~~Board~~ **supervisor** approval. Therefore, staff members who accept association offices and/or duties which will require their absence from school during working hours, or which otherwise will encroach upon the time they normally spend on their regular District assignments, are advised to seek ~~Board~~ **Supervisor** approval before accepting such association offices or duties.

Cross Ref.: ~~WTA Contract~~

Adopted: 11/8/82

Revised: March 1994

Waunakee Community School District

# PROFESSIONAL STAFF EVALUATION

# Policy 538

Waukegan Community School District

Page 1 of 2

~~(This sample policy reflects the minimum requirements for the number and timing of formal, written professional staff evaluations and provides other general guidance related to the district's plan for such evaluations. This policy does not attempt to capture the district's specific choices in regard to implementation of the state's educator effectiveness evaluation process, such as how student test scores and other achievement data will be incorporated into and used within the evaluation process. Those additional details about the local evaluation process would be captured in a rule/procedure or in an evaluation plan document.)~~

Employee evaluation is a continuing process conducted for the purpose of assessing the individual performance of staff members, facilitating professional development, and improving student instruction and District operations.

Every professional employee in the District will be supervised and evaluated by a certified school administrator and/or his/her appropriately-licensed designee.

- A new-to-the-District professional employee shall be formally evaluated in writing at the end of the employee's first year of employment.
- After the first year, a continuing employee shall be formally evaluated in writing ~~at least every third school year~~, **as indicated in the employee handbook.**
- As deemed appropriate by an evaluator or by another administrator who is serving in a supervisory role, the District may, at any time and not necessarily connected to a formal evaluation, provide an employee with recommendations, directives, or other types of assistance in order to foster the employee's professional growth and/or in an attempt to remedy any performance deficiencies or professional difficulties that have been identified.

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Nothing in this policy shall be interpreted as a limitation to the number of formal or informal evaluations that may be conducted by the administration.

The School Board delegates to the District Administrator and his/her administrative designee(s) the responsibility for defining and implementing a systematic program of evaluation for the professional employees covered by this policy. The evaluation of professional employees shall be based on written job descriptions, including key job-related activities, and shall include observation of the individual's performance as part of the evaluation data. **Information about the District's professional staff evaluation plan shall be included in the District's Employee Handbook.**

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For the purpose of this policy, professional employees include all staff members holding a professional license issued by the Wisconsin Department of Public Instruction who are under contract with the District, other than individuals who are employed as licensed administrators.

## Legal References:

### Wisconsin Statutes

<sup>1</sup> ~~Note this is not required – I wanted to flag this in case you did not include information about evaluations in the employee handbook.~~

# PROFESSIONAL STAFF EVALUATION

# Policy 538

Waukegan Community School District

Page 2 of 2

- [Section 115.415](#) [educator effectiveness evaluation requirements]
- [Section 118.21](#) [teacher contracts]
- [Section 118.22](#) [renewal and nonrenewal of teacher contracts]
- [Section 118.225](#) [limited authority to use student assessment data as part of a teacher evaluation program]
- [Section 118.30\(2\)\(c\)](#) [prohibited uses of student assessment data]
- [Section 120.12\(2m\)](#) [school board duty to evaluate teachers using DPI-developed educator effectiveness evaluation system or equivalency evaluation process]
- [Section 121.02\(1\)\(a\)](#) [verification of licensure]
- [Section 121.02\(1\)\(b\)](#) [professional development of employees]
- [Section 121.02\(1\)\(a\)](#) [evaluation of licensed staff]

### Wisconsin Administrative Code

- [PI 8.01\(2\)\(a\)](#) [annual certification to DPI of educator's current license]
- [PI 8.01\(2\)\(b\)](#) [professional development plan for employees]
- [PI 8.01\(2\)\(a\)](#) [evaluation of licensed staff]
- [PI 34](#) [DPI standards and licensure]
- [PI 34.064](#) [license requirements for individuals who supervise and evaluate other professional staff]
- [PI 47](#) [equivalency process for educator effectiveness evaluation; principals and teachers]

### Cross References:

- WASB PRG 538 Sample Policy 5
- [Certified Staff Job Descriptions Policies 530-531](#)
- [536.3, Suspension and Dismissal of Professional Staff Members](#)
- [538.1, Supervision of Professional Staff](#)

**Adoption Date:** 5/10/82

**Revised:** 4/22/91  
March 1994  
April 2002

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## HEAD COACH EVALUATION

538-Exhibit

This evaluation process is meant to assist coaches in setting goals for the programs they oversee, to maintain communication with regards to program with the Activities Athletic Director, and to encourage and identify areas of professional growth. A major part of the process will consist of a yearly pre-season and post-season conference with the Activities Athletic Director. A written evaluation will be done on a yearly basis.

The evaluation instrument will focus on:

- Short-term goal setting (for upcoming season)
- Long-term goal setting (for entire program)
- Communication skills
- Organizational skills
- Knowledge of game (Individual skills and team strategies)

These areas are in the Head Coaches job description. The evaluation instrument will be signed by the coach and the Activities Athletic Director. A signed copy will be kept by each as well as the High School Principal Human Resources Office.

- I) Short term goals
  - Goals and expectations for the immediate season.
  - Team strengths/weaknesses to work on.
- II) Long term goals
  - Areas the head coach wants to see improved in the overall programs.
  - Off-season expectations of players.
  - Development of feeder programs.
- III) Communication skills
  - Demonstrates ability to effectively communicate with
    - Players
    - Assistant coaches
    - Support staff (managers, custodians, trainers, etc.)
    - Administration
    - Teaching staff
    - Parents/Booster Clubs
    - Media
- IV) Organizational skills

- Demonstrates effective organization of:

538-Exhibit continued

- Practice time
- Programs organization i.e.: (youth programs, off-season programs, etc.)
- Program business i.e.: (Budget, bus and facility forms, pre-season parent meeting, post season banquet, etc.)

V) Knowledge of Game

- Understanding of individual skills
- Understanding of team strategies
- Player management
- Application of knowledge in practice and game settings

VI) Leadership Abilities

- Contributes to overall positive school environment
- Supportive of all school programs
- Involvement in professional associations/professional development

VII) Summary

- A. Strengths
- B. Areas for Improvement
- C. Suggestions for Improvement

Head Coaches' Signature \_\_\_\_\_ Date \_\_\_\_\_

Activities Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Adopted: June 2000  
April 2002

Waunakee Community School District