

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

Friday, May 3, 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 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. 538.1 Supervision of Professional Staff 5
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VIII. <u>ADJOURN</u>	

“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:
	538.1	Supervision of Professional Staff	538.1	Keep current policy.	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	Agree w/ WASB
	541	Support Staff Positions	541	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 edits
	541.1	Criminal Background Checks	541.1	Delete current policy	This content is covered by the proposed 533.1 (PRG 531.1, sample policy 3) that was sent to you earlier.	Agree w/WASB
	542	Classified Staff Employment	542	Keep current policy, consider comments	The PRG does not offer a sample policy for this topic and your policy is acceptable as written. Note however that the giving of notice of continuing employment to school year employees after the 1st day of the current school year may make such employees eligible for summer unemployment compensation benefits for any time after the last day of school up to when notice of continuing employment is actually given. I am guessing your last day of school for school year employees is at least a week before June 15 and giving notice on June 15 may make some employees eligible for UC benefits prior to the notice.	Agree w/WASB Include edits

	543	Classified Staff Hiring	543	Replace with PRG 533 sample policy 2	Sample 2 was written for all staff, but you already covered professional staff in a separate policy. I modified the sample to make it specific to support staff. Note there are a few references to contracted employees in case you have any support staff employees who are given individual contracts.	Agree w/WASB Include edits
	545.1	Support Staff Workload	545.1	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 edits
	546.1	Resignation of Non-contracted Employees	546.1	Replace with PRG 546.1 sample policy 1		Agree w/WASB Include edits
	546.2	Suspension and Dismissal of Classified Staff Members	546.2	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 edits
	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.	Reviewed & updated during Part 1 of 500's
	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.	Reviewed & updated during Part 1 of 500's
	548	Evaluation of Support Staff Personnel	548	Replace with PRG 548 Sample Policy 1		Agree w/WASB
	549.1	Non-school Employment/Activities	549.1	Keep current policy.	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	Agree w/WASB

Policies of the Board of Education

Series 500: Personnel

SUPERVISION OF PROFESSIONAL STAFF

538.1

Classroom visits are for several purposes: 1) to keep the administration informed about what is going on in the school program, 2) to observe student conduct and progress, 3) to encourage the growth and exchange of new ideas in teaching techniques and use of materials, 4) to discover ways and means of coordinating the curriculum, and 5) to evaluate teaching effectiveness.

Classroom visits may last the full period or be of shorter duration. In the former case, it may be followed by a conference. The shorter visit does not require a conference since its purpose is to catch a quick glimpse of a program or to observe a particular student or group in a classroom situation.

Should any deviation from expected work performance develop, the supervisor shall be responsible for discussing it with the teacher at the earliest possible time. These discussions shall be constructive in approach, and designed to help correct weaknesses.

Legal Ref.: Section 120.12(2) Wisconsin Statutes
121.002(1)(q)
PI 8.01(2)(q) Wisconsin Administrative Code

Cross Ref.: WTA Contract
538, Evaluation of Professional Staff

Adopted: 11/8/82

Revised: 4/22/91
March 1994
April 2002

Waunakee Community School District

SUPPORT STAFF POSITIONS

Written job descriptions shall be established for support staff positions which state the purpose of the position, list the expertise and abilities required to perform its various functions and outline the essential functions of the job. These job descriptions shall be adopted by the Board of Education upon recommendation of the superintendent. The purposes of job descriptions are as follows:

1. To promote greater sense of personal security to staff members.
2. To develop in each staff member the role expectations set for them.
3. To create an understanding in the individual staff members of the ranges of the position.
4. To provide a general framework of individual responsibilities which will enhance the organizational structure in the district.
5. To identify the basic **knowledge**, skills **and abilities** which will help achieve the purposes of the District.

The Board is aware that the functions of staff positions may change as the future needs of the District may determine. Therefore, the periodic review of job descriptions will be necessary to afford that flexibility.

Legal Ref.: Americans with Disabilities Act of 1990

Cross Ref.: Job Descriptions
511, Equal Opportunity Employment

Adopted: 5/11/92

Revised: March 1994

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

**INTERMITTENT CRIMINAL BACKGROUND CHECKS FOR NON-LICENSED
EMPLOYEES**

541.1

All non-licensed district employees shall be subject to criminal background checks every three (school) years. Conviction records shall not be used or considered in making employment decisions unless the convictions are substantially related to the circumstances of the particular job.

Licensed employees are subject to criminal background checks by the Department of Public Instruction as part of the licensure and license renewal process.

Adopted: August 2010

Policies of the Board of Education

Series 500: Personnel

CLASSIFIED STAFF EMPLOYMENT

542

Letters of employment shall be provided all **custodial & maintenance staff, secretaries, administrative assistants, custodians, bus drivers, crossing guards and assistants** and classified staff groups employed by the Board of Education. A **custodial & maintenance staff member, administrative assistant secretary, or classified staff member** ~~custodian, bus driver, crossing guard or assistant~~ shall be given written notice of renewal or refusal of his/her employment for the ensuing year on or before ~~June 15th~~ **May 15th** of the calendar year during which said staff member holds employment. Employment shall be accepted or rejected not later than ~~July 1~~ following **the last day of school**.

All **custodial & maintenance staff members, administrative assistants, crossing guards, secretaries, custodians, bus drivers, and assistants** and classified staff members are expected to fulfill the provisions of their job description. Failure to do so will disqualify the member for recommendations for continuing employment by the Board. The superintendent may release a staff member when in the judgment of the superintendent there is a reason that warrants it. Two weeks notice should be given by the employer when terminating employment.

Legal Ref.: Section 121.52 (2)(1) Wisconsin Statutes

Cross Ref.: Current Employee Agreements
546.2, Suspension and Dismissal of Support Staff Members

Adopted: 11/8/82

Revised: 5/6/96
April 2002

Waunakee Community School District

RECRUITMENT AND HIRING OF ~~DISTRICT EMPLOYEES~~ CLASSIFIED STAFF

Policy 533

Waukeek Community School District

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~~(This sample policy (1) establishes minimum expectations for recruitment and hiring processes; (2) delegates to the district administrator responsibility for defining specific recruitment and hiring procedures, which may be differentiated by type of position; (3) permits the administration to make binding offers of employment to fill those positions that have neither an individual employment contract nor any supervisory duties; and (4) establishes additional expectations specific to the hiring of licensed and contracted personnel. This sample policy does not address the process for recruiting and hiring the district administrator. This policy is included as a sample under 221.1, 533 and 543 in the PRG.)~~

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 Board policies. The primary goals of these processes shall be to attract and identify a diverse range of highly qualified candidates who, if hired, will demonstrate a high degree of commitment to the District's mission, to the District's goals, and to their assigned duties and responsibilities, and who will also make positive personal and professional contributions to the District.

The recruitment and hiring for ~~all positions of employment in the District, except for the position of District Administrator, custodial & maintenance, administrative assistants, and classified staff groups~~ shall be conducted in accordance with provisions of this policy.

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The District Administrator shall ensure that the District's core practices and procedures surrounding recruitment, selection, and hiring are well-defined and implemented consistently. Different core practices and procedures may be defined for different types of positions.

The ~~insert appropriate position(s), e.g., District Administrator and/or Director of Human Resources~~ shall have the power, at his/her discretion, to make binding offers of employment to fill vacancies in Board-approved positions, except for (1) positions which require the employee to hold an individual employment contract; and (2) any supervisory position. Where the School Board will make the final decision to approve, or not approve, the hiring of any employee, any preliminary offer of employment or any offer of a contract shall be contingent on obtaining Board approval, and the contingent offer shall be revocable in the event the Board does not approve the employment of the individual.

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If the ~~insert appropriate position(s), e.g., District Administrator and/or Director of Human Resources~~ determines there is an urgent need to fill a position or that another exceptional and good cause exists, standard practices may be modified for all potential candidates by, e.g., shortening the standard application period, eliminating multiple interview levels, or considering interim appointments. However, under no circumstances shall an employee be hired without:

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1. Participating in a personal interview;
2. Completing required physical examinations with satisfactory results, or expressly conditioning the offer of employment or offer of contract on such satisfactory completion;
3. For all positions, either of the following:

RECRUITMENT AND HIRING OF ~~DISTRICT EMPLOYEES~~ CLASSIFIED STAFF

Policy 533

Waukeek Community School District

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- a. The District has completed licensure (where applicable), reference, and criminal background checks, and determined that the results of said checks are acceptable before the offer of employment is made; or
 - b. Any preliminary offer of employment is made expressly contingent upon completion of licensure (where applicable) confirmation, reference checks, and criminal background checks, the results of which the District, in its discretion, determines are acceptable; and
4. Where the Board will make the final decision to hire an employee, including the hiring of all employees who are required to hold an individual contract and the hiring for all positions that have supervisory duties, any offer of employment shall either:
- a. be made following Board approval of the hiring decision and the terms of any employment contract; or
 - b. be made in a manner that is contingent upon a subsequent Board decision to approve the hiring decision and the terms of any employment contract.

If, in the judgment of the District Administrator in consultation with the vacant position's direct supervisor, the administration fills or recommends filling a position with an internal candidate without seeking external candidates, the administration shall (1) inform the Board when any non-contractual and non-supervisory position was filled in this manner; (2) inform the Board when any contractual, non-administrative position was filled in this manner, provided that the change in position or assignment does not necessitate an amendment to the employee's current contract; or (3) in connection with any other contractual or supervisory position, present this recommendation and the supporting rationale to the Board for approval. The requirements of this paragraph do not apply to routine changes in assigned duties or work schedules, or to reassignments or lateral transfers between materially similar positions.

Additional Provisions Applicable to Most Contracted Positions

~~Professional staff who are required to be licensed or certified by law must provide the District with a copy of the current license or certificate. Such employees are expected to remain licensed in good standing, including knowing the expiration date of their license/certification and meeting the requirements for maintenance/renewal in a timely manner. A contract with any person not legally authorized to hold the licensed position identified in his/her contract shall be (1) deemed materially breached by the individual holding the contract; and/or (2) void by operation of law. All teaching contracts shall terminate if, and when, the authority to teach terminates.~~

~~To the extent required by state law, teachers and administrators may be employed in or dismissed from their contracted positions only by a majority vote of the full membership of the Board. To the extent prohibited by state law, the District shall not enter into a contract of~~

RECRUITMENT AND HIRING OF ~~DISTRICT EMPLOYEES~~ CLASSIFIED STAFF

Policy 533

Waukegan Community School District

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~~employment with any teacher or administrator for any period of time that the individual is then under a contract of employment with another board.~~

Legal References:

Wisconsin Statutes

- [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 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 2

Adoption Date: ~~11/8/82~~

Revised: ~~9/14/87~~

~~1/15/90~~

~~5/11/92~~

~~March 1994~~

~~April 2002~~

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Policies of the Board of Education

Series 500: Personnel

SUPPORT STAFF WORK LOAD

545.1

The **Director of Human Resources** ~~superintendent~~, in consultation with appropriate administrators, will establish work schedules for the support staff in keeping with the standard workday and workweek and in conformance with such reduced time schedules for various classifications of employees as approved by the Board of Education.

The work year for the various classifications of employees shall be as set forth in the current **employee guidelines** ~~salary schedules~~.

Cross Ref.: ~~Current Employee Agreements~~ **Employee Guidelines**

Adopted: 11/8/82

Revised: March 1994

Waunakee Community School District

RESIGNATION OF NON- CONTRACTED EMPLOYEES

Policy 546.1

Waukegan Community School District

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(This sample policy addresses the resignation of employees who do not hold written, individual employment contracts. It is critical for a district to ensure that this policy is consistent with any related provisions found in the district's Employee Handbook.)

District employees who do not hold written, individual employment contracts for a specified term and who wish to voluntarily and affirmatively resign from District employment are expected to submit a written notice of resignation to ~~insert the applicable position(s) – e.g., the employee's immediate supervisor, the Director of Human Resources Services~~ that clearly identifies the intended effective date of the resignation. The District requests that employees give as much advance notice of resignation as is reasonably practicable.

If a non-contracted employee submits a notice of resignation that is contingent on any specified terms or conditions (other than the effective date selected by the employee) that are not dictated by applicable law or by existing policy and that the District has the discretion to accept or reject, then the School Board shall either directly make the decision to accept or reject the conditional resignation or determine the extent of administrative delegation applicable to the specific situation. If a notice of resignation that specifies such contingencies is not expressly accepted, it is considered rejected. In all other situations, the ~~insert administrative level position(s) Director of Human Resources~~ may accept the resignations of non-contracted employees on behalf of the District.

Upon the District's acceptance of a resignation, the resignation is not unilaterally revocable by the employee even if the resignation has not yet taken effect. A Board vote to accept a resignation constitutes acceptance. When a resignation is accepted by administrative action, then acceptance is complete once it has been communicated to the employee. The District's acceptance of a resignation shall be documented in writing even if the acceptance is initially communicated to the employee verbally.

Other than the circumstances specifically addressed above, this policy does not attempt to identify or address every possible means by which an employee may cause, request, or agree to the severance of the employment relationship. ~~Optional example: "For example, in appropriate circumstances, job abandonment reasonably may be construed as a decision by the employee to sever the employment relationship."~~

~~Include if applicable: "Additional direction and expectations related to employee resignation may be found in the District's Employee Handbook."~~

Legal References:

Wisconsin Statutes
[Subch. V of Ch. 19](#) [open meetings law]

Cross References:

WASB PRG 546.2 Sample Policy 1

Adoption Date: ~~11/8/82~~

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RESIGNATION OF NON- CONTRACTED EMPLOYEES

Waukegan Community School District

Policy 546.1

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Revised: ~~9/14/87~~
~~1/15/90~~
~~5/11/92~~
~~March 1994~~
~~April 2002~~

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Policies of the Board of Education

Series 500: Personnel

SUSPENSION AND DISMISSAL OF CLASSIFIED STAFF MEMBERS

546.2

Dismissal of Support Staff Members

A support staff employee may be permanently removed from his/her duties by the superintendent or designee. This action is subject to appeal to the Board.

Suspending Employees

- 1) The superintendent or the designated representative is empowered to suspend any employee, with or without pay, whose physical and/or emotional condition is deemed detrimental to the physical, social, or emotional welfare of the student body, faculty or other employees and in relation to an investigation.
- 2) The superintendent or the designated representative is empowered to suspend any employee, with or without pay, whose behavior or actions are deemed detrimental to his/her ability to function in the school setting or could endanger the welfare of the students and/or staff.
- 3) The superintendent or the designated representative shall be empowered to require employees who are apparently ill and cannot effectively perform essential functions of the job to assume sick leave status until said condition is rectified or until reasonable accommodations can be made to allow the individual to perform the essential functions of the job under Americans with Disabilities Act.
- 4) Suspensions enumerated above shall be in effect until acted upon by the Board.
- 5) Suspensions may be appealed to the Board.

Cross Ref.: Current Employee Agreements

Adopted: 1/15/90

Revised: 5/11/92
March 1994
April 2002

Waunakee Community School District

EVALUATION OF SUPPORT STAFF PERSONNEL

Waukegan Community School District

Policy 548

Page 1 of 2

~~*(This sample policy provides general parameters for the regular evaluation of support staff personnel employed by the school board. This sample policy delegates responsibility for establishing specific evaluation procedures, criteria and instruments to the district administrator. Any school district that has a collective bargaining agreement addressing topics other than base wages should carefully review the provisions of the labor agreement and its obligations to the union prior to adapting this sample policy for district use.)*~~

This policy applies to the evaluation of District-employed support staff personnel, which shall be understood to include (among other positions) all licensed special education paraprofessionals, and to exclude all administrators, all formally-designated supervisors, and all professional staff members licensed by the Department of Public Instruction.

The School Board delegates to the District Administrator and his/her administrative or supervisory designee(s) the responsibility for defining and implementing a program of evaluation for the support staff personnel covered by this policy, including the specific procedures, criteria and instruments that will be used to conduct performance evaluations. The evaluation program shall be consistent with this policy, including the following general parameters:

1. The evaluation process shall be designed to identify individual strengths and weaknesses, guide an employee's skill development and future performance, and meaningfully distinguish among employees whose overall performance exceeds, meets, or fails to meet the District's expectations.
2. Nothing in this policy or within the evaluation program designed by the administration shall be implemented in a manner that violates an employee's contractual or other legal rights, ~~including any rights established under a valid collective bargaining agreement.~~
3. The District shall retain discretion to select an employee's primary evaluator(s). Evaluator(s) may seek input and data from multiple sources, including both supervisors and non-supervisors who are familiar with the employee's performance.
4. The District may place different employees holding similar positions on different evaluation schedules and use different evaluation procedures based upon, for example, the District's identification of a need for an employee to improve performance in one or more areas.
5. Administrative and supervisory personnel shall determine the normal frequency of evaluations for support staff personnel, except that the process shall recognize that a new employee generally needs to receive a greater degree of informal and formal feedback as compared to, for example, a long-term employee who has consistently demonstrated strong skills and who consistently makes a positive contribution to the overall working and educational environments.

All individuals identified as evaluators shall themselves be evaluated on the extent to which they consistently meet the District's expectations for evaluating the performance of support staff personnel.

EVALUATION OF SUPPORT STAFF PERSONNEL

Policy 548

Waukegan Community School District

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Additional Responsibilities of the District Administrator

The District Administrator is further responsible for ensuring that:

1. New administrators, new supervisors, and new employees whose positions are covered by this policy are provided with an overview of the District's evaluation program for support staff personnel and of their responsibilities related to the program; and
2. The employee evaluation program and its implementation across the District are intermittently assessed to identify areas for possible improvement.

Legal References:

Wisconsin Administrative Code

- [PI 8.01\(2\)\(b\)](#) [professional development plan for licensed employees]
- [PI 34.036](#) [DPI licensure for special education program aides]

Cross References:

WASB PRG 548 Sample Policy 1

Adoption Date: 11/8/82

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Revised: March 1994
April 2002

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Policies of the Board of Education

Series 500: Personnel

NON-SCHOOL EMPLOYMENT/ACTIVITIES

549.1

Whenever an employee considers assuming any paid, or non-paid responsibilities or activities which the employee foresees might affect the performance on the job, he/she is expected to discuss the activity with the **employee's supervisor** ~~superintendent or the superintendent's designee~~ prior to incurring the outside responsibility. If the continual evaluation of a staff member's effectiveness in the assignment reveals that the activities other than those designed as part of the work interferes with good performance, such staff member shall be required to restrict or give up such activities or resign from the position.

Cross Ref.: Current Employee Agreements
548, Support Personnel Evaluation

Adopted: 11/8/82

Revised: March 1994
April 2002

Waunakee Community School District

EXPENSE REIMBURSEMENT

671.2

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly filled out and approved purchase order/check request. Such expenses must be approved in advance by the building/department administrator and incurred in line with budgetary allocations for the specific type of expense outlined in District guidelines. Grant funds may receive expense reimbursements following this policy or the amount approved by their grant if that amount is higher. Fund 21 expenditures are eligible for expense reimbursements following this policy or following the USGSA rates for the out of state location they are travelling to, whichever is higher.

Expense Guidelines:

Mileage:

Shall be at the rate established by the IRS for school business and conference related travel. Mileage log/map must be submitted with the purchase order showing travel details. Inter-district travel as part of job duties is reimbursable through the District mileage account.

Housing:

Shall be paid at the rate no higher than that established for the hotel hosting the conference or convention but shall only cover the actual costs up to that amount. Housing for school business not related to a conference or convention with a headquarter hotel shall be reimbursed at the actual costs if the hotel reservations have been made through the school district. The district shall reimburse or pay for the costs of school personnel. If additional costs are incurred by a spouse or family member sharing the room that will be at the employee's expense.

No reimbursement shall be paid for housing/hotels or events within 60 miles of the District. Reimbursement for housing/hotels within 60 miles may be considered on a case-by-case basis, with pre-approval of the District Administrator or Designee.

Commercial Travel:

Travel by commercial carrier shall be arranged by the employee and costs reimbursed by the district if it is not paid for by the district. The travel of spouses or other family members can be arranged at the same time; however, the employee must pay for the cost of family members at the time arrangements are made.

General Transportation:

The costs for ground transportation (taxi, bus, rental car) necessary for the employee to participate in school related business or attendance at a conference or workshop shall be reimbursed. Approval of a rental car at school district expenses must be given in advance by the superintendent. Reasonable charges for taxi service (including standard tip not to exceed more than a range of 15% to 20%) are reimbursable. Receipts are required for reimbursement of transportation

Parking:

Receipts from parking facilities must be provided.

Meals:

The cost of meals for employees and Board members only shall be reimbursed at the full cost of the meal, including tip, up to a maximum amount based on the U.S. General Services Administration guidelines. This maximum will be reviewed annually and provided to all district personnel. The maximum can be evenly divided between employees for groups of four (4) or more.

Separate meal maximums for travel outside of the U.S. may be approved by the Director of Business Services.

Employees are to submit check request for the above costs to include receipts. Employees must provide itemized receipts to support claims for reimbursement for meals purchased. Receipts submitted for meals purchased for other individuals while conducting District business must note the name of the individual(s) and the reason for paying the meal cost. For meetings over the meal period, the reason for the meeting must also be indicated. Tips are limited to no more than a range of 15% to 20% of the total bill.

District funds shall not be used for the purchase of alcoholic beverages.

Other Activities

Social activities such as golf outings, non-educational related tours, etc. that may or may not be part of a professional conference, are the responsibility of the individual and are not reimbursable.

Reimbursements for Administrators, Administrative Support Staff, and Administrative Assistants:

Reimbursements for Administrators, Administrative Support and Administrative Assistants must be submitted through the 775 (Administrative Reimbursements) Budget Group and approved by the Business Office. This ensures independent review and approval of any reimbursement requests.

Cross Ref.: Current Employee Agreements
163, Board Member Development Opportunities
223, Administrator Development Opportunities
537, Staff Development

Adopted: October 1982

Revised: March 1994
August 2000
April 2002
November 2005
October 2015
February 2019
June 2022

Waunakee Community School District