

Amery Board of Education
Monday, August 17, 2020

A Regular Board Meeting of the Amery Board of Education is scheduled for Monday, August 17, 2020, at 6:00 PM in the Board Room at the Amery Intermediate School
543 Minneapolis Ave S
Amery, WI 54001 at the Amery High School, located at 555 Minneapolis Avenue in Amery, Wisconsin. Business under review will include:

I. Call to Order

II. Closed Session 6:00 pm

Considering employment, promotion, compensation or performance evaluation data, of any administrator over which the governmental body has jurisdiction or exercises responsibility in order to take Personnel Action pursuant to Wisconsin Statute 19.85(1)(c).

III. Open Session 6:30 PM

IV. Consent Agenda Items

A. Agenda

B. Minutes

C. Financial/Budget Reports

D. Board Vouchers

V. Community Comments

VI. Administrative/Committee/Department Reports

A. Administrator Reports

B. 2019-2020 Seclusion & Restraint Report - *Brad Baumgartner*

VII. Informational Items

A. Back to School Information - *Shawn Doerfler*

VIII. Action Items

A. Potential Hybrid Plan for School - *Shawn Doerfler*

B. First Reading of District Policies - *Shawn Doerfler*

1. Face Covering Policy

2. Title IX Policy

C. Staff Handbook Updates - *Shawn Doerfler*

D. Fall Athletics Resolution - *Jeff Fern*

E. Personnel Action

IX. Closed Session

Considering employment, promotion, compensation or performance evaluation data, of any administrator over which the governmental body has jurisdiction or exercises responsibility in order to take Personnel Action pursuant to Wisconsin Statute 19.85(1)(c).

X. Adjournment

DALE JOHNSON

Clerk, Amery Board of Education



In compliance with the Americans with Disabilities Act, the School District of Amery will provide reasonable accommodations for persons with disabilities who wish to participate in public meetings. If you require an accommodation, please contact the District Office at (715) 268-9771 a minimum of 72 hours prior to the meeting.

Sports:

Aug 17: Girls Tennis, Girls Golf, Cross Country Practice to begin

Building Updates:

Summer cleaning is nearing completion

New tile in hallways is close to finished

Tennis Courts addition is close to complete

North wall of the HS gym got a new padded safe barrier

Events:

Committee Meetings on Trauma Sensitive Schools, Virtual Learning
Trainings on Remote Learning with video cameras in the classroom

Future Events:

Aug 27: Freshman Orientation option for students only from 8-11am
and 1-3pm

Ms. Amery Talent Show

Administrative Report

Submitted by: Thomas Bensen
Amery Middle School Principal

Date: August 17, 2020 **Important Topics of Information –**

- **6th Grade Orientation:** Sixth Grade Orientation will be held Tuesday, August 20 from 4:30 – 6:30 PM. The orientation has been adjusted this year with parents coming in during shifts to help with social distancing. At orientation students will meet their new teachers, learn about their schedules and try out their school lockers. In addition, a parent meeting / presentation will be held in the MS gym centered on 6th grade and new one-to-one computers.
- **Technology Training:** During our opening inservice days, much of the time will be centered on technology trainings on google meet, google classroom and Microsoft 365 along with training on using the new camera and microphone technology to help make any potential distance learning more effective.
- **Standards Based Grading:** We will be moving to our new standards based grading system this fall and we will be holding trainings on the new power school grade book system.

Important Dates:

August 24	New Staff Orientation
August 25	Opening Inservice Day
August 25	MS Standard Based Grading and Technology Trainings
August 25	District Wide Vertical PLC Committee Meetings – 2:30 PM
August 25	Sixth Grade Orientation / Seventh & Eighth Grade Open House – 4:30 PM
August 26	Opening All Staff Meeting 2020-21 School Year
August 27	MS Celebrations and Rewards Committee Meeting
August 27	MS PLC Committee Meeting
Sept. 1	First Day of School 2020-21 School Year
Sept. 7	Labor Day – No School
Sept. 8	MS Warrior Way Planning Meeting
Sept. 9	MS Data Retreat Committee Meeting
Sept. 10	MS PLC Committee Meeting
Sept. 14	Essential Elements Class for New Teachers
Sept. 15	RtI Reading Meeting
Sept. 16	MS PBIS Tier 2 Committee Meeting
Sept. 17	RtI Math Meeting
Sept. 19	Fall Festival

Administrative Report

Submitted by: Oralee Schock
Amery Intermediate School Principal

Date: August 2020

Important Topics of Information:

- MANY district & building meetings were held and re-held to plan for our fall options for staff, parents and students. It was an exhausting summer with program changes sometimes happening by the hour!
- The summer custodial and office staff did a wonderful job cleaning the building and preparing for all of the new fall challenges due to COVID-19.
- 2020-21 curriculum and classroom orders have been arriving and Christy has done a great job of checking them in and Steve has been delivering the orders to the individual classrooms and buildings. Curriculum monies for the 2020-21 school year have been spent in the following areas: Applied Arts II
 - ✓ PK-12 Art
 - ✓ PK-12 Music
 - ✓ FACE at MS and HS
 - ✓ Business
- On August 7th letters were sent out to all intermediate students informing them of their classroom teacher, needed school supplies and in lieu of an Open House we will be conducting parent/teacher conferences on August 26th from 1:00-6:00 pm and August 27th from 8:00-12:00.
- Parent pick up and drop off will have a new look this year. Parent drop off will still occur in the student drop-off/visitors parking lot but this lot will now become an "only in" lot and the staff parking lot will become an "only out" lot. Our hope is to keep the morning flow of traffic running smoother. Parent pick up will occur in the front of the building in the bus turn around area. Parents will pull in BEHIND the buses and then pull forward to pick up their child once the buses have left. Once again, this change was made to make the student pick up process smoother.

Upcoming dates/events:

- New teachers report on August 24th
- All staff report on August 25th
- Amery Intermediate Parent/Teacher conferences will be held from 1:00-6:0 p.m. on August 26th and 8:00-12:00 on August 27th
- All students report to school on September 1st "Here we go"!

Administrative Report
Submitted by Cheryl Meyer
Lien Elementary School Principal

Date: Wednesday, August 12, 2020

Lien Leadership Team

This newly established committee was formed with the purpose of providing direction to the staff regarding building goals for the upcoming school year. The committee is representative of all grade levels and specialists. The committee has met three times throughout the summer, with most of our work focusing on Covid-19 practices and procedures. Having had this opportunity has been extremely valuable as we continue to navigate the issues presented by Covid-19.

Educating Students through a Hybrid Model

If our district is forced to transition to a hybrid model of educating our students, the administrative team has a tentative plan which consists of an A/B Model of instruction. The Lien Leadership Team will work on defining exactly what this means for our elementary age students at our next LLT meeting. Essentially, half of our students would attend school on Monday and Tuesday of each week, the other half would attend school on Thursday and Friday and Wednesdays would be used to deep clean the school and provide teachers time to develop virtual lessons.

Beginning of the Year Parent Teacher Conferences

All families with children entering Kindergarten through 3rd grade have been invited to register for a *WELCOME BACK TO SCHOOL* Parent Teacher Conference by **Thursday, August 20, 2020**.

Conferences will take place the week of August 24th. The purpose of the conference is to:

- Provide families the opportunity to meet their child’s teacher
- Learn about grade level curriculum and expectations
- Introduce Seesaw, our parent and student communication and learning platform
- Introduce student iPad, applications, and insurance policy (refer to the **Lien Elementary Student iPad Insurance Application Form**, included in this mailing)
- Parent Q & A

To accommodate all families, we will host up to three families per time slot and encourage families to bring **only** school age children. Face masks are required for all in attendance over the age of 5.

Upcoming dates:

August 17	New Teacher Inservice
August 25-26	Teacher Inservice and Parent Teacher conferences
September 1	First day of school for Kindergarten through 3 rd grade

**Submitted by: Brad Baumgartner
Director of Pupil Services**

Date: Wednesday, August 11th, 2020

Updates

Special Education PK-12 Monthly Meetings & IEP Workshops Scheduled

For the second consecutive school year, Special Education certified staff will participate in monthly after-school meetings. The purpose of the meetings are to communicate important updates related to special education procedure and compliance, engage in professional development & collaborate with colleagues district-wide. The purpose of the IEP Workshop is to learn and apply guidance from the Wisconsin Department of Instruction Special Education Model Forms to IEP and Evaluation development. IEP Workshops are optional. However, certificated Special Education staff may be required to attend one or more IEP Workshops by administration as a result of overdue IEP or Evaluation paperwork or per Educator Effectiveness Action-Plan.

Training

Non-Violent Crisis Intervention (CPI)

On August 10th, Special Education Teachers, Related Services Providers, Counselors & General Education Teachers participated in Non-Violent Crisis Intervention (NCI) Training. NCI training is a behavior management system that teaches simple skills for assessing, managing and responding to risk behavior at work. The focus is on verbal de-escalation, prevention and early intervention. Safe physical intervention options are also taught, to be used only as a last resort. Staff also received training on WI Act 125 addressing the use of seclusion and physical restraint in public schools. The Act applies to both regular and special education students and prohibits the use of seclusion or physical restraint except when certain conditions apply. Updates were shared to procedures as there are new training and reporting requirements enacted in March of 2020. Another session of CPI training will occur on staff in-service day, August 25th from 1PM-4PM.

Paraeducator Training

Special education Paraeducators will attend a district-sponsored training on August 25th from 8AM-12PM. The purpose of this training is to introduce new staff to the School District of Amery, provide a background of the profession, establish paraeducator professional expectations & provide resources to support the work.

Wisconsin Act 125 - Seclusion and Physical Restraint Annual Report 2020

School District of Amery

Application of Act 125

- Applies to both special education **and** regular education students.
- Applies to all School District Staff, Independent Contractors & Law Enforcement

Definitions

- **Physical restraint:** a restriction that immobilizes or reduces the ability of a student to freely move his or her torso, arms, legs or head.
- **Seclusion:** the involuntary confinement of a student, apart from other students, in a room or area from which the student is *physically prevented* from leaving.

Use of Physical Restraint/Seclusion

- A student's behavior presents a *clear, present and imminent risk* to the physical safety of the student or to others.

Reporting Requirements

Each year, prior to the start of the new school year, the designee must submit to the school board a report:

of the number of incidents of seclusion and physical restraint in the previous year, the total number of students involved in the incidents, and,

the total number of students with disabilities involved in the incidents.

Purpose of the Reporting Requirements

- To evaluate behavioral interventions used within the District
- Ensure sustained training in use of Nonviolent Crisis Prevention Intervention
- To inform evaluation and discussion of District-wide training needs

2019-2020 Incident Report

	No. of Incidences of Seclusion	No. of Incidences of Restraint	Total No. of Students Involved	Total No. of Students w. Disabilities
District wide	33	18	17	15

Training Requirements

- The training must include:
 - Methods of preventing the need for physical restraint;
 - Instruction in the identification and description of dangerous behavior indicating the need for physical restraint, and in methods of evaluating risk of harm to determine whether physical restraint is needed;
 - Experience in administering and receiving various types of physical restraint;
 - Instruction on the effects of physical restraint on the person restrained, methods of monitoring signs of physical distress, and techniques for determining when medical assistance may be needed;
 - Instruction in documenting and reporting incidents of physical restraint & seclusion;
 - Explanation of prohibited maneuvers/holds.



Nonviolent Crisis Intervention

- Certified Instructors (Crisis Prevention Institute)
- Trainer-of-Trainer Model
- Focus on:
 - Prevention & De-Escalation
 - Decision-Making in Response to Behavior
 - Managing Risk Using Disengagement and Holding Skills

2020 CPI Trainings

Monday, August 10, 2020

- Recertification

Tuesday, August 11, 2020

- Full Certification

Tuesday, August 25, 2020

- Recertification

Reporting Requirement Training

- Instruction in the Report and Documentation Restraint and Seclusion (OASYS) Statute and Training Updated March 2020



Related Initiatives, Considerations for Future Training...

- Understanding and Implementation of Student Behavior Plans/Accommodations & Modifications
- Increase # of Staff Trained in CPI District-Wide
- Student Engagement Initiative
- Trauma Sensitive Schools & Social Emotional Learning
- School Based Mental Health Services & Partnerships
- Evaluation of School Crisis Intervention Programs



Resources

United States Dept. of Education

<https://www2.ed.gov/policy/seclusion/restraint-and-seclusion-resource-document.html>

Wisconsin Dept. of Public Instruction

<https://dpi.wi.gov/sped/topics/seclusion-restraint>

Amery Board Policy

<https://www.amerysd.k12.wi.us/district/Policies/447-1%20-%20CORPORAL%20PUNISHMENT.pdf>

A photograph of three people sitting around a table in a bright, modern office setting. On the left, a man in a blue and white checkered shirt is looking towards the center. In the middle, a woman with dark hair and glasses, wearing a green t-shirt, is gesturing with her right hand while looking at the woman on the right. On the right, a woman with long dark hair, wearing a yellow cardigan, is looking back at the woman in the center. She is holding a red folder. The background shows large windows with horizontal blinds, letting in bright light.

CPI's Top 10 De-Escalation Tips

Can These Tips Help Me?

Whether you work in health care, education, or any human services field, you might deal with angry, hostile, or noncompliant behavior every day. Your response to defensive behavior is often the key to avoiding a physical confrontation with someone who has lost control of their behavior.

These Top 10 De-Escalation Tips will help you respond to difficult behavior in the safest, most effective way possible.

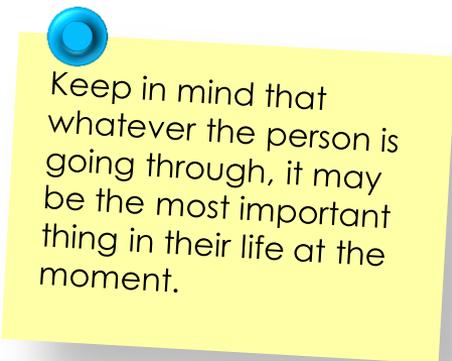


TIP 1

CPI's Top 10 De-Escalation Tips

Be empathic and nonjudgmental.

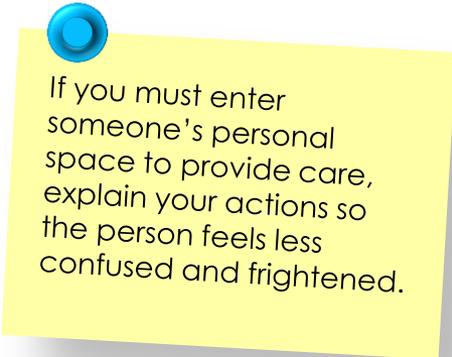
When someone says or does something you perceive as weird or irrational, **try not to judge or discount their feelings.** Whether or not you think those feelings are justified, ***they're real to the other person.*** Pay attention to them.



Keep in mind that whatever the person is going through, it may be the most important thing in their life at the moment.

Respect personal space.

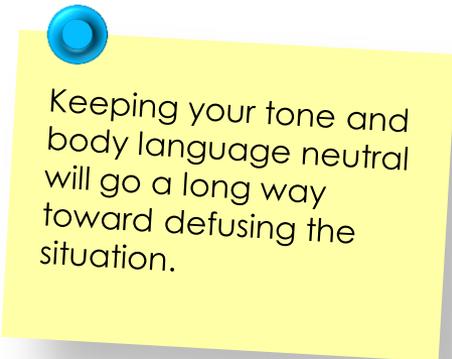
If possible, *stand 1.5 to three feet away* from a person who's escalating. Allowing personal space tends to **decrease a person's anxiety** and can help you **prevent acting-out behavior**.



If you must enter someone's personal space to provide care, explain your actions so the person feels less confused and frightened.

Use nonthreatening nonverbals.

The more a person loses control, *the less they hear your words*—and the more they react to your nonverbal communication. Be mindful of your *gestures, facial expressions, movements, and tone of voice.*



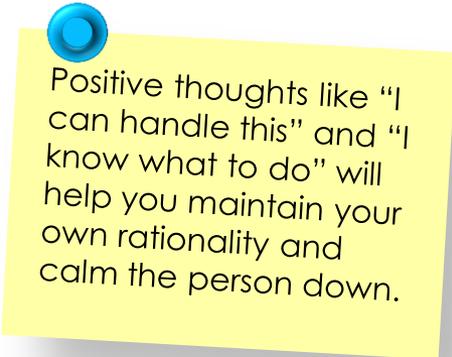
Keeping your tone and body language neutral will go a long way toward defusing the situation.

TIP 4

CPI's Top 10 De-Escalation Tips

Avoid overreacting.

Remain **calm, rational, and professional**. While you can't control the person's behavior, ***how you respond to their behavior*** will have a direct effect on whether the situation escalates or defuses.



Positive thoughts like "I can handle this" and "I know what to do" will help you maintain your own rationality and calm the person down.

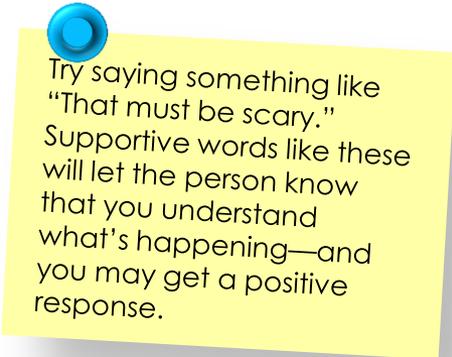
TIP 5

CPI's Top 10 De-Escalation Tips

Focus on feelings.

Facts are important, but *how a person feels is the heart of the matter*. Yet some people have trouble identifying how they feel about what's happening to them.

Watch and listen carefully for the person's real message.



Try saying something like "That must be scary." Supportive words like these will let the person know that you understand what's happening—and you may get a positive response.

Ignore challenging questions.

Answering challenging questions often results in a **power struggle**.

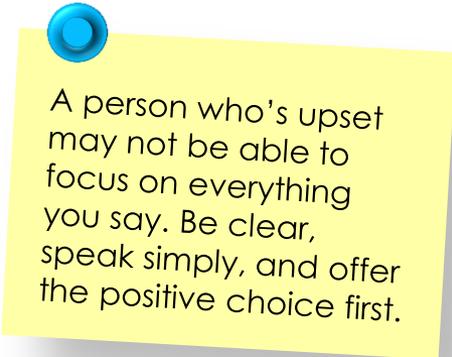
When a person challenges your authority, ***redirect their attention to the issue at hand.***



Ignore the challenge, but not the person. Bring their focus back to how you can work together to solve the problem.

Set limits.

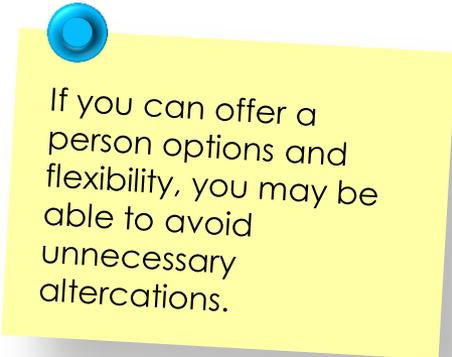
If a person's behavior is belligerent, defensive, or disruptive, **give them clear, simple, and enforceable limits**. Offer concise and respectful **choices and consequences**.



A person who's upset may not be able to focus on everything you say. Be clear, speak simply, and offer the positive choice first.

Choose wisely what you insist upon.

It's important to be thoughtful in deciding **which rules are negotiable and which are not**. For example, if a person doesn't want to shower in the morning, can you **allow them to choose** the time of day that feels best for them?



If you can offer a person options and flexibility, you may be able to avoid unnecessary altercations.

Allow silence for reflection.

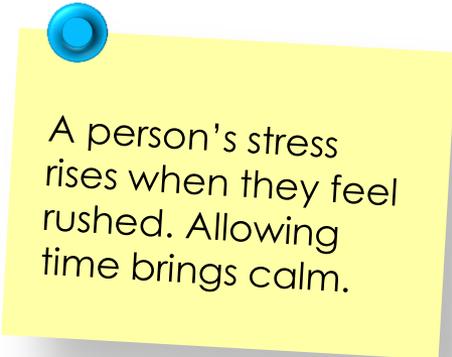
We've all experienced **awkward silences**. While it may seem counterintuitive to let moments of silence occur, sometimes it's the best choice. It can **give a person a chance to reflect** on what's happening, and **how he or she needs to proceed**.



Believe it or not, silence can be a powerful communication tool.

Allow time for decisions.

When a person is **upset**, they may not be able to **think clearly**. Give them a few moments to **think through what you've said**.



A person's stress rises when they feel rushed. Allowing time brings calm.

Thank You!

We hope you found these tips helpful. Please feel free to share this resource with a friend or colleague.

Want to see how CPI training can help you improve your de-escalation skills?

[Watch this video](#)

Got questions? We can help!
Give us a call at 888.426.2184 or email
info@crisisprevention.com



AMERY WARRIORS

BOUNCE BACK TO SCHOOL 2020



This is an overview of the District's plan for returning to school this fall. Read on to learn about the topics below and determine if you need to take action ►

- Hygiene
- Sanitation & Disinfection
- Face Coverings
- Bus/Van Transportation
- School Nutrition
- Before & After School Clubhouse
- Remote Instruction
- Virtual-only School Option
- Remote Instruction
- Attendance
- Visitors
- Drop Off & Pick Up
- Open Houses & Orientations
- Athletics
- After School Activities & Community Ed
- Large Events
- Field Trips
- Isolation & School Exclusion
- Our Shared Responsibilities

Take action by August 14th if...

Your children will not ride the school bus/van this fall - see page 5.

[Click here to opt out of school transportation](#)

You wish to apply for virtual-only learning for your children - see page 6.

[Click here to apply for virtual learning](#)



WELCOME BACK TO SCHOOL!

We have missed our students and are excited to see them this fall! While the start of the school year may look a little different than in the past, what has **not changed** is our commitment to providing a rich educational experience for our students. We remain dedicated to the excellence which has always defined the students and staff of the School District of Amery and the Amery community.

We are committed to the safety of our students and staff, their families, and our community members. We believe it is our responsibility to make plans which account for the risks associated with the spread of COVID-19, and we take that responsibility seriously. **We will do our best.** Still, we cannot guarantee a COVID-19-free environment.

School will begin on September 1st with a traditional five-day school week with in-person instruction. We have dramatically increased sanitization and disinfection efforts in our school buildings, and the hygiene practices of our students will be a point of emphasis. Lastly, the use of face coverings for students and staff is a measure put into place to provide greater safety for those who spend their days in the Amery schools.

The Warrior Bounce Back is a work in progress. Our hope is that there are better and brighter days ahead which will allow us to eventually return to a normal school experience. We will continually monitor the public health information from our county, region and state and regularly re-evaluate our safety measures. The new safety provisions are **not** our new normal, but rather a transition out of a health crisis back to our desired school experience.

INNOVATE.
LEAD.
SUCCEED.

We will continually monitor the public health information and regularly re-evaluate our safety measures. These provisions are not our new normal, rather they are a transition out of a health crisis back to our desired school experience.

DISTRICT MISSION

The mission of the School District of Amery is to foster academic excellence, life-long learning and citizenship.

BOARD OF EDUCATION

Chelsea Whitley, President
Keith Anderson, Vice President
Charlotte Glenna, Clerk
Dale Johnson, Treasurer
Erin Hosking, Director

STUDENT EQUITY

The School District of Amery is committed to providing a safe and healthy learning environment to all students. As part of this commitment, the Amery staff recognizes the effects of COVID-19 and how it has disproportionately affected some of our children.

The School District of Amery accepts that it is our responsibility to provide a school environment where all our students and staff feel safe regardless of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.



DISTRICT
MISSION

BOARD OF
EDUCATION

STUDENT
EQUITY

We will continually monitor the public health information and regularly re-evaluate our safety measures. These provisions are not our new normal, rather they are a transition out of a health crisis back to our desired school experience.

*Amery Warriors
Bounce Back to School 2020*

HYGIENE

We will teach and practice:

- Frequent and thorough hand washing with soap and water
- Use of hand sanitizer if unable to wash with soap and water
- Respiratory etiquette for coughing and sneezing
- Social distancing whenever possible
- Recognition of symptoms of COVID-19

We will encourage:

- Avoiding close contact with people who are sick
- Staying home if sick

SANITATION & DISINFECTION

- Increased cleaning and disinfecting during the school day and after hours
- Prioritized cleaning of high-touch areas, i.e. door handles, desktops, chairs and common spaces
- Increased ventilation in all buildings



FACE COVERINGS

The School District of Amery will follow the governor's executive order and require that all staff, and all students age five and older, wear face coverings when indoors. The District will revisit the face covering policy when and if the executive order expires (currently September 28, 2020).

Face coverings are required for all students and staff:

- On school bus/van transportation
- When entering, exiting, and inside all school buildings

Face coverings may be removed:

- During physical activity (physical education class, recess, etc.)
- When outdoors
- During breakfast and lunch
- During socially-distanced outdoor 'mask breaks'

** Exceptions may be granted for medically documented reasons and/or accommodations per an Individual Education or Section 504 Plan. Contact your child's principal to request an exception.*

HYGIENE SANITATION & DISINFECTION FACE COVERINGS

We will continually monitor the public health information and regularly re-evaluate our safety measures. These provisions are not our new normal, rather they are a transition out of a health crisis back to our desired school experience.

BUS/VAN TRANSPORTATION

Transportation guidelines:

- Students and drivers required to wear face coverings
- Socially distanced seating when possible
- Bus routes reorganized to decrease student time on the bus
- Thorough bus cleaning and sanitation after each use
- School transportation may not be used for social gatherings, i.e. birthday parties, church, etc.
- Max of two drop off/pick up locations per family

We encourage parents, if they are able, to arrange alternate transportation for their children so we can reduce the number of students riding buses.

ACTION REQUIRED

Parents who will transport their children to school due to alternate arrangements or virtual learning must complete this

[SCHOOL TRANSPORTATION OPT OUT FORM](#)

Deadline: Friday, August 14th



SCHOOL NUTRITION

- Meals will be served in the cafeterias
- Social distancing will be required
- Surfaces will be sanitized before and after each use
- All food will be served to students (no self-serve)

BEFORE/AFTER SCHOOL CLUBHOUSE

- Students will be separated into small groups
- Additional spaces will be utilized
- Intermediate students will go directly to the Intermediate for AM care and remain there for PM care; those still in attendance at 4:30 p.m. will walk or bus to the Elementary
- Parents will not be allowed in the school buildings
- Children will wash hands before entering classrooms
- Face coverings required of Clubhouse K-5 students and staff

BUS/VAN TRANSPORTATION

SCHOOL NUTRITION

BEFORE/AFTER SCHOOL CLUBHOUSE

We will continually monitor the public health information and regularly re-evaluate our safety measures. These provisions are not our new normal, rather they are a transition out of a health crisis back to our desired school experience.

VIRTUAL-ONLY SCHOOL OPTION

For students whose parents wish to educate them 100% at home while remaining part of the School District of Amery community.

The virtual options listed below are not what the District provided to your children in the spring of 2020.

Instruction will be provided by a third-party company in cooperation with the School District of Amery. There is no cost to parents, and computer devices will be provided.

This virtual-only option requires a full semester commitment, meaning students who enroll will not be eligible to return to in-person learning until 01/26/21.

Students enrolled in this program are eligible to participate in District athletics and extra-curricular activities.

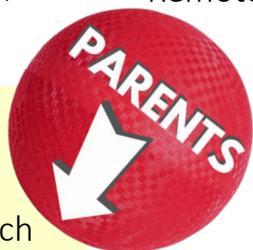
Elementary & Intermediate: Calvert Academy Online

Middle School: American School Online

High School: Live Stream of AHS Classes or American School Online

ACTION REQUIRED

If you wish to request this option, you must complete a [VIRTUAL LEARNING APPLICATION](#) for each child. Once your application is received, your child's principal will contact you to discuss a virtual learning plan for your child. **Deadline: Friday, August 14th**



REMOTE INSTRUCTION FOR EMERGENCY CLOSURE, QUARANTINE

For students attending in-person school in Amery who are unable to attend for a period of time due to COVID-19 illness, quarantine or school closure.

Students attending school in person will be transitioned to remote instruction (at home) as necessary, including when they are ill, required to quarantine, or if the District closes due to a mandate from the state or county.

Elementary School & Intermediate School:

Remote instruction will be provided via a combination of technology (devices provided) and mailing of materials home to families. The goal will be to continue to move forward with the classroom curriculum in a remote environment.

Middle School & High School:

Remote instruction will include a live stream of classes.

VIRTUAL-ONLY SCHOOL OPTION

REMOTE INSTRUCTION

We will continually monitor the public health information and regularly re-evaluate our safety measures. These provisions are not our new normal, rather they are a transition out of a health crisis back to our desired school experience.

ATTENDANCE

We are committed to being flexible with the attendance of students as we all cope with the circumstances surrounding COVID-19.

- Parents will not be required to go to the doctor for a medical excuse.
- Student absences due to COVID-19 will be tracked separately from all other sicknesses.
- Parents of children who are chronically absent from school will be contacted by administration. A plan will be created to improve attendance.

To view the updated 2020-2021 district [Attendance Policy, click here.](#)

VISITORS

Volunteers, parents and visitors will not be allowed in the school buildings during the school day, before school for student drop-off, and after school for student pick-up.

DROP OFF / PICK UP

Changes may be made to pick up and drop off procedures and times to accommodate more families transporting their children to school. Drop off and pick up processes will vary by building and will be communicated to you by each school office.

OPEN HOUSES & ORIENTATIONS

Back-to-school open houses and orientations will take place but are going to look different this year. Watch for information from each school office.

ATTENDANCE

VISITORS

DROP OFF PICK UP

OPEN HOUSES

We will continually monitor the public health information and regularly re-evaluate our safety measures. These provisions are not our new normal, rather they are a transition out of a health crisis back to our desired school experience.



ATHLETICS

High School Fall Sports start dates have been adjusted as follows:

WIAA High School Fall Sports Start Dates:

- August 17 – Cross Country, Girls Golf, Girls Tennis
- September 7 – Football, Boys Soccer, Volleyball

Amery Middle School Fall Sports Start Dates:

- August 26 – Cross Country
- September 7 – Football, Volleyball

Competition schedules are being restructured at this time.

Spectator guidelines/restrictions will be provided at a later date.



AFTER SCHOOL ACTIVITIES & COMMUNITY EDUCATION

- Beginning September 14, after school and Community Education activities can be held in-person if the regular school day guidelines for hygiene, social distancing, face coverings, and sanitation/disinfection can be followed.
- After school and Community Education activities cannot begin before 4:00 p.m.

CONCERTS & LARGE EVENTS

Complete guidance will be provided at a later date.

STUDENT FIELD TRIPS

No student field trips will be scheduled until further notice.

ATHLETICS AFTER SCHOOL ACTIVITIES & COMMUNITY ED CONCERTS & LARGE EVENTS FIELD TRIPS

We will continually monitor the public health information and regularly re-evaluate our safety measures. These provisions are not our new normal, rather they are a transition out of a health crisis back to our desired school experience.

*Amery Warriors
Bounce Back to School 2020*

ISOLATION & SCHOOL EXCLUSION

- Each school building will have a nurse's station where sick students will be isolated.
- Each school building will also have a room where students who are potentially COVID positive will be isolated.

Students who exhibit any of the following symptoms (if outside of their baseline) will be immediately isolated from the school population and then sent home:

**Fever – Cough – Congestion/Runny Nose – Sore Throat
Shortness of Breath – Diarrhea – Nausea or Vomiting
Fatigue – Headache – Myalgia – Poor Feeding/Poor Appetite**

Students who are sent home will be asked to get a COVID test. (revised 8/7/2020)

- If a student tests positive, the Polk County Health Department will follow up with the student and family.
- If a student tests negative, he/she may return to school once he/she is symptom-free for 24 hours.
- If a student is not tested, he/she may return to school once he/she is symptom-free for 72 hours without use of medication.

Polk County Health will assist the School District of Amery with contact tracing for positive COVID-19 cases and will determine which students and/or staff are required to be in quarantine.

OUR SHARED RESPONSIBILITIES

The School District of Amery WILL:

- Continue to communicate often with our staff, students and their families regarding our plans and any modifications.
- Establish procedures for notifying staff and parents of possible COVID-19 exposure in compliance with HIPAA.

Parents WILL:

- Ensure their children have proper face coverings
- Monitor the health of their children before bringing them to school each day
- Keep children home who are sick or showing symptoms of COVID-19
- Notify the school nurse if their children or any immediate family members test positive for COVID-19



ISOLATION & SCHOOL EXCLUSION

SHARED RESPONSIBILITIES

We will continually monitor the public health information and regularly re-evaluate our safety measures. These provisions are not our new normal, rather they are a transition out of a health crisis back to our desired school experience.

*Amery Warriors
Bounce Back to School 2020*



SCHOOL DISTRICT OF AMERY

Learning Model Transition Plan

Number of New Positive Cases of COVID-19 in Polk County (Last 14 Days)

Number of New Positive Cases of COVID-19 Among Amery Staff & Students (Last 14 Days)

	0-10	11-50	51-100	101-150	151-200	More than 200
0%	No face coverings for students and staff *	4K-12 Face to Face with Virtual Options	4K-12 Face to Face with Virtual Options	4K-12 Face to Face with Virtual Options	4K-12 A/B Cohort Hybrid	4K-12 A/B Cohort Hybrid
Less than .5% (1 to 9 people)	4K-12 Face to Face with Virtual Options	4K-12 Face to Face with Virtual Options	4K-12 Face to Face with Virtual Options	4K-12 A/B Cohort Hybrid	4K-12 A/B Cohort Hybrid	4K-12 A/B Cohort Hybrid
Less than 1% (10-14 people)	4K-12 Face to Face with Virtual Options	4K-12 A/B Cohort Hybrid	4K-12 A/B Cohort Hybrid	4K-12 A/B Cohort Hybrid	4K-12 A/B Cohort Hybrid	4K-12 Remote Learning
Less than 2% (15-30 people)	4K-12 A/B Cohort Hybrid	4K-12 A/B Cohort Hybrid	4K-12 A/B Cohort Hybrid	4K-12 A/B Cohort Hybrid	4K-12 Remote Learning	4K-12 Remote Learning
More than 2% (More than 30 people)	4K-12 Remote Learning	4K-12 Remote Learning	4K-12 Remote Learning	4K-12 Remote Learning	4K-12 Remote Learning	4K-12 Remote Learning

* If there is no state order in place. Face coverings are required for staff and students age 5 and older through September 25th or through the end of the current state order.

Determination Date

Wednesday, September 2
 Wednesday, September 16
 Wednesday, September 30
 Wednesday, October 14
 Wednesday, October 28



Implementation Date

Monday, September 8
 Monday, September 21
 Monday, October 5
 Monday, October 19
 Monday, November 2

LEVEL 1	4K-12 Face to Face Learning with Virtual Options
LEVEL 2	4K-12 A/B Cohort Hybrid of Face to Face Learning & Remote Learning**
LEVEL 3	4K-12 Remote Learning

- Plan may need to be adjusted due to staff and/or substitute shortages.
- Plan may need to be adjusted due to an impact on total attendance.
- A school closure may be accelerated due to a significant, unanticipated outbreak.
- Clubhouse will be addressed separately with the goal of remaining open if possible.

** Cohort A = Face to Face Mondays & Tuesdays, Remote Thursdays & Fridays.
 Cohort B = Remote Mondays & Tuesdays, Face to Face Thursdays & Fridays.
 Deep cleaning, family outreach, and staff prep time on Wednesdays.

FACE COVERINGS

During the COVID-19 public health crisis, the School District of Amery will require that staff members, students, and visitors (including parents and guardians) wear face coverings (face masks) when required by a county or state order, or as directed by District administration and/or the Board of Education. Everyone using District-owned or operated facilities and/or attending District-sponsored events during such a time is required to wear a face covering unless he or she is determined to be exempt from the requirement.

For students and staff, exemptions may be granted for medically documented reasons and/or accommodations per an individualized education plan (IEP) or section 504 plan. The School District of Amery will also consider requests for exemptions to the face coverings policy for medical or religious reasons. For medical exemption requests, the District will work with local health care providers to determine which students and staff are exempt from this policy. Local health care providers will verify the existence of medical conditions, and the District will make the final determination on student and staff exemptions from this policy. Please note that all exemption requests will be considered and evaluated on a case-by-case basis, and the District may not be able to grant all such requests. Furthermore, in response to an exemption request, the District may not grant the exemption, but instead, may offer alternative means of accessing the District's facilities, events, activities, programming, and/or staff.

Designs on face coverings worn in school buildings and during school-sponsored events must follow staff and student dress code policies. Face shields when worn without a face mask do not satisfy the requirement of this policy.

If a student or staff member violates this directive, the District may impose disciplinary action up to and including suspension, expulsion, or termination, as applicable.

If a visitor violates this directive, the District may prohibit the visitor from being present on District property.

Title IX

Title IX is the federal law which states that, “no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Title IX forbids sex discrimination in all district services and academic programs. Title IX also forbids discrimination because of sex in employment and recruit consideration or selection, whether full time or part time, under any education program or activity operated by an institution receiving or benefitting from federal financial assistance.

Title IX protects all students and staff from sexual harassment from anyone in any school program or activity, including on the school campus, on school transportation, or off-campus during a school-sponsored activity. Sexual harassment is defined as any unwelcome behavior or communication that is sexual in nature when:

- A school district employee conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity
- Sexual assault, dating violence, domestic violence, or stalking as each of those terms is defined in federal statute

Responsibilities of Title IX Coordinator (Director of Pupil Services)

The Title IX coordinator is obligated to promptly take the following steps:

- 1) Contact the complainant to discuss the availability of supportive measures
- 2) Consider the complainants wishes with respect to supportive measures
- 3) Inform the complainant of the availability of supportive measures with or without filing of formal complaint
- 4) Explain to the complainant the process for filing a formal complaint

Title IX Roles

Complaint Investigator:

- The investigator is the District’s Title IX coordinator (Director of Pupil Services)
- Investigates the complaint

Decision-maker:

- The decision-maker is the District staff person who hears the evidence gathered through the investigation and makes the decision about the complaint

- The decision-maker cannot be the same person as the complaint investigator

Appeal Decision-maker

- Appeals to the decision made by the decision-maker will be heard by Amery Board of Education President
- This person cannot be the same person as the complaint investigator or the decision-maker

Please note: There may be emergency cases where a student or staff person need to be removed from a program or activity. Staff in these instances would be placed on non-disciplinary administrative leave.

Grievance Policies and Procedures

If you believe that you or your child have experienced discrimination, discriminatory harassment, or sexual harassment in the school environment, you have the right to file a complaint. You can report discrimination and discriminatory harassment to any school staff member, any building principal or supervisor, or to School District of Amery administration.

Before filing a formal complaint, you can seek an informal resolution by discussing your concerns with your child's principal or with district administration. You may also file a formal complaint through the procedures listed below.

Step One: Write Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident. Explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place. Send your written complaint – by mail or hand delivery – to the School District of Amery Title IX Coordinator (Director of Pupil Services office).

Step Two: Investigation of Claim

Once the Title IX Coordinator receives your written complaint, they will give you a copy of the complaint procedures and make sure a prompt and thorough investigation is completed. The complaint will be conducted in cooperation with District staff if the harasser is an employee. The investigation may include an interview with the accused party or parties, interviews with witnesses, if any, and an examination of any relevant documents or artifacts. The Title IX Coordinator will respond to you in writing within 30 school days. If your complaint involves exceptional circumstances that demand a lengthier investigation, the Title IX Coordinator will notify you in writing to explain why more time is needed.

Step Three: District Response

In its written response, the decision-maker (District Administrator) will include a summary of the results of the investigation, notification that you can appeal this determination, and any corrective measures the District has taken. If you disagree with the decision of the district administrator, you may appeal the District Board of Education. You must file a notice of appeal in writing to the School District of Amery Board President within 10 school days of the date of the district administrator response to you.

The District Board of Education will schedule an appeal meeting within 20 school days after receipt of your appeal. The Board of Education will send you a written decision within 30 school days after the appeal meeting. If your appeal involves exceptional circumstances more time may be allotted for an investigation and decision.

Step Four: Appeal of Board Decision

If the complainant wishes to appeal a negative determination by the Board of Education, he/she has the right to appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board's decision. In addition, the complainant may file an appeal directly to the State Superintendent of Public Instruction if the Board has not provided written acknowledgement within 45 days of receipt of the written complaint. Appeals should be addressed to:

State Superintendent of Public Instruction
Wisconsin Department of Public Instruction

125 South Webster Street
PO Box 7841
Madison, WI 53707-7841

Step Five: Office of Civil Rights

Discrimination complaints on some of the above bases may also be filed with the federal government at:

Office
of Civil Rights
U.S. Department of Education
300 South Wacker Drive
Chicago, IL 60606

Complaints that the District is violating a federal statute or regulation that applies to a federal program shall be referred directly to the State Superintendent of Public Instruction.

- Retaliation against any individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices is prohibited.

- District’s must allow both parties (the complainant and the respondent) an appeal from a determination regarding responsibility and from a District’s dismissal of a formal complaint or any allegations therein.

Please note: Only formal, written complaints trigger the obligation to use the formal Title IX investigation and grievance process.

Contact Information for Title IX Roles

Title IX Coordinator	Director of Pupil Services School District of Amery 543 Minneapolis Avenue Amery, Wisconsin 54001 (715) 268-9771 ext. 370
Decision-Maker	District Administrator School District of Amery 543 Minneapolis Avenue Amery, WI 54001 (715) 268-9771 ext. 237
Appeals Decision-Maker	Board of Education President School District of Amery 543 Minneapolis Avenue Amery, WI 54001 (715) 268-9771 ext. 272
Cross References	522.3 Staff Misconduct 522.4 Staff Code of Ethics 527 Employee Grievances
Adopted	August 17, 2020

DISCRIMINATION COMPLAINT PROCEDURES

The School District of Amery shall not discriminate against students on the basis of sex, race, color, national origin, ancestry, creed, religion, economic status, pregnancy, marital, familial or parental status, sexual orientation, genetic information, handicap or physical, mental, emotional or learning disability.

The district encourages informal resolution of a complaint under this policy. If any person believes that the School District of Amery or any part of the school organization has failed to follow this policy or in some way discriminated against students on the bases listed above, he/she may bring or send a complaint to the following address: District Administrator, 543 Minneapolis Avenue, Amery, WI 54001.

If a complaint is not resolved informally, the complainant may initiate formal procedures according to the steps listed below.

STEP 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district administrator. He/she shall send written acknowledgement of receipt of the complaint within 45 days.

STEP 2: the Board shall make a written determination of the complaint within 90 days of receipt of the complaint unless the parties agree to an extension of time.

STEP 3: If the complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board's decision. In addition, the complainant may file an appeal directly to the State Superintendent of Public Instruction if the Board has not provided written acknowledgement within 45 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent of Public Instruction Wisconsin Department of Public Instruction 125 South Webster St., P.O. Box 7841 Madison, WI 53707-7841

STEP 4: Discrimination complaints on some of the above bases may also be filed with the federal government at the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, Chicago, IL 60606.

Grievance Procedure Relating to Special Education

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a child with an exceptional educational need (EEN) shall be resolved in accordance with established appeal procedures outlined in the district's special education handbook.

Grievance Procedure Relating to Federal Programs

Complaints that the district is violating a federal statute or regulation that applies to a federal program shall be referred directly to the State Superintendent of Public Instruction.

APPROVED IN PART: September 22, 1992

REVISED: January 18, 1993

November 21, 2011

NOTICE OF DISCRIMINATION POLICY

The School District of Amery shall not discriminate against students on the basis of sex, race, color, national origin, ancestry, creed, religion, economic status, pregnancy, marital, familial or parental status, sexual orientation, genetic information, handicap or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with the following procedures:

Informal Grievance Procedure

The district encourages informal resolution of a complaint under the Boards' equal education opportunities policy. If any person believes that the School District of Amery or any part of the school organization has failed to follow the Board's equal education opportunities policy or in some way discriminates against students on the bases listed above, he/she may bring or send a complaint to the following address: District Administrator, 543 Minneapolis Avenue, Amery, WI 54001.

If a complaint is not resolved informally, the complainant may initiate formal procedures according to the steps listed below.

Formal Grievance Procedure

- STEP 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district administrator. He/she shall send written acknowledgement of receipt of the complaint within 45 days.
- STEP 2: the Board shall make a written determination of the complaint within 90 days of receipt of the complaint unless the parties agree to an extension of time.
- STEP 3: If the complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board's decision. In addition, the complainant may file an appeal directly to the State Superintendent of Public Instruction if the Board has not provided written acknowledgement within 45 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent of Public Instruction Wisconsin Department of Public Instruction, 125 South Webster St., P.O. Box 7841 Madison, WI 53707-7841
- STEP 4: Discrimination complaints on some of the above bases may also be filed with the federal government at the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, Chicago, IL 60606.

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Grievance Procedure Relating to Federal Programs

Complaints that the district is violating a federal statute or regulation that applies to a federal program shall be referred directly to the State Superintendent of Public Instruction.

NOTIFICATION OF RIGHT TO APPEAL

I have received written determination by the Board of any complaint alleging violation of the Board's equal educational opportunities policy. I understand I have the right to appeal a negative determination to the State Superintendent of Public Instruction at the address listed above.

Signature of Complainant

Date

Copies to: School District of Amery (1) Complainant (1)

APPROVED IN PART: September 22, 1992

REVISED: January 18, 1993

November 21, 2011



School District of Amery

Certified Staff Handbook

Innovate. Lead. Succeed.

BOARD OF EDUCATION

PresidentChelsea Whitley
Vice President.....Keith Anderson
ClerkDale Johnson
Treasurer.....Charlotte Glenna
Director.....Erin Hosking

ADMINISTRATION

District Administrator.....Shawn Doerfler ext. 237
Administrative Assistant.....Becky Schmidt ext. 272
Business Manager.....Andrew Dyb..... ext. 270
Bookkeeper.....Twila Sikkink..... ext. 278
Director of Pupil Services.....Bradley Baumgartner ext. 370
Lien Elementary School PrincipalCheryl Meyer ext. 266
Amery Intermediate School Principal.....Oralee Schock ext. 274
Amery Middle School PrincipalTom Bensen ext. 301
Amery High School Principal.....Josh Gould ext. 234
Amery High School Dean of Students/Athletic Director.....Jeff Fern ext. 216
Transportation & Grounds Supervisor.....Tom Olson ext. 231
Buildings & Grounds AssistantChuck Berry ext. 297
Director of School NutritionStacy Nelson ext. 359
Buildings & Maintenance Supervisor.....George Sigsworth..... ext. 236
Information Technology CoordinatorClint Waalen ext. 200
Community Education & Communications Coordinator.....Tracy Hendrickson..... ext. 220
Director of Clubhouse Child CareNina Hutton..... ext. 434

PURPOSE OF THIS MANUAL

This manual has been developed as a collective effort of Amery administrators, staff members and the Board of Education to provide guidelines for personnel. It should prove to be of assistance to each employee by clarifying the primary objectives and expectations for staff members and establishing ways and means of providing for a quality educational and work environment. This handbook is meant to provide clarification only and does not supersede current Wisconsin statutes, Board policy or any existing Collective Bargaining Agreement. Each employee and each administrator should become familiar with this manual.

Staff input regarding the content of this manual is appreciated and updates will be made as needed as determined by the Board. The information in this handbook is subject to change. It is important that each of us remember that the specific purpose of all positions, all personnel, and the schools themselves is the educational opportunities provided for our young people. The District office and the office of each building Principal or Supervisor, is always open for discussion with any employee. We will do our very best to assist you with any specific concerns you may have.

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EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT OF AMERY

The Board of Education believes the district must make a concerted effort to help each student develop the attitudes, confidence and skills which are necessary for him/her to reach his/her full potential and make a useful contribution to society. The Board believes the district must develop in each student the techniques and desire to learn, reason, solve and evaluate. In order to prepare a student for continuous learning, he/she must be directed and encouraged to study independently, think logically, solve problems creatively and communicate ideas meaningfully. In addition, the Board believes the school is a reflection of the needs, values, strengths and aspirations of the community. Therefore, it is committed to assisting the community to grow educationally and culturally. Each individual, regardless of his/her race, sex, religious beliefs, economic status, talents, abilities, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability should have educational opportunities to attain the maximum education possible. *Ref: SDA § 110*

GENERAL POLICY STATEMENT

It is the policy of the School District of Amery to provide equal opportunity in employment to all qualified employees and applicants for employment. Positive action is required from all employees to help ensure that the School District of Amery complies with its obligations under state and federal law. This Handbook is not a contract of employment; the Handbook supersedes and replaces provisions previously found in collective bargaining agreements that have expired and/or found in personnel policies and procedures that require modification due to the Budget and Budget Repair Bill. The Handbook applies to non-represented employees as well as all School District of Amery employees previously covered under a collective bargaining agreement. This Handbook is subservient to, and does not supersede, the provisions set forth in District policies located on the District's website.

DISTRICT RESPONSIBILITIES

The Board of Education retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this Handbook/individual contracts and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States. These rights include, but are not limited by enumeration to, the following rights:

- To direct all operations of the school system;
- To suspend, discharge and take other disciplinary action against employees;
- To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
- To select employees, establish quality standards and evaluate employee performance;
- To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- To determine the educational policies of the District; and
- To contract out for goods and services.

This section does not describe any rights of the employee(s). Accordingly, employee(s), may not base any charge of a *Handbook* violation under the District's grievance process as found in Board policies found on the District website or any other forum solely on this section.

GENERAL EMPLOYMENT INFORMATION

ACTIVITY PASSES TO ATHLETIC EVENTS

Current employee identification badges provide the employee complimentary access to all home (regular season) athletic events with the exception of home Hockey games for himself/herself and one guest. The employee must be present with his/her identification badge in order to receive this complimentary access.

ASBESTOS NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The School District of Amery has a goal to be in full compliance with this. A complete Asbestos Notification, published annually in the Amery Free Press, is available in the District Office. *Ref: AHERA 1986*

BLOODBORNE PATHOGENS & ANNUAL TRAINING REQUIREMENT

The Board recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacterium or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid. The School District of Amery has prepared proper procedures for handling body fluids during normal school day activities. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids. The District Administrator will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. All staff members will be trained in the appropriate handling of potential contaminants. *Ref: OSHA 29 CFR 1910.1030.*

BOOSTER/PARENT GROUP PARTICIPATION

Employees are encouraged to participate as members and/or ex-officio officers of parent and booster organizations and should perceive their role as ambassadors of the District. District employees shall not be authorized to solely approve disbursements from organization funds. *Ref: SDA § 883*

BREACH OF CONTRACT

In the event the employee breaches his/her contract by termination of services during the term of the contract, the sum of 1% through July 31 and three percent (3%) after August 1 in dollars of the grand total salary is determined to be the reasonable liquidated damages which the parties reasonably anticipate will follow from such a breach. This expressed intent to liquidate the uncertain damages and harm to the School District to be expected from such a breach is not the exclusive remedy or right of the Board, but is rather, an alternative right and remedy and shall not, unless the Board elects to rely on the same, preclude the Board from seeking and recovering the actual amount of damages resulting from such a breach by the employee.

BUILDING AND EQUIPMENT SECURITY/VANDALISM

Buildings and equipment constitute the greatest monetary investment of the district and it is important to adequately protect the district's investments. Damage to school buildings and equipment shall be reported to the employee's immediate Supervisor immediately after the acts have been discovered. *Ref: SDA §731*

BULLETIN BOARDS

The District shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with District policy and applicable law. If a collective bargaining unit exists, the Association will be allowed to post items on the bulletin board subject to the restrictions set forth herein and as amended by an applicable collective bargaining agreement. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about School District of Amery staff, parents, students or board members and shall not be in contravention of any District policy or law. The District Administrator and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

CELL PHONE USE

Staff may possess and use cell phones responsibly and professionally during the workday. Cell phones may not interfere with staff's employment responsibilities or instructional time with students.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Employees are to report any change of address or telephone number to the District Office in a timely manner.

CONTRACTS AND CONFLICT OF INTEREST

No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part. *Wis. Stats. § 946.13(1)(a) and (b).*

COPYRIGHTED MATERIAL

The district and its employees shall abide by current federal copyright laws. Any employee that violates copyright laws shall be liable for his/her actions. *Ref: SDA § 771.1*

CRISIS ACTION PLANS

Crisis action plans and procedures for students and staff for emergencies such as fires, bomb threats, tornadoes, blizzards, civil disturbances and floods shall be available in each building. Each building Principal shall be responsible for Crisis Action Plans. Staff shall familiarize themselves with their building's plans, be prepared to activate them immediately and perform any emergency-related duties to which they may be assigned. Copies of building Crisis Action Plans shall be on file in the District Administrator's office. The safety of students and staff must be the main consideration during a crisis. Periodic drills shall be conducted to enhance the safety of the students. *Ref: SDA § 723*

DISCIPLINE/TERMINATION

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee discipline may be imposed which include, but are not limited to, suspension, with or without pay, demotion or termination. Verbal warnings, written warnings or reprimands are not considered to be forms of discipline and are not subject to the established Grievance Procedures. None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The Employer may repeat disciplinary action. Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the School District of Amery. All discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file. *Ref: SDA § 527, 527-Rule*

DISTRICT PROPERTY

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal

use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges and the key fob for building entry. *Ref: SDA § 742.1*

DISTRICT VEHICLES & MOBILE EQUIPMENT

District-owned vehicles are provided for transporting students and district employees to and from school and school-related activities and are not to be operated for personal use. All employees who drive or operate a District vehicle or mobile equipment must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle while performing duties for the District.

In addition to the notice requirements above and pursuant to CDL Requirements, a CDL driver must notify his/her employer, in writing and within 30 days, of a conviction for any traffic violation regardless of the type of vehicle being driven at the time of the violation. All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. *Ref: SDA § 751.5*

DPI CERTIFICATION/LICENSURE

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Personnel files can be found at the District Office. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates.

DRUG & ALCOHOL PROHIBITIONS

No employee shall report to work or be under the influence of alcohol or illegal drugs during working hours. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conferences. The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment is also prohibited.

The Employer may conduct drug & alcohol testing based on reasonable suspicion that the employee is under the influence of alcohol or illegal drugs and may conduct testing for employees employed in testing-designated positions (such as CDL). Any such testing will be done in accordance with established procedures. *Ref: SDA § 522.1*

ELECTRONIC MEDIA & SOCIAL MEDIA POLICY

The School District of Amery has developed comprehensive policies in regard to employee use of electronic media and social media. All employees are required to submit a signed Technology Use Agreement and abide by District policies at all times. District policies are available for review on the District website. *Ref: SDA § 528, 529 and 865*

EMPLOYEE IDENTIFICATION BADGES

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. They are an important part of providing a secure environment for our students. Employees must wear their employee identification badges in a visible spot during their contracted work time. Current employee identification badges provide the employee complimentary access to all home (regular season) athletic events with the exception of home hockey events.

EQUAL EMPLOYMENT OPPORTUNITIES

The School District of Amery recognizes and shall abide by state and federal laws prohibiting discrimination in employment. Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the district. Application forms, hiring practices and personnel administration shall be periodically evaluated relative to equal opportunity employment. Discrimination complaints shall be processed in accordance with established procedures. *Ref: SDA § 511*

EXTRA-CURRICULAR ASSIGNMENTS

Employees shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. Such activities shall be governed according to the following guidelines:

- Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant.
- The stipend for extra-curricular activities shall be specified in the letter of assignment.
- The letter of assignment shall not be deemed a contract.

When the Employer determines that a vacancy or new position shall be filled, the Employer shall post a notice of such vacancy or new position for a minimum of three (3) working days. Employment vacancies will be sent to staff via email as a notification.

Payments for extra-curricular activities shall be made in accordance with District payroll procedures. However, wages earned shall be paid at least monthly, with no longer than 31 days between pay periods.

Extra-curricular assignments may occasionally occur during part of an employee's regular workday in his/her other position(s) with the District (e.g., as a teacher). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. In the supervisor's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) relieved from the requirement to make up the time lost; (3) required to re-schedule the extra-curricular activity; or (4) required to take any other action that the supervisor deems reasonable.

Individuals holding extra-curricular assignments shall be evaluated in the manner and frequency that the building Principal deems appropriate. When determining the manner and frequency of evaluations, the Principal may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/or reasonable discretion, deems appropriate.

EXTRA-CURRICULAR ASSIGNMENTS – VOLUNTEERS

Upon approval from the head coach/advisor and the athletic director or principal, an individual may serve as a volunteer coach/advisor for an extra-curricular activity. The following guidelines apply to volunteers:

- They will not be eligible for salary/wages, stipend, or benefits;
- They will be covered by the District's general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees;
- They will be responsible for their own personal injuries(i.e., ineligible for worker's compensation);
- They must consent to a Criminal Background Checks for Employees and agree to have a tuberculin skin (TB) test;
- They must follow all District activity and athletic policies and procedures and other District policies as applicable;
- They accept direct and indirect supervision of the head coach; and,
- They may be dismissed at any time without cause.

EXTRA-CURRICULAR POSITIONS

Staff members requesting to have new positions placed on the extra-curricular salary schedule shall make the request in writing to the District Administrator. Upon receiving the requests, the District Administrator will make recommendations to the Board of Education for their consideration.

FACULTY TRAVEL

Car travel in the district shall be reimbursed at the latest IRS rate. Travel outside of the district must have prior administrative approval.

FAIR LABOR STANDARDS ACT

The Amery Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance. *Reference: Fair Labor Standards Act*

FIELD TRIPS/EXCURSIONS

The Board believes that properly timed, planned and conducted field trips can be of great educational value to students. Supervising employees are expected to be familiar with, and follow, the established guidelines for scheduling and conducting student field trips/excursions. *Ref.: SDA §352*

GRIEVANCE PROCEDURE

The School District of Amery has developed comprehensive policies and procedures in regard to employee grievance reporting. District policies are available for review on the District website. *Ref.: SDA §527 and 527-Rule*

HARASSMENT

The School District of Amery is committed to creating and maintaining a school environment in which all students, employees and volunteers are treated with respect and are free from harassment.

A. **Harassment Description:** Harassment, including sexual harassment, is verbal or physical conduct or abuse that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment, or interferes with the individual's work or learning performance. Harassment can include many different types of behavior. What makes behavior harassment in a particular case is (1) that the behavior is directed toward a person's membership in a protected class, e.g., sex, race, disability, and/or (2) the behavior is pervasive or severe that it interferes with the person's performance or creates an intimidating, hostile, or offensive environment. Harassment may include, but is not limited to, conduct relating to an individual's age, sex, race, creed, national origin, color, marital status, pregnancy, disability, sexual orientation, or other protected status.

B. **Prohibitions:** Harassment by a student, employee or volunteer of the district is strictly forbidden. A student, employee or volunteer of the School District of Amery shall not harass another person at the school or at any other location when he/she is on school business or while he/she is attending a school-sponsored function. A student, employee or volunteer of the School District of Amery shall not harass another person through the use of the school district's communications equipment. The district shall take action to protect all students, employees and volunteers from all types of harassment. All those involved with the School District of Amery have a responsibility to contribute to a respectful school environment. The district encourages, expects and appreciates cooperation in implementing this policy. *Ref: SDA § 411.1*

It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination, including harassment, does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures found in Board policies. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal. *Ref: SDA § 511*

INSERVICE/WORKSHOP/TRAINING

Certified staff are considered professionals and will be paid accordingly. Administration will make every effort to limit all District-sponsored meetings and trainings to the workdays that are included in the school calendar and to start no earlier than 7:30 am and end no later than 5:00 pm. The School District of Amery will not provide for extra compensation for attendance at District-sponsored meetings or trainings outside of the regular workday. District-sponsored trainings or meetings scheduled during the summer months will be paid at the rate of \$30.00 per hour.

The District may authorize teachers to attend in-services, meetings and other training outside of the District in accordance with established in-service participation guidelines. Additional compensation (if any) for such trainings that may occur outside of the employees' regular hours of work shall be determined by relevant law (FLSA) and District policy and procedures.

JOB DUTIES/RESPONSIBILITIES

Job duties will be outlined on the appropriate Job Description. Employees may be asked by their immediate supervisor to conduct work duties that may not be listed on their written job description. No employee is allowed to change or adjust their work duties without authorization from their immediate supervisor.

JOB VACANCIES & POSTING

When the Employer determines that a vacancy or new position shall be filled, the Employer shall post a notice of such vacancy or new position for a minimum of three (3) working days. The posting shall include the date the position is to be filled, title of position, requirements, rate of pay and benefits. The Employer retains the right to determine whether and when to recruit outside applicants. Vacancies that occur during summer months will be posted until filled. Job vacancies will be sent via email to staff as notification of posting. All employees who meet the minimum qualifications for the position, have satisfactory evaluations in all categories, and who apply in writing for said posting will be given the opportunity to interview for the opening. All employees who interview for a position will be notified of selection outcome.

LUNCH PERIODS

Duty-free lunch periods for employees will be scheduled by the District in accordance with Wis. Admin. Code § DWD 274.04(2).

MAINTENANCE OF FACILITIES

The Board of Education believes that a well-maintained facility is more conducive to learning and that budgeting can be more structured and predictable with a maintenance schedule. Preventive and corrective maintenance procedures shall be developed and implemented to ensure that each site and building will be clean, in good repair and maintained with consideration for function and aesthetic value. Employees should immediately report any damaged or broken equipment to their supervisor.

MAINTENANCE REQUESTS

Custodial/Maintenance Work Order forms are utilized for the purpose of providing an orderly means of having specific projects and certain repairs of school equipment and property completed. Forms are to be submitted to your immediate Supervisor for approval.

MEDIA RELATIONS

The Board of Education recognizes the need for the district to be accessible to the media and charges the District Administrator with the responsibility for the dissemination of information and informational materials to the news media. All news releases affecting the District shall be approved and distributed from the District office. News releases shall be distributed to appropriate print, radio and television media to adequately communicate with intended clientele in the District. *Ref: SDA § 821.1*

NON-DISCRIMINATION

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of illegal discrimination based on an employee's race, color, sex, religious or political beliefs, economic status, talents, abilities, national origin, ancestry, creed, pregnancy, marital, familial or parental status, sexual orientation, genetic information, handicap or physical, mental, emotional or learning disability.

It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures found in Board policies. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal. *Ref: SDA § 511*

ORIENTATION/MENTORS

New staff members should meet with District Office personnel as soon as possible to complete the necessary payroll and benefit paperwork. All incoming staff shall participate in an orientation conducted by their immediate supervisor and participate in mentoring activities as outlined in the mentoring handbook. *Ref: SDA § 547.1*

OUTSIDE EMPLOYMENT

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board of Education expects employees to devote maximum effort to the position in which employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require.

District facilities, equipment or materials will not be used in performing outside work.

PERFORMANCE EVALUATIONS/REVIEWS

Evaluation tools and procedures will be established by the Administration with input from certified staff. Evaluation guidelines and procedures are outlined in the District evaluation handbook. *Ref: SDA § 538*

PERSONAL APPEARANCE/STAFF DRESS

District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to our students, parents and the public, employees represent the District.

The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere. *Ref: SDA § 522.6*

PERSONAL PROPERTY

The District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

Employees should have no expectation of privacy to items contained in plain view, for example, but not limited by enumeration to automobiles parked on the District's property, items left on top of or within desks and cabinets, lockers, etc. Items not in plain view and contained within personal property, e.g. purse, satchel, wallet, coat, backpack, etc., may be searched in accordance with applicable state and federal law.

PERSONNEL RECORDS

A personnel file is maintained in the District Office for each employee. Employees, and other authorized viewers of records, shall have the authority to review and copy, but not remove or alter, personnel records. *Ref: SDA § 526*

PERSONAL VEHICLE INSURANCE

All transportation in the District shall be through use of district-owned vehicles except in instances where emergencies or schedule conflicts necessitate the use of privately-owned vehicles. Employees must notify and receive approval from the building principal or immediate Supervisor prior to transporting students in private cars for school activities. Such approval shall be in compliance with all applicable state and federal laws and administrative code provisions and shall include, but not be limited by enumeration, a review of the employee's driving record and an examination of the vehicle. In case of accident while driving a personal vehicle in the performance of employment duties, the employee's personal auto insurance will provide primary coverage. *Ref: SDA § 753, Wis. Stats. § 121.555.*

PHYSICAL EXAMINATION

Upon initial employment and thereafter, physical examinations and tuberculin tests shall be required of District employees in accordance with section 118.25 of the Wisconsin statutes. Upon initial employment, evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District.

The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee, and consistent the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination. *Ref: SDA § 523.1*

POLITICAL ACTIVITIES

Definition of "Employer Resources": Employees may not use employer resources for political activities. Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. (Use of bulletin boards or other posting areas requires prior authorization by the building Principal or Supervisor and is off-limits to public use.)

Definition of "Political" Activities: Partisan "political" activities must be conducted independent of your role as an employee. The following guidelines are not exhaustive but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the "political" activities subject to employer restrictions and intervention.

Employees are expected to avoid the following political activities:

- Using working hours or employer resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- Using working hours or employer resources to solicit responses to political surveys;
- Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
- Using the employer's mailing address as the return address for political solicitations;
- Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

These guidelines are not intended to discourage discussion of controversial issues in the classroom, where such discussions are consistent with District curriculum guidelines and teaching methods. This policy is not intended to limit the off-duty activities of employees where District buildings and property are made available to community groups for meetings and gatherings. Nothing in this policy limits the rights of the District to sponsor non-partisan political forums or forums in support of District initiatives, such as building referendums. Nothing in this policy places restrictions on the District's freedom to invite speakers with political associations to forums that are not open to the general public. *Ref: SDA § 550.*

PROTECTIVE CLOTHING & EQUIPMENT

The Board shall provide the protective clothing and equipment necessary for all employees to perform their jobs. Such clothing and equipment shall be limited to the following items: nonprescription safety glasses and other personal safety equipment. The Board reserves the right to determine the style and the type of protective gear to be used. Any employee who receives protective gear shall be responsible for such items and shall sign for receipt of the item in acceptable condition. All items of protective clothing shall remain the property of the Board and shall be worn while working on an assigned school job. All issued items of protective clothing shall be inspected by the employee prior to each use. All damaged protective items and clothing must not be used and reported to the immediate supervisor and/or his/her designee. *Ref: Wis. Stat. § 101.11*

REPORTING CHILD ABUSE OR NEGLECT

All employees of the School District of Amery who have reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected, or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall immediately contact the appropriate county agency and inform the agency of the facts and circumstances which led to the filing of the report. The District Administrator, or designee, shall also be contacted. District employees must complete appropriate training within six (6) months of initial hiring and at least every five years thereafter. No district employee shall be disciplined for making a child abuse or neglect report. In addition, state law guarantees immunity from any civil or criminal liability that may result from making a report on child abuse or neglect and provides for the protection of the identity of any individual who makes such a report. Failure to report suspected cases of child abuse or neglect is punishable by a fine and/or jail sentence. *Ref: SDA § 454*

SALES & PROMOTIONS

The Board of Education may prohibit or restrict sales and promotions on school property in accordance with state statutes. *Ref: SDA § 850*

SCHOOL CALENDAR

School calendars will be determined by the Board of Education and the administration with input from staff. Scheduled holidays will be designated in the school calendar and shall not count as workdays *Ref: SDA § 321*

SECURITY SYSTEM

A comprehensive security system has been installed in all school buildings and the Bus Garage. Employees may be required to set the building's security system if they are the last person to leave or to deactivate the system if they are the first person to report on any given day. Directions and security procedures are posted next to the alarm control panel in each building. Confidential pass codes are issued to each employee to verify authorization to be in a building in case of an alarm.

SEVERANCE FROM EMPLOYMENT

An employee's employment relationship shall be broken and terminated by:

- termination pursuant to the terms of this Handbook and/or the employee's individual contract;
 - "termination" is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the district, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, termination shall not include voluntary

retirement, voluntary resignation, nonrenewal of contract under § 118.22, Wis. Stats. or § 118.24, Wis. Stats., separation from employment as a result of a reduction in force, or a non-reappointment of an extra-curricular assignment.

- voluntary resignation;
- voluntary retirement;
- nonrenewal of the employee's contract, (only applicable to employees where nonrenewal rights are provided under the Wisconsin statutes);
- failure to return to work the day following the expiration of an authorized leave of absence; and job abandonment.

STAFF CONDUCT/MISCONDUCT

The Board expects all employees to strive to maintain a positive and constructive learning atmosphere for students. In addition to the guidelines included in Board policy, all employees are expected to adhere to the ethics standards required by State statutes. Any employee who has engaged in misconduct as specified by State statutes shall be reported to the State Superintendent of Public Instruction. *Wis. Stats. §19.42, 19.59, 115.31, SDA §522.3 and 522.4*

STAFF TRAVEL (out of state and out of country)

During the COVID-19 pandemic, it is recommended that staff who have traveled out of the state of Wisconsin (with the exception of Minnesota) quarantine at home and away from work for 14 days following their return. It is also recommended that staff who have traveled outside of the United States quarantine for 14 days following their return.

SUMMER SCHOOL ASSIGNMENTS

When possible, summer school subjects should be made known on or before May 15th. All current teachers in the District may apply for summer school positions in the same manner as non-District teachers. Employees teaching summer classes shall be given a summer school session contract in accordance with §118.21, Wis. Stats. See Salary & Benefits Document for compensation.

TECHNOLOGY/EQUIPMENT USE

The School District of Amery provides access to many kinds of technology, including a computer network with Internet Access. Students, staff and community members are restricted to activities that promote the instructional mission of the school district. At all times the users of technology are expected to act in a responsible, ethical and legal manner in compliance with school district policy and state and federal law.

Individual users will be held accountable for their behavior and communication through the school district's computer network. Users must realize the Internet, social media and email services are public and not private in nature. The district reserves the right to monitor and access users' Internet and email activities. School employees must sign an agreement to access the Internet and e-mail. Misuse of the technology may result in disciplinary action, revocation of the user's account or legal action as appropriate. *Ref: SDA § 528, 529 and 865*

TELEPHONE USE

The Amery Board of Education believes that communication between the schools and families is of utmost importance. Telephones have been placed in buildings as a means of facilitating this line of communication. Voicemail boxes are available for staff use as a way to offset school interruptions. It is expected that staff members will not allow telephone conversations to interrupt school activities. Staff members are also expected to delete voicemail messages in a timely manner.

The School District of Amery has the right to request reimbursement from staff members who are using District telephones for personal calls.

TOBACCO ON SCHOOL GROUNDS

The Board of Education recognizes that tobacco use has been shown to be linked to illnesses and disability and tobacco use is particularly addictive to children and youth. Therefore, in compliance with state law, the following policy on smoking and tobacco use is adopted: No official or staff member shall take action that might encourage a student to smoke or otherwise use tobacco products. There shall be no smoking or other use of tobacco products in any school building or on school premises owned by, rented by or under the control of the Board. This includes vehicles, offices, shops, warehouses or other enclosed structures at any time, day or night, and applies during non-school events as well as during school-sponsored events. *Ref: SDA § 831*

TRAVEL & EXPENSE REIMBURSEMENT

Staff may be reimbursed for itemized and documented travel expenses provided such expenses are related to the employee's duties as expressed in the contract with the employee. Only those items for which there is itemized documentation may be reimbursed. However, at its discretion, the board may pay such expenses on a per-diem basis as long as such does not exceed the amount permitted for state employees. Authorized travel mileage shall be reimbursed at the current IRS mileage rate.

VACANCIES AND TRANSFERS

Employees will be assigned or transferred by the District Administrator of the District and/or his/her designee. Employees may express in writing to the District Administrator and/or his/her designee their preference of: a) school; b) grade level; or c) subject. If a teacher wishes to be transferred to another position which may open during the summer, application for a transfer should be made in writing to the District Administrator and/or his/her designee. Insofar as possible, consideration shall be given these requests.

When a position becomes vacant or a new position is created, notice of such available position shall be posted in school buildings for a minimum of three (3) days. The notice shall include the date of posting, the job requirements, a description of the position available, the work hours of the position, the anticipated start date and the qualifications required for the position. Vacancies that occur during summer months will be posted until filled. When timeframes require that a hiring is to be expedited, including, but not limited to, late-summer vacancies, the District shall have

the authority to fill vacancies without having posted the position. The employer retains the right to temporarily fill vacant positions at its discretion during the posting and selection period.

An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term applicant refers to both internal candidates and external candidates for the position. The District retains the right to determine the job descriptions needed for any vacant position.

When the District determines that an involuntary transfer of an employee is necessary may, at its discretion, transfer an employee in the District qualified for the position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the District Administrator and/or his/her designee which will include the reasons for the transfer. An employee who is involuntarily transferred shall suffer no loss of wages, hours, or other fringe benefit as a result of such transfer. An employee who is involuntarily transferred and suffers a loss of wages, hours or other fringe benefit as a result of such transfer may contest the transfer as discipline. *Ref: SDA § 533*

VIOLENCE/BULLYING IN THE WORKPLACE

Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.

An employee who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

1. If an emergency exists and the situation is one of immediate danger, the employee shall contact the local law enforcement by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect him/her from immediate harm, such as leaving the area.
2. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or his/her designee as soon as possible.

An employee who has received a restraining order, temporary or permanent, against an individual, who may impact the employee at work (e.g. verbal or physical contact or proximity has been prohibited or restricted), shall immediately supply a copy of the signed order to his/her supervisor. The supervisor shall provide copies to the other appropriate supervisors and inform other employees on an as-needed basis.

The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; (e.g., in order to protect individual safety or to conduct an adequate investigation). The District will not tolerate retaliation against any employee who in good faith reports workplace violence.

VISITORS TO SCHOOLS

All building visitors shall be required to register at the building office, state the purpose of the visit, and wear a visitor badge in plain sight at all times while in the building or on school grounds. The following are exceptions to the above:

- A. Persons who are in the building at the specific invitation of the district and are working with a district employee.
- B. Parents or citizens who have been invited to visit the school as part of a scheduled open house or special day.
- C. Individuals who are attending a scheduled performance by a school class, team, or group.
- D. Members of the community wishing to visit a class must obtain approval of the classroom teacher and the building principal and must make arrangements one day prior to the visit.
- E. Visitors other than custodial parents or guardians wishing to visit a specific student must provide written permission from the custodial parent or guardian and obtain approval from the building principal one day prior to the visit.

School personnel encountering any non-employee not wearing a visitor badge shall ask them to report to the office for registration. If a person refuses, the employee shall notify the building principal, or his or her designee, who may then call the police for assistance. *Ref: SDA § 860*

WAGES & OTHER FORMS OF COMPENSATION

Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages for one year at a time. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer. Employers may bargain with units comprised exclusively of public safety employees on any term or condition of employment, including any form of compensation. See Salary & Benefits Document for compensation.

WEAPONS PROHIBITION

Firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Licensed peace officers who are serving in their official capacities are the only persons excepted from this prohibition. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: *Ref: WIS. STAT. § 119.25, 120.13(1), 941.235, 948.60, 948.605, 948.61, SDA § 833*

WORK SCHEDULES

- Generally, certified staff members shall arrive at 8:007:45 am and may leave at 3:4550 pm, unless administrative meetings or trainings are called. Specific workday schedules, including start and end times, will be determined by the individual building Principal.
- Meetings and/or trainings will not begin prior to 7:30am and/or extend past 5:00 pm.
- The scheduled workday for full-time employees will include a designated 30-minute, unpaid, lunch period.
- Workday schedules for certified staff members working less than full time will be determined by the administration.
- Prep time will be assigned by the building Principal or Supervisor.
- Full-time certified staff will be permitted to leave ten (10) minutes after the buses leave on Fridays and days before holidays.

WORKPLACE PROTECTIONS

Responsibility to Report: It is the responsibility of each and every employee to immediately report to his/her immediate Supervisor any and all health and safety issues, discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job. Such conduct includes conduct by employees toward other employees, by employees toward students and by members of the public toward employees which relates to their work.

Definition of Protected Class: State and Federal law prohibits discrimination and harassment based on any protected class including age, race, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, for use or non-use of lawful products off the employer's premises during non-working hours.

Definition of Harassment and Acts of Discrimination: Harassment and acts of discrimination to be reported by employees can include:

1. Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of his/her protected status.
2. Any attempt to penalize or punish a person because of his/her protected status.
3. Creating an offensive and hostile working environment for a person because of his/her protected status, including sexual harassment.

Reports and allegations of workplace harassment and/or discrimination will be subject to investigation by the Supervisor as soon as reasonably possible. If an employee is found to be responsible for harassment or other discriminatory conduct, then appropriate disciplinary action may be taken, up to and including a termination from employment. However, such action cannot be taken if the Supervisor is not first made aware of the complaint.

An employee who has a harassment, discrimination or retaliation complaint should report the complaint in writing to his/her immediate Supervisor. The allegations should provide sufficient information and detail so that the Supervisor can thoroughly investigate the complaint. Upon receiving a written employee report of harassment, discrimination or retaliation, the Supervisor will take appropriate steps to investigate the complainant's allegations.

If the Supervisor is the object of the complaint, then the employee should report the complaint in writing to the District Administrator. The allegations should provide sufficient information and detail so that the District Administrator can thoroughly investigate the complaint. Upon receiving a written employee report of harassment, discrimination or retaliation, the District Administrator will take appropriate steps to investigate the complainant's allegations.

If the District Administrator is the object of the complaint, then the employee should report the complaint in writing to any member of the Board of Education. That board member shall immediately report the complaint to all other board members. The allegations should provide sufficient information and detail so that the Board of Education can thoroughly investigate the complaint. Upon receiving a written employee report of harassment, discrimination or retaliation, the Board of Education will take appropriate steps to investigate the complainant's allegations.

An investigation may include interviewing other employees, speaking with the complainant, interviewing members of the public and reviewing documents such as e-mails, letters or memos. Based upon the investigation's outcome, the Supervisor/District Administrator/Board of Education, respectively, will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken by the employer.

WORKPLACE SAFETY

Any unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to your immediate Supervisor. Should a hazardous situation exist, safety concerns always take precedence over continuing operations. Any employee who identifies new ways to increase workplace safety, should make these recommendations known to their immediate supervisor.

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment. Employees should know the following:

- Location of fire alarms;
- Location of fire extinguishers;
- Evacuation routes; and
- Whom to notify in case of fire

Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken. Injury

means physical harm to an employee caused by accident or disease in the performance of duties by the employee. Performance of duties means duties performed within the employee's authorized scope of employment and performed in the line of duty.

Wisconsin Statute § 101.055 requires the Wisconsin Department of Commerce to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by federal Occupational Safety and Health Administration (OSHA). A District employee who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the District to conduct an internal review of the matter. Furthermore, the employee may request the Wisconsin Department of Commerce to conduct an inspection.

The District shall not discriminate against or discharge any employee for exercising any right afforded by this section. An employee may file a grievance using the policy and procedures found on the District website. The employee may, in his/her discretion also file a complaint with the state Division of Equal Rights within thirty (30) days if the employee believes a violation of the first sentence of this paragraph occurred. *See* WIS. STAT. § 101.055; Public Employee Safety and Health, available at: <http://commerce.wi.gov/sb/docs/SB-PubSectSafEmployeePoster9301.pdf>

WORKSPACES, INCLUDING DESKS, LOCKERS, ETC.

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked except as provided for in this Handbook.

WORK STOPPAGE

Employees of the District shall not engage in, condone, assist or support any strike, slowdown, or sanction, or withhold in full or in part any services to the District. In the event of a violation of this Section, the District may take whatever disciplinary action it deems appropriate up to and including discharge.

Revised: May 20, 2019
June 22, 2020
August 17, 2020

SCHOOL DISTRICT OF AMERY CERTIFIED STAFF COMPENSATION & BENEFITS

This listing of compensation and benefits for certified staff employees is a supplement to the current Certified Staff Handbook.

COMPENSATION

SALARY SCHEDULE

The Board will determine the salary schedule and the availability of level/cell movement for employees based on the financial needs of the District.

LEVEL A - Cells 1-3		
Entry/Level A-1	\$40,000	Move to A-2 after the first successful year of teaching.
Level A-2, A-3	\$41,000	Move through each cell after completing one successful year of teaching. Educators must complete 90 professional development hours (PDHs) to move to Level B.
LEVEL B, C, D, E - Cells 1-3		
Level B-1, B-2, B-3	\$42,400	Move through each cell after completing one successful year of teaching. Educators must complete 90-PDHs to move to the next level. Accelerate movement through Levels B, C, D, and E by jumping a full cell after completing 90 PDHs in two years instead of three. For example, complete 90 PDHs in two years and move from Level B-2 to Level C-1 (skipping B-3), or from Level C-2 to D-1 (skipping C-3).
Level C-1, C-2, C-3	\$45,800	
Level D-1, D-2, D-3	\$48,200	
Level E-1, E-2, E-3	\$51,600	
LEVEL F - Cells 1-10		
Level F-1, F-2, F-3	\$55,000	Move through each cell after completing one successful year of teaching. Educators must complete 90 PDHs to move to Level F-4. Those with a master's degree can jump directly from F-3 to G-1.
Level F-4	\$55,500	Move through each cell after completing one successful year of teaching and completing 30 PDHs annually.
Level F-5	\$56,000	
Level F-6	\$56,500	
Level F-7	\$57,000	
Level F-8	\$57,500	
Level F-9	\$58,000	
Level F-10	\$58,500	
LEVEL G, H - Cells 1-3 (Master's Degree required)		
Level G-1, G-2, G-3	\$59,000	Move through each cell after completing one successful year of teaching. Move to the next level after three years and 90 PDHs.
Level H-1, H-2, H-3	\$63,000	
LEVEL I - Cells 1-8 (Master's Degree required)		
Level I-1	\$68,000	Move through each cell after completing one successful year of teaching and completing 30 PDHs annually.
Level I-2	\$69,000	
Level I-3	\$70,000	
Level I-4	\$71,000	
Level I-5	\$72,000	
Level I-6	\$73,000	
Level I-7	\$74,000	
Level I-8	\$75,000	

1. New employees hired at A-1 will automatically advance to A-2 with no professional development requirement. Professional development requirement to advance to Level B will be 90 professional development hours (PDHs).
2. Employees who have not earned a master’s degree may not proceed past Level F, Cell 10 of the salary schedule.
3. In addition to the salary schedule, the following would qualify for supplemental pay annually for employees at any level or cell:

Master’s Degree earned after July 1, 2013 *	+ \$2,000
National Board Teacher Certification *	+ \$1,000
National Certification for Counselor/School Psychologist *	+ \$1,000
Certificate of Clinical Completion for Speech Pathologist *	+ \$1,000
Current 316 Reading License *	+ \$1,000
Autism Certification (12 Credits) *	+ \$1,000
6 credits completed toward a 316 Reading License **	+ \$500

**Degree, certification or license must be earned prior to September 1st and a transcript or other appropriate form of verification must be submitted to the District Administrator by September 20th of the school year. Supplemental pay will be paid by no later than June 30th of the school year in which it was earned.*

***Transcripts verifying credits completed (after June 1, 2014) will be required and the supplemental pay will be paid by no later than June 30th of the school year in which the credits were earned. Reimbursement for credits will be for every 6 credits completed toward the license (i.e. if 9 credits are earned one year and 3 the next, \$500 will be paid each of the two years.)*

4. If a staff member is on an improvement plan, they will not advance to a new cell. If a staff member is on an improvement plan a second consecutive year, they will move to the lowest cell in their level. If there is not marked improvement, steps toward termination of their employment will begin.
5. All professional development requests must be pre-approved by the administrative team. Pathways to professional development include:
 - a. **College Credits:** Courses taken at a technical school or university.
 - b. **District-approved Professional Development:**
 - i. In District – Classes offered in district taught by staff or subject matter experts.
 - ii. Out of District – Classes, workshops, conferences offered outside of the district.
 - c. **Action Research Project:** Independent research-based project focused in an area of interest that aligns with district goals.

Certified Staff Members may accumulate professional development hours (PDHs) and use them in the following ways:

- 1) Twenty (20) PDHs may be traded in for a personal day off.
- 2) Ten (10) PDHs may be traded in for ½ a personal day off.
- 3) PDHs may be traded for movement on the Certified Staff Salary Schedule.

Refer to the Certified Staff Professional Development Guide for more information

CONTRACTS AND CONTRACT NONRENEWAL

Employment contracts will be issued in accordance with Wis. Stats 118.2(2). The District will process contract non-renewals in accordance with Wis. Stats. 118.22(3). Non-renewal of an employment contract is not considered to be termination.

DEDUCTIONS FROM PAYROLL

It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the District’s Bookkeeper, who can assist you in understanding the information that is required in order to investigate the matter. The District is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed, and the District will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

DIRECT DEPOSIT PAYMENT METHOD

Direct deposit statements are available via Skyward Employee Access on each pay day. Direct deposit changes may be made after giving notice in writing. Each employee shall, with each electronic payroll deposit slip, receive information on the employee’s salary received. In addition to the above, each employee shall have access to electronic records indicating the number of accumulated days of leave remaining to the employee's credit.

EMPLOYEE PAYROLL DATA

Employees are expected to contact their supervisor and/or the District Office if any changes occur in their name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

FLEXIBLE SPENDING ACCOUNT (FSA)

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account (FSA) under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and 129) for eligible employees. Eligibility is available to employees scheduled to work thirty (30) or more hours per week and have worked for the District for at least six (6) months. Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§ 105, § 106, § 125 and § 129). Funds remaining in individual plans at the end of a period of three months after the last day of the plan year will be returned to the District.

HEALTH EXAMINATIONS

Health examinations required by the state of Wisconsin and/or District shall be conducted at the Amery Regional Medical Center, with the actual cost to the employee being paid by the District. Actual costs for health examinations will be reimbursed by the District upon submission of original invoice or insurance explanation of benefits.

PAYROLL DATES

Payrolls will be issued bi-monthly, on or before the 5th and 20th of each month, beginning in September and continuing through June or August, depending upon the payroll cycle selected by the employee. If the 5th or the 20th falls on a weekend or a holiday, pay will be issued on the workday prior to the weekend or holiday.

SALARY DEFERRALS

TAX SHELTERED ANNUITIES (TSA)

The District will maintain a TSA program without regard to the employee's current or former employee's contribution amounts. Employees shall have the opportunity to participate in the District's Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money through salary deferral in annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an —Investment Vehicle). The purchase of the annuity will be optional for the individual employee.

WDC (WISCONSIN DEFERRED COMPENSATION) 457 PROGRAM

Deferred compensation (457 programs allow eligible employees to save and invest before tax and after tax (Roth) dollars through voluntary paycheck contributions, supplementing any existing retirement/pension benefits.

VOLUNTARY DEDUCTIONS

Employees who voluntarily wish to have deductions from their pay may do so in accordance with established District guidelines.

SUMMER SCHOOL COMPENSATION

Summer school employees will be compensated at \$30.00 per hour.

WAGES & OTHER FORMS OF COMPENSATION

Certified staff will be compensated for additional duties (i.e. curriculum writing, meetings, training, etc.) beyond the scheduled time and outside the school calendar. The hourly rate will be \$30.00.

BENEFITS

INSURANCES

1. **DENTAL INSURANCE** - The Board will provide dental insurance to eligible employees. Eligibility is available to employees who are contracted for 75% FTE or more or who have worked 1119 or more hours in the established one-year look-back period. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board. The District's contributions toward the single and family dental insurance premiums shall be dollar amounts equal to 88% of the actual single and family premiums. If premiums are increased because of additional coverage or industry experience after the initial rates are received, employees shall pay the increased costs.
2. **DISABILITY INSURANCE** - The Board will provide long-term disability insurance to eligible employees. Eligibility for long-term disability insurance is available to employees scheduled to work thirty (30) or more hours per week. Short-term disability insurance is available to eligible employees as an employee-paid option. Eligibility for short-term disability insurance is available to employees scheduled to work thirty (30) or more hours per week.

3. **HEALTH INSURANCE & COBRA** - The Board will provide health insurance to eligible employees. Eligibility is available to employees who are contracted for 75% FTE or more or who have worked 1,074 or more hours in the established one-year look-back period. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board in accordance with applicable state and federal regulations. The employee contributions are based on hours worked as follows:

- Employees scheduled to work 2,023 to 1,432 hours per year will pay 12% of the premium.
- Employees scheduled to work 1,431 to 1,252 hours per year will pay 35% of the premium.
- Employees scheduled to work 1,251 to 1,074 hours per year will pay 40% of the premium.

Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding. For additional details regarding coverage and premium contributions, contact the Bookkeeping Office.

4. **HEALTH INSURANCE – "PAYMENT IN LIEU OF"**

Employees who are eligible to participate in the District's health insurance plan, and who voluntarily waive coverage for the school year, are eligible to receive a \$4,000 benefit credit in lieu of health insurance. The payment will be made via payroll no later than July 5th of the school year for which coverage was waived, and the payment will be subject to normal income taxes. If for any reason the employee does not complete the full school year of employment, or the employee elects to participate in the "payment in lieu of" health insurance plan after October 1st of the school year, the contribution will not be provided by the District at the end of that school year.

By opting for the in lieu of payment, employees acknowledge that they fully understand the implications of waiving medical coverage, and recognize that they will not have another opportunity to enroll in the plan until the annual open enrollment period, unless the employee experiences a qualifying event as defined by the company's health plan documents. Employees who decline coverage for themselves or their dependents (including spouse) because of other medical coverage may in the future be able to enroll themselves or their dependents in this plan, provided that they request enrollment within 30 days after the other coverage ends. In addition, if an employee has a new dependent as a result of marriage, birth, adoption, or placement for adoption, they may be able to enroll themselves and their dependents in the District's health insurance plan provided that they request enrollment within 30 days after marriage, birth, adoption, or placement for adoption.

Employees who opt for the in lieu of payment must have medical insurance coverage from another source and cannot go without medical insurance. As proof of alternate medical insurance, employees must provide a copy of their alternate medical insurance ID card to the District Office. Payment of the cash-in-lieu benefit will not be made until such proof has been provided.

5. **HEALTH SAVINGS ACCOUNT**

The District will contribute to the employee's health savings account. The District will make a contribution of \$1,200 for a single insurance plan and \$2,400 for a family insurance plan. The employee may make contributions of their own. The total contribution to a health savings account is capped at a maximum set by the Internal Revenue Service (IRS). Please note that the District contribution to the employee health savings account is determined by whether the employee is full-time or part-time. A part-time employee will receive less.

6. **LIABILITY INSURANCE** – The District will pay the full cost of employee liability insurance. *Ref: SDA § 780*

7. **LIFE INSURANCE** - The District will pay 40% of the premium for eligible employees. Eligibility is available to employees scheduled to work thirty (30) hours or more per week through the school year. Plans to provide additional life insurance are also available at employee cost.

8. **VISION INSURANCE** – The District will provide vision insurance to eligible employees as an employee paid option. Eligibility is available to employees scheduled to work thirty (30) hours or more per week through the school year.

9. **WORKER'S COMPENSATION COVERAGE** - All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the business office and building administrator prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor and the District Bookkeeping office within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The employee shall fill out a Worker's Compensation Form.

If any employee is injured while performing duties for the District, the District shall continue to provide worker's compensation insurance, and the employee will be compensated in the following manner:

- A. The employee will receive his/her worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.

- B. The District shall pay the employee the difference between the Worker's Compensation payment prescribed by law and the regular salary, to the extent and until such time as such employee has used up his/her accumulated Personal Leave Time. Personal Leave Time deductions shall be prorated so as to agree with the portion of the daily rate paid by the District. Any loss of time under which an employee is eligible for Worker's Compensation Insurance and Personal Leave Time, shall not be compensated by the two claims at a rate greater than the employee's actual daily earnings. Any amounts greater than this daily rate received by the individual shall be reported promptly to be considered for payment.

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

- A. Injuries because of a self-inflicted wound
- B. Injuries sustained because of an employee's horseplay.
- C. Injuries sustained while an employee does an activity of a strictly private nature.

RETIREMENT

The following shall apply to employees who are actively employed and retire after reaching the age of 56 and who are not participating in the District's Post-Employment Health Reimbursement Arrangement (HRA):

- A. Certified staff members must notify the District of their intent to retire by March 1st of the year in which they plan to retire. Staff are still eligible to retire after March 1st, however those who declare their retirement to the District after March 1st under this plan will not be paid any of their accrued, unused sick bank.
- B. Employees will be eligible for WRS retirement benefits as authorized by Wisconsin Stats. 40.05.
- C. Retired employees will not be eligible to receive health insurance benefits through the District unless they are covered under a spouse's insurance plan provided by the District.

D. Post-Employment Benefits

The following post-employment benefits shall be available to employees who retire between the ages of 56 and the age of eligibility for Medicare:

1. Employees who have taught at least fifteen (15) years in the District shall be eligible to receive post-employment benefits.
2. Unless otherwise specified, employees shall only be permitted to retire under this policy at the end of a school year following their 56th birthday.
3. An employee who retires pursuant to this section shall be entitled a payment of nine-thousand dollars (\$9,000.00) per year for a maximum of eight (8) years, or until the employee becomes eligible for Medicare, whichever occurs first, directed to a District established Health Reimbursement Arrangement (HRA) named the Retiree Only-Premium Only HRA established for the retiree. Two payments of four-thousand five hundred dollars (\$4,500.00) each will be made (on or before July 31st and on or before January 31st) to the retiree's HRA each year this benefit is available. Payments will begin on or before July 31st following retirement.
4. Employees who meet the eligibility requirements and who are retiring with one hundred (100) or more days of accrued sick leave shall be credited with the current rate of sub pay multiplied by the number of days in their accrued sick leave bank. Employees who meet the eligibility requirements and who are retiring with between fifty (50) and ninety-nine (99) days of accrued sick leave shall be credited with one half of the current rate of sub pay multiplied by the number of days in their accrued sick leave bank. The total amount of credit for accrued sick leave will be paid over a period of not more than eight (8) years into the Retiree Only-Premium Only HRA established for the retiree in conjunction with the timeline established for payments provided above (Retirement, D-3). Payments will be made to the retiree's HRA on or before July 5th following the completion of the school year.

In lieu of post-retirement health insurance benefits, the following retirement benefits shall be available to certified staff hired after July 1, 2004:

- A. The District will establish a Health Retirement Account (HRA) named the Post-Employment HRA plan for eligible certified staff. An eligible certified staff member is one who was hired after July 1, 2004 and who is retiring from the District with at least fifteen (15) years of employment with the District and has reached a minimum age of 56. This HRA is not transportable and remains the property of the District. The District may not spend the monies in this account in any manner that is not in accordance with the provisions outlined in the selected plans for eligible certified staff. If a certified staff member leaves employment with the District before becoming all monies in the individual certified staff member's plan will return to the District's funds.
- B. Upon the death of an HRA-eligible employee, the vesting requirement of 15 years of service and age 56 will be waived. Rather, the HRA will be considered vested upon death provided that the employee has completed at least 10 years of service with the District. The deceased employee's spouse and/or IRS dependents may use these HRA funds to continue medical reimbursements.

If a deceased HRA-eligible employee has not completed 10 years of service, the HRA balance will be returned to the District's

HRA trust account. No additional contributions will be made by the District.

- C. The District will pay \$2,000 per year into the certified staff's HRA on or before July 5th following the completion of the school year.
- D. Certified staff members must notify the District of their intent to retire by March 1st of the year in which they plan to retire. Staff are still eligible to retire after March 1st, however those who declare their retirement to the District after March 1st under this plan will be penalized 3% of the total sum of their contract in the last year of their employment in the District.
- E. After a certified staff member completes their 10th year as an employee of the District, a payment of \$5,500 will be paid into the certified staff's HRA. When a certified staff member completes their 15th year as an employee of the District, an additional payment of \$5,500 will be paid into the certified staff's HRA. These payments will be made on or before the August 1st following the completion of their 10th and 15th years.
- F. Each certified staff will receive a \$2,000 contribution to their HRA for every fifty (50) days of sick leave accumulated. This contribution will be made only the first time the fifty (50) day increment is reached. For example, a certified staff member who has worked for the District for 30 years with perfect attendance could accrue 300 sick days and would be paid \$2,000 at each 50-day level, giving them a total of \$12,000 paid into their HRA.
- G. No additional health insurance coverage will be provided by the District upon a certified staff's retirement. Retirees will be expected to provide for their own insurance coverage. Retirees may choose to remain with the District's health insurance plan in accordance with COBRA guidelines or elect to obtain alternate coverage, using their designated HRA funds to pay premiums or un-reimbursed medical expenses.
- H. Certified staff who were hired prior to July 1, 2004 will have the option to participate in this retirement program. Certified staff who elect to participate must notify the District Office in writing on or before September 1st of the year they wish to begin participation. Once a certified staff begins participation in this program, they may not revert back to the original retirement option.
- I. The Plan Administrator of the HRA shall be selected via a selection committee comprised of three (3) members of the Administration and/or the Board of Education and three (3) members of Amery certified staff for a total of six (6) committee members. The District shall have the right to change the Plan provider if the new Plan provides equivalent or better benefits and the change is agreed upon by a majority vote of the selection committee.
- J. Management fees will be paid by the District.

WISCONSIN RETIREMENT SYSTEM

Employee Contribution: Once eligible for coverage under WRS, coverage is mandatory, and an employee may not "opt out" of WRS. Employers and employees are required to pay "one-half of the actuarially required contributions." Employee contributions are pre-tax.

LEAVES & ABSENCES

EMPLOYEE ABSENCE AND SUBSTITUTES

When an employee is to be absent from school and a substitute is needed, it is the responsibility of the employee to call the District's designated substitute caller. If possible, such notification should be made the evening prior to the time of absence, or before 6:00 a.m. This will help to provide time for obtaining a substitute.

LEAVE RECORDS – AVAILABLE VIA ERMA

All records of employee leave can be found on the ERMA (Skyward Employee Access) link on the District's website.

LEAVES – EMERGENCY

All professional personnel of the school district shall be allowed up to three (3) days leave per year with pay (not accumulative and not deducted from sick leave) in case of death, serious illness, emergency non-elective surgery, or serious accident involving a member of the immediate family. The term "immediate family" shall be construed to mean spouse, children, stepchildren, parents, grandparents, grandchildren, mother-in-law, father-in-law, brothers, sisters, or others living in the home with the employee. Requests for leave where individuals other than those members described shall be at the discretion of the District Administrator.

Certified staff do not have to take a personal day for a funeral. Certified staff will be allowed to use an emergency day for any funeral they attend.

If the district has reason to challenge an employee's emergency leave request for "serious illness" it may request that a physician determine whether or not "serious illness" is present. Such a determination will be made by a medical doctor of the district's choosing and at its expense. However, the employee requesting emergency leave may, instead of having the relative examined by the district's chosen physician, select a different physician to perform the examination at the employee's expense, subject the employer's right to thereafter request further examination of the employee's relative by another physician chosen by and paid for by the district. Parties agree that they may reasonably rely on the various physicians' reports. Any dispute

regarding this process can be resolved through the normal grievance procedures.

Emergency days are based on the employee's scheduled workday (e.g. an employee scheduled to work 4 hours per day would receive three emergency leave days of 4 hours each).

LEAVES - EMERGENCY CONDITIONS

Weather conditions affecting only the ability to commute will generally not be considered a reason for closing a facility.

In conjunction with local health and/or public safety authorities, the School District of Amery may decide to close a work site or take other emergency measures in order to safeguard the health and welfare of employees and the public and/or because a situation exists affecting the ability of employees to perform their job. Examples of emergency conditions might include power outages, a natural disaster, or a quarantine imposed by health officials. Under such circumstances, the School District of Amery may authorize paid leave status for employees.

The first day of school closure due to inclement weather or emergency conditions will not be added to the end of the school calendar. All subsequent days of school closure will be made up at the discretion of the board of education. *Ref: SDA § 723.3, 723.6*

LEAVES - FAMILY, MEDICAL & MILITARY

The District will abide by all current FMLA and WFMLA rules in place.

Eligibility:

- Federal: Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours of service over the previous 12 months.
- State: Employees are eligible if they have worked for a covered employer for more than 52 consecutive weeks, for a minimum of 1,000 paid hours.

Basic Leave Entitlements - Family & Medical

- Federal: Up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:
 - For incapacity due to pregnancy, prenatal medical care or childbirth;
 - To care for the employee's child after birth, or placement for adoption or foster care;
 - To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
 - For a serious health condition that makes the employee unable to perform the employee's job.
- State: On a calendar year basis, the following unpaid, job-protected leave is available:
 - Up to 6 weeks per 12-month period for the birth or adoption of a child;
 - Up to 2 weeks per 12-month period to care for a child, spouse, parent or parent-in-law, domestic partner or domestic partner's parent who has a serious health condition;
 - Up to 2 weeks per 12-month period for the employee's serious health condition.

Basic Leave Entitlements - Military

- Federal: Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status may use their 12-week leave entitlement to address certain "qualifying exigencies".
 - Eligible employees may take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

Emergency Family Medical Leave Act (EFMLA)

EFMLA requires that certain employers provide up to 10 weeks of paid, and 2 weeks unpaid, emergency family and medical leave to eligible employees if the employee is caring for his or her son or daughter whose school or place of care is closed or whose child care provider is unavailable for reasons related to COVID-19.

Any employee who is interested in taking a family/medical/military leave should contact the District Office for further information about your rights and responsibilities under both laws.

LEAVES – JURY & COURT DUTY

Jury Duty is a non-accumulative paid leave for as much time as is required for an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or workdays. An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will provide a copy of the check received from serving on the jury to the District Administrator and/or his/her designee and will keep any travel expenses received. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury or court duty directly related to his/her employment with the District will not be deducted from sick leave or other leave time the employee has earned or will earn in the future.

LEAVES - PERSONAL DAYS

All full-time employees and all part-time employees will be granted two (2) days of personal leave per year based on their scheduled work day (e.g. an employee scheduled to work 4 hours per day would receive two personal leave days of 4 hours each), accumulative to four (4) days. Personal leave

may be used in increments of no less than one-half (.5) day. The employee taking personal leave time will pay \$100 per day to cover the assignment of the absent instructor.

Not more than seven (7) employees shall take personal leave on any one day. In the event that more than seven (7) teachers request personal leave on the same day, the first seven (7) requests will be honored as follows: In the days preceding the period of thirty (30) days before the date requested, date of hire will determine personal day requests to be approved. Requests for personal days submitted with fewer than thirty (30) days remaining before the date requested will be approved on a first come, first served basis.

LEAVES - SICK LEAVE

For purposes of this provision, "immediate family" shall be defined as including spouse, children, stepchildren, parents, grandparents, grandchildren, mother-in-law, father-in-law, brothers, sisters, or others living in the home with the employee.

All certified staff shall accrue sick leave of ten (10) days per school year. Part-time employees will receive sick leave on a pro-rated basis based upon the number of hours they are scheduled to work.

Unused sick leave "carries over" and accumulates. Sick leave will be paid out at the time of retirement (see page 5).

Under Federal FMLA, employees may be required to use all accrued paid leave time before receiving leave without pay; under State FMLA, employee may substitute accrued paid leave time or choose to take unpaid leave. Sick leave may be used in increments of no less than one-half (.5) day. A request for sick leave must be submitted to the designated person and/or Supervisor as soon as reasonably practical and no later than one (1) hour before the start of assigned work hours.

If an employee were to leave the school system prior to the completion of his/her contract term or the school year for an individual teacher and had used all sick leave, a sum equal to the sick leave days not earned would be deducted from the remaining pay. Deductions will be based on one (1) day of paid sick leave earned per month of employment to a maximum of twelve (12) days per contract year.

EMPLOYEE PAID SICK LEAVE ACT (effective through December 31, 2020)

The Emergency Paid Sick Leave Act (EPSLA) enables employers to keep their workers on their payrolls, while at the same time ensuring that workers are not forced to choose between their paychecks and the public health measures needed to combat the COVID-19 virus. Through EPSLA, a staff member who is not able to work due to one or more of the reasons below qualifies for 10 days (up to 80 hours) of paid leave. One day of EPSLA sick leave is equivalent to the employee's typical scheduled workday. For example, if the staff person is typically scheduled for four hours of work per day, he or she is eligible for 10 days of leave at four hours per day for a total of 40 hours of paid EPSLA leave.

EPSLA leave will be granted when one or more of the following reasons are met:

- The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19 that specifically prevents the employee from working.
- The employee has been advised by a health care provider to self-quarantine because of concerns related to COVID-19.
- The employee has symptoms of COVID-19 symptoms and is seeking (or has sought) a medical diagnosis.
- The employee is caring for another individual who is subject to quarantine or has been advised by a health care provider to self-quarantine related to COVID-19.
- The employee is caring for his or her child(ren) because their school or childcare provider is closed or unavailable because of COVID-19. The employee must certify that no other suitable person is available to care for the child(ren) during the period of requested leave. If child is over 14, the employee must further certify that there are special circumstances that require the employee to care for that child.

An employee who is unable to work due to one or more of the reasons listed above, and has exhausted their 10 days of paid EPSLA leave, will continue to be paid by the District for their contracted rate of pay. Employees will not be required to use sick days or personal days for COVID-19 related absences that meet the criteria above unless the absence is the result of a quarantine due to personal travel out of the state (with the exception of Minnesota) or personal travel out of the country.

LEAVES - UNPAID LEAVE OF ABSENCE

An unpaid Leave of Absence that may be needed outside of established FMLA/WFMLA guidelines and procedures may be granted for the current school year with no guarantee of re-employment. Requests for unpaid leaves of absence shall be made in writing to the District Administrator, who may bring the request to the Board for consideration. Requests denied by the District Administrator may be brought to the Board for consideration. Requests to continue a leave of absence into the following school year must be submitted in writing to the District Administrator, who may bring the request to the Board for consideration.

Revised: April 17, 2017
July 17, 2017
July 16, 2018
May 20, 2019
June 22, 2020
August 17, 2020



School District of Amery

Support Staff Handbook

Innovate. Lead. Succeed.

BOARD OF EDUCATION

President	Chelsea Whitley
Vice President.....	Keith Anderson
Clerk	Dale Johnson
Treasurer.....	Charlotte Glenna
Director.....	Erin Hosking

ADMINISTRATION

District Administrator	Shawn Doerfler	ext. 237
Administrative Assistant.....	Becky Schmidt.....	ext. 272
Business Manager.....	Andrew Dyb.....	ext. 270
Bookkeeper.....	Twila Sikkink.....	ext. 278
Director of Pupil Services.....	Bradley Baumgartner.....	ext. 370
Lien Elementary School Principal	Cheryl Meyer	ext. 266
Amery Intermediate School Principal.....	Oralee Schock.....	ext. 274
Amery Middle School Principal	Tom Bensen	ext. 301
Amery High School Principal.....	Josh Gould	ext. 234
Amery High School Dean of Students/Athletic Director.....	Jeff Fern.....	ext. 216
Transportation & Grounds Supervisor.....	Tom Olson	ext. 231
Buildings & Grounds Assistant	Chuck Berry.....	ext. 297
Director of School Nutrition.....	Stacy Nelson.....	ext. 359
Buildings & Maintenance Supervisor.....	George Sigsworth	ext. 236
Information Technology Coordinator	Clint Waalen	ext. 200
Community Education & Communications Coordinator.....	Tracy Hendrickson.....	ext. 220
Director of Clubhouse Child Care	Nina Hutton	ext. 434

PURPOSE OF THIS MANUAL

This manual has been developed as a collective effort of Amery administrators, staff members and the Board of Education to provide guidelines for personnel. It should prove to be of assistance to each employee by clarifying the primary objectives and expectations for staff members and establishing ways and means of providing for a quality educational and work environment. This handbook is meant to provide clarification only and does not supersede current Wisconsin statutes, Board policy or any existing Collective Bargaining Agreement. Each employee and each administrator should become familiar with this manual.

Staff input regarding the content of this manual is appreciated and updates will be made as needed as determined by the Board. The information in this handbook is subject to change. It is important that each of us remember that the specific purpose of all positions, all personnel, and the schools themselves is the educational opportunities provided for our young people. The District Office, and the office of each building Principal or Supervisor, is always open for discussion with any employee. We will do our very best to assist you with any specific concerns you may have.

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EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT OF AMERY

The Board of Education believes the district must make a concerted effort to help each student develop the attitudes, confidence and skills which are necessary for him/her to reach his/her full potential and make a useful contribution to society. The Board believes the district must develop in each student the techniques and desire to learn, reason, solve and evaluate. In order to prepare a student for continuous learning, he/she must be directed and encouraged to study independently, think logically, solve problems creatively and communicate ideas meaningfully.

In addition, the Board believes the school is a reflection of the needs, values, strengths and aspirations of the community. Therefore, it is committed to assisting the community to grow educationally and culturally. Each individual, regardless of his/her race, sex, religious beliefs, economic status, talents, abilities, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability should have educational opportunities to attain the maximum education possible. *Ref: SDA § 110*

GENERAL POLICY STATEMENT

It is the policy of the School District of Amery to provide equal opportunity in employment to all qualified employees and applicants for employment. Positive action is required from all employees to help ensure that the School District of Amery complies with its obligations under state and federal law.

This Handbook is not a contract of employment; the Handbook supersedes and replaces provisions previously found in collective bargaining agreements that have expired and/or found in personnel policies and procedures that require modification due to the Budget and Budget Repair Bill. The Handbook applies to non-represented employees as well as all School District of Amery employees previously covered under a collective bargaining agreement. This Handbook is subservient to, and does not supersede, the provisions set forth in District policies located on the District's website.

DISTRICT RESPONSIBILITIES

The Board of Education retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this Handbook/individual contracts and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States. These rights include, but are not limited by enumeration to, the following rights:

- To direct all operations of the school system;
- To suspend, discharge and take other disciplinary action against employees;
- To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
- To select employees, establish quality standards and evaluate employee performance;
- To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- To determine the educational policies of the District; and
- To contract out for goods and services.

This section does not describe any rights of the employee(s). Accordingly, employee(s), may not base any charge of a *Handbook* violation under the District's grievance process as found in Board policies found on the District website or any other forum solely on this section.

GENERAL EMPLOYMENT INFORMATION

ACTIVITY PASSES TO ATHLETIC EVENTS

Current employee identification badges provide the employee complimentary access to all home (regular season) athletic events with the exception of home Hockey games for himself/herself and a guest. The employee must be present with his/her identification badge in order to receive this complimentary access.

APPOINTMENTS DURING THE WORKDAY

Employees must use a PLT day (full or half day) when they are not able to be at work due to an appointment. However, if an employee has an appointment that is thirty (30) minutes or less in length, they are able to check out to conduct the appointment and work thirty (30) minutes less that shift. Employees are also allowed to combine this 30-minute timeframe with their 30-minute, duty free lunch period to conduct an hour-long appointment without having to use a PLT day. All leave requests for appointments during the workday are to be approved by the employee's immediate Supervisor.

ASBESTOS NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The School District of Amery has a goal to be in full compliance with this. A complete Asbestos Notification, published annually in the Amery Free Press, is available in the District Office. *Ref: AHERA 1986*

BLOODBORNE PATHOGENS & ANNUAL TRAINING REQUIREMENT

The Board recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacterium or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid. The School District of Amery has prepared proper procedures for handling body fluids during normal school day activities. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids. The District Administrator will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. All staff members will be trained in the appropriate handling of potential contaminants. *Ref: OSHA 29 CFR 1910.1030.*

BOOSTER/PARENT GROUP PARTICIPATION

Employees are encouraged to participate as members and/or ex-officio officers of parent and booster organizations and should perceive their role as ambassadors of the District. District employees shall not be authorized to solely approve disbursements from organization funds. *Ref: SDA § 883*

BREAKS/LUNCH PERIODS

Duty-free lunch periods for employees will be scheduled by the District in accordance with Wis. Admin. Code § DWD 274.04(2). Employees scheduled to work six (6) or more hours per day are entitled to two fifteen (15) minute breaks during their work day as scheduled by their Supervisor. Employees scheduled to work three and one-half (3½) consecutive hours are entitled to one fifteen (15) minute break.

BUILDING AND EQUIPMENT SECURITY/VANDALISM

Buildings and equipment constitute the greatest monetary investment of the district and it is important to adequately protect the district's investments. Damage to school buildings and equipment shall be reported to the employee's immediate Supervisor immediately after the acts have been discovered. *Ref: SDA §731*

BULLETIN BOARDS

The District shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with District policy and applicable law. If a collective bargaining unit exists, the Association will be allowed to post items on the bulletin board subject to the restrictions set forth herein and as amended by an applicable collective bargaining agreement. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about School District of Amery staff, parents, students or board members and shall not be in contravention of any District policy or law. The District Administrator and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

CELL PHONE USE

Staff may possess and use cell phones responsibly and professionally during the workday. Cell phones may not interfere with staff's employment responsibilities or instructional time with students.

CERTIFICATIONS AND LICENSURE

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Personnel files can be found at the Human Resources office within the District Office. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Employees are to report any change of address or telephone number to the District Office in a timely manner.

CONTRACTS AND CONFLICT OF INTEREST

No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part. *Wis. Stats. § 946.13(1)(a) and (b).*

COPYRIGHTED MATERIAL

The district and its employees shall abide by current federal copyright laws. Any employee that violates copyright laws shall be liable for his/her actions.

CRISIS ACTION PLANS

Crisis action plans and procedures for students and staff for emergencies such as fires, bomb threats, tornadoes, blizzards, civil disturbances and floods shall be available in each building. Each building Principal shall be responsible for Crisis Action Plans. Staff shall familiarize themselves with their building's plans, be prepared to activate them immediately and perform any emergency-related duties to which they may be assigned. Copies of building Crisis Action Plans shall be on file in the District Administrator's office. The safety of students and staff must be the main consideration during a crisis. Periodic drills shall be conducted to enhance the safety of the students. *Ref: SDA § 723*

DEPARTMENTS

Support staff employees will be designated as working in one (or more) of eight (8) departments identified as follows: Custodial and Grounds personnel; Secretarial personnel; Food service personnel; Para-educators; Community Education Clubhouse personnel; Bus Drivers/Van Drivers (Instructional Use); Bus Mechanic; and Tech Support personnel.

DISCIPLINE/TERMINATION

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee discipline may be imposed which include, but are not limited to, suspension, with or without pay, demotion or termination. Verbal warnings, written warnings or reprimands are not considered to be forms of discipline and are not subject to the established Grievance Procedures. None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The Employer may repeat disciplinary action.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the School District of Amery. All discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file. *Ref: SDA § 527, 527-Rule*

DISTRICT PROPERTY

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges and the key fob for building entry. *Ref: SDA § 742.1*

DISTRICT VEHICLES & MOBILE EQUIPMENT

District-owned vehicles are provided for transporting students and district employees to and from school and school-related activities and are not to be operated for personal use. All employees who drive or operate a District vehicle or mobile equipment must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle while performing duties for the District.

In addition to the notice requirements above and pursuant to CDL Requirements, a CDL driver must notify his/her employer, in writing and within 30 days, of a conviction for any traffic violation regardless of the type of vehicle being driven at the time of the violation. All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. *Ref: SDA § 751.5*

DRUG & ALCOHOL PROHIBITIONS

No employee shall report to work or be under the influence of alcohol or illegal drugs during working hours. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conferences. The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment is also prohibited. The District may conduct drug & alcohol testing based on reasonable suspicion that the employee is under the influence of alcohol or illegal drugs and may conduct testing for employees employed in testing-designated positions (such as CDL). Any such testing will be done in accordance with established procedures. *Ref: SDA § 522.1*

ELECTRONIC MEDIA & SOCIAL MEDIA POLICY

The School District of Amery has developed comprehensive policies in regard to employee use of electronic media and social media. All employees are required to submit a signed Technology Use Agreement and abide by District policies at all times. District policies are available for review on the District website. *Ref: SDA § 528, 529 and 865*

EMPLOYEE IDENTIFICATION BADGES

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. They are an important part of providing a secure environment for our students. Employees must wear their employee identification badges in a visible spot during their contracted work time. Current employee identification badges provide the employee complimentary access to all home (regular season) athletic events.

EQUAL EMPLOYMENT OPPORTUNITIES

The School District of Amery recognizes and shall abide by state and federal laws prohibiting discrimination in employment. Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the district. Application forms, hiring practices and personnel administration shall be periodically evaluated relative to equal opportunity employment. Discrimination complaints shall be processed in accordance with established procedures. *Ref: SDA § 511*

EXTRA-CURRICULAR ASSIGNMENTS

Employees shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. Such activities shall be governed according to the following guidelines:

- Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. However, under no circumstances shall a Board member work as a coach, assistant coach, advisor, or assistant advisor to an extra-curricular activity (on either a paid or a volunteer basis).

- The hours and wages for extra-curricular activities shall be specified in the letter of assignment and will be paid at not less than the established Wisconsin minimum wage.
- The letter of assignment shall not be deemed a contract.

When the Employer determines that a vacancy or new position shall be filled, the Employer shall post a notice of such vacancy or new position for a minimum of three (3) working days. Vacancies that occur during the month of August will be posted until filled.

Payments for extra-curricular activities shall be made in accordance with District payroll procedures. However, wages earned shall be paid at least monthly, with no longer than 31 days between pay periods. Extra-curricular assignments may occasionally occur during part of an employee's regular workday in his/her other position(s) with the District (e.g., as a teacher). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. In the supervisor's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) relieved from the requirement to make up the time lost; (3) required to re-schedule the extra-curricular activity; or (4) required to take any other action that the supervisor deems reasonable.

Individuals holding extra-curricular assignments shall be evaluated in the manner and frequency that their supervisor deems appropriate. When determining the manner and frequency of evaluations, the supervisor may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/or reasonable discretion, deems appropriate.

EXTRA-CURRICULAR ASSIGNMENTS – VOLUNTEERS

Upon approval from the head coach/advisor and the athletic director or principal, an individual may serve as a volunteer coach/advisor for an extra-curricular activity. The following guidelines apply to volunteers:

- They will not be eligible for salary/wages, stipend, or benefits;
- They will be covered by the District's general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees;
- They will be responsible for their own personal injuries (i.e., ineligible for worker's compensation);
- They must consent to a Criminal Background Checks for Employees and agree to have a tuberculin skin (TB) test;
- They must follow all District activity and athletic policies and procedures and other District policies as applicable;
- They accept direct and indirect supervision of the head coach; and,
- They may be dismissed at any time without cause.

EXTRA DUTY EVENTS

Each building shall have a rotation list of custodial employees who will work extra duty events on weekends and holidays. The rotation list will be based on seniority, with the most senior custodial employee beginning the school year at the top of the list. After working or declining an event, that employee shall move to the bottom of the list and the next senior employee will move to the top. The rotation will be established at the start of each school year. Inclusion in the rotation shall be voluntary. Custodial employees may add themselves to the bottom of the rotation list or may remove themselves from the rotation list once per school year. An assist list will be established to include custodial employees from other buildings. In the event that all building custodial employees decline an event, the next available senior person on the assist list will be offered the event.

Custodians working weekend or special events outside of their regular work shift are required to take a ½-hour, unpaid and duty-free lunch break if working at least 6 hours. If the duty-free break is interrupted, the break will be adjusted to complete the 30 minutes. If custodian is scheduled to work at least 4 hours, one 15-minute paid break is provided. Two 15-minute paid breaks are provided for shifts of 8 hours.

FAIR LABOR STANDARDS ACT

The Amery Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance. *Reference: Fair Labor Standards Act*

FIELD TRIPS/EXCURSIONS

The Board believes that properly timed, planned and conducted field trips can be of great educational value to students. Supervising employees are expected to be familiar with and follow the established guidelines for scheduling and conducting student field trips/excursions. *Ref.: SDA §352*

GRIEVANCE PROCEDURE

The School District of Amery has developed comprehensive policies and procedures in regard to employee grievance reporting. District policies are available for review on the District website. *Ref.: SDA §527 and 527-Rule*

HARASSMENT

The School District of Amery is committed to creating and maintaining a school environment in which all students, employees and volunteers are treated with respect and are free from harassment.

- A. **Harassment Description:** Harassment, including sexual harassment, is verbal or physical conduct or abuse that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment, or interferes with the individual's work or learning performance. Harassment can include many different types of behavior. What makes behavior harassment in a particular case is (1) that the behavior is directed toward a person's membership in a protected class, e.g., sex, race, disability, and/or (2) the behavior is pervasive or severe that it interferes with the person's performance or creates an intimidating, hostile, or offensive environment. Harassment may

include, but is not limited to, conduct relating to an individual's age, sex, race, creed, national origin, color, marital status, pregnancy, disability, sexual orientation, or other protected status.

- B. **Prohibitions:** Harassment by a student, employee or volunteer of the district is strictly forbidden. A student, employee or volunteer of the School District of Amery shall not harass another person at the school or at any other location when he/she is on school business or while he/she is attending a school-sponsored function. A student, employee or volunteer of the School District of Amery shall not harass another person through the use of the school district's communications equipment. The district shall take action to protect all students, employees and volunteers from all types of harassment. All those involved with the School District of Amery have a responsibility to contribute to a respectful school environment. The district encourages, expects and appreciates cooperation in implementing this policy. *Ref: SDA § 411.1*

It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination, including harassment, does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures found in Board policies. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal. *Ref: SDA § 511*

INSERVICE/WORKSHOP/TRAINING

The District may authorize staff to attend in-service and other training, either of which may occur outside of employees' regular hours of work. Additional compensation (if any) for such training shall be determined by relevant law (FLSA) and District policy and procedures. Employees shall be scheduled to work the first full day of in-service and one-half of their regularly scheduled hours of a second day of in-service prior to the first day of school. Pareducators will be scheduled to work the first and second full days of August in-service.

JOB DUTIES/RESPONSIBILITIES

Job duties will be outlined on the appropriate Job Description. Employees may be asked by their immediate supervisor to conduct work duties that may not be listed on their written job description. No employee is allowed to change or adjust their work duties without authorization from their immediate supervisor.

JOB VACANCIES & POSTING

When the Employer determines that a vacancy or new position shall be filled, the Employer shall post a notice of such vacancy or new position for a minimum of three (3) working days. The posting shall include the date the position is to be filled, title of position, requirements, rate of pay and benefits. The Employer retains the right to determine whether and when to recruit outside applicants. Vacancies that occur during the month of August will be posted until filled.

All employees who meet the minimum qualifications for the position, have satisfactory evaluations in all categories, and who apply in writing for said posting may be given the opportunity to interview for the opening. All employees who interview for a position will be notified of selection outcome.

Should a regular bus route become available due to the termination of a bus driver or because a new regular route is created, the route shall be offered to active drivers on a seniority basis. In the event of a route elimination and if no other routes are affected, the driver whose route has been eliminated may claim another route provided the driver bumped has less seniority than the claimant. If other routes are affected by the elimination of a route, then the entire process shall be claimed by seniority. Only after following this procedure shall the route be offered to others outside the department. Regular routes are defined as daily transportation of students to or from school on school days (including summer school), or between school buildings (including other districts, hospitals, etc.), and the daily physical therapy/special education routes.

LAYOFF AND RECALL

The Board retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work. The rehiring of employees who have been laid off shall be determined by the District based on its need for the most qualified person to perform the available work. An employee's employment relationship shall be broken and terminated by:

- Failure to return to work following recall from layoff within ten (10) calendar days of receipt of notice to do so.
- At the point in time that the employee has been on layoff for two (2) years.

MAINTENANCE OF FACILITIES

The Board of Education believes that a well-maintained facility is more conducive to learning and that budgeting can be more structured and predictable with a maintenance schedule. Preventive and corrective maintenance procedures shall be developed and implemented to ensure that each site and building will be clean, in good repair and maintained with consideration for function and aesthetic value. Employees should immediately report any damaged or broken equipment to their supervisor.

MAINTENANCE REQUESTS

Custodial/Maintenance Work Order forms are utilized for the purpose of providing an orderly means of having specific projects and certain repairs of school equipment and property completed. Forms are to be submitted to your immediate Supervisor for approval.

MEDIA RELATIONS

The Board of Education recognizes the need for the district to be accessible to the media and charges the District Administrator with the responsibility for the dissemination of information and informational materials to the news media. All news releases affecting the District shall be approved and distributed from the District office. News releases shall be distributed to appropriate print, radio and television media to adequately communicate with intended clientele in the District. *Ref: SDA § 821.1*

NON-DISCRIMINATION

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of illegal discrimination based on an employee's race, color, sex, religious or political beliefs, economic status, talents, abilities, national origin, ancestry, creed, pregnancy, marital, familial or parental status, sexual orientation, genetic information, handicap or physical, mental, emotional or learning disability.

It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures found in Board policies. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal. *Ref: SDA § 511*

ORIENTATION/MENTORS

New staff members should meet with District Office personnel as soon as possible to complete the necessary payroll and benefit paperwork. All incoming staff shall participate in an orientation conducted by their immediate supervisor. All staff will be provided a mentor. *Ref: SDA § 547.1*

OUTSIDE EMPLOYMENT

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board of Education expects employees to devote maximum effort to the position in which employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require.

District facilities, equipment or materials will not be used in performing outside work.

OVERTIME

Overtime (time and one-half) shall be paid for hours worked in excess of forty (40) hours per week. Any paid leave time shall not be counted as hours worked for overtime purposes. All overtime must be approved in advance by the employee's Supervisor.

PERFORMANCE EVALUATIONS/REVIEWS

Reviews are intended to reinforce quality work and to help a person to grow in their position. Evaluation tools and procedures will be established by the Administration with input from support staff. Evaluations will occur on an annual basis. Every attempt will be made to complete the evaluation by no later than June 1st. The evaluation will be based on the job description and employee performance. First year employee will have an informal review after 6 months in the position.

PERSONAL APPEARANCE/STAFF DRESS

District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to our students, parents and the public, employees represent the District.

The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere. *Ref: SDA § 522.6*

PERSONAL PROPERTY

The District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

Employees should have no expectation of privacy to items contained in plain view, for example, but not limited by enumeration to automobiles parked on the District's property, items left on top of or within desks and cabinets, lockers, etc. Items not in plain view and contained within personal property, e.g. purse, satchel, wallet, coat, backpack, etc., may be searched in accordance with applicable state and federal law.

PERSONNEL RECORDS

A personnel file is maintained in the District Office for each employee. Employees, and other authorized viewers of records, shall have the authority to review and copy, but not remove or alter, personnel records. *Ref: SDA §526*

PERSONAL VEHICLE INSURANCE

All transportation in the District shall be through use of district-owned vehicles except in instances where emergencies or schedule conflicts necessitate the use of privately-owned vehicles. Employees must notify and receive approval from the building principal or immediate Supervisor prior to transporting students in private cars for school activities. Such approval shall be in compliance with all applicable state and federal laws and administrative code provisions and shall include, but not be limited by enumeration, a review of the employee's driving record and an examination of the vehicle. In case of accident while driving a personal vehicle in the performance of employment duties, the employee's personal auto insurance will provide primary coverage. *Ref: SDA § 753, Wis. Stats. § 121.555.*

PHYSICAL EXAMINATION

Upon initial employment and thereafter, physical examinations and tuberculin tests shall be required of District employees in accordance with section 118.25 of the Wisconsin statutes. Upon initial employment, evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District.

The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee, and consistent the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination. *Ref: SDA § 523.1*

POLITICAL ACTIVITIES

Definition of "Employer Resources": Employees may not use employer resources for political activities. Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. (Use of bulletin boards or other posting areas requires prior authorization by the building Principal or Supervisor and is off-limits to public use.)

Definition of "Political" Activities: Partisan "political" activities must be conducted independent of your role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the "political" activities subject to employer restrictions and intervention.

Employees are expected to avoid the following political activities:

- Using working hours or employer resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- Using working hours or employer resources to solicit responses to political surveys;
- Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
- Using the employer's mailing address as the return address for political solicitations;
- Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

These guidelines are not intended to discourage discussion of controversial issues in the classroom, where such discussions are consistent with District curriculum guidelines and teaching methods. This policy is not intended to limit the off-duty activities of employees where District buildings and property are made available to community groups for meetings and gatherings. Nothing in this policy limits the rights of the District to sponsor non-partisan political forums or forums in support of District initiatives, such as building referendums. Nothing in this policy places restrictions on the District's freedom to invite speakers with political associations to forums that are not open to the general public. *Ref: SDA § 550*

PROTECTIVE CLOTHING & EQUIPMENT

The Board shall provide the protective clothing and equipment necessary for all employees to perform their jobs. Such clothing and equipment shall be limited to the following items: nonprescription safety glasses and other personal safety equipment. The Board reserves the right to determine the style and the type of protective gear to be used. Any employee who receives protective gear shall be responsible for such items and shall sign for receipt of the item in acceptable condition. All items of protective clothing shall remain the property of the Board and shall be worn while working on an assigned school job. All issued items of protective clothing shall be inspected by the employee prior to each use. All damaged protective items and clothing must not be used and reported to the immediate supervisor and/or his/her designee. *Ref: Wis. Stat. § 101.11*

REPORTING CHILD ABUSE OR NEGLECT

All employees of the School District of Amery who have reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected, or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall immediately contact the appropriate county agency and inform the agency of the facts and circumstances which led to the filing of the report. The District Administrator, or designee, shall also be contacted. District employees must complete appropriate training within six (6) months of initial hiring and at least every five years thereafter. No district employee shall be disciplined for making a child abuse or neglect report. In addition, state law guarantees immunity from any civil or criminal liability that may result from making a report on child abuse or neglect and provides for the protection of the identity of any individual who makes such a report. Failure to report suspected cases of child abuse or neglect is punishable by a fine and/or jail sentence. *Ref: SDA § 454*

SALARY SCHEDULE

The basic salaries of employees covered by this Handbook can be found on the District's website and entitled School District of Amery Support Staff Compensation and Benefits.

SALES & PROMOTIONS

The Board of Education may prohibit or restrict sales and promotions on school property in accordance with state statutes. *Ref: SDA § 850*

SCHOOL CALENDAR

School calendars will be determined by the Board of Education and the administration. Scheduled holidays will be designated in the school calendar and shall not count as workdays. *Ref: SDA § 321*

SECURITY SYSTEM

A comprehensive security system has been installed in all school buildings and the Bus Garage. Employees may be required to set the building's security system if they are the last person to leave or to deactivate the system if they are the first person to report on any given day. Directions and security procedures are posted next to the alarm control panel in each building. Confidential pass codes are issued to each employee to verify authorization to be in a building in case of an alarm.

SEVERANCE FROM EMPLOYMENT

An employee's employment relationship shall be broken and terminated by:

- termination pursuant to the terms of this Handbook and/or the employee's individual contract;
- voluntary resignation;
- retirement;
- nonrenewal of the employee's contract, (only applicable to employees where nonrenewal rights are provided under the Wisconsin statutes);
- failure to return to work following recall from layoff within ten (10) calendar days of receipt of notice to do so;
- failure to return to work the day following the expiration of an authorized leave of absence; and job abandonment.

STAFF CONDUCT/MISCONDUCT

The Board expects all employees to strive to maintain a positive and constructive learning atmosphere for students. In addition to the guidelines included in Board policy, all employees are expected to adhere to the ethics standards required by State statutes. Any employee who has engaged in misconduct as specified by State statutes shall be reported to the State Superintendent of Public Instruction. *Wis. Stats. §19.42, 19.59, 115.31, SDA §522.3 and 522.4*

STAFF TRAVEL

Car travel in the district shall be reimbursed at the latest IRS rate. Travel outside of the district must have prior administrative approval.

STAFF TRAVEL (out of state and out of country)

During the COVID-19 pandemic, it is recommended that staff who have traveled out of the state of Wisconsin (with the exception of Minnesota) quarantine at home and away from work for 14 days following their return. It is also recommended that staff who have traveled outside of the United States quarantine for 14 days following their return.

SUMMER ASSIGNMENTS

The District will determine if there is summer work to be performed beyond the normal hours of regular full-time and regular part-time school year and twelve-month employees. All available summer work as determined by the District shall be posted in school buildings for a minimum of three (3) working days.

Current employees who accept a temporary position (including summer positions) in their department will be paid at their current rate of pay, excluding shift differentials. Current employees who accept a temporary position (including summer positions) in another department will be paid at the Level 1 (Entry) hourly wage for that department. District employees who worked in a temporary summer Custodial position in 2012

will be paid at the Level 4 Custodial rate. Employees hired from outside of current District staff will be paid at the established Substitute pay rate.

Temporary summer custodial employees will be entitled to take up to five (5) days of unpaid leave during summer shift and must work the five days prior and five days after July 4th holiday in order to receive holiday pay.

TECHNOLOGY/EQUIPMENT USE

The School District of Amery provides access to many kinds of technology, including a computer network with Internet Access. Students, staff and community members are restricted to activities that promote the instructional mission of the school district. At all times the users of technology are expected to act in a responsible, ethical and legal manner in compliance with school district policy and state and federal law.

Individual users will be held accountable for their behavior and communication through the school district's computer network. Users must realize the Internet, social media and email services are public and not private in nature. The district reserves the right to monitor and access users' Internet and email activities. School employees must sign an agreement to access the Internet and e-mail. Misuse of the technology may result in disciplinary action, revocation of the user's account or legal action as appropriate. *Ref: SDA § 528, 529 and 865*

TELEPHONE USE

The Amery Board of Education believes that communication between the schools and families is of utmost importance. Telephones have been placed in buildings as a means of facilitating this line of communication. Voicemail boxes are available for staff use as a way to offset school interruptions. It is expected that staff members will not allow telephone conversations to interrupt school activities. Staff members are also expected to delete voicemail messages in a timely manner. The School District of Amery has the right to request reimbursement from staff members who are using District telephones for personal calls.

TIME CLOCKS

Time clocks are to be used by all support staff members and are located in each school and the Bus Garage. The District Office will issue a time card/ID number to each employee.

TOBACCO ON SCHOOL GROUNDS

The Board of Education recognizes that tobacco use has been shown to be linked to illnesses and disability and tobacco use is particularly addictive to children and youth. Therefore, in compliance with state law, the following policy on smoking and tobacco use is adopted: No official or staff member shall take action that might encourage a student to smoke or otherwise use tobacco products. There shall be no smoking or other use of tobacco products in any school building or on school premises owned by, rented by or under the control of the Board. This includes vehicles, offices, shops, warehouses or other enclosed structures at any time, day or night, and applies during non-school events as well as during school-sponsored events. *Ref: SDA § 831*

TRAVEL & EXPENSE REIMBURSEMENT

Staff may be reimbursed for itemized and documented travel expenses provided such expenses are related to the employee's duties as expressed in the contract with the employee. Only those items for which there is itemized documentation may be reimbursed. However, at its discretion, the board may pay such expenses on a per-diem basis as long as such does not exceed the amount permitted for state employees. Authorized travel mileage shall be reimbursed at the current IRS mileage rate.

VIDEO CAMERAS IN BUILDINGS AND BUSES

Video cameras are used at all times for security purposes in all buildings. Employees are expected to be aware that video recordings may be used as evidence for any discipline or legal action. Buses will have cameras recording in an unannounced procedure.

VIOLENCE/BULLYING IN THE WORKPLACE

Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.

An employee who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

1. If an emergency exists and the situation is one of immediate danger, the employee shall contact the local law enforcement by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect him/her from immediate harm, such as leaving the area.
2. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or his/her designee as soon as possible.

An employee who has received a restraining order, temporary or permanent, against an individual, who may impact the employee at work (e.g. verbal or physical contact or proximity has been prohibited or restricted), shall immediately supply a copy of the signed order to his/her supervisor. The supervisor shall provide copies to the other appropriate supervisors and inform other employees on an as-needed basis.

The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation, but may need to disclose results in appropriate

circumstances; (e.g., in order to protect individual safety or to conduct an adequate investigation). The District will not tolerate retaliation against any employee who in good faith reports workplace violence.

VISITORS TO SCHOOLS

All building visitors shall be required to register at the building office, state the purpose of the visit, and wear a visitor badge in plain sight at all times while in the building or on school grounds. The following are exceptions to the above:

- A. Persons who are in the building at the specific invitation of the district and are working with a district employee.
- B. Parents or citizens who have been invited to visit the school as part of a scheduled open house or special day.
- C. Individuals who are attending a scheduled performance by a school class, team, or group.
- D. Members of the community wishing to visit a class must obtain approval of the classroom teacher and the building principal and must make arrangements one day prior to the visit.
- E. Visitors other than custodial parents or guardians wishing to visit a specific student must provide written permission from the custodial parent or guardian and obtain approval from the building principal one day prior to the visit.

School personnel encountering any non-employee not wearing a visitor badge shall ask them to report to the office for registration. If a person refuses, the employee shall notify the building principal, or his or her designee, who may then call the police for assistance. *Ref: SDA § 860*

WAGES & OTHER FORMS OF COMPENSATION

Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages for one year at a time. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer. Employers may bargain with units comprised exclusively of public safety employees on any term or condition of employment, including any form of compensation.

WEAPONS PROHIBITION

Firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Licensed peace officers who are serving in their official capacities are the only persons excepted from this prohibition. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: *Ref: WIS. STAT. §119.25, 120.13(1), 941.235, 948.60, 948.605, 948.61, SDA §833*

WORK SCHEDULES

Work schedules shall be established for each employee that include clearly stated shift start and end times, break times (as applicable) and lunch time (as applicable). Supervisors may adjust work schedules as needed. Employees are expected to report for work in accordance with their work schedule. Consistently late arrivals or early departures will be addressed with the employee and may lead to disciplinary action. Time clock rounding is not intended to provide an opportunity for authorization of late arrivals or early departures.

Employees who work more than forty (40) hours per week during a given week shall receive one and one-half (1 1/2) times their regular pay for work beyond forty (40) hours per week. The employees agree that all reasonable overtime assignments will be accepted. No employee shall be regularly scheduled to work more than 40 hours per week, excluding custodians who work on weekend rotations. Employees who have schedules that require them to travel between buildings shall remain on the time clock and will be reimbursed for their mileage at the latest IRS rate.

Employees shall be scheduled to work the first full day of in-service and one-half of their regularly scheduled hours of a second day of in-service prior to the first day of school. Paraeducators shall be scheduled to work the first and second days of August in-service.

Custodial employees scheduled to work the day shift are required to report 30 minutes earlier than their normal work schedule if snow removal is necessary. Employees called in to work on an emergency basis, as determined by the District Administrator, shall be paid for a minimum of two hours, and those called in outside of their regular work shift shall be paid for a minimum of one hour, or time worked, whichever is greater.

WORKPLACE PROTECTIONS

Responsibility to Report: It is the responsibility of each and every employee to immediately report to his/her immediate Supervisor any and all health and safety issues, discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job. Such conduct includes conduct by employees toward other employees, by employees toward students and by members of the public toward employees which relates to their work.

Definition of Protected Class: State and Federal law prohibits discrimination and harassment based on any protected class including age, race, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, for use or non-use of lawful products off the employer's premises during non-working hours.

Definition of Harassment and Acts of Discrimination: Harassment and acts of discrimination to be reported by employees can include:

1. Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of his/her protected status.
2. Any attempt to penalize or punish a person because of his/her protected status.
3. Creating an offensive and hostile working environment for a person because of his/her protected status, including sexual harassment.

Reports and allegations of workplace harassment and/or discrimination will be subject to investigation by management as soon as reasonably possible. If an employee is found to be responsible for harassment or other discriminatory conduct, then appropriate disciplinary action may be

taken, up to and including a termination from employment. However, such action cannot be taken if management is not first made aware of the complaint.

An employee who has a harassment, discrimination or retaliation complaint should report the complaint in writing to his/her immediate Supervisor. The allegations should provide sufficient information and detail so that the Supervisor can thoroughly investigate the complaint. Upon receiving a written employee report of harassment, discrimination, or retaliation, the Supervisor will investigate the complainant's allegations.

If the Supervisor is the object of the complaint, then the employee should report the complaint in writing to the District Administrator. The allegations should provide sufficient information and detail so that the District Administrator can thoroughly investigate the complaint. Upon receiving a written employee report of harassment, discrimination or retaliation, the District Administrator will investigate the complainant's allegations.

If the District Administrator is the object of the complaint, then the employee should report the complaint in writing to any member of the Board of Education. That board member shall immediately report the complaint to all other board members. The allegations should provide sufficient information and detail so that the Board of Education can thoroughly investigate the complaint. Upon receiving a written employee report of harassment, discrimination or retaliation, the Board of Education will investigate the complainant's allegations.

An investigation may include interviewing other employees, speaking with the complainant, interviewing members of the public and reviewing documents such as emails, letters or memos. Based upon the investigation's outcome, the Supervisor/District Administrator/Board of Education, respectively, will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken by the employer.

WORKPLACE SAFETY

Any unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to your immediate supervisor. Should a hazardous situation exist, safety concerns always take precedence over continuing operations. Any employee who identifies new ways to increase workplace safety should make these recommendations known to their immediate supervisor.

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment. Employees should know the following:

- Location of fire alarms;
- Location of fire extinguishers;
- Evacuation routes; and
- Whom to notify in case of fire

Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken. Injury means physical harm to an employee caused by accident or disease in the performance of duties by the employee. Performance of duties means duties performed within the employee's authorized scope of employment and performed in the line of duty.

Wisconsin Statute § 101.055 requires the Wisconsin Department of Commerce to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by federal Occupational Safety and Health Administration (OSHA). A District employee who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the District to conduct an internal review of the matter. Furthermore, the employee may request the Wisconsin Department of Commerce to conduct an inspection.

The District shall not discriminate against or discharge any employee for exercising any right afforded by this section. An employee may file a grievance using the policy and procedures found on the District website. The employee may, in his/her discretion also file a complaint with the state Division of Equal Rights within thirty (30) days if the employee believes a violation of the first sentence of this paragraph occurred. See WIS. STAT. § 101.055; Public Employee Safety and Health, available at:

<http://commerce.wi.gov/sb/docs/SB-PubSectSafEmployeePoster9301.pdf>

WORKSPACES, INCLUDING DESKS, LOCKERS, ETC.

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom.

Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked except as provided for in this Handbook.

WORK STOPPAGE

Employees of the District shall not engage in, condone, assist or support any strike, slowdown, or sanction, or withhold in full or in part any services to the District. In the event of a violation of this Section, the District may take whatever disciplinary action it deems appropriate up to and including discharge.

Revised: April 2019
May 18, 2020
August 17, 2020

2020-2021 SCHOOL DISTRICT OF AMERY SUPPORT STAFF COMPENSATION & BENEFITS

This listing of compensation and benefits for support staff employees is a supplement to the current Support Staff Handbook. Information within this document is effective as of July 01, 2020.

COMPENSATION

The Board will determine the salary schedule and the availability of level movement for employees based on the financial needs of the District. With Board approval, employees in good standing will move according to the years of service listed in the table below.

Employees moving from one job category to another will be placed at the wage in their new category that is closest, but not less than, their current wage. From that point forward, movement on the scale will take place after the employee successfully completes the number of years required to move to the next level within the new category.

	Job Categories							
	Para Educator	Food Service	Custodian	Secretary	Mechanic	Computer Technician	Van Driver	Clubhouse
Level 1/Sub Pay (entry level)	\$12.35	\$12.05	\$13.52	\$14.85	\$17.65	\$17.05	\$14.59	\$11.55 / \$12.08
Level 2 (after 1 year)	\$13.58	\$13.26	\$14.76	\$16.10	\$18.97	\$18.26	\$15.43	\$13.29
Level 3 (after 2 years)	\$14.40	\$14.07	\$15.61	\$16.94	\$19.80	\$18.92	\$16.33	\$14.62
Level 4 (after 4 years)	\$16.75	\$16.36	\$17.89	\$19.25	\$22.20	\$20.31	\$17.27	\$15.35
Level 5 (after 5 years)	\$17.08	\$16.69	\$18.25	\$19.64	\$22.64	\$20.72	\$17.62	\$15.66
Level 6 (after 10 years)	\$17.42	\$17.02	\$18.61	\$20.03	\$23.10	\$21.13	\$17.97	\$15.97
Level 7 (after 15 years)	\$17.77	\$17.36	\$18.98	\$20.43	\$23.56	\$21.55	\$18.33	\$16.29
Level 8 (after 20 years)	\$18.18	\$17.71	\$19.36	\$20.84	\$24.03	\$21.98	\$18.69	\$16.62
Level 9 (after 25 years)	\$18.49	\$18.06	\$19.75	\$21.25	\$24.51	\$22.42	\$19.07	\$16.95
Position Pay Differentials: The following support staff positions will receive additional hourly pay as indicated: Cook: \$0.50/hour Lead Cook: \$1.00/hour Clubhouse Lead Teacher: \$0.75/hour								

Bus Driver			
Daily Route Base Pay	\$64.46/day	+ Mileage	0–29.9 miles \$0.2440/mile
			30–34.9 miles \$0.2830/mile
			35+ miles \$0.2927/mile
Extra Driving	\$14.45/hour		
Trainings/Meetings	\$13.16/hour		
Substitute Bus Pay	\$40.00/trip		

Longevity Pay

Longevity pay for support staff (all job categories including bus drivers) is based on total years worked in the District, regardless of job category. Once employees qualify for longevity pay, they will receive a payment annually no later than June 20th following each completed year worked.

10 years = \$50 20 years = \$150
15 years = \$100 25 years = \$200

DEDUCTIONS FROM PAYROLL

It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the District's Bookkeeper, who can assist you in understanding the information that is required in order to investigate the matter. The District is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed and the District will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

DIRECT DEPOSIT PAYMENT METHOD

Direct deposit statements are available via Skyward Employee Access on each pay day. Direct deposit changes may be made after giving notice in writing. Each employee shall, with each electronic payroll deposit slip, receive information on the employee's salary received. In addition to the above, each employee shall have access to electronic records indicating the number of accumulated days of leave remaining to the employee's credit.

EMPLOYEE PAYROLL DATA

Employees are expected to contact their supervisor and/or the District Office if any changes occur in their name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

FLEXIBLE SPENDING ACCOUNT (FSA)

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account (FSA) under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) for eligible employees. Eligibility is available to employees scheduled to work thirty (30) or more hours per week and have worked for the District for at least six (6) months. Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administering agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§ 105, § 106, § 125 and § 129). Funds remaining in individual plans at the end of a period of three months after the last day of the plan year will be returned to the District.

HEALTH EXAMINATIONS

Health examinations required by the state of Wisconsin and/or District shall be conducted at the Amery Regional Medical Center, with the actual cost to the employee being paid by the District. Actual costs for health examinations will be reimbursed by the District upon submission of original invoice or insurance explanation of benefits.

PAYROLL DATES

Payrolls will be issued bi-monthly, on or before the 5th and 20th of each month. If the 5th or the 20th falls on a weekend or a holiday, pay will be issued on the workday prior to the weekend or holiday.

SALARY DEFERRALS:

Tax Sheltered Annuities (TSA)

The District will maintain a TSA program without regard to the employee's current or former employee's contribution amounts. Employees shall have the opportunity to participate in the District's Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money through salary deferral in annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an —Investment Vehicle). The purchase of the annuity will be optional for the individual employee.

Voluntary Deductions

Employees who voluntarily wish to have deductions from their pay may do so in accordance with established District guidelines.

SHIFT/POSITION PAY DIFFERENTIAL

Lead Cooks will be paid an additional \$1.00 per hour and Cooks will be paid an additional \$.50 per hour immediately upon their appointment to these positions. Clubhouse Lead Teachers will be paid an additional \$.75 per hour. The immediate Supervisor retains the right to assign these positions.

When an employee covers an absence/leave for another employee within his or her own department, the employee shall be paid an hourly rate based on his or her regular wage rate, following shift/position differentials as applicable.

An employee who assumes a position due to the absence of another employee who qualifies for and receives a shift/position pay differential shall, after two (2) weeks in this responsibility position, receive the pay differential for that position.

BENEFITS

HOLIDAYS

- Twelve (12) month employees will be eligible for the following paid holidays at their regular daily earnings: New Year's Eve Day, New Year's Day, Memorial Day, Good Friday, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve Day and Christmas Day.
- Employees whose Letter of Appointment from the District covers more than ten (10) months will be eligible for the paid holidays listed above, except the Fourth of July.

- Nine (9) and ten (10) month employees will be eligible for the following paid holidays at their regular daily earnings: Labor Day, Thanksgiving Day, Christmas Day, Good Friday, New Year's Day (½ Day), Memorial Day.

All work performed on a holiday or Sunday will be paid at the rate of time and one-half.

If the above-listed holidays fall on a day when the employee is not regularly scheduled to work, including Saturday or Sunday, the holidays shall be celebrated on the prior Friday, the following Monday, or as determined by the District Administrator. If the regular pay date falls on a weekend or a holiday, paychecks will be deposited on the workday prior to the weekend or holiday.

Temporary summer employees who have worked the five (5) workdays immediately preceding and the five (5) workdays immediately following the July 4th holiday will be paid for that holiday at their normal summer workday wage.

INSURANCES

1. **DENTAL INSURANCE** - The Board will provide dental insurance to eligible employees. Eligibility is available to employees scheduled to work 30 or more hours per week or who have averaged 30 or more hours per week in the established one-year look-back period. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. The employee contributions are based on hours worked as follows:
 - Employees scheduled to work 2023 to 1432 hours per year will pay 12% of the premium.
 - Employees scheduled to work 1431 to 1252 hours per year will pay 35% of the premium.
 - Employees scheduled to work 1251 to 1074 hours per year will pay 40% of the premium.

If premiums are increased because of additional coverage or industry experience after the initial rates are received, employees shall pay the increased costs.
2. **DISABILITY INSURANCE** - The Board will provide long-term disability insurance to eligible employees. Short-term disability insurance is available to eligible employees as an employee-paid option. Eligibility for long-term or short-term disability insurance is available to employees scheduled to work thirty (30) or more hours per week.
3. **HEALTH INSURANCE & COBRA** - The Board will provide health insurance to eligible employees. Eligibility is available to employees scheduled to work 30 or more hours per week or who have averaged 30 or more hours per week in the established one-year look-back period. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board in accordance with applicable state and federal regulations. The employee contributions are based on hours worked as follows:
 - Employees scheduled to work 2023 to 1432 hours per year will pay 12% of the premium.
 - Employees scheduled to work 1431 to 1252 hours per year will pay 35% of the premium.
 - Employees scheduled to work 1251 to 1074 hours per year will pay 40% of the premium.

Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding. For additional details regarding coverage and premium contributions, contact the Bookkeeping Office.

4. HEALTH INSURANCE – "PAYMENT IN LIEU OF"

Employees who are eligible to participate in the District's health insurance plan, and who voluntarily waive coverage for the school year, are eligible to receive a \$4,000 benefit credit in lieu of health insurance. The payment will be made via payroll no later than July 5th of the school year for which coverage was waived, and the payment will be subject to normal income taxes. If for any reason the employee does not complete the full school year of employment, or the employee elects to participate in the "payment in lieu of" health insurance plan after October 1st of the school year, the contribution will not be provided by the District at the end of that school year.

By opting for the in lieu of payment, employees acknowledge that they fully understand the implications of waiving medical coverage, and recognize that they will not have another opportunity to enroll in the plan until the annual open enrollment period, unless the employee experiences a qualifying event as defined by the company's health plan documents. Employees who decline coverage for themselves or their dependents (including spouse) because of other medical coverage may in the future be able to enroll themselves or their dependents in this plan, provided that they request enrollment within 30 days after the other coverage ends. In addition, if an employee has a new dependent as a result of marriage, birth, adoption, or placement for adoption, they may be able to enroll themselves and their dependents in the District's health insurance plan provided that they request enrollment within 30 days after marriage, birth, adoption, or placement for adoption.

Employees who opt for the in lieu of payment must have medical insurance coverage from another source and cannot go without medical insurance. As proof of alternate medical insurance, employees must provide a copy of their alternate medical insurance ID card to the District Office. Payment of the cash in-lieu benefit will not be made until such proof has been provided.

5. **HEALTH SAVINGS ACCOUNT**

The District will contribute to the employee’s health savings account. The District will make a contribution of \$1,200 for a single insurance plan and \$2,400 for a family insurance plan. The employee may make contributions of their own. The total contribution to a health savings account is capped at a maximum set by the Internal Revenue Service (IRS). Please note that the District contribution to the employee health savings account is determined by whether the employee is full-time or part-time. A part-time employee will receive less.

6. **LIABILITY INSURANCE** – The District will pay the full cost of employee liability insurance. *Ref: SDA § 780*

7. **LIFE INSURANCE** - The District will pay 40% of the premium for eligible employees. Eligibility is available to employees scheduled to work thirty (30) hours or more per week. Plans to provide additional life insurance are also available at employee cost.

8. **VISION INSURANCE** – The District will provide vision insurance to eligible employees as an employee paid option. Eligibility is available to employees scheduled to work thirty (30) hours or more per week.

9. **WORKER'S COMPENSATION COVERAGE** - All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the business office and building administrator prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor and the District Bookkeeping office within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The employee shall fill out a Worker’s Compensation Form.

If any employee is injured while performing duties for the District, the District shall continue to provide worker's compensation insurance, and the employee will be compensated in the following manner:

- A. The employee will receive his/her worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave. The District shall pay the employee the difference between the Worker's Compensation payment prescribed by law and the regular salary, to the extent and until such time as such employee has used up his/her accumulated Personal Leave Time. Personal Leave Time deductions shall be prorated so as to agree with the portion of the daily rate paid by the District. Any loss of time under which an employee is eligible for Worker's Compensation Insurance and Personal Leave Time, shall not be compensated by the two claims at a rate greater than the employee's actual daily earnings. Any amounts greater than this daily rate received by the individual shall be reported promptly to be considered for payment.

Some types of injuries suffered while at work may not be covered by worker’s compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

- A. Injuries because of a self-inflicted wound
- B. Injuries sustained because of an employee’s horseplay.
- C. Injuries sustained while an employee does an activity of a strictly private nature.

REIMBURSEMENT FOR LICENSES, CERTIFICATIONS AND TRAININGS

Bus Drivers who have completed one full calendar year of employment with the District will be reimbursed for the cost of the subsequent renewal of their CDL School Bus Endorsement. The District shall be responsible for obtaining and paying any fees associated with a bus driver's driving record abstract.

All employees who are directed to attend approved workshops or required to attend training in their field of work shall be reimbursed for attending these workshops/ training for actual costs incurred including wages, meals, lodging, mileage, and registration fees.

EEN Aides who have completed a probationary period will be reimbursed by the District for the cost of their initial DPI certification and each renewal as required by the District to receive State and Federal education aids. Failure to maintain credentials will result with the requirement that the employee pay all fees associated with the reinstatement of those credentials.

RETIREMENT OR SEPARATION OF EMPLOYMENT - PERSONAL LEAVE TIME PAYOUT

Employees who are actively employed when they retire and who are at least age 56 with at least fifteen (15) years of service to the District shall be paid \$90 per day (prorated for the employee’s work schedule, based on an 8-hour workday) for each day of accumulated leave, up to a maximum of one hundred (100) days.

PLT days may not be used in conjunction with an impending retirement or separation of employment except when PLT days are needed for a certified medical reason. Employees planning to retire shall inform the District at least forty (40) workdays prior to the planned date of retirement. The PLT payout will be issued to the retiree within thirty (30) days following the date the retirement becomes effective.

UNIFORMS

Employees working in the School Nutrition and Custodial departments will be provided with work shirts that are to be worn when on duty. Employees must notify their immediate Supervisor if a shirt is damaged and needs to be replaced.

WISCONSIN RETIREMENT SYSTEM

Employee Contribution: Once eligible for coverage under WRS, coverage is mandatory, and an employee may not "opt out" of WRS. Employers and employees are required to pay "one-half of the actuarially required contributions." Employee contributions are pre-tax.

LEAVES & ABSENCES

EMPLOYEE ABSENCE AND SUBSTITUTES

When an employee is to be absent from school and a substitute is needed, it is the responsibility of the employee to call the District's designated substitute caller. If possible, such notification should be made the evening prior to the time of absence, or before 6:00 a.m. This will help to provide time for obtaining a substitute.

LEAVE RECORDS – AVAILABLE VIA ERMA

All records of employee leave can be found on the ERMA (Skyward Employee Access) link on the District's website.

LEAVES - FAMILY, MEDICAL & MILITARY

The District will abide by all current FMLA and WFMLA rules in place.

Eligibility:

- Federal: Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours of service over the previous 12 months.
- State: Employees are eligible if they have worked for a covered employer for more than 52 consecutive weeks, for a minimum of 1,000 paid hours.

Basic Leave Entitlements - Family & Medical

- Federal: Up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:
 - For incapacity due to pregnancy, prenatal medical care or childbirth;
 - To care for the employee's child after birth, or placement for adoption or foster care;
 - To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
 - For a serious health condition that makes the employee unable to perform the employee's job.
- State: On a calendar year basis, the following unpaid, job-protected leave is available:
 - Up to 6 weeks per 12-month period for the birth or adoption of a child;
 - Up to 2 weeks per 12-month period to care for a child, spouse, parent or parent-in-law, domestic partner or domestic partner's parent who has a serious health condition;
 - Up to 2 weeks per 12-month period for the employee's serious health condition.

Basic Leave Entitlements - Military

- Federal: Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status may use their 12-week leave entitlement to address certain "qualifying exigencies";
 - Eligible employees may take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

Any employee who is interested in taking a family/medical/military leave should contact the District Office for further information about your rights and responsibilities under both laws.

Emergency Family Medical Leave Act (EFMLA)

EFMLA requires that certain employers provide up to 10 weeks of paid, and 2 weeks unpaid, emergency family and medical leave to eligible employees if the employee is caring for his or her son or daughter whose school or place of care is closed or whose child care provider is unavailable for reasons related to COVID-19.

LEAVES – JURY & COURT DUTY

Jury Duty is a non-accumulative paid leave for as much time as is required for an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or workdays. An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will provide a copy of the check received from serving on the jury to the District Administrator and/or his/her designee and will keep any travel expenses received. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury or court duty directly related to his/her employment with the District will not be deducted from sick leave or other leave time the employee has earned or will earn in the future.

LEAVES – PERSONAL LEAVE TIME

All employees will receive Personal Leave Time (PLT). Personal Leave Time is to be used for any issues that require an employee to be absent on a scheduled workday and may be used in half- or whole-day increments. Each employee will start the year with the balance of PLT remaining from the previous year and will earn, upon completion of the month worked, one day for each month scheduled for the upcoming school year (i.e. nine month employees would earn nine days, 12-month employees would earn twelve days), beginning July 1 through June 30 of each year. Employees may not use more than the number of PLT days that have been earned. If employees leave their employment with the District during the first year having used more PLT days than the number earned during their employment, their final paycheck shall be adjusted to reflect a deduction for the excess days used. Employees are allowed to accumulate up to one hundred (100) days of PLT.

Employees may use any PLT or vacation time available for scheduled days called off by the District that will not be made up at a later date and which would result in lost wages.

EMPLOYEE PAID SICK LEAVE ACT (effective through December 31, 2020)

The Emergency Paid Sick Leave Act (EPSLA) enables employers to keep their workers on their payrolls, while at the same time ensuring that workers are not forced to choose between their paychecks and the public health measures needed to combat the COVID-19 virus. Through EPSLA, a staff member who is not able to work due to one or more of the reasons below qualifies for 10 days (up to 80 hours) of paid leave. One day of EPSLA sick leave is equivalent to the employee's typical scheduled workday. For example, if the staff person is typically scheduled for four hours of work per day, he or she is eligible for 10 days of leave at four hours per day for a total of 40 hours of paid EPSLA leave.

EPSLA leave will be granted when one or more of the following reasons are met:

- The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19 that specifically prevents the employee from working.
- The employee has been advised by a health care provider to self-quarantine because of concerns related to COVID-19.
- The employee has symptoms of COVID-19 symptoms and is seeking (or has sought) a medical diagnosis.
- The employee is caring for another individual who is subject to quarantine or has been advised by a health care provider to self-quarantine related to COVID-19.
- The employee is caring for his or her child(ren) because their school or childcare provider is closed or unavailable because of COVID-19. The employee must certify that no other suitable person is available to care for the child(ren) during the period of requested leave. If child is over 14, the employee must further certify that there are special circumstances that require the employee to care for that child.

An employee who is unable to work due to one or more of the reasons listed above, and has exhausted their 10 days of paid EPSLA leave, will continue to be paid their normal rate of pay by the District for their regularly scheduled hours. Employees will not be required to use sick days or personal days for COVID-19 related absences that meet the criteria above unless the absence is the result of a quarantine due to personal travel out of the state (with the exception of Minnesota) or personal travel out of the country. If a school closure becomes necessary, the Board of Education will determine how payroll will be executed for support staff.

LEAVES - UNPAID LEAVE OF ABSENCE

An unpaid Leave of Absence that may be needed outside of established FMLA/WFMLA guidelines and procedures may be granted for the current school year with no guarantee of re-employment. Requests for unpaid leaves of absence shall be made in writing to the District Administrator, who may bring the request to the Board for consideration. Requests denied by the District Administrator may be brought to the Board for consideration. Requests to continue a leave of absence into the following school year must be submitted in writing to the District Administrator, who may bring the request to the Board for consideration.

LEAVES - VACATION

Full-time employees scheduled to work twelve (12) months shall accrue vacation at the following rate:

- After one (1) full year worked, Five (5) days of Vacation
- After two (2) full years worked, Ten (10) days of Vacation
- After twelve (12) years worked, Fifteen (15) days of Vacation
- After twenty (20) years worked, Twenty (20) days of Vacation

Vacation time shall be credited based on the total number of years of District experience in a twelve (12) month position in all departments combined.

All vacation requests must be submitted, in writing, a minimum of two (2) days prior to the date of the vacation, to the employee's immediate supervisor or the District Administrator for approval or denial. The District may change vacation requests if it determines that the needs of the District cannot be met without the employee's presence. Vacation days must be used during the year during which they are earned.

Accrued vacation will be paid out within thirty (30) days following separation from employment.

Revised: May 20, 2019
May 18, 2020
August 17, 2020

School District of Amery Board of Education

**Resolution to Participate in
WIAA Co-Curricular Activities**

The School District of Amery Board of Education gives their consent for District student-athletes and coaches to participate in WIAA co-curricular activities beginning on August 17, 2020.

The Amery Board of Education understands that the WIAA has rearranged fall sports activities in consideration of the safety for our student-athletes and coaches. Towards this end, the Board agrees that the District will comply with all safety measures set into place by the WIAA for fall sports activities.

Further, the Amery Board of Education asserts that the District will follow the guidance of the WIAA and Middle Border Conference regarding the fall sports schedule and tournament series.

Signed the 17th day of August 2020

Chelsea Whitley, School Board President
School District of Amery

Date

Dale Johnson, School Board Clerk
School District of Amery

Date