

SCHOOL DISTRICT OF WESTFIELD

SUPPORT STAFF HANDBOOK



AUGUST 2023

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INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for regular full-time and part-time support staff employees including custodial, maintenance, mechanic, school secretaries, health aides, LMC aides, teacher aides and cooks, but excluding any seasonal, temporary, or limited-term employees. Support staff employees also excludes any professional, supervisory, or managerial employees. The provisions described herein are some of the terms and conditions governing employment in the School District of Westfield and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and procedures, as well as rules and regulations of the School District of Westfield. It has been prepared to acquaint all support staff members with these policies and procedures, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District. However, this handbook is not intended to be all-inclusive. There are additional policies, laws, and rules that affect employment, including those set forth in Board policy or any applicable job descriptions.

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

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

DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's support staff employees are employed "at-will", and employment is not for any definite period, unless otherwise provided by individual contract or Board policy. Termination of employment for employees "at will" may occur at any time, with or without notice, and with or without cause, at the option of the District or the employee.

Furthermore, any staff member who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with Policy 4139-Staff Discipline.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies and procedures, rules, or regulations given to employees, whether verbal or written. This Handbook's provisions are subservient to and does not supersede the provisions set forth in Board policies. In case of direct conflict between this Handbook and any individual contract, the individual contract shall control.

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

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

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Brenda Dahlke
Curriculum Coordinator
608-296-2141 ext. 1010
N7046 County M
Westfield, WI 53964
brenda.dahlke@westfieldpioneers.org

David Moody
High School & Middle School Principal
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The Board will provide reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the

District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

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

- Policy 4122 Nondiscrimination and Equal Employment Opportunity
- AG 4122 Nondiscrimination and Equal Employment Opportunity
- Policy 4122.02 Nondiscrimination Based on Genetic Information of the Employee
- Policy 4123 Section 504/ADA Prohibition Against Disability Discrimination in Employment
- AG 4123 A – Section 504/ADA Prohibition Against Disability Discrimination in Employment

ANTI-HARASSMENT POLICY

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

For purposes of anti-harassment, "School District community" means an individual subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members, agents, contractors, or other persons. "Third party" includes, but is not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the District, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

The Board will vigorously enforce its prohibition against harassment based on sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, arrest record, conviction record, or other protected group status., which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to employee, male-to-female, female-to-male, male-to-male, or female-to-female.

If a support staff employee has questions regarding Anti-Harassment or how to file a complaint regarding harassment, (s)he should contact the COs above or refer to the policies below.

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

- Policy 4362 Employee Anti-Harassment,
- AG 4362 Employee Anti-Harassment

JOB DESCRIPTIONS

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

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

HIRING OF RELATIVES (NEPOTISM)

The District has established clear rules regarding the employment of relatives (nepotism) that can be found in the district hiring practices or under Board Policy 4120.11.

IMMIGRATION REFORM ACT COMPLIANCE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all support staff employees. For more information regarding this compliance, please refer to the District Office or Administrative Guidelines, including AG 4111B.

CONFLICT OF INTEREST

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

- Policy 4210 Staff Ethics

OUTSIDE ACTIVITIES OF SUPPORT STAFF

It is imperative that employees avoid situations in which their personal interests, activities, and associations may conflict with the interests of the

District. If a support staff employee is involved in an activity that threatens a support staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the support staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, support staff employees should review the following: Policy 4231 - Outside Activities of Support Staff and AG 4231 Outside Activities

COMMUNICATIONS AND SUGGESTIONS

Support staff employees should contact their immediate supervisor with comments and suggestions concerning work methods and operations. See AG 4179 – Staff Concerns

POLITICAL ACTIVITIES

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

- AG 4231A – Outside Activities

TITLE IX NON DISCRIMINATION

The District does not discriminate on the basis of sex in violation of Title IX in any of the programs and activities it operates. Title IX's mandate not to discriminate extends to students, employees, and other persons in all aspects of any of the District's operations, including employment and student enrollment. Inquiries about how Title IX applies to the District may be made to the District's Title IX Coordinator, the Assistant Secretary at the U.S. Department of Education, or both.

The Board designates and authorizes individuals to oversee and coordinate its efforts to comply with Title IX and its implementing regulations.

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The District has adopted a grievance procedure and process that provides for the prompt and equitable resolution of complaints by employees, students and other individuals alleging any action in violation of Title IX and/or its implementing regulations. The grievance procedure and process are included in board policy. The policies address how to report or file a Complaint of Sexual Discrimination or a Formal Complaint of Sexual Harassment, and how the District will respond. See Policy 2260 and 2266

EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

The Board establishes the specific categories of employment by which staff are identified as members of the support staff. For further details contact the District Office or refer to the district hiring handbook procedure.

WAITING PERIOD

Support staff employees will not be entitled to certain benefits until they have completed a 90 working day waiting period satisfactorily. Paid holidays, sick, personal, and funeral leave are made available to support staff employees on the first (1st) of the month following completion of ninety (90) individual calendar days of employment.

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of support staff members and grant access to inspect or review those records in accordance with Policy 8320 – Personnel Records and State law.

PERSONNEL FILE RECORD CORRECTION

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

PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of support staff member evaluation.

This program shall recognize the purpose of promoting individual job performance and improving services to students. The evaluations shall be consistent with the following:

- A. Applicable State Statutes
- B. Policy 4220 – Staff Evaluation

STUDENT SUPERVISION AND WELFARE

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

For the Board's expectations with regard to student supervision and welfare, refer to Policy 4213 - Student Supervision and Welfare.

ASSIGNMENT AND TRANSFERS

The District Administrator is responsible for the assignment of all support staff members. Any assignment is at the discretion of the District Administrator, which may include consideration of the needs of the students, school, or the District; any legal requirements; or certification requirements. Assignments will be made in accordance with Policy 4130 – Assignment and Transfer.

Further, support staff members may be transferred between schools at the discretion of the District Administrator, which may include consideration of the needs of the students, the school or District; any legal requirements, or certification requirements.. Transfer will be made in accordance with Policy 4130 – Assignment and Transfer.

STAFF DISCIPLINE

Support staff discipline and required investigations regarding potential wrongdoings of a support staff member shall be consistent with Policy 4139 – Staff Discipline

REDUCTION IN STAFF

The Board may abolish support staff positions and/or reduce the support staff as circumstances warrant, consistent with Board policy. Such support staff reductions will be made in compliance with Policy 4131 – Reduction in Staff and AG 4131 Reduction in Staff.

RESIGNATION AND TERMINATION

RESIGNATION

A support staff member may resign by filing a written resignation with the District Administrator.

TERMINATION

Employment may be terminated by the District Administrator as he/she deems appropriate. Policy 4140 – Termination and Resignation

Employees will receive compensation for unused sick leave paid out at \$50 per accrued day (minimum 54 days, maximum 90 days for 12 month employees) (minimum 36 days, maximum 60 days for school year employees) upon resignation or retirement in the form of a cash contribution to a health savings account or similar account for the purchase of health care. The employee must have at least (20) years of service to the district on the date of resignation or retirement. Policy 4432 - Employee Sick Leave.

EMPLOYEE PAY AND BENEFITS

PAY PERIODS

Pay periods are bi-weekly on Fridays. If a bank holiday is on Friday, payment will be the last banking day prior to that holiday.

BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action. Policy 4425-Benefits.

LIST OF BENEFITS

HEALTH INSURANCE

Health Insurance will be provided to eligible support staff members on the 1st of the month following the date of hire, who are employed .75 FTE (30 hours per week) or more, in accordance with the District's group Health Plan. The District will pay part of the premium contribution for eligible employees, as determined by the District. The District premium contribution will be prorated based on percentage of employment. Support staff participating in the district health insurance will have their premium deducted consistent with the District's plan, as permitted by law and the District. Policy 4419 - Group Health Plans

LONG TERM DISABILITY INSURANCE

Long Term Disability Insurance will be provided to eligible support staff members after a 90 days waiting period if they are regularly scheduled to work 20 hours per week or more in accordance with the group LTD plan. District premium contribution will be 100%.

LIFE INSURANCE

Life Insurance will be made available to eligible support staff after a 90 days waiting period if they are regularly scheduled to work thirty (30) hours or more

per week. The amount of insurance on the life of each employee shall be equal to his/ her annual wages. The amount of the insurance will reduce to sixty-five percent (65%) of the amount identified in the preceding sentence at age sixty-five (65) and to twenty percent (20%) of the amount identified in the preceding sentence at age seventy (70). The District shall pay 100% of the basic premium amount determined by the insurance company.

All staff hired on or after January 1, 2017 will only be offered the Life Insurance associated with WRS.

RETIREMENT

Retirement contributions to an individual account with VOYA or another account as determined by the District will be provided to support staff members after a 90 day waiting period. The District will contribute a rate equal to the annual WRS Employer contribution rate.

All new employees, hired on or after January 1, 2017, will automatically be on WRS and will not be offered any other retirement contribution . New employees will need to meet the WRS hours worked requirements to be eligible for WRS.

FLEX PLAN

A flexible spending account for health insurance premiums, dependent care and medical expenses will be made available to support staff. The flexible spending plan will be in accordance with all federal and state regulations and will require an annual election form for dependent care and medical expenses for participation in the plan. Policy 4425 – Benefits

LEAVES OF ABSENCE (extended leave)

Any staff member may request a discretionary voluntary leave of absence from employment by the Board. All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave.

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

Leaves will be granted in accordance with Policy 4430 - Leaves of Absence.

PAID TIME OFF

A staff member may request leave for the qualifying circumstances. Those circumstances include:

A. Sick Leave –

1. School year support staff members will receive 10 sick days per school year, accumulative to (60) days. Twelve month support staff members will receive 12 sick days per year, accumulative to 90 days. Sick leave is allocated at the beginning of each fiscal year – July 1st. Staff hired

during the year will receive a prorated amount on the first day of employment. Accumulated sick leave will not be paid upon termination or separation from the District, except as permitted as set forth above.

2. Except as otherwise required by law and as approved by the District, sick leave shall be paid for any absence from work due to the following:
 - a. Personal illness or injury of the employee
 - b. Illness or injury of an employee's child under the age of 18 or over the age of 18 if the child is a "child with a disability" as set forth in Wisconsin Stat. § 115.76(5)
 - c. Serious health condition of a spouse, child or parent
 - d. Medical or dental appointments for the employee and/or child that cannot be scheduled outside of the employee's regularly scheduled work hours
3. Except as otherwise provided by law, the following definitions apply:
 - a. Child means a natural, adopted, foster, or treatment foster child, a stepchild or a legal ward who is less than 18 years of age or the individual is 18 years of age or older and cannot care for himself or herself because of a serious health condition.
 - b. Parent means a natural parent, foster parent, treatment foster parent, adoptive parent, step-parent, or legal guardian of an employee or an employee's spouse.
 - c. Spouse means an employee's legal husband or wife.
4. In order to be eligible for sick leave with pay, the employee must:
 - a. Make every effort to report the reason for absence from work to their supervisor in a timely fashion. Contact the building principal for specific protocol.
 - b. Keep the District informed, when requested, as to his/her condition.
 - c. A doctor's note will be required from an employee based on concern regarding sick leave abuse.
 - d. An employee returning from illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination at the expense of the Board or furnish a medical doctor's certificate of health prior to returning to work in order to safeguard the health of the students and fellow employees.
5. Policy - 4432-01 - Employee Sick Leave Pool

B. Personal Leave

1. Employees receive 3 days of paid personal leave annually. Accumulated but unused personal leave will not be paid out upon termination or separation from the District.
2. Requests for leave must be submitted to the supervisor.
3. No more than two (2) employees from the same employee group per building may take personal leave on the same day.

C. Funeral Leave

Employees receive 3 days of paid funeral leave annually for a member of the employee's immediate family (spouse, child, sibling, parent or parent-in-in

law or grandparent). Employees may use personal leave to attend the funeral of family members not specifically identified in this provision. The use of leave is expressly for the purpose of attending service or making arrangements for service prior to such service.

D. Jury duty - An employee called to jury duty shall be provided paid leave when such duty occurs during the employee's work hours. If called for jury duty, staff will be paid the difference between their wage and their compensation for such duty. Staff shall notify the principal or direct supervisor immediately upon receipt of the summons for jury duty.

E. Family and Medical Leave

In accordance with Federal and State law, the Board will provide family and medical leave to support staff, pursuant to Policy 4430.01. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy.

Under the FMLA, if the staff member satisfies the eligibility requirements, above, s/he is entitled to a total of twelve (12) work weeks of leave in a fiscal year for any of the reasons stated in the law and applicable policy. Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a fiscal year as follows:

- A. a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C. a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law.

F. Military Leave - Support staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with law. Policy 4431

G. Vacation - 12 month employees

1. The District shall award earned paid vacation to regular full-time support staff employees on July 1, of each year, in accordance with the following schedule:
 - Five (5) days after one (1) year
 - Ten (10) days after two (2) years
 - Fifteen (15) days after eight (8) years
 - Twenty (20) days after sixteen (16) years
 - Twenty-five (25) days after twenty-five (25) years
2. Employees who begin work in the District on any other date other than July 1 shall receive prorated credit in the calculation of earned paid vacation based on their first date of employment.
3. Employees, who move from one regular full-time support staff employee position to another such position, shall receive prorated credit for all prior years of service for the purpose of calculating earned paid vacation as a regular full-time support staff employee.
4. Employees must have their use of earned paid vacation approved in advance by the supervisor.
5. Earned paid vacation shall be used in the year it is awarded. Accumulated but unused vacation will not be paid upon termination or separation from employment.

H. Holiday pay will be granted as follows:

6. All regular school-year support staff employees will be granted six (6) paid holidays: Labor Day, Thanksgiving, Christmas Day, New Year's Day, Good Friday and Memorial Day.
7. All regular full-time support staff employees will be granted ten (10) paid holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Day after Thanksgiving, Christmas Eve Day, Christmas Day and New Year 's Eve Day.

A paid holiday, for pay purposes, shall consist of the employee's normally scheduled work day hours. In order to receive holiday pay, the employee must be present or excused from work on the scheduled working day immediately preceding the holiday, and the scheduled working day immediately following the holiday. For the purposes of this section, "excused from work" shall include being off work due to vacation, sick leave, funeral leave or jury duty. In the event that sick leave is used on the scheduled working day preceding and/or after the holiday, medical verification shall be required.

Work Performed on a Holiday: Should an employee be required to work during a holiday, pay shall be at one and one half times (1 ½) their regular rate of pay.

Holidays Falling on Weekends: Except as otherwise designated by the District, in the event a holiday falls on a Saturday, the preceding Friday shall be considered the holiday and if the holiday falls on Sunday, the following Monday will be considered the holiday.

Other leaves will be granted pursuant to Policy 4431-Employee Leaves

WORKING CONDITIONS AND HOURS OF WORK

DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for staff members.

When on duty, support staff members are expected to dress in a manner that is consistent with the expectations described in Policy 4216 Support Staff Dress and Grooming.

HOURS OF WORK (Seven day work week is Sunday – Saturday)

Scheduled Hours of Work: The Employer will identify regularly scheduled hours for a support employee, but the District may change the regularly scheduled hours of work for each employee at its discretion.

No non-exempt employee may perform work for the District outside of his/her regular schedule without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment. Policy 3120.

Break and Lunch Period: Custodians who are regularly scheduled to work eight (8) hours per day shall receive two (2) fifteen minute paid breaks (plus a one-half hour unpaid lunch). Teacher assistants, LMC assistants and secretaries who are regularly scheduled to work seven (7) or more hours per day shall receive two (2) fifteen minute paid breaks or one 30 minute paid lunch, subject to the discretion of the District. All other employees regularly scheduled to work four (4) or more hours per day shall receive one (1) fifteen minute paid break.

OVERTIME (Seven day work week is Sunday – Saturday)

All hours worked over forty (40) hours in one (1) week shall be paid at time and one-half (1½) of the employee's regular hourly wage. All building checks on weekends and holidays shall be paid at time and one-half (1½). Overtime must be assigned by the supervisor. Working overtime without approval may lead to discipline.

No overtime eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment. Policy 3120.

USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by employees will be in accordance with the Administrative Guidelines. Policy 7530 – Lending of District-Owned Equipment

USE OF PERSONAL PROPERTY AT SCHOOL

Employees may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

TRAVEL EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any support staff member of the district incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

- Policy 4440 – Job-Related Expenses

SAFETY AND HEALTH

SMOKING

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

- Policy 4215 - Use of Tobacco by Support Staff

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Business Office. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

EMPLOYEE COMMUNICATION & TECHNOLOGY

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

Staff use of the District's Network will be governed by Policy 7540.04– Staff Network and Internet Acceptable Use and Safety and the related Administrative Guidelines.

Users have no privacy expectation in the content of their personal files and records of their online activity while on the Network.

EMAIL

When available, the District's e-mail system must be used by employees for any official District email communications.

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving emails that constitute a public record or student record and emails that are subject to a litigation hold, and purging all other emails that have been read.

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

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

Employees should be aware of the framework for the proper use of e-mail established in Policy 7540.06 – Electronic Mail and Administrative Guidelines regarding e-mail.

SOCIAL MEDIA

In accordance with Policy 1213 – Student Supervision and Welfare and Policy 4213 - Student Supervision and Welfare, support staff members shall not engage students in social media and online networking media, such as Facebook, Twitter, MySpace, etc.

CELL PHONES

All staff are prohibited to use a cell phone while operating a vehicle on district business.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District and on school buses. Wherever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed. Policy 7440.01

EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with Policy 4139–Staff Discipline

GRIEVANCE PROCEDURE

Each support staff member of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust as provided in Policy 4340.

DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event.

Wherever possible, a staff member should take prescribed medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken in private, out of the view of students.

The use of marijuana and/or products containing tetrahydrocannabinol (THC), other than products expressly excluded from the definition of a schedule drug (hemp-derived CBD oil, etc.), is still prohibited under Wisconsin law and Board policy. Use of such products even in states which have passed state laws permitting usage is still unlawful under Federal law and Wisconsin law and is not an exception to the drug-free workplace policy. CBD products are prohibited on District grounds and at school events.

Any staff member who violates Policy 4122.01 – Drug-Free Workplace shall be subject to disciplinary action in accordance with Policy 4139 – Staff Discipline and Administrative Guidelines.

EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received, read, and will comply with the **School District of Westfield Employee Handbook for Support Staff** and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Support Staff may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the Employee Handbook for Support Staff and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is "at-will," and that my employment may be terminated at any time for any reason, with or without cause, and with or without notice, unless otherwise provided by individual contract and consistent with Board Policy.

Print Name

Employee Signature

Date