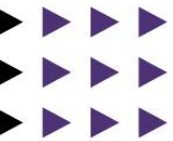
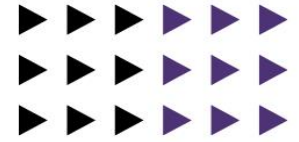


RIVER RIDGE SCHOOL DISTRICT



EFFECTIVE JULY 1, 2023

# EMPLOYEE HANDBOOK

## EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge that I have received and read the River Ridge School District Employee Handbook and understand the provisions contained herein. I understand that the terms described in the Employee Handbook may be altered, modified, changed, or eliminated by the District at any time, with or without prior notice.

I further understand that the Employee Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied.

**Adopted by the River Ridge School District Board of Education on June 21, 2023**

PRINT FULL NAME: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

(This signed form document will be kept in the district office. After the employee ceases employment with the District, the District will maintain this record pursuant to its records retention schedule, or if none, for a period of no less than seven (7) years)

**TABLE OF CONTENTS**

**GENERAL HANDBOOK INFORMATION**

Mission and Vision Statement ..... 4

**EMPLOYMENT LAW**

Nondiscrimination and Equal Employment Opportunity ..... 5  
Genetic Information Nondiscrimination Act ..... 5  
Discrimination and Equal Employment Opportunity Complaints ..... 6  
Fair Labor Standards Act ..... 7  
Family and Medical Leave Act..... 7  
Immigration Law Compliance ..... 7  
Employee Anti-Harassment..... 7  
Bullying..... 8  
Title IX..... 8  
USDA Nondiscrimination Statement..... 9

**EMPLOYMENT PRACTICES AND EXPECTATIONS**

District Expectations ..... 10  
Bulletin Boards ..... 10  
Code of Ethics ..... 10  
Child Abuse and Neglect Reporting ..... 11  
Communications Acceptable Use Policy..... 11  
Confidentiality..... 13  
Conflict of Interest ..... 13  
Contracts and Conflict of Interest ..... 14  
Copyright..... 14  
Criminal Background Checks ..... 14  
Criminal Background Checks – Obligation to Report Criminal Record..... 15  
Crowdfunding ..... 16  
Delineation of Rights..... 16  
Drug Free Workplace ..... 16  
Emergency Closing..... 17  
Employee Evaluations ..... 18

## TABLE OF CONTENTS

Expense Allowances .....	18
Fraud.....	18
Grievance Procedure.....	18
Outside Activities of Professional Staff .....	18
Personal Appearance/Dress Code .....	18
Personnel Files .....	19
Personnel File Record Correction .....	19
Physical Exam.....	19
Severance from Employment .....	19
Use of District Property/Facilities for Private Purposes .....	20
Whistleblower .....	20
Worker’s Compensation .....	21
Workplace Safety.....	21
Violence in the Workplace .....	21

### **EMPLOYEE CLASSIFICATIONS & BENEFITS**

Job Classifications/Job Descriptions .....	25
Pay Periods .....	26
Leave Days and Accumulated Sick Leave .....	26
Unpaid Leave .....	28
Absence from Work/Duty to Report.....	28
Vacation .....	28
Holidays .....	29
Jury Duty .....	29
Military Leave .....	29
Health Insurance .....	30
Dental Insurance .....	30
Vision Care.....	30
Wisconsin Retirement System (WRS).....	31
Life Insurance.....	31
Long Term Disability Insurance .....	31
Flexible Benefits Plan .....	31

**TABLE OF CONTENTS**

Elective 403(b) Plan ..... 31  
Other Voluntary Payroll Deductions ..... 31

**POSITIONS IN THE DISTRICT**

Hours and Schedules ..... 32  
Resignations and Retirements ..... 32  
Contract Release ..... 33  
Job Vacancy/Transfer ..... 33  
Staff Reduction..... 34  
Job Assignments ..... 34  
Calendar ..... 34  
Instruction/Staff Development/ Field Trips & Activities ..... 34  
Training and Education Reimbursement ..... 35  
Salary and Wages ..... 36  
Additional Compensation for Teachers ..... 38

### MISSION STATEMENT AND VISION STATEMENT

The River Ridge School District will strive to provide a safe, challenging environment for each individual student by promoting excellent staff development, encouraging meaningful parent involvement and earning strong community support through honesty, integrity and open communication.

The River Ridge School District believes that its employees are among its most important assets. This employee handbook will provide you with some of the information you will find helpful as an employee of the River Ridge School District. It is important that you be familiar with and understand the information contained in this handbook.

This handbook is provided for informational purposes only and is intended to provide a general overview. Nothing in this handbook is to be interpreted to create an express or implied contract, covenant, promise or representation between the District and you. There is no employment agreement intended or implied by this handbook.

The Board reserves the sole right to add, change, withdraw, or revoke any or all policies or practices at any time for any reason, with or without advance notice. The Board will review the handbook at least annually, or as needed. If employment-related issues arise that are not specifically addressed in this handbook, in Board policy, or by reference to state or federal law, or in the event an emergency and/or extenuating circumstances arise that require an immediate response, the District Administrator shall have the authority to address or respond to the matter.

Where benefits and other specific matters are addressed in any written employment contract signed and approved by the Board or its authorized designee, they are governed by the contract to the extent it applies. Except where there is express language in a contract that conflicts with the language in this handbook, this employee handbook supersedes and replaces any and all previously stated policies and practices, oral or written representations, or statements of the District including, but not limited to, those contained in any handbooks or correspondence.

This handbook is intended to be used and read in conjunction with existing Board policies. While a number of Board policies are expressly included or referenced in this handbook, the fact that other policies are not specifically included or referenced in this handbook does not affect their applicability or enforceability.

All employees are expected to conduct themselves in a professional manner at all times.

### **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The River Ridge School District Board of Education does not discriminate on the basis of race, color, religion, national origin, age, sex (including gender 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 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, 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 legally protected category in its programs and activities including employment opportunities. (Policy 1422, 3122, and 4122)

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy. (Policy 1422, 3122, 4122, 3123, 4123 Nondiscrimination and Equal Employment Opportunity. Federal laws Title IX, 34 C.F.R. 106.9, Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106.)

The board designates the following individuals to serve as the District's Compliance Officers:

Amy Jones  
Student Services Coordinator  
11165 County Highway P  
Patch Grove, WI 53817  
[jonesam@rrsd.k12.wi.us](mailto:jonesam@rrsd.k12.wi.us)  
608-994-2715 #302

Bill Hannah  
Elementary Principal  
11165 County Highway P  
Patch Grove, WI 53817  
[hannahbi@rrsd.k12.wi.us](mailto:hannahbi@rrsd.k12.wi.us)  
608-994-2715 #102

### **GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)**

In accordance with Title II of the Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff, et seq., and 29 C.F.R. Part 1635 ("GINA"), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with GINA, applicants and employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with

the exception that family medical history may be provided as part of the certification process for FMLA leave, or when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application for employment process. Employees and applicants for employment shall not be penalized for providing genetic information in good faith in response to a request from a District employee or agent, unless that applicant or employee refuses to delete the information at the request of the employee or agent of the District. (Policy 1422.02, 3122.02, 4122.02)

**District Compliance Officers:**

Amy Jones  
Student Services Coordinator  
11165 County Highway P  
Patch Grove, WI 53817  
[jonesam@rrsd.k12.wi.us](mailto:jonesam@rrsd.k12.wi.us)  
608-994-2715 #302

Bill Hannah  
Elementary Principal  
11165 County Highway P  
Patch Grove, WI 53817  
[hannahbi@rrsd.k12.wi.us](mailto:hannahbi@rrsd.k12.wi.us)  
608-994-2715 #102

**Discrimination And Equal Employment Opportunity Complaints**

Reports and complaints may be reported to the District Compliance Officers

Amy Jones  
Student Services Coordinator  
11165 County Highway P  
Patch Grove, WI 53817  
[jonesam@rrsd.k12.wi.us](mailto:jonesam@rrsd.k12.wi.us)  
608-994-2715 #302

Bill Hannah  
Elementary Principal  
11165 County Highway P  
Patch Grove, WI 53817  
[hannahbi@rrsd.k12.wi.us](mailto:hannahbi@rrsd.k12.wi.us)  
608-994-2715 #102



## **FAIR LABOR STANDARDS ACT**

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act [FLSA]. Notification of rights under the FLSA may be found at [https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/Digital\\_Reference\\_Guide\\_FLSA.pdf](https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/Digital_Reference_Guide_FLSA.pdf) (Policy 6700)

## **FAMILY AND MEDICAL LEAVE**

It is the policy of the River Ridge School District to comply with all applicable state and federal laws concerning child-rearing, personal illness or family illness leave. Leaves provided by the District which are taken for the same reasons as leaves covered by the FMLA are not in addition to leave provided under the FMLA. If leave qualifies for family or medical leave under both the federal and state laws, the leave used counts against the employee's entitlement under both state and federal FMLAs concurrently. Leave covered by the FMLA will be deducted from the annual entitlement under the FMLA. The River Ridge School District will follow a twelve month rolling calendar for calculating FMLA leave.

If an employee is eligible for leave under the Federal Family and Medical Leave Act, the District will require the employee to substitute any earned or accrued vacation or personal days to which the employee is entitled, for child rearing or family illness leave provided under the Federal Law and thus convert the unpaid leave into paid leave. Also, the District will require employees to substitute any sick leave to which the employee is entitled, for personal illness leave provided under Federal Law, and thus convert the unpaid leave into paid leave. When paid leave is substituted for unpaid leave under Federal Law, the substitute leave will be counted as leave taken under the Federal Law. (Policy 1630.01, 3430.01, 4430.01)

## **IMMIGRATION LAW COMPLIANCE**

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work at other times prescribed by applicable law or District policy.

## **EMPLOYEE ANTI-HARASSMENT**

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.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, 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 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or nonuse of lawful products off the District's premises during

non-working hours, 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 (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that 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, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. (Policy 1162, 3362, 4362)

## **BULLYING STATEMENT**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors, such as stalking, cyberbullying, intimidating, menacing, coercing, name calling, taunting, making threats and having. (Policy 5517.01)

### **District Compliance Officers:**

Amy Jones  
Student Services Coordinator  
11165 County Highway P  
Patch Grove, WI 53817  
[jonesam@rrsd.k12.wi.us](mailto:jonesam@rrsd.k12.wi.us)  
608-994-2715 #302

Bill Hannah  
Elementary Principal  
11165 County Highway P  
Patch Grove, WI 53817  
[hannahbi@rrsd.k12.wi.us](mailto:hannahbi@rrsd.k12.wi.us)  
608-994-2715 #102

## **TITLE IX**

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities. (Policy 2266)

The Board designates the following individuals to serve as the District's Title IX Compliance Officers:

Amy Jones

Student Services Coordinator

11165 County Highway P

Patch Grove, WI 53817

[jonesam@rrsd.k12.wi.us](mailto:jonesam@rrsd.k12.wi.us)

608-994-2715 #302

Bill Hannah

Elementary Principal

11165 County Highway P

Patch Grove, WI 53817

[hannahbi@rrsd.k12.wi.us](mailto:hannahbi@rrsd.k12.wi.us)

608-994-2715 #102

### **USDA NONDISCRIMINATION STATEMENT (POLICY 8500)**

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender status, change of sex, sexual orientation, or gender identity), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### DISTRICT EXPECTATIONS

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook and legal obligations.

The District expects employees to comply with the standards of conduct set out in Board policies, this Handbook, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment. The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board policies, work rules, job descriptions, terms of this Handbook and legal obligations.

### BULLETIN BOARDS

The Employer 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. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about 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.

### CODE OF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. Recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. Represent accurately their qualifications;
- C. Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. Seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. Keep in confidence legally-confidential information as they may secure;
- F. Ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. Avoid accepting anything of value offered by another for the purpose of influencing judgment;
- H. Adhere to the policies of the Board;

- I. Refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

## **CHILD ABUSE AND NEGLECT REPORTING**

Any school employee who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for in school board policy 8462.

## **COMMUNICATIONS ACCEPTABLE USE POLICY**

### **Purpose**

Employees are expected to use their computers in a professional and business-like manner. While the District encourages and supports employee use of computer systems as a means of improving productivity, certain restrictions are necessary to avoid improprieties, ensure that established standards are met, and maintain appropriate security of computerized data.

Computers, computer files, any e-mail system, and software furnished to employees are District property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

Employees are required to abide by the federal copyright laws and to abide by all licensing agreements.

### **Inappropriate Uses**

The following is a list of prohibited behaviors or uses of the District's computer systems and resources. Engaging in these behaviors or using the District's computer systems in an otherwise inappropriate manner will result in disciplinary action.

The display, printing, or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Using the District's computer systems or knowingly allowing another to use the District's systems for personal profit, commercial product advertisement or partisan political purposes. The e-mail system may not be used to solicit anyone for commercial ventures, religious or political causes.

Infringing on third party copyrights or other intellectual property rights, license agreements or other contracts; for example, illegally installing or making available copyrighted software.

Inappropriate copying, modifying, distributing, transmitting or displaying files or other data or information resources.

Sharing your user ID or password with any other person. If you do share your user ID or password with another person, you will be responsible for the actions of that other person.

Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction.

Use of systems and/or networks in attempts to gain unauthorized access to remote systems.

Decryption of system or user passwords.

Unauthorized copying of system files.

Intentional attempts to "crash" network systems or programs.

The willful introduction of computer "viruses" or other disruptive/destructive programs into the organization network or into external networks.

Sending anonymous e-mail messages.

Employees shall not install software onto any computers or equipment, including their individual work computers or the network. All software installations, even free software from the Internet, will be installed at the direction or with the consent of the appropriate administrator. Any unlicensed software or personal software may be deleted without notice to the employee.

### **E-mail**

E-mail (electronic mail) plays an increasingly significant role in our communications. Along with the benefits of e-mail, come increasing risks and responsibilities.

All other District policies apply to e-mail, even if e-mail is not specifically mentioned in those policies. Examples include the data retention policy as well as various sections of the personnel policy.

Violation of these policies may result in the cancellation of the violator's e-mail account and may be grounds for disciplinary action up to and including termination of employment.

The e-mail system is to be used for matters directly related to the business activities of the District.

E-Mail is a public record like any other public document. As such, specific classifications of e-mail shall be retained according to the District's Records Management Policy. E-mail may be searched for

evidence in any legal proceeding. By using the e-mail system, the employee consents that authorized representatives may review any messages on the system, may use any information for any legitimate business, legal or disciplinary purpose and may disclose or disseminate such messages to appropriate third parties.

Users are responsible for the security of their e-mail account password and any e-mail that is sent via their account. To protect accounts against unauthorized use, take the following precautions:

- A. Protect the e-mail account before leaving the computer unattended if there is any possibility someone else could use the system. If an e-mail account is left open, and someone else uses it, it will appear as if the message was sent from the original user and the user will be held accountable.
- B. Protect passwords against unauthorized use. The user is responsible for messages sent via their account. Correspondingly, do not read, use or tamper with someone else's account without their knowledge and consent. Unauthorized use of an e-mail account may be unlawful.
- C. "All Staff" or "Large Group" emails must be approved by administration prior to being sent. The email system is not for solicitation, selling items, or personal gain through a large scale email.

## **CONFIDENTIALITY**

Employees shall not disclose confidential information gained through their official position, except as authorized or required by law, nor shall they otherwise use such information for their personal gain or benefit. Particular attention and fidelity to student records disclosure is required of all employees in accordance with state and federal law and Board policy.

Employees shall not accept employment or engage in any business or professional activity, which they might reasonably expect, would require them to disclose or act upon the disclosure of confidential information acquired by them because of their official position. (Policy 8350)

## **CONFLICT OF INTEREST**

Employees may not use their public position or influence to gain unlawful benefits, advantages or privileges for themselves, for members of their immediate families, or for any other persons.

Persons and businesses with whom or with which an employee has significant fiduciary relationships may not enter into any contract with the District which is to be paid in whole or in part out of District funds unless the contract has been awarded through public notice, competitive bidding or any other process as provided for by law and is otherwise permitted by law.

No employee shall solicit, receive or agree to receive any compensation, gift, reward, gratuity or anything of value from any source except the District for any matter or proceeding connected with or related to the duties of the employee, unless otherwise provided by law. Gifts of nominal value for holidays or "thank you" gifts at the end of a school year are accepted. Compensation, gifts, rewards or gratuities that cannot practically be returned shall immediately be turned over by the employee to the office. All such compensation, gifts, awards or gratuities shall be considered District funds or District property.

Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time and not directly related to their employment by the District shall not be prohibited unless a conflict of interest exists.

The District recognizes that the substantial and continuous conflicting interests between District staff and private business representatives doing business with the District can often result in offers of something of value, i.e., meals, refreshments, transportation, etc. Employees shall decline such offers to avoid the interpretation that their official judgment or behavior may be influenced.

This prohibition does not include the acceptance of loans from banks or other financial institutions on customary terms of finance for personal use such as home mortgage loans or the acceptance of unsolicited advertising or promotional material such as pens and calendars, or the acceptance of an award for meritorious public or personal contributions or achievements. (Policies 1130, 3230, and 4230)

### **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. See Wis. Stats. § 946.13(1) (a) and (b).

### **COPYRIGHT**

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media. (Policy 2531)

### **CRIMINAL BACKGROUND CHECKS**

All applying for a position are required to file in writing, in advance of employment on forms provided by the District, a statement identifying whether the applicant:

- A. Has been convicted of a misdemeanor or felony in this state or any other state country; and
- B. Has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's



performance expectations, incompetence, and inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for termination of employment.

Additionally, all persons applying for any position shall be required to:

1. Agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks. (Policy 1421, 3121,4121)

### **CRIMINAL BACKGROUND CHECKS/CHARGES/CONVICTIONS FOR ACTIVE EMPLOYEES - OBLIGATION TO REPORT CRIMINAL RECORD**

All District employees shall notify his/her immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- A. crimes involving school property or funds;
- B. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. crimes that occur wholly or in part on school property or at a school-sponsored activity; The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:
  1. The nature of the offense;
  2. The date of the offense;
  3. The relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction. (Policy 1421, 3121,4121)

## **CROWDFUNDING**

The Board does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extra-curricular activities.

No crowdfunding site may use the name, logo, mascot, or any other name which would associate an activity with the District.

## **DELINEATION OF RIGHTS**

Management 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:

- A.** To direct all operations of the school system;
- B.** To establish and require observance of reasonable work rules and schedules of work;
- C.** To hire, promote, transfer, schedule and assign employees in positions within the school system;
- D.** To suspend, discharge and take other disciplinary action against employees;
- E.** To relieve employees from their duties because of lack of work or any other legitimate reason;
- F.** To maintain efficiency of school system operations;
- G.** 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;
- H.** To introduce new or improved methods or facilities;
- I.** To select employees, establish quality standards and evaluate employee performance;
- J.** To determine the methods, means and personnel by which school system operations are to be conducted;
- K.** To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- L.** To determine the educational policies of the District; and
- M.** To contract out for goods and services.

## **DRUG- FREE WORKPLACE**

The Board believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain a drug-free workplace.

## **Prohibited Acts**

The Board prohibits any member of the District's staff from any of the following at any time while on or in District property or while performing duties at a District-related activity or event:

- A.** manufacturing, possessing, using, distributing, dispensing, or being under the influence of any controlled substance or alcohol;
- B.** using, distributing, or possessing drug paraphernalia; or
- C.** unlawfully possessing, using, distributing, dispensing, or abusing a prescribed or over-the-counter medication.

Any staff member who violates this policy shall be subject to disciplinary action, up to and including termination from District employment in accordance with the Employee Handbook and District policies. In addition to disciplinary action, the District may, at its discretion, refer the staff member to drug and alcohol counseling or to employee assistance or rehabilitation programs and/or may refer the matter to law enforcement.

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements under the Drug-Free Workplace Act of 1988 and shall provide these to staff. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 3161 - Unrequested Leaves of Absence/Fitness for Duty. (Policy 3122.01 & 4122.01)

## **EMERGENCY CLOSING POLICY**

Although the District will make every effort to remain open on scheduled workdays, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, declared state of emergency, utility disruptions, natural disasters and terrorist actions. The following procedures will set forth employer and employee obligations regarding reporting to work, use of leave and pay issues when circumstances impact the District's ability to be open.

### **Procedures**

- A.** The District Administrator will have the authority to close District operations due to the circumstances listed above or any other circumstance that arises.
- B.** If the District is open, employees are expected to report to work on time as scheduled. Employees who are late or choose not to report to work will be expected to use vacation time or personal days as may be approved by their supervisor.
- C.** If District departments/offices are closed and employees are sent home or told not to report to work, the employees shall be compensated for the hours actually worked or as approved by administration.
- D.** Depending on the nature of the emergency, the District Administrator may elect to close certain offices/departments while others remain open.
- E.** Days or portions of days on which school is closed under this section will not be made up unless the number of student attendance days falls below the state minimum (currently 175 days). In

cases where days are made up, the employee will not receive additional compensation if they were already compensated for the day when the closing occurred.

## **EMPLOYEE EVALUATIONS**

Employees will be evaluated by their supervisor on the prescribed forms as established by the District. The supervisor will review the evaluation with the employee. The employee will be given the opportunity to add written comments following the supervisor's evaluation. The employee will be asked to sign the evaluation. The employee may request a copy of the evaluation. The original of the evaluation will be filed in the employee's personnel file. Evaluations may be conducted at such times as may be deemed appropriate by supervisors or the Board.

## **Expense Allowances**

Refer to policy number 6480.

## **FRAUD**

The Board is committed to protecting the financial assets of the District. Fraudulent behavior by School District employees, any contracted entity, or other individual will not be tolerated.

Fraudulent behavior includes, but is not limited to, theft, embezzlement, lying or providing false information to obtain a material benefit, including falsification of employee time records or other manipulation of time records to obtain compensation for time not worked, purchasing property for personal use with School Board funds, and inappropriate personal use of School Board property.

## **GRIEVANCE PROCEDURE**

The District has adopted a grievance procedure to resolve grievances by employees concerning discipline, termination and workplace safety. Refer to policies 3340 and 4340, Grievance Procedures)

## **OUTSIDE ACTIVITIES OF PROFESSIONAL STAFF**

The Board expects professional staff members to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the School District, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities. Staff members are expected to notify the District Administrator of their involvement in any outside organization, association, or the like if the staff member identifies him or herself as a staff member of the District as part of his/her involvement, or if the staff member will receive compensation for any outside activities (refer also to Policy 3230 - Conflict of Interest). (Policy 3231)

## **PERSONAL APPEARANCE/DRESS CODE**

The dress code for employees shall be as follows:

- A. Employees shall maintain a personal appearance which strengthens public respect for the teaching profession and for the River Ridge School District.
- B. Safety clothing and protective devices must be worn to comply with the standards and requirements of OSHA.

## **PERSONNEL FILES**

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in State law, to review the contents of his/her personnel file, at least two (2) times per calendar year, while in the presence of the administrator or his/her designee. The employee shall be entitled to have a representative accompany him/her during such review. This examination must be accomplished in the presence of the person officially charged by the District Administrator with custody of those files.

For further information see 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 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.

## **PHYSICAL EXAM**

The Board requires any candidate who has been offered employment in a position that involves contact with children or the preparation of food for children, as a condition of employment, to submit to an examination, including a tuberculosis screening questionnaire. Additional testing may be required to assure freedom from tuberculosis in communicable form.

The District Administrator may establish additional physical examination requirements for positions requiring particular demands or as may otherwise be required by law. Any fitness for duty examination shall be job related and out of necessity for safe and proper performance of job duties. (Policy 1460, 3160 and 4160).

## **SEVERANCE FROM EMPLOYMENT**

Severance from Employment As noted in school board policy 3140, and 4120 an employee's employment relationship shall be broken and terminated by:

- A. termination pursuant to the terms of this Handbook and the employee's individual contract [if any];
- B. voluntary resignation;
- C. retirement;
- D. non-renewal of the employee's contract, [only applicable to employees where nonrenewal rights are provided under the Wisconsin statutes];
- E. failure to return to work the day following the expiration of an authorized leave of absence; and
- F. Job abandonment.

## **USE OF DISTRICT PROPERTY/FACILITIES FOR PRIVATE PURPOSES**

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 key fob for building entry. District equipment borrowed for short-term use should be returned the first workday after project completion.

The Board of Education believes that the school facilities of this District should be made available for lawful non-school purposes, provided that such use does not interfere with use for school purposes, by school related groups, or for school-related functions. No non-school related group or entity may promote an activity to occur on school grounds under this policy in any manner that conveys the impression that the School District supports, endorses, or is a partner with the group or individual's cause.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible, individual, organization or a group of citizens and has been approved by the District Administrator.

## **WHISTLEBLOWER**

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative procedures. Pursuant to State law, the Board expects instructional staff members to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, instructional staff members are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the District Administrator.

After such a report is made, the immediate supervisor will ask that the report be put in writing.

Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made such a report based on a reasonable and good faith belief that the report is accurate and not based on the employee's intent to harm, harass, intimidate, or retaliate against another individual.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law

that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

If the alleged misconduct that is reported involves a Board member, the employee shall report to the District Administrator who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the District Administrator the employee shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by an instructional staff member pursuant to this policy, an investigation shall be commenced as soon as possible and shall be handled expeditiously. Policy 1211, 3211, 4211

## **WORKER'S COMPENSATION**

The District provides Worker's Compensation in conformance with state law.

## **WORKPLACE SAFETY**

### **Adherence to Safety Rules**

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:

- A. Fire safety is an essential element of having a safe working environment.
- B. Employees should know the following:
  - C. Location of fire alarms;
  - D. Location of fire extinguishers;
  - E. Evacuation routes; and
  - F. 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.

### **Protection of Staff**

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.

### **Notification of Safety and Health Standards**

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 under the Part I, section: Grievance Procedures of this Handbook and District to address the workplace safety issues as defined in subsection: Workplace Safety Definition for Grievance Procedure, below. 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 <https://dwd.wisconsin.gov/dwd/posters.htm>.

### **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: Wis. STAT. §120.13(1), 948.605, and 948.61. (Policy 3217/4217/5772/7217)

### **School Safety**

All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.

## **VIOLENCE IN THE WORKPLACE**

### **Expectations**

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.

### **Definitions as Used Under this Section**

- A.** Workplace Violence: Behavior in which an employee, former employee, contractor or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the District or under the direct supervision of the District.
- B.** Threat: A communicated intent to inflict physical or other harm on any person or property.
- C.** Intimidation: Behavior or communication that comprises coercion, extortion, duress or putting in fear
- D.** Court Order: An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including temporary restraining orders.



## **Prohibited Behavior**

Violence in the workplace may include, but is not limited to the following list of prohibited behaviors directed at or by an employee, supervisor or visitor:

- A. Assault or battery.
- B. Blatant or intentional disregard for the safety or well-being of others.
- C. Commission of a violent felony or misdemeanor.
- D. Dangerous or threatening horseplay or roughhousing.
- E. Direct threats or physical intimidation.
- F. Loud, disruptive, profane or obscene language or gestures that are clearly not part of the typical school district learning environment.
- G. Physical restraint, confinement.
- H. Possession of weapons of any kind on District property [please see Workplace Safety].
- I. Stalking.
- J. Any other act that a reasonable person would perceive as constituting a threat of violence.

## **Reporting Procedure**

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:

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.

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.

## **Investigation and Investigation Findings**

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.

## JOB CLASSIFICATIONS/JOB DESCRIPTIONS

**Class I** - Administration with DPI certification: Employees include District Administrator, Business Manager, Principal and Special Education Director.

- A. 12 month Full-time (261 days)
- B. Partial Year Full-time (193 – 240 days)

**Class II** - Professional Staff with DPI certification: Employees include Teachers, Guidance Counselors and Specialty Licensure employees.

- A. Full-time
- B. Permanent Part-time

Class II employee school year will include student contact days, paid holidays, professional in-service days, records days, work days, and P/T conference days with total not exceeding 183 days. Extra days above and beyond the 183 day teacher school year may be assigned on an individual per diem basis.

**Class III** - Administrative Secretary, Support Staff: Employees include Clerical, Custodial/Maintenance, Kitchen, and Aides.

- A. 12 Month Full-time (261 days)
- B. 10.5 Month Full-time (210 days)
- C. 10 Month Full-time (190 days)
- D. 9 Month Full-time (183 days)
- E. Permanent Part-time
- F. 12 Month Full-time (261 days/salaried)

**Class IV** - Temporary or Limited Term Part-time Employees: Employees include Co-curricular Coaches/Advisors, Vehicle Drivers, Event Workers, and all Substitutes.

**Note:** Rehired annuitants would be covered as per their negotiated contract.

## **PAY PERIODS**

### **Class I Employees**

Pay checks will be distributed/direct deposited twice monthly on the 15<sup>th</sup> and 30<sup>th</sup> or last business day prior should those dates land on a weekend or holiday.

### **Class II Employees**

Salary payments shall be made on the 15<sup>th</sup> and 30<sup>th</sup> or last business day prior should those dates land on a weekend or holiday. Teachers must take their paycheck in twenty-four equal installments. This policy begins on the 15<sup>th</sup> of September for every contract year. Each teacher must select the number of installments and their payroll deductions no later than September 1 of each year or as approved by administration. Payments made in twenty-four installments will commence September 15<sup>th</sup> and end August 30<sup>th</sup>.

### **Class III Employees**

All time cards should be in the District Office by 4:00 p.m. the day after the last working day in the pay period so that payroll personnel have sufficient time to prepare the payroll. Class III F will not need to turn in a time card for payroll. Salary payments shall be made on the 15<sup>th</sup> and 30<sup>th</sup> or last business day prior should those dates land on a weekend or holiday. Contract payments may be made in 24 equal installments with adjustments as reflected on the time cards. Each employee must set up payroll deductions no later than September 1 of each year or as approved by administration.

### **Class IV Employees**

All time cards should be in the District Office by 4:00 p.m. on the date that work is performed or the next business day except that long-term substitutes shall follow the procedure for Class III employees.

## **JOB BENEFITS**

All employees will be allowed to carry over unused and accumulated leave days. The carryover of unused vacation days is limited to no more than 10 unused vacation days for Class III A&F employees. Class IA employees will be allowed to carry over what is specified in their own individual contracts.

## **LEAVE DAYS AND ACCUMULATED SICK LEAVE**

At the beginning of each year, employees shall be credited with paid leave days to be earned during such school year. Employees shall be allowed to use leave in case they must be absent due to personal illness, illness in their family, bereavement reasons, personal reasons or reasons as may be required by the Wisconsin or Federal Family and Medical Leave law.

Except as required by law, leave must be taken in a minimum of ¼ day increments. Any employee obtaining leave benefits by fraud, deceit or falsified statements shall be subject to disciplinary action including, but not limited to suspension or dismissal. The District reserves the right to request medical verification for any leave time used for personal or family illness. At the beginning of each school year, each employee will have knowledge of the number of leave days accumulated from previous years, number of leave days due for the current year, and the total number of leave days available to the

employee for the current year. The specific number of days each employee has will be available in our employee portal software for each individual.

### **Leave Days and Accumulation Schedule**

- A.** Class IA, Class IIIA, and Class IIIF employees – 16 days per year accumulative to 90 days. (If hired before July 1, 2023, 120 days may be accumulated.)
- B.** Class IB and Class IIA employees – 13 days per year accumulative to 90 days. (If hired before July 1, 2023, 120 days may be accumulated.)
- C.** Class IIIB employees – 15 days per year accumulative to 80 days. (If hired before July 1, 2023, 110 days may be accumulated.)
- D.** Class IIIC employees – 13 days per year accumulative to 70 days. (If hired before July 1, 2023, 100 days may be accumulated.)
- E.** Class IIID employees – 12 days per year accumulative to 60 days. (If hired before July 1, 2023, 90 days may be accumulated.)
- F.** Paid leave will be pro-rated for permanent part-time Class II & III employees.
- G.** Class IV employees – no paid leave available

### **Rules Applied to Leave Days**

- A.** Application for such leave must be made to the immediate supervisor two (2) workdays before taking such leave, except in unforeseen circumstances.
- B.** The district reserves the right to allow no more than three (3) teachers be absent on leave on any one day.
- C.** The district reserves the right to allow no more than three (3) support staff be absent on leave on any one day.
- D.** Leave of five (5) consecutive days or greater will need to be pre-approved by administration and only one leave of five (5) consecutive days or greater will be approved per year. A second absence of five (5) consecutive days will either be unpaid or qualify for FMLA.

When an employee accumulates enough unused leave to enable them to end the year with more than their assigned accumulative days, they shall receive payment for each day not utilized in that year. This shall be paid to the employee upon the completion of their contract for that year according to the following schedule:

- ❖ Class I & II employees - \$50 per day
- ❖ Class III employees - \$40 per day
- ❖ Class IV employees – no paid sick leave available

Employees shall be allowed to use their accumulated leave, only after their leave days are exhausted, in case they must be absent due to personal illness, illness in their immediate household family (immediate household family defined as spouse, dependent children, or foster children assigned to the

home by the court), medical/dental appointments, medical appointments for those dependent on the employee or for such other reasons as may be required by the Wisconsin or Federal Family and Medical Leave law. In cases not defined above, the District Administrator will have the ability to approve accumulated leave.

**Note:** Employees hired before July 1, 2023 will be allowed to carry over all accumulated sick leave that they have obtained in the previous years.

## **UNPAID LEAVE**

Approval of leave without pay is dependent on circumstances in each case. Unpaid leaves for short term/long term disability and all leaves complying with the Federal or State Medical Leave law will be approved. Unpaid Leave will not be granted if the year's allowance of Leave Time still has a balance. If an employee takes an unpaid leave day, that is not for short/long term disability or FMLA, that employee will have this deduction taken from the employee's next pay:

- ❖ Class I employees = \$150.00 plus one day pay
- ❖ Class II employees = \$125.00 plus one day pay
- ❖ Class III employees = \$75.00 plus one day pay

## **ABSENCE FROM WORK - DUTY TO REPORT**

Any employee who is unable to report for work at the beginning of his/her workday shall notify the designated district sub contact at 608-621-5344, leaving a detailed message which includes: the reason for such absence, if a sub is needed, grade level, time needed (a.m. only, p.m. only, all day) and any other pertinent information. Notification should be made the night before such absence, if possible, or at least one hour before the commencement of the shift.

## **VACATION**

At the beginning of each year, Class IA, IIIA, and IIIF employees shall be credited with paid vacation days to be earned during such school year. Allowance for Class IIIA and IIIF employees accrues on the basis of 1/12th of the annual vacation allowance for each month of employment commencing each July 1. Annual vacation is based on the following schedule:

- ❖ Class IA employees – as per individual contract
- ❖ Class IIIA and Class IIIF employees – as per this schedule:

Employment	Vacation entitled to be
Year	taken during Year (July 1 – June 30)
1 <sup>st</sup>	1 Week
2 <sup>nd</sup> thru 6 <sup>th</sup>	2 Weeks
7 <sup>th</sup> thru 14 <sup>th</sup>	3 Weeks
15 <sup>th</sup> thru 19 <sup>th</sup> +	4 Weeks
- ❖ Class IB, II, IIIB, IIIC, IIID, IIIE, and IV employees – no paid vacation available

Vacation time shall not be cumulative, except that a maximum of 10 days may be carried over to the next employment year for Class IIIA and IIIF employees, so long as they are used on or before June 30 of the next fiscal year. Class IA employees will be allowed to carryover vacation time per their individual contract. The Board reserves the right to negotiate adjustments from this schedule with individual employees.

## **HOLIDAYS**

The following holidays shall be observed:

New Year's Day, Friday in Spring, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day. If the holiday lands on Saturday or Sunday, administration will determine which workday shall be observed as the holiday.

Paid holiday schedule:

- ❖ Class IA, IIIA, and IIIF employees will receive holiday pay for all ten observed days
- ❖ Class IB, IIA, IIIB, IIIC, and IIID employees will receive holiday pay for Labor Day, Thanksgiving Day and Memorial Day
- ❖ Holiday pay will be pro-rated for permanent part-time Class II & III employees
- ❖ Class IV employees will not receive holiday pay.

## **JURY DUTY**

All employees summoned for jury duty shall, at the employee's option, receive full pay while summoned for or serving on a jury on their regular work days up to 10 days per year. Any employee who exercises this option to receive full pay, must turn in to the District any compensation, excluding any mileage or meal allowance, received for such duty. On any day when an employee's jury service ends before the end of the employee's usual work day, the employee must check in with the district office to find out whether he or she needs to return to work for that day.

## **MILITARY LEAVE**

Employees shall be granted military leave in accordance with applicable federal and state laws.

## **INSURANCE**

All benefit plans and providers will be established and/or designated from time to time by the Board. The following are a list of the benefits offered by the Board, for all Class I, II, and III employees. Details of each benefit follows the listing:

- A. Health Insurance
- B. Dental Insurance
- C. Vision Insurance
- D. Long Term Disability Insurance
- E. Flexible Spending Account

- F. Life Insurance
- G. Employer Share of Wisconsin Retirement System Contributions
- H. Voluntary Employee Contributions to an Elective 403(b) Plan
- I. Other Voluntary Payroll Deductions as Approved by Administration

## **HEALTH INSURANCE**

All full-time Class I, II & III employees who meet the requirements of the health insurance plan shall have the option of participating in a group health insurance plan. The plan carrier and the level of the benefits offered shall be designated by the Board. Those employees who choose not to participate in the group health insurance plan waive their right to this benefit until such time as a change in circumstances or open enrollment permits an employee to commence participation. As of May 10, 2022, for Class I, II & III full-time employees, the Board pays the premium for single or family health insurance in the amount of **85%** of the monthly premium and each Class I, II, & III full-time employee covered by the group health insurance plan shall contribute **15%** of the monthly premium toward the cost of the plan (single or family) selected by the employee. The Board shall pay a pro-rated premium toward the cost of health insurance for Class IIB permanent part time employees employed at less than 75% based on the percent of one's work time compared to a full time equivalent position. Class IIIE employees contracted for less than 1165 hours per year will receive single or family health insurance pro-rated to 1440 hours per year with the employee contributing **an additional 12%** to the pro-rated health premium.

## **DENTAL INSURANCE**

All full-time Class I, II, & III employees who meet the requirements of the dental insurance plan shall have the option of participating in a group dental insurance plan. The plan carrier and the level of the benefits offered shall be designated by the Board. Those employees who choose not to participate in the group dental insurance plan waive their right to this benefit until such time as a change in circumstances or open enrollment permits an employee to commence participation. For Class I, II, & III full-time employees, the Board pays the premium for single or family dental insurance in the amount of **100%** of the monthly premium. The Board shall pay a pro-rated premium toward the cost of dental insurance for Class IIB permanent part time employees employed at less than 75% based on the percent of one's work time compared to a full time equivalent position. Class IIIE employees contracted for less than 1165 hours per year will receive single or family dental insurance pro-rated to 1440 hours per year.

## **VISION CARE**

All full-time Class I, II & III employees who meet the requirements of the vision insurance plan shall have the option of participating in a group vision insurance plan. The plan carrier and the level of the benefits offered shall be designated by the Board. Those employees who choose not to participate in the group vision insurance plan waive their right to this benefit until such time as a change in circumstances or open enrollment permits an employee to commence participation. For Class I, II, & III full-time employees, the Board pays the premium for single or family vision insurance in the amount of **100%** of the monthly premium. The Board shall pay a pro-rated premium toward the cost of vision insurance for Class IIB permanent part time employees employed at less than 75% based on the percent of one's work time compared to a full time equivalent position. Class IIIE employees contracted for less than 1165 hours per year will receive single or family vision insurance pro-rated to



1440 hours per year.

### **WISCONSIN RETIREMENT SYSTEM (WRS)**

The District participates in the Wisconsin Retirement System (WRS) and pays the actuarially determined employer contribution for those Class I, II, & III employees who are eligible to participate. Each eligible employee shall be required to contribute to the Wisconsin Retirement System an amount equal to one-half of all actuarially required contributions.

### **LIFE INSURANCE**

Class I, II, & III employees who participate in the Wisconsin Retirement System may also choose life insurance provided through Employee Trust Fund (ETF). Such life insurance includes a basic death benefit equal to one (1) times the employee's regular annual salary rounded up to the next highest one thousand dollars. The employee must pay the full premium cost for any basic, spouse & dependent, supplemental, or additional coverage they select. The District, in addition, will contribute an amount equal to 20% of the basic premium cost toward the total cost of the employee's participation in this state life insurance plan. Eligibility for this coverage is as required by the Employee Trust Fund.

The District has other group life insurance coverage available to Class I, II, & III employees who meet the eligibility criteria of working at least 20 hours per week or 720 hours per year. The benefit level of this plan is a minimum of \$10,000 or a maximum of one (1) times base annual salary with the District paying 100% of the premium.

### **LONG TERM DISABILITY INSURANCE**

Class I, II, & III employees working 600 hours or more per year are eligible for long term disability insurance with the District paying 100% of the premium. Covered benefits are payable at 90% of regular salary level following a sixty (60) calendar day elimination period.

### **FLEXIBLE BENEFITS PLAN**

The District provides a flexible reimbursement plan under the Internal Revenue Service Code Section 125 to all Class I, II, & III employees. The provision of this plan is contingent upon the continuance of this benefit under Internal Revenue Service Code Section 125. The flexible reimbursement plan may only be used for any eligible medical, dental, vision, and dependent care expenses under the provisions of Internal Revenue Service Code Section 125. An employee may contribute through payroll deduction to the flexible reimbursement plan an amount up to the maximum plan year contribution level allowed under the River Ridge Flexible Benefits Plan document. Each employee is responsible for filing their own claim for reimbursement with the third party administrator (TPA) designated by the District.

### **ELECTIVE 403(B) PLAN**

The District offers Class I, II, III, & IV employees the opportunity to make voluntary contributions to an elective 403(b) deferred compensation plan. Eligibility for participation is determined in the annual 403(b) plan eligibility notice. Only contributions with investment provider vendors approved in the District's 403(b) plan document will be allowed.

### **OTHER VOLUNTARY PAYROLL DEDUCTIONS**

Class I, II, & III employees may elect to have other voluntary payroll deductions with prior approval from administration.

## POSITIONS IN THE DISTRICT

### HOURS AND SCHEDULES

All full time Class I employees are expected to fulfill an eight (8) hour day between the hours of 7:00 a.m. and 5:00 p.m. All full time Class II employees are expected to be at work between the hours of 7:30 a.m. and 3:30 p.m. with an extra ten (10) minutes added to either the beginning or end of the day. Exceptions are:

- A. Teachers are not required to remain on Friday, or the last student contact day of the week, after students have departed on the buses.
- B. Teachers are not required to remain on the school premises after students have departed on the buses on the last day of school before vacation or on the days indicated on the calendar as early release, unless the early release of student is for staff development.
- C. Teachers may be released, by the Administration, on an individual basis after the students have been dismissed to prepare for an evening activity scheduled at school, to attend classes, keep medical appointments, etc.
- D. Teachers are not required to remain at school after students have departed on the buses on days when school is dismissed early due to emergency conditions.

In addition, all Class II employees, whether full time or part time, shall be expected to perform other duties as may be required by their positions including, but not limited to, attending parent-teacher conferences, participating in IEP Team meetings, directing band or choral concerts or school play activities and attending staff meetings and in-services as required by administration. From time to time, this may include starting earlier than 7:30 a.m. or ending after 3:30 p.m. with an extra ten (10) minutes added to either the beginning or end of the day.

The hours of full time Class III employees will generally be an 8.5 hour day, which includes one-half hour of unpaid lunch or dinner time. Normal business hours of the District are 7:30 a.m. to 3:30 p.m. Scheduling of hours shall, however, be at the discretion of the Administration due to the needs of the District and the nature of each position.

The hours of all part-time employees will be determined by the administration.

### RESIGNATIONS AND RETIREMENTS

All Class I and Class II employees are expected to fulfill their contracts. All other employees are expected to give two weeks' notice to Administration. Resignation of employees with individual contracts shall be governed by the contracts. Any employee eligible for resignation or retirement benefits, should submit their letter of intention to resign or retire to Administration on or before March 15 of the calendar year in which the employee wishes to resign or retire. Although this is not mandatory, the district appreciates the professional courtesy in order to plan for the next year.

Employees serving the District who have at least fifteen (15) years of experience in the River Ridge School District are entitled to a resignation/retirement cash payment of their unused accumulated sick leave per the following schedule:

Class I & II employees (payment pro-rated for permanent part time employees)

Years	Benefit Per Day	Maximum Days	Maximum Benefit
20	\$80	120	\$9,600
15	\$40	120	\$4,800

Class III employees (payment pro-rated for permanent part time employees)

Years	Benefit Per Day	Maximum Days	Maximum Benefit
20	\$50	120	\$6,000
15	\$25	120	\$3,000

Class IV employees – no payment available

The School Board approved the recommendation to permanently approve a retirement package of \$6,000.00 a year for three years on March 13, 2019. This would be offered every three years to eligible teachers starting with the 2019-20 academic year. The next eligible academic year for the retirement package would be 2022-23.

## **CONTRACT RELEASE**

Employees signing a contract with the River Ridge School District do so with a sincere intention of fulfilling their term of said contract. In the case of unforeseen events or of professional advancement, the District should be notified prior to July 1, to obtain a release from said contract.

Contract release schedule:

- ❖ Class I employees – as per individual contract
- ❖ Class II employees – After July 1, a ten (10) calendar day notice, in writing, must be given to the Board of Education accompanied with liquidated damages of \$1,000. Employees who resign after August 1 shall pay liquidated damages in the amount of \$2,000 to the District.

The Board, in its discretion, may refuse to release a Class I or Class II employee from his or her contract. In the event a release is refused, the liquidated damages shall be returned to the employee.

The Board may waive payment of liquidated damages for reasons that it, in its exclusive discretion, deems appropriate (e.g., spouse transferred, serious illness, etc...).

## **JOB VACANCY/TRANSFER**

When a job vacancy occurs, or a new position is created, the District shall state in the posting and/or advertisement, if any, the minimum requirements necessary for an application to be considered. Employees may apply for any vacancy for which they are qualified but the District reserves the right to select the most qualified candidate to fill any vacancy. This section shall not be construed to require

the posting of any new position or vacancy.

## **STAFF REDUCTION**

### **Class I Employees**

Staff reduction involving Class I employees shall only occur through the nonrenewal process absent specific language in the individual contract of a Class I employee or express provision of law. Any such nonrenewal shall be expressly described as being due to decrease in enrollment, budgetary or financial limitations, educational program changes or requirements, or any other reason other than performance or conduct.

### **Class II Employees**

When it becomes necessary to lay off teachers, in whole or in part, for reasons other than performance or conduct, the Board will make the reduction. Consideration of qualifications, areas of certification and the needs of the school district will be used.

In laying off teachers under this section, the District will follow the procedures and timelines of Wis. Stat. sec. 118.22.

### **Class III Employees**

When it becomes necessary to lay off support staff, in whole or in part, for reasons other than performance or conduct, the Board will make the reduction. Consideration of qualifications and the needs of the school district will be used. A Class III employee may be laid off upon ten (10) days' notice.

## **JOB ASSIGNMENTS**

Class and supervisory assignments shall be made to Class II employees based on areas of certification and needs of the District. Generally, assignments will be made on an annual basis but assignments may be modified in the event of emergency. Class III employees will receive specific assignments upon hire and thereafter as needed. In the event of a resignation, retirement or other vacancy, the District may require employees to transfer on a more frequent basis.

## **CALENDAR**

A committee consisting of administrators, teachers and support staff will prepare a preliminary calendar for the following school year by January 15<sup>th</sup> of each year. The preliminary school calendar shall be established annually by the Board no later than the March school board meeting.

## **INSTRUCTION, STAFF DEVELOPMENT, FIELD TRIPS AND ACTIVITIES**

- A. Classroom instruction shall reflect best, current practices including ongoing informal and formal assessments for each student.
- B. The teacher shall make no less than 3 personal contacts with parents of each student in their class during each semester to ensure parents are informed regarding their child's progress.

This may include email, or mailing, and at least one verbal discussion. The teacher is expected to record attempts including date and time of attempt(s) to contact the parent.

- C. All staff development requested (workshops, coursework, off-site visitation) must align with the current initiatives of the district or be specifically aligned with the district's mission and be preapproved by administration. Administrator has final decision of approval.
- D. All field trips must be preapproved and have direct relationships to the specific approved curriculum of the class. When available, virtual fieldtrips should be explored as an alternative to moving students off campus.
- E. All school activities (pep rallies, concerts, student council activities, reward programs, class parties, student meetings, guest speakers or anything out of the ordinary classroom instruction) must be preapproved by administration.

Failure to observe these guidelines will be addressed in #1 of General Rules of Conduct within the Work Rules section.

## **TRAINING AND EDUCATION REIMBURSEMENT POLICY**

### **Class I Employees**

Attendance at seminars, conferences and workshops shall be at the discretion of the Board or as provided in individual contracts.

### **Class II Employees**

Class II employees may use one (1) professional day per teacher, per year which may be used for one of the following activities: seminars, conferences or workshops. It may also be used, with prior approval, to work on an educational project for the betterment of the teacher's classroom or the betterment of education for the entire school. Participating teachers will be given the day at full pay with the District paying for the substitute teachers. Prior notice to and prior approval by the District Administrator or his or her designee is required. The District will reimburse the teachers for actual expenses, not to exceed \$200.00. No reimbursement will be paid for attendance at any seminar, conference or workshop attended as part of a vacation or recreational occasion. The days are non-accumulative.

### **Process**

- A. Teachers will submit the professional day plan to his or her principal.
- B. Administrator has final decision of approval.
- C. It is the teachers' responsibility to complete in-service forms with the detailed information and return with confirmation certifying they were in attendance at activity.

### **Extra In-service Day**

The Extra In-service Day is essentially a professional day. Faculty members may receive full pay for one (1) day per year taken outside the regular contracted days for one of the following activities: seminars, conferences or workshops. Extra In-service days are not cumulative. The teacher will receive a day's

pay for a day's in-service as well as be reimbursed for actual expenses for that day, not to exceed \$200.00. Process: Same as Professional Day.

### **Class III Employees**

The Board or Administration may authorize Class III employees to participate in job-related training.

## **SALARY AND WAGES**

### **Administrator Compensation**

Compensation for Class I employees shall be as provided in their individual contracts.

### **Teacher Compensation**

The Board will establish compensation. Factors to be considered can, but need not, include educational attainment, years of service, certifications, evaluations and any other factor the Board deems of value to the district.

### **Support Staff Compensation**

The Board will establish compensation.. Factors to be considered can, but need not, include years of service, certifications, evaluations, shift differentials and any other factor the Board deems of value to the district.

### **Other Compensation - Teachers**

- A. Summer School Rate: The summer school rate will be paid as approved by the district.
- B. Non-summer School Rate: The non-summer school rate will be paid for teachers including curriculum development and for any hours in which employees agree to work for the District. Attendance at a summer workshop or clinic is not considered part of an employment assignment of the District. Part-time teachers required to attend curriculum alignment in services on their off days will be paid at their per diem rate.
- C. Co-Curricular Pay (also applies to support staff)

Compensation for co-curricular assignments shall be based upon the BA column of the salary schedule. A first year coach/advisor will be paid the percentage of the BA-1 step on the salary schedule. Each succeeding year of experience in the same extra-curricular assignment will move the teacher down one step in the BA column.

## **ATHLETICS**

**Athletics Director** 5% If 1 hour provided

<b>Baseball</b>	Head	7%
	Assistant	5%
<b>Boys Basketball</b>	Head	8%
	Assistant	6%

	7 & 8	4%
<b>Girls Basketball</b>	Head	8%
	Assistant	6%
	7 & 8	4%
<b>Cross County</b>	Head	7%
<b>Dance</b>	Head	8%
<b>Football</b>	Head	8%
	Assistant	6%
<b>Softball</b>	Head	7%
	Assistant	5%
<b>Track</b>	Head	8%
	Assistant	6%
<b>Volleyball</b>	Head	7%
	Assistant	5%
	M.S.	3%
<b>Wrestling</b>	Head	8%
	Assistant	6%
	M.S.	4%

\*Grandfather Language 9% for head coaches that were assigned those duties as of July 1, 1995, and have continuously performed those duties.

## **ACADEMICS**

<b>Academic Decathlon</b>	H.S.	3%
	M.S.	2%
<b>Band Director</b>	H.S.	4%
	M.S.	4%
<b>Camp (3 day)</b>	M.S.	2% Each for 3 directors
<b>Class Advisor</b>	9-10	1% Each for 2 advisors
	11-12	1.25% Each for 2 advisors
<b>FBLA</b>	H.S.	5%

<b>National Honor Society</b>		2% Each for 2 advisors
<b>Speech &amp; Dramatic Arts (Forensics)</b>	H.S.	5% Each
<b>Student Council</b>	H.S.	2% Each for 2 advisors
	M.S.	\$500.00 Each for 2 advisors
<b>Vocal Music Director</b>	H.S.	4%
	M.S.	4%
<b>Yearbook Advisor</b>	H.S.	5%

### **EVENT PAY**

Faculty members volunteering for duties shall be paid \$35.00 per event. Game Manager pay is \$45.00 per event. Non-faculty event workers will be paid the per event rate or minimum wage, whichever is greater, and must submit time sheets. Duties may include but are not limited to selling tickets, other related duties for athletic events, concert supervision, dance chaperones, and bus supervision. The opportunity to work events is open to all River Ridge School District employees. Payment for other extra duties shall be paid to the faculty member within thirty (30) days of the duty.

Bus chaperones will be paid \$7.25 per hour, with a \$20.00 minimum per trip.

The school shall attempt to hire substitutes for absent teachers regardless of the field. Ten dollars (\$10.00) per period will be paid to teachers for any class the teachers take during their designated preparation period or regular class period.

### **ADDITIONAL COMPENSATION FOR TEACHERS**

A PDP completion, to qualify for additional compensation, must be a 5-year PDP and will be valued as 6 graduate level credits.

Credits submitted to qualify for additional compensation will be required to be graduate level credits.

River Ridge School District will increase the salary for teachers who have obtained 12 additional graduate credits; completed 2 PDPs; or completed a combination of one PDP plus 6 graduate level credits and have submitted their documentation to the office for approval by September 1 or February 1 each year. After approval, the increase will be added to the teacher's contract salary on the September 15 or February 15 payroll. This salary increase remains in the teacher's total salary moving forward into subsequent years.

Credits used to complete or which are embedded in a PDP cannot be used to qualify for additional credit compensation (i.e., credits may not be counted for more than one purpose).



If the teacher jumps more than one additional salary level, they will be paid for both advancements. Example would be a teacher that has a BA then completes work to qualify for a BA + 24 will see an increase of \$1,900.

Teachers shall receive additional salary above the salary already assigned in the school year as follows:

BA + 12	\$1,000/teacher
BA + 24	\$900/teacher
BA + 36	\$900/teacher
MA (Master Teacher)	\$1,000/teacher
MA + 12	\$1,000/teacher