

**EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGMENT  
RIVER RIDGE SCHOOL DISTRICT  
EMPLOYEE HANDBOOK**

**Adopted by the River Ridge School District Board of Education on August 8, 2012**

Revised: 10-10-12, 9-11-13, 9-10-14, 7-15-15, 02-10-16, 5-11-16, 02-8-17, 01-10-18,  
04-11-18

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.

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

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

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

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

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# **RIVER RIDGE SCHOOL DISTRICT**

## **EMPLOYEE HANDBOOK**

Adopted by the River Ridge School District Board of Education on August 8, 2012  
Revised: February 10, 2016; May 11, 2016

## TABLE OF CONTENTS

<b><u>Page</u></b>	<b><u>Description</u></b>
3-4	General Employment Policies and Practices
4	Job Classifications
4-7	Job Benefits
7-10	Leaves
10-11	Hours and Schedules
11-12	Resignations and Retirements
12	Contract Release
12	Job Vacancy/Transfer
13	Staff Reduction
13	Job Assignments
13	Calendar
14	Pay Periods
15-16	Personnel Records/ Performance Reviews/Evaluations
16	Employee Discipline and Discharge
17-21	Grievance Procedure
22	Expense Allowances
22	Worker's Compensation
22-28	Work Rules
29	Drug-Free Workplace Policy
29	Harassment and Offensive Behavior in Workplace
29	Instruction, Staff Development, Field Trips and Activities
30	Training and Education Reimbursement Policy
30-31	Emergency Closing Policy
31-35	Salary and Wages

## **GENERAL EMPLOYMENT POLICIES AND PRACTICES**

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.

The River Ridge School District Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements of the U.S. Department of Education. It is the policy of the River Ridge School District Board of Education that no person on the basis of citizenship, race, color, creed, political affiliation, religion or religious affiliation, national origin or ancestry, age, sex or sexual orientation, marital or parental status, pregnancy, physical, mental, emotional or learning disability, arrest or conviction record, use or non-use of lawful products off the employer's premises during non-working hours, membership in the National Guard, State Defense Force, or any other United States or Wisconsin reserve component of the military forces or any other reason prohibited by state or federal law shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any educational program or activity for which it

is responsible or for which it receives financial assistance from the U.S. Department of Education. However, 2011 Wisconsin Act 83 passed on November 23, 2011, creates an exception to existing employment discrimination laws. Educational agencies are allowed to refuse employment to an individual based upon the individual's status as a convicted felon.

### **JOB CLASSIFICATIONS**

**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 188 days. Extra days above and beyond the 188 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

**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.

### **JOB BENEFITS**

All employees hired prior to July 1, 2012 will be allowed to carry over all unused and accumulated sick and vacation days. The carryover of unused vacation days are limited to no more than 15 unused vacation days for Class IA employees and 10 unused vacation days for Class IIIA employees for use exclusively in the ensuing July 1 to June 30 contract year.

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:

- ❖ Health Insurance
- ❖ Dental Insurance
- ❖ Vision Insurance
- ❖ Long Term Disability Insurance
- ❖ Flexible Spending Account
- ❖ Life Insurance
- ❖ Employer Share of Wisconsin Retirement System Contributions
- ❖ Voluntary Employee Contributions to an Elective 403(b) Plan
- ❖ 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 July 1, 2013, for Class I, II & III full-time employees, the Board pays the premium for single or family health insurance in the amount of **88%** of the monthly premium and each Class I, II, & III full-time employee covered by the group health insurance plan shall contribute **12%** 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 IIIIE employees contracted for less than 1165 hours per year will receive single or family vision insurance pro-rated to 1440 hours per year.

**WRS** – The District participates in the Wisconsin Retirement System 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.

## **LEAVES**

### **Sick Leave**

At the beginning of each year, employees shall be credited with paid sick leave days to be earned during such school year. Employees shall be allowed to use sick leave 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, or for such other reasons as may be required by the Wisconsin or Federal Family and Medical Leave law.

Except as required by law, sick leave must be taken in a minimum of ¼ day increments. Any employee obtaining sick 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 sick time used. At the beginning of each school year, each employee will receive a statement showing the number of sick leave days accumulated from previous years, number of sick leave days due for the current year, and the total number of sick leave days available to the employee for the current year.

Sick leave and accumulation schedule:

- ❖ Class IA and Class IIIA employees – 12 days per year accumulative to 120 days
- ❖ Class IB and Class IIA employees – 10 days per year accumulative to 120 days
- ❖ Class IIIB employees – 11 days per year accumulative to 110 days
- ❖ Class IIIC employees – 10 days per year accumulative to 100 days
- ❖ Class IIID employees – 9 days per year accumulative to 90 days
- ❖ Paid sick leave will be pro-rated for permanent part-time Class II & III employees
- ❖ Class IV employees – no paid sick leave available

When an employee accumulates enough unused sick leave to enable them to end the year with more than their assigned accumulative days, they shall receive payment for one-half the number of days 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 - \$90 per day
- ❖ Class III employees - \$50 per day
- ❖ Class IV employees – no paid sick leave available

## **Personal Days**

At the beginning of each year, employees shall be credited with paid personal leave days to be used during such school year. Employees shall be allowed to use personal leave, at the discretion of the employee, with prior notice to the Superintendent and shall be non-accumulative. No more than three (3) employees within each Class will be approved for a personal leave day on a single school day. Personal days shall be used in a minimum of 1/4 day increments. Except in cases of emergency, requests for the use of personal days shall be made at least three (3) working days prior to day of leave.

Personal leave schedule:

- ❖ Class I employees – as per individual contract
- ❖ Class IIA, IIIC, and IIID employees – 3 days (3<sup>rd</sup> day deducted from sick leave)
- ❖ Class IIIA and IIIB employees – 4 days (4<sup>th</sup> day deducted from sick leave)
- ❖ Paid personal leave will be pro-rated for permanent part-time Class II & III employees
- ❖ Class IV employees – no paid personal leave available

## **Emergency Leave (Includes Funeral Leave)**

Emergency leave is to be used in cases of serious illness, serious injury or death to a member of the employees' immediate family. Immediate family is defined as spouse, parents, children, grandchildren, stepchildren, stepparents, siblings, in-laws, grandparents, aunts, uncles, nieces, nephews or any person living under the same roof as the employee. If at all possible, requests for emergency leave shall be made in advance to the Superintendent or designee. In all cases, employees are expected to make whatever arrangements necessary to return to work as quickly as possible. Emergency leave days are not to be considered a part of sick leave and are not cumulative. Final approval for emergency compensation shall be at the discretion of the Superintendent or designee. Unusual situations will be taken under consideration by the Superintendent or designee. The decision of the Superintendent or designee is final.

Emergency leave schedule:

- ❖ Class I employees – as per individual contract
- ❖ Class IIA, IIIA, IIIB, IIIC, and IIID employees – 5 days annually
- ❖ Paid emergency leave will be pro-rated for permanent part-time Class II & III employees
- ❖ Class IV employees – no paid emergency leave available

## **Vacation**

At the beginning of each year, Class IA and IIIA employees shall be credited with paid vacation days to be earned during such school year. Allowance for Class IIIA 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 employees – as per this schedule:
 

Employment Year	Vacation entitled to be 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 so long as they are used on or before June 30 of the next fiscal year. Employees hired prior to 7-1-2012 will maintain the yearly vacation increment they currently have until they advance on this schedule. 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 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.

## **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.

## **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 608-994-3731, 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.

## **Leaves For Unusual or Special Circumstances**

Leaves for unusual or special circumstances may be granted at the discretion of the Superintendent or designee. The decision of the Superintendent or designee is final.

## **Absence Without Leave**

No employee may absent himself/herself from duty without permission of his or her supervisor. Absence without leave shall be reason for discharge. Any employee absent for three consecutive working days without notice shall be considered to have resigned from District service, contingent upon unique extenuating circumstances.

## **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. Exceptions are:

1. Teachers are not required to remain on Friday, or the last student contact day of the week, after students have departed on the buses.
2. 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.
3. 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.
4. 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.

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 West Grant or Bloomington School District and what is now 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

### **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. Full time Class II employees shall usually be assigned 6 classes and one supervisory assignment. The District, however, reserves the right to eliminate the supervisory assignment and assign an additional class period due to changes in the needs of the district. Preparation time will be scheduled for all Class II employees. 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.

## **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 shall have the option to take their paycheck in twenty-four equal installments or in eighteen equal installments for that school year. This policy begins on the 15th 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 eighteen installments will commence September 15th and end May 30th. Payments made in twenty-four installments will commence September 15th and end August 30th.

### **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. 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.



## **PERSONNEL RECORDS/PERFORMANCE REVIEWS/EVALUATIONS**

### **Personnel Records**

The District Administrator or his or her designee is responsible for the custody and maintenance of all personnel-related information concerning employees, including:

- \* Employee Applications
- \* Job Descriptions
- \* Employee Evaluations
- \* Employee Grievances
- \* Employee History
- \* Employee Benefits
- \* Employee Work Records
- \* Social Security Number
- \* Tax Records
- \* Other Pertinent Information

Information contained in an employee's personnel file is considered a public record unless otherwise provided by law or in the event it is determined that an employee's interest in privacy outweighs the public's interest in disclosure of a specific record.

Employees' files will be maintained in the District Office in Patch Grove.

Secret files on employees will not be kept. The employee's file will be made available upon request by the employee; but such access shall be under close supervision to assure that the file is not altered. Memoranda concerning poor performance or misbehavior will be directed to the employee and discussed with the employee prior to insertion in the official personnel file. Documentation of a

verbal counseling session is acceptable if a copy of the documentation is directed to the employee and also a copy sent to the official personnel file.

Employee records will be updated as necessary.

### **Physical Exam**

A verification of physical examination and chest x-ray or skin test as stipulated by Section 118.25 of the Wisconsin Statutes is required of all employees upon entering the River Ridge System and thereafter as required by law. The Board may request a new examination at any time. Continuance of employment is dependent upon the health status of employees as determined by such examination. The District will pay for the examination or reimburse employees for the portion of an examination required by law. Unless specifically requested, Class IV employees would be exempt from this requirement.

## **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.

## **EMPLOYEE DISCIPLINE AND DISCHARGE**

### **Unsatisfactory Performance**

Class I employees whose performance is deemed unsatisfactory may be nonrenewed under the procedures described in Wis. Stat. sec. 118.24 and the provisions of their individual contracts.

Class II employees whose performance is deemed unsatisfactory may be nonrenewed under the procedures described in Wis. Stat. sec. 118.22.

Class III and IV employees whose performance is deemed unsatisfactory may be discharged at any time.

In lieu of discharge or nonrenewal, the Board, or the Administration in their discretion, may elect to pursue other remedial options including but not limited to the establishment of performance plans, demotion, salary or wage reduction or attendance at conferences or programs intended to assist the employee in the performance of his or her responsibilities.

### **Misconduct**

The disciplinary procedure for non-compliance with work rules, state laws or Board policy generally shall be as follows. However, depending on the severity of the offense, nothing in this

policy prohibits the District from imposing greater or lesser discipline than that provided below or from pursuing remedial options similar to those described in the preceding subsection:

- (a) First offense--verbal reprimand
- (b) Second offense--written reprimand
- (c) Third offense--suspension
- (d) Fourth offense—termination or nonrenewal

Discipline shall not be imposed arbitrarily or capriciously.

## GRIEVANCE PROCEDURE

### Grievances Related to Termination, Discipline or Workplace Safety

Grievances may be filed in accordance with the procedures described in this section with respect to discharge, discipline or issues pertaining to workplace safety. A grievance may be initiated by any employee. An employee may be represented at all stages of the grievance procedure by a representative of his or her choice.

#### Definitions

1. Grievance: A complaint arising from termination, discipline or issues pertaining to workplace safety.
2. Bifurcation: Splitting the case into more than one element to deal with issues independently. Example: If a grievance has a timeliness issue, it may be addressed prior to the violation being grieved.
3. Consolidation: For multiple grievances which relate primarily to the same subject matter or issue, the joinder of the grievances for procedural and hearing purposes.
4. Days: Unless otherwise specifically stated, for purposes of this policy, shall mean calendar days. The time limits provided for herein are substantive and a grievant's failure to process a grievance within the time limits stated herein shall be deemed a waiver and settlement of the grievance unless, if mutually agreed upon by both parties in writing, time limits are waived or extended.
5. Employee: All employees of the District. For employees in collective bargaining units, the grievance procedure in any collective bargaining agreement that predates this policy shall supersede this policy for the duration of the agreement.
6. Employee Discipline: Includes suspension (either paid or unpaid) or a reprimand that is placed in the personnel file. Employee discipline does not include letters of performance expectations or performance improvement plans, evaluations or performance reviews of employees, transfers, demotions or changes in job assignments or placement on paid administrative leave such as during an investigation pending a decision leading to discipline.
7. Termination: Discharge from employment for rule violations, unsatisfactory performance or misconduct. Termination does not include voluntary quit, layoff and/or workforce reduction, nonrenewal, failure to be recalled from layoff, job abandonment (e.g., failure to report for work or return from a leave), resignation in lieu of discharge, , medical condition or other inability to perform job duties, end of employment of a temporary, seasonal or contract employee or retirement.
8. Workplace Safety: A violation of a state or federal regulation on health and/or safety standards in the workplace that is applicable only to the safety of an employee or employees and not the endangerment of property.

## **Procedure**

Employees are encouraged to attempt to resolve disputes informally with their immediate supervisor. However, informal attempts to resolve disputes shall not impact the timeliness requirements of the grievance process in the absence of mutual written agreement.

## **Initial Filing**

### **Discipline and Termination**

In cases of termination or discipline, the employee must file his or her grievance on the form provided by the District with the District Administrator within ten (10) days of the date the notice of discharge or discipline, was sent or given.

The District Administrator shall either refer the grievance to the grievant's building principal or other administrative supervisor (e.g., the Business Manager, HR Director, etc...) within three (3) business days of receipt of the grievance or shall, in his or her discretion, personally handle the matter. The administrative supervisor or District Administrator shall meet with the grievant and/or the grievant's designated representative within ten (10) days after receiving the written grievance. The administrative supervisor or District Administrator shall respond in writing to the written grievance within ten (10) days of the meeting or, if the administrative supervisor or District Administrator determines that further investigation is warranted, at a later date as determined by the administrative supervisor or District Administrator but in no event later than sixty (60) days after receiving the written grievance. If further investigation is warranted, the administrative supervisor or District Administrator shall notify the grievant in writing of the investigation within ten (10) days of the meeting.

If the grievant is not satisfied with the written response, the employee must request in writing a hearing within ten (10) days of the date the response, was sent or given. If no written response is provided in the above timeframe, the employee must request in writing a hearing within fifteen (15) days of the meeting with the administrative supervisor or District Administrator or, if the administrative supervisor or District Administrator has notified the employee of a further investigation, within sixty-five (65) days of the date of the notification. The request for a hearing shall be on a form or forms provided by the District and shall be filed with the District Administrator.

### **Workplace Safety**

For issues pertaining to workplace safety, the employee must first bring the safety concern to his or her immediate supervisor in writing within ten (10) days of the date on which the issue arises. The supervisor shall respond to the concern in writing within ten (10) days.

If the employee is not satisfied with the response, the employee shall file his or her grievance on the form provided by the District with the District Administrator within five (5) days of the date the supervisor's response was sent or given or, if no written response is received from the employee's immediate supervisor, within fifteen (15) days of the date of the filing of the concern with the immediate supervisor.

The District Administrator shall either refer the grievance to the grievant's building principal or other administrative supervisor (e.g., the Business Manager, HR Director, etc...) within three (3) business days of receipt of the grievance or shall, in his or her discretion, personally handle the matter. The administrative supervisor or District Administrator shall meet with the grievant and/or the grievant's designated representative within ten (10) days after receiving the written grievance. The administrative supervisor or District Administrator shall respond in writing to the written grievance within ten (10) days of the meeting or, if the administrative supervisor or District Administrator determines that further investigation is warranted, at a later date as determined by the administrative supervisor or District Administrator but in no event later than sixty (60) days after receiving the written grievance. If further investigation is warranted, the administrative supervisor or District Administrator shall notify the grievant in writing of the investigation within ten (10) days of the meeting.

If the grievant is not satisfied with the written response, the employee must request in writing a hearing within ten (10) days of the date the response, was sent or given. If no written response is provided in the above timeframe, the employee must request in writing a hearing within fifteen (15) days of the meeting with the administrative supervisor or District Administrator or, if the administrative supervisor or District Administrator has notified the employee of a further investigation, within sixty-five (65) days of the date of the notification. The request for a hearing shall be on a form or forms provided by the District and shall be filed with the District Administrator.

### **Administrative Supervisors**

In the event an administrative supervisor has a grievance, he or she shall file the initial grievance, whether the grievance pertains to termination, discipline or workplace safety, with the District Administrator, who shall process the grievance utilizing the same timelines and procedures as are set forth above for grievances from other employees grieving discipline or discharge.

### **District Administrator**

Grievances by the District Administrator shall be filed with the Chair of the School Board's Personnel Committee and the Committee shall exercise the same functions as are exercised by administrative supervisors or the District Administrator for grievances filed by other employees. The same timelines and procedures shall apply except that, if the District Administrator is not satisfied with the Committee's written response, the request for a hearing shall be filed with the Chair.

### **Consolidation of Grievances**

In the event more than one employee files a grievance related to the same facts or subject matter, the grievances may be consolidated.

## Hearings

Within fifteen (15) days of the District Administrator or Chair receiving the hearing request or the next regular Board meeting, whichever is later, the School Board shall appoint an impartial hearing examiner to hear the grievance. The impartial hearing officer shall be an attorney licensed to practice law in the State of Wisconsin or other individual with experience and expertise in public sector labor relations.

Upon appointment, the hearing officer shall set a hearing date, and inform both the employee and the District Administrator of the hearing date. If the District Administrator is the grievant, the hearing officer shall notify the Chair of the Personnel Committee. The hearing shall be held within thirty (30) days after appointment of the hearing officer. In the event of a bifurcated hearing, the first hearing shall be held within thirty (30) days after appointment of the hearing officer.

The hearing officer shall conduct the hearing informally and impartially in such manner as he or she deems best calculated to ascertain the correctness of the allegations of the grievance. The District may request bifurcation of the grievance if timeliness or other issues not relating to the merits of the case are in question. A record shall be made of the hearing in such form as the hearing officer determines is appropriate but shall, at a minimum, include an audiotape of the hearing and preservation of all written materials presented at the hearing.

The hearing officer will abide by the following guidelines:

1. Rules of evidence and procedure as applicable in civil and criminal cases do not apply. (Example: A second party may share what they heard, which could be considered “hearsay” in other legal proceedings.)
2. The scope of authority is limited to the issue in question of the specific case. A broad decision that would bring into play other policies and issues is not within the authority of the hearing officer.
3. The grievant shall have the burden of proof on all issues.

The hearing officer shall have the authority, after having heard whatever evidence he or she deems sufficient, to act as follows:

- a. Uphold the termination of the employee.
- b. Uphold the discipline imposed on the employee.
- c. Reduce the original penalty.
- d. Dismiss the grievance.
- e. In work safety cases, if the hearing officer determines that a safety hazard exists, the hearing officer may enter such orders as are reasonably necessary to remedy the safety hazard or, if the hearing officer determines that no safety hazard exists, may dismiss the grievance.
- f. In discipline and termination cases, if the hearing officer determines, based on an arbitrary and capricious standard, that the evidence does not support the disciplinary action taken or the termination, the employee may be reinstated, and the hearing officer may order that the employee be paid and/or reimbursed for all

or part of his or her salary and benefits, may order that a letter, indicating that the disciplinary action was reversed and that the specific charge should not be considered in any future actions, be placed in the employee's personnel file, or may order that the employee's personnel file be expunged of all material relating to the discharge or discipline or any combination of the foregoing.

- g. The hearing officer's decision shall be in writing and shall be served by first class mail upon the grievant and the District Administrator or Chair and representatives for the grievant and District, if any.

The grievant or, on behalf of the District, the District Administrator or Chair of the Personnel Committee, may appeal the hearing officer's decision to the School Board. Any appeal of the hearing officer's decision shall be made in writing on a form or forms provided by the District within fifteen (15) days of the date of the hearing officer's written decision.

The Board shall review the record of the hearing within thirty (30) days of the receipt of the appeal and issue a written decision within ten (10) days thereafter. The Board shall have the right to affirm, modify or overrule the hearing officer's decision in whole or in part or it may remand the grievance to the hearing officer with directives as determined to be appropriate by the Board. The Board shall not hold any hearing or accept any additional information or evidence on the grievance but shall base its decision exclusively on the record of the hearing. The Board may, in its exclusive discretion, permit written arguments to be filed by or on behalf of the grievant or District Administrator or Chair. If written arguments are permitted, the appeal timeline for review of the record shall be extended from thirty (30) to ninety (90) days.

The decision shall be served by first class mail upon the employee, the District Administrator or Chair, and their representatives, if any.

### **Grievances Unrelated to Termination, Discipline or Workplace Safety**

**Policy:** It is the policy of the District to have all employees treated fairly and equitably in matters affecting their employment. Each employee who feels she/he has not been so treated has a right to present her/his grievance to appropriate management officials for prompt consideration and equitable decision.

**Administration:** The District Administrator shall supervise and administrate the grievance process.

**Definition of a Grievance:** For purposes of this Section, a grievance of an employee shall be a complaint or concern unrelated to termination, discipline or workplace safety.

**Procedure:** A grievance of an employee under this Section shall be handled in accordance with the following procedure:

**STEP 1:** The employee shall within 10 days of the incident, or within 10 days of the date he/she would reasonably be expected to have knowledge of the incident, present his/her informal grievance to his/her building principal. The principal shall within five (5) working days meet and discuss the grievance with the employee and the reply in writing within five (5) working days.

STEP 2: If not satisfied with the Step 1 response, the employee shall prepare a written statement setting forth the grievance, including a description of the remedied action being sought and any information available to support the grievance within five (5) days of receipt of Step 1 answer. The statement should be given to the District Administrator.

The District Administrator shall meet with the employee as soon as reasonably possible and a reasonable effort to resolve the grievance should be made. A written reply to the grievance shall be made within five (5) days following the date of the meeting.

STEP 3: If the District Administrator's decision does not resolve the employee's grievance, the employee may, within five (5) days, present his/her grievance in writing to the Board, which may arrange to meet with the employee and his/her representative, if any, to ascertain the facts surrounding the dispute and shall reply in writing to the employee within fifteen (15) days thereafter. The Board's decision shall be considered final.

Employee Representation: An employee is entitled to be represented at each of the steps in the grievance procedure. Employee discussion of the grievance with his/her representative shall not take place during working hours.

Legal Action: Nothing in this section shall abrogate any legal means of redress to the courts available to all employees.

Timeliness: Days noted above shall be normal work days excluding Saturdays, Sundays, and holidays. The above noted timeliness may be extended by mutual agreement of both parties. Failure by an employee to process a grievance in a timely manner at any step shall result in dismissal of the grievance. Failure by the District to respond to a grievance in the allotted time period shall allow the employee to proceed to the next step in the procedure.

### **EXPENSE ALLOWANCES**

Expense allowances will be granted as described in Board Policy 671.2.

### **WORKER'S COMPENSATION**

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

### **WORK RULES**

These work rules constitute the general work rules applicable to employees of the District. The application and implementation of these rules may vary between individuals or work units due to the nature of the work or as specific circumstances require. Likewise, these work rules do not constitute the entire list of potential actions or violations for which employees may be disciplined. State and federal statutes and regulations also govern the workplace. Violations of these rules will also result in appropriate disciplinary action.



## **Incidents, Accidents and Injuries**

Any employee involved in an incident, accident or injury, including property-damage only accidents or incidents, irrespective of fault, during working hours or while using any District-owned machinery, vehicle or other property, shall report the incident, accident or injury to the District Office within 24 hours (excluding weekends and holidays) of the occurrence of the incident, accident or injury.

## **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:

- 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.
- 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.
- “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.

### **General Rules of Conduct**

The following conduct is prohibited:

- (1) Insubordination, including disobedience, failure or refusal to follow written or oral instruction of supervisory authority, or to carry out work assignments.
- (2) Neglecting job duties or responsibilities.
- (3) Slander, harmful gossip, unfounded allegations, or intentional spreading of rumors.
- (4) Loitering, sleeping or engaging in unauthorized personal business or visiting.
- (5) Disclosure of confidential information and records.
- (6) Falsifying records or giving false information to other agencies or private organizations or to employees responsible for record keeping.
- (7) Failure to observe all safety rules and practices, including the use of protective equipment and clothing or the unsafe operation of vehicles and equipment.
- (8) Failure to report accidents or injuries including traffic accidents.
- (9) Failure to report promptly at the starting time of a work day or shift or leaving before the scheduled quitting time of a work day or shift or failure to notify the proper authority of impending absence or tardiness.
- (10) Leaving the place of duty during a work day or shift without permission of the immediate supervisor.

- (11) Failure to observe the time limits of lunch or rest periods.
- (12) Abuse or misuse of District property, equipment or materials.
- (13) Stealing, pilfering or unauthorized possession or use of District property, equipment or materials, including, but not limited to, computers, telephones or mail or copy service.
- (14) Threatening, attempting or inflicting bodily harm or injury.
- (15) Threatening, intimidating, interfering with, or using abusive language towards others.
- (16) Horseplay, including practical jokes, pushing, running or throwing objects.
- (17) Failure to observe no smoking regulations.
- (18) Unauthorized possession of weapons.
- (19) Possession of or use of alcoholic beverages or illegal drugs while on District time or property.
- (20) Staff-to-staff or staff-to-student harassment or intimidation (included but not limited to).
- (21) Reporting for work in an unsafe condition or under the influence of alcoholic beverages or illegal drugs.
- (22) Immoral conduct.
- (23) Selling commercial products or services on District property without authorization.
- (24) Unauthorized solicitation of funds or donations for any purpose.
- (25) Unauthorized distribution of printed matter on District property.
- (26) Unauthorized lending, borrowing or duplication of keys to District vehicles, property or other appurtenances.
- (27) Inappropriate dress or grooming.
- (28) Soliciting or accepting any unauthorized compensation, reward or gift from outside sources for any matter related to the employee's activities as an employee of the District.

## **Dress Code**

The dress code for employees shall be as follows:

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

## **Code of Ethics**

**Definitions:** For purposes of this section, unless otherwise provided below, the definitions found under Wis. Stat. sec. 19.42 shall be used:

**Anything of value:** Anything which influences or gives the appearance of influencing the manner in which employees perform their work, make decisions or otherwise carry out job duties, for example a gift, favor, service or promise of future employment.

**Personal and Private Interest:** An interest including, but not limited to, a financial interest, which pertains to a person, firm, corporation, partnership or association whereby such person, firm, corporation, partnership or association would gain a special benefit, privilege, exemption or advantage from the action of the District.

**Confidential Information:** Information gained under governmental authority or in the course of one's employment with a governmental authority, which is not to be released to the general public because:

- (a) Release of such information is expressly prohibited by statutes; or
- (b) A formal decision has been made that release of such information would be harmful to the public interest.

**District Property:** Items including, but not limited to, leased or owned facilities, vehicles, supplies, equipment, stenographic assistance, and duplicating services of any kind where a direct cost to the District may be identified.

## **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.

### **Confidential Information**

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.

### **Use of District Property for Private Purposes**

Employees of the District shall not use District property or equipment for their private use or for any other use than that which serves the public interest. The District stresses that employees use common sense and honesty in ensuring that District property, facilities and equipment are not used for personal gain or advantage. This includes, but is not limited to, using District owned stationery, postage, typing or reproduction services for social organizations or groups. With prior approval, the after -hours use of District facilities for public meetings may be appropriate.

## **DRUG-FREE WORKPLACE POLICY**

The District is committed to providing employees an environment that is drug free. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by an employee is prohibited on District property at all times. Employees who possess, sell or distribute drugs on or off District property, or who appear for work under the influence of drugs (other than prescription drugs taken in accordance with the prescription that does not impair an employee's ability to function or pose a safety hazard) will be terminated from employment.

It is a violation of District policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs on the job. It is a violation of District policy for any employee to report to work under the influence of illegal drugs. It is a violation of District policy for any employee to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)

Any employee who is convicted for any violation of this policy must notify his/her supervisor within five (5) days of such conviction. Failure to do so may result in termination of employment. It is a violation of District policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs on the job.

## **HARASSMENT AND OFFENSIVE BEHAVIOR IN THE WORKPLACE**

See Board Policy #512.

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

- (1) Classroom instruction shall reflect best, current practices including ongoing informal and formal assessments for each student.
- (2) 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.
- (3) 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.
- (4) 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.
- (5) 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**

1. Teachers will submit the professional day plan to his or her principal.
2. Administrator has final decision of approval.
3. 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**

1. 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.

## **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:

1. The District Administrator will have the authority to close District operations due to the circumstances listed above or any other circumstance that arises.
2. 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.
3. 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.
4. Depending on the nature of the emergency, the District Administrator may elect to close certain offices/departments while others remain open.
5. 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.

## **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**

1. Summer School Rate: The summer school rate will be paid as approved by the district.
2. 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.
3. 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
Football	Head	8%
	Ass't	6%
	Flag	3%
Volleyball	Head	7%
	Ass't	5%
	M.S.	3%
Boys Basketball	Head	8%
	Ass't	6%
	7 & 8	5%
	5 & 6	3%
Girls Basketball	Head	8%
	Ass't	6%
	7 & 8	5%
	5 & 6	3%
Wrestling	Head	8%
	Ass't	6%
	M.S.	5%
Track	Head	8%
	Ass't	6%
Baseball	Head	7%
	Ass't	5%

Softball	Head	7%	
	Ass't	5%	
Cross County	Head	7%	
Cheerleading	H.S.	5%	M.S. 2%
Dance	H.S.	8%	

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

### ACADEMICS

Academic Decathlon		3%	
M.S.		2%	
Band Director	H.S.	4%	
	M.S.	4%	
Camp (3 day)	M.S.	2%	Each for 3 directors
Class Advisor (9-10)		1%	Each for 3 advisors
(11-12)		1.25%	Each for 3 advisors
Drama Director	H.S.	5%	
	M.S.	3%	
FBLA	H.S.	5%	(added May 11, 2016)
Forensics	H.S.	5%	Each for 2 advisors
	M.S.	5%	Each for 2 advisors
Homework Club	M.S.	3%	
National Honor Society		2%	Each for 2 advisors
Newspaper	H.S.	5%	
	M.S.	3%	
Student Council	H.S.	2%	Each for 2 advisors
	M.S.	2%	Each for 2 advisors
Vocal Music Director	H.S.	4%	
	M.S.	4%	

Yearbook Advisors	H.S.	5%
	M.S.	3%

**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 volleyball, football and basketball games; wrestling matches, 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 RIVER RIDGE 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).

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