

School District of Poynette



Poynette Employee Handbook

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INTRODUCTION

Welcome

We are pleased to have you as a member of the staff of the School District of Poynette where we create the leaders of tomorrow. Each employee brings unique skills that create a strong culture of learning and achievement. This handbook covers employment of teachers and support staff.

Disclaimer

This Employee Handbook (Handbook) has been prepared for informational purposes only. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this Handbook is not intended to create, nor is it intended to be construed to constitute, a contract between the District and any of its employees or a guarantee of continued employment. Except as may be provided by a written employment agreement approved by the School Board, all employment with the District is at-will and may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the District or the employee.

In case of a direct conflict between this Handbook, rules, regulations or policies of the Board, the individual contract will take precedence.

This Handbook is intended to provide employees with information regarding policies, procedures, ethics, expectations, and standard of the District; however, this Handbook should not be considered all-inclusive. Copies of Board Policies and Administrative Regulations are available in each building and at the District Office. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including but not limited by enumeration, of the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the School District of Poynette Board of Education.

Mission Statement

The Mission of the School District of Poynette is to provide an education that treats each person as an individual. We will instill within each student the love of learning and foster self-esteem and civic responsibility. Our educational program will impart the necessary skills to excel in a changing and progressing society.

Vision and Values

If the School District of Poynette is to become an exemplary school system, it must have a clear sense of the goals it is trying to accomplish and the characteristics of the schools it seeks to provide, and of the contributions that the various stakeholders in the district must make in order to transform these ideals into reality. The following vision statement is intended to provide the standards that the schools within the district should strive to achieve and maintain. This vision should serve as a blueprint for our improvement efforts and the benchmarks by which we will evaluate our progress.

I. Student Learning

An exemplary school district has a curriculum that meets the needs of each student using a variety of teaching methods and incorporates life-long learning skills.

- The Curriculum is comprehensive, systemic, and consistent within each grade level and the scope and sequence is aligned between grade levels.
- The curriculum is aligned with Common Core, state and national standards.
- Instruction will be responsive to the diverse needs of all students.
- A variety of assessments, both summative and formative, will be used to determine student proficiency and drive instruction.
- Discipline will be developmentally appropriate and restorative in nature with a clear and consistent framework of expectations and guidelines designed to promote respect and good citizenship.
- The curriculum addresses the social and emotional needs of students.

TO ACHIEVE THESE VISIONS, WE WILL...

- Use various instructional strategies to meet student needs.
- Employ multiple assessment tools to objectively and frequently assess the growth and progress of students based on the standards.
- Use data based on assessments to guide instructional practices and curriculum development and delivery.
- Examine and modify the curriculum to ensure that there are no gaps or overlaps in the curricula.
- Develop a classroom and school environment that promotes respect and good citizenship.

II. Technology

An exemplary school district effectively uses current technologies that allow for seamless curricular integration, data analysis, and administrative functions to foster competitiveness on a global level.

- Technology is in all schools, at all grade levels, and in all classrooms and is used as a tool to enhance learning.
- Data is readily available and easily accessible for analysis by all staff members.
- Technology is used to streamline administrative function and maximize productivity.

TO ACHIEVE THESE VISIONS, WE WILL...

- Use technology appropriate to subject and grade level to extend the learning potential of each student.

III. Collaboration

An exemplary school district will underscore the inter-relatedness of knowledge that benefits students and staff by creating a framework that provides time to strengthen collegial relationships that are committed to continuous improvement allowing for ongoing professional development.

ADOPTED 4/29/13, updated: 8/23/17

- Staff development is job embedded, responsive to assisting staff to meet the needs of students, and is based on analysis of a variety of data.
- Time allotted for collaboration among colleagues at grade levels, across grade levels, cross-curricular and within content areas is a priority.
- Teachers are able to develop a mastery of their curricular and instructional practices because the training includes: presentation and explanation of the theory behind the practice, demonstration, and opportunities for initial guided practice, prompt feedback about their efforts, and sustained coaching from both administration and colleagues.

TO ACHIEVE THESE VISIONS, WE WILL...

- Regularly meet to address the learning needs of students.
- Communicate and provide feedback among colleagues, administration, support staff and the school board when making decisions.

IV. Leadership

An exemplary school district provides a leadership structure that empowers all stakeholders and creates a sense of pride and ownership.

- A model of shared leadership is used in the decision making process.
- Stakeholders take accountability for both the successes and the failures of the learning community and understand that at times failure can be a more valuable learning tool than success.
- Communication is ongoing, open, honest, and professional between all stakeholders.

TO ACHIEVE THESE VISIONS, WE WILL...

- Share leadership opportunities among colleagues.
- Communicate openly, honestly and professionally among all stakeholders.
- Accept accountability and take responsibility for continuous school improvement.
- Provide students with leadership opportunities.

V. Community

An exemplary school district fosters collaboration among students, families, community, and school personnel to provide opportunities which promote success for all students.

- The school district works in partnership with families to provide comprehensive support from early childhood through high school.
- The school district partners with community entities to enrich opportunities for students.
- The school district fosters a sense of community for all stakeholders.

TO ACHIEVE THESE VISIONS, WE WILL...

- Foster positive relationships among staff, students, parents, and community.

EMPLOYMENT POLICIES

Anti-Harassment Policy

The School District of Poynette is committed to maintaining and ensuring a working environment that is free of harassment or intimidation. The District will not tolerate any form of harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it.

It is the policy of the School District of Poynette to maintain a learning and working environment that is free from harassment. No employee or volunteer employee of the district shall be subjected to harassment on the basis of sex color, ancestry, disability, marital status, race, creed, age, use of lawful products, arrest or conviction record, honesty testing, national origin, pregnancy or childbirth, sexual orientation, genetic testing, military service membership or any other categories protected by state or federal law.

It shall be a violation of this policy for any employee of the School District of Poynette to harass another employee or student through conduct or communications.

Each employee of the school district is responsible to create an atmosphere that promotes equity and is a bias free environment. Further, each employee shall support the implementation and understanding of all components of the Anti-Harassment Policy and procedures.

Harassment is any unwanted, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitation of favors which are based upon one's group membership

- B. Sexual harassment, may include, but is not limited to the following:
- displaying sexually suggestive objects or materials.
 - verbal harassment or abuse such as jokes, stories, remarks and rumors.
 - unwelcome repeated remarks or looks toward a person, with sexual or demeaning implications.
 - intentional and unwelcome touching of an individual's clothed or unclothed intimate parts in a sexual way. (Intimate parts means breasts, buttocks, anus, groin, scrotum, penis, vagina or pubic mound).
 - cornering or blocking of normal movements in a sexual nature.
 - suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, safety.

REPORTING PROCEDURE/INTERNAL INVESTIGATION - EMPLOYEES

The District expects employees to immediately report incidents of harassment to the appropriate supervisor. The Director of Student Services is the designated district anti-harassment officer in the district.

Anyone who engages in harassment in the school setting may be subject to disciplinary action up to and including dismissal. Any employee who permits harassment of students, other employees or volunteers may be subject to disciplinary action up to and including termination.

Any employee who receives a complaint of harassment from a student, other employee or volunteer and who does not act promptly to forward that complaint to the Principal and/or district anti-harassment officer designated to receive notice of all harassment complaints, shall be disciplined appropriately up to and including termination.

The School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of harassment or an appeal will not reflect negatively on the employee or volunteer who initiates the complaint or an appeal, and will not affect any part of the, employee's or volunteer's standing, rights or privileges.

Policy 3362,4362

Drug-Free Workplace

The School District of Poynette is committed to maintaining an alcohol and other drug-free workplace. Therefore The Board of Education prohibits school employee use, possession, distribution, dispensing, or manufacturing of alcohol and other illegal drugs on school premises, in school vehicles and at school sponsored activities. The misuse of prescription medication or drugs will be considered a violation of this policy.

The District will not condone the involvement of any employee with illicit drugs, or the misuse of prescription medication or drugs, even where the employee is not on District premises.

All school employees shall cooperate with law enforcement agencies in investigation concerning any violation of this provision.

Policy 3122.01, 4122.01

Tobacco Policy

Employee use of tobacco on District property, in District owned vehicles or at any District affiliated events is prohibited. Tobacco products may not be stored on District property.

Policy 3215, 4215

Equal Employment Opportunity

It is the policy of the School District of Poynette that no person may be denied employment, or be denied the benefits

of, or be discriminated against in activity because of the person's sex, color, ancestry, disability, marital status, race, creed, age, use of lawful products, arrest or conviction record, honesty testing, national origin, pregnancy or childbirth, sexual orientation, genetic testing, military service membership or any other category protected by state or federal law.

Policy 3122, 4122

Conflict of Interest and Ethical Standards

It is imperative that our professional organization not create the perception of favoritism or special privilege. Employees are not permitted to gain monetarily by their position within the district. Employees are prohibited by Wis. Stat. § 118.12 from receiving anything of value for their own benefit that results from selling, soliciting, or promoting the sale of any goods or services to any public school pupil while on school property or at school-sponsored events.

Whenever possible, staff will not have instructional responsibility for their own children, guardians or blood relatives.

Employees are expected to avoid situation in which their personal interests, activities and associations may conflict with the interest of the District.

Communications and Suggestions

The School District of Poynette welcomes the comments and problem solving suggestions of its employees. All comments and suggestions should follow the chain of command.

Outside Employment

Employment with the School District of Poynette must be considered pre-eminent. Outside employment must not interfere with the employee's performance or work schedule. Employees may not perform any duties for an outside employer during regularly scheduled working hours or during additional hours required for professional responsibilities.

Personnel Files

An employee shall have the right to review certain personnel documents upon request and consistent with the timelines and content limitations specified in Wis. Stat. § 103.13, at least two(2) times per calendar year.

Personal Data Changes

All changes in personal information, including changes of name, address, telephone numbers, education, marital status, dependent status, etc. should be updated with the Business Office in a timely manner.

Political Activities of Staff

Because political activities may be disruptive, divisive and distracting to a positive learning environment, such activities are not appropriate within the school setting. The Board prohibits political activities on all District owned and used property, within all school buildings and at all school sponsored activities unless part of a Board approved teaching unit.

Work Stoppage

Staff will not instigate, promote, encourage, sponsor, engage in or condone any strike, picketing, slowdown, considered work stoppage or any other intentional interruption of work involving the District.

Acceptable Use

All employees are required to read and adhere to the Acceptable Use Policy for Technology Resources
Appendix C

Health Examination

The District requires, as a condition of employment, that all new employees obtain a physical examination, including a tuberculin skin test. Freedom from tuberculosis in a communicable form is a condition of employment. If the employee's tuberculin skin test is positive, a chest X-ray shall be required. Timelines are determined by the District.

The Board shall pay the cost for any required physical examination, which shall be performed by the District's authorized physician.

The physician conducting the physical examination shall prepare a report of the examination on a form prepared by the Department of Public Instruction (DPI) and available upon the DPI website. The physician shall use the report form to certify to the District that the person is free from tuberculosis in a communicable form. Subsequent physical examinations will be required at intervals determined by the School Board, consistent with state and federal laws. An employee may request an exemption from the physical examination requirement for religious reasons by filing an affidavit with the Board stating that the employee depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination or organization and that the employee is to the best of the employee's knowledge and belief in good health and that the employee claims exemption from health examination on these grounds. If there is reasonable cause to believe that an employee who has requested an exemption is suffering from an illness detrimental to the health of the pupils, the school board may require a health examination sufficient to determine whether the employee is suffering from such an illness. The School Board shall not discriminate against any employee for filing an affidavit seeking an exemption from the physical requirement.

The District shall maintain all physical examination records and other medical records in a file separate from all other personnel records, and shall treat such records as confidential medical records, in accordance with state and federal laws and regulations.

The School Board shall comply with the requirements of Wis. Stat. § 121.52(3)(a) by including in any contract with any owner or lessee of any privately owned motor vehicle transporting pupils for compensation provisions for the contractor to require physical examinations for all school bus drivers, as prescribed by Wis. Stat. § 121.52(3)(a).

Family and Medical Leave Act (FMLA)

The District provides family and medical leave as required by the state and federal Family and Medical Leave Acts. State leave calculations are based on a calendar (January 1- December 31) year. Federal leave calculations are based on a fiscal (July 1 through June 30) year. See attached Appendix D for a brief explanation of rights and responsibilities under FMLA.

Policy 3430.01, 4430.01

Military Leave

Pursuant to federal and state law, the District shall provide eligible employees with leaves of absence with or without pay for purposes of federal service in the uniformed services or active state service. Eligible employees should notify the District of the need for a leave of absence as far in advance as possible and should notify the District of the commencement date of the military leave and its expected duration. Eligible employees should also provide the District with a copy of any relevant military orders.

All rights and privileges regarding salary, benefits, status, and seniority shall be reserved to such employees as required by law.

An employee on leave shall notify the District of his/her intent to return to work in a timely manner following his/her period of military service. Failure to notify the employer of his/her intent to return within a reasonable period may subject the employee to disciplinary action up to and including termination for unexcused absence. An employee's reemployment rights and benefits after completion of federal service in the uniformed services or active state service shall be governed by any applicable federal and/or state laws.

EMPLOYMENT PRACTICES AND EXPECTATIONS

General Practices

Attendance

Employees are expected to make every effort to be present for work and adhere to their assigned schedule. Employees who are unable to report to work shall follow their department/building procedures for reporting and recording absences.

On days when school is cancelled due to inclement weather, most staff does not report. Custodial and Secretarial staff should make reasonable efforts to attend. If, however, they cannot, these groups may utilize Leave Without Pay (with written authorization) or a vacation day. Accommodations must be made through immediate supervisor and, in the event of Leave Without Pay, the District Administrator.

For times when school is delayed, staff is to report according to the delay. Teaching staff must report in a reasonable time to be prepared for student arrivals and the school day, usually 15 minutes before student arrival to class. Support staff working in the buildings must arrive 15 minutes prior to student arrival. Food service staff must arrive as close to their scheduled start time as possible.

Although the District performs better when all employees are in attendance, the District recognizes the occasional need to be away from work for illness, illness of a family member, funerals, or urgent personal matters. For this reason the District provides paid time away from work (leave). The District reserves the right to request verification for any time used.

Leave is allocated at the beginning of each fiscal/school year and is to be used as a protection from loss of income. All leave must be requested and approved by a supervisor. All attempts should be made to make appointments outside of regularly assigned hours. Details about leave are located in Appendix A (Teachers) and B (Support Staff).

Good attendance is an essential element of employment. Poor attendance can lead to disciplinary action: Any employee who is absent without notice and/or approval for three (3) consecutive work days is deemed to have resigned without proper notice (job abandonment).

Employees who fail to provide adequate notice of tardiness and incur instances of unexcused tardiness as a result may be subject to discipline. Any employee who incurs excessive tardiness may be disciplined up to and including termination.

Employees who fail to provide adequate notice of absences and incur unexcused absences as a result, may be subject to discipline up to and including termination.

Work Day

Employee workdays will be established by the District Administrator according to building and district needs.

Calendar

The school calendar shall be determined by the Board. The determination of the structure of the days (instructional, work days, etc.) shall be at the discretion of Administration.

Licensure

All employees who are in a position where a license is required by law or district policy must keep and maintain appropriate licensure. Failure to obtain and keep a required license current may cause separation from employment.

Professional Development/Training Programs (In-service)

As a learning and teaching institution, the District expects all employees to model continuous learning to develop professional skills and personal growth. The District provides periodic In-service and training opportunities that are required for staff depending on assignment and role. Paid leave will not be approved on professional development or inservice days. Extenuating circumstance (i.e. bereavement, etc.) may be approved by administration with appropriate documentation.

Meetings

Each supervisor will determine the times and frequencies of staff meetings. Efforts will be made to share the schedule in a timely manner. Employees must attend all meetings as called by administration or supervisors. In general, absences will be excused for emergencies only and must be granted by the administrator/supervisor calling the meeting.

The District Administrator may, from time to time, call all-staff meetings when need is determined.

Injuries to Employees

Employees who are injured at work must complete a First Report of Injury form within twenty-four (24) hours of the injury whenever feasible. This form is located in the Business Office and must be completed with a Business Office official.

All incidents must be reported immediately to building administration or immediate supervisor.

Injuries to Students

All student injuries should be reported to the building principal/direct supervisor immediately.

Attention should be given to all injuries, however minor. An accident report must be filled out for all injuries and submitted to the building principal within twenty –four (24) hours or the next scheduled District workday. The building administrator will submit the completed form to the business office as soon as possible. Forms are located in the front office.

Legal Actions Involving Employees

Every employee shall notify his/her supervisor as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty pleas, or any adjudication of the employee for any felony or misdemeanor, or any offense involving moral turpitude.

The requirement to report an arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not apply to minor traffic offences. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported.

Any employee who drive a district owned vehicle must report any traffic violation to administration with three days of receiving the violation.

Email and Voicemail

Good communication is required for a successful organization. It is the District's expectation that voicemail and email accounts be checked regularly. Supervisors and administrators will create individual building/department requirements. Email and voicemail are tools to increase efficiency utilized by the District and should be used solely for professional purposes, and in accordance with the District's Acceptable Use Policy.

It is important to note that there should be no expectation of privacy for online/network activity.

Personal Communications

Personal communications should be kept to a minimum and cannot interfere with employment expectations. Personal cell phone use, text messaging or other personal communication by district staff must be kept to scheduled breaks, duty free lunch and outside of the school day.

Emergency exceptions can be made with an employee's direct supervisor.

Licensure/Certification

It is the responsibility of the employee to obtain and maintain all required licenses and certifications for his/her position. Employees are required to maintain the licenses/certifications that are in effect upon hire, unless otherwise allowed by the District Administrator at his or her discretion.

Determination of Assignments

The District will determine employment assignments based on the needs of the District.

Reduction in Staff

Reductions in staff will be determined by the Board and based on the needs of the District.

Operation of District Vehicles

Any employee who drives a District vehicle must provide proof of a valid driver's license. All traffic violations must be reported to Administration within three days of receiving the violation. The District expects employees to be safe and adhere to the rules of the road. Citations received while driving a District vehicle are the responsibility of the driver and may result in disciplinary action.

Operation of Personal Vehicles

Employees who are required to drive personal vehicles for District business or activities will be reimbursed at the board-approved rate. Mileage must be pre-approved by administration. Certain trips/destinations are reimbursed at a set rate. Employee personal insurance shall serve as the first level of coverage.

Transportation of Students

It is the District's position that transporting students in personal vehicles should be avoided. It puts the driver/owner at considerable risk for litigation and increased liability. However, in the rare circumstances when student transportation cannot be avoided, proof of valid license and insurance must be shared with the Business Office and prior written administrative and parent permission is required. The owner of the vehicle has primary liability for any incident.

Confidentiality

Employees are responsible for protecting the confidentiality of all information concerning employees, students, clients, donors and organizations with which the District does business.

Student education records are treated as confidential under the Family Education Rights and Privacy Act of 1974 and Wisconsin state statutes.

When there is separation of employment, individuals must return all paper and/or electronic documents (including storage devices) containing any confidential or proprietary information.

Professional Appearance

Employees are expected to dress in a professional manner appropriate to their working conditions and type of work performed. Certain departments, such as Food Service and Buildings and Grounds require special attire for work. Employees should consult their supervisor regarding dress code requirements specific to departments. For most instructional and secretarial staff, business casual is most appropriate. Casual dress is appropriate for certain field trips, shop experiences, lab experiments or times when clothing could become soiled.

Beach or "gel" style footwear (flip flops, shower shoes, Croc® style) are prohibited.

All employees are District representatives at co-curricular activities and conferences and should appear as such.

Copyright

The District expects all employees to model legal and ethical behavior. Therefore, all copyright, video, web publishing and internet laws and guidelines must be followed by all District employees. For additional information regarding Copyright, see Appendix C.

Co-curricular Duties

Learning in our schools goes beyond the classroom. Employees are encouraged to attend co-curricular events. Teaching staff may receive assignments of supervision at school co-curricular activities.

Food Service Purchases

All staff are welcome to purchase a meal or a la carte items during scheduled meal hours. Meal hours vary by building and level. Purchases are made utilizing a District supplied identification number. ID numbers correspond to a personal

lunch account. The account is a debit system; therefore funds must be in the account prior to making a purchase. Cash is not accepted in the lunch line. All food service items must be paid for at time of service.

General Rules of Conduct

Employees represent the District at all times and in all places. Employees are expected to model positive, effective behavior and to adhere to the highest standards of their professions.

Below are general guidelines for employee conduct. Many of these guidelines appear elsewhere in this Handbook. These guidelines are by no means exhaustive or complete, but simply list examples of conduct that may result in disciplinary action, up to and including termination. The District reserves the right to determine the appropriate discipline based on the circumstances of the individual incident.

Violations of policy include, but are not limited to:

1. Falsification or unauthorized altering, deletion or omissions of records
2. Unauthorized disclosure of confidential or privileged information
3. Unauthorized use and/or possession of intoxicating beverages, narcotics or drugs on District premises
4. Reporting to work under the influence of alcohol, narcotics or drugs
5. Failure or refusal to report child abuse
6. Unauthorized use or misuse of electronic resources
7. Time theft: being late, leaving early, being absent from work without permission/prior notification, fraudulent requests for time off, fraudulent completion of time/duty cards, sleeping while on duty, etc.
8. Stealing or damage/destruction of property belonging to the District, other employees, or students/community members
9. Gambling on District premises
10. Violating or ignoring safety and sanitary standards and expectations
11. Failing to obtain or maintain a current license, certification or other qualification required by law or the District.
12. Promoting, encouraging, engaging in, or facilitating, any illegal strike slowdown, sickout, work stoppage, curtailment of work schedules, or refusal to perform customary and assigned duties
13. Refusal to follow a directive/carry out assigned duties
14. Insubordination
15. Physical assault
16. Use of obscenities and/or abusive language on District premises or at District events
17. Threatening, harassing, abusive or bullying behavior
18. Failing to fully cooperate in any District investigation
19. Failure to maintain professional or ethical standards
20. Failure to follow chain of authority
21. Failure to obtain/maintain licensure

These rules do not trump or restrict legal rights and activities of employees.

Grievances

The District encourages collaborative problem solving. Employees are encouraged to share any employment related problem with their immediate supervisor informally. This discussion often produces more immediate solutions than formal process.

The District has adopted a grievance policy (3340, 4340) that is available on line, via the district website or from the Administration Office.

Identification Badge

In order to maintain a safe, secure environment, all employees are required to have their photographs taken and wear the District issued Identification Badge during the work day. Exceptions may be made on a case by case basis with the approval of the District Administrator.

Solicitations

Employees may not use their positions to solicit funds, recruit membership, disseminate personal or political information that in any way interferes or distracts from the District's vision, mission and purpose.

Safety Plans

Safety is the responsibility of all employees. As such, all employees are required to become familiar with the safety plan and participate in all safety drills and practices. Office and classroom areas are required to have Safety Plans and Evacuation/Shelter Maps displayed.

Employees are encouraged to monitor hallways and grounds for unescorted/unfamiliar visitors.

Child Abuse Reporting Requirement

All school employees who have reasonable cause to suspect that a child seen in the course of professional duties has been abused or have reason to believe that a child has been threatened with abuse and that abuse of the child will occur is required by section 48.981(2) of the state statutes to report such suspicion to the appropriate county agency. (Abuse and neglect are defined in sections 48.02(1) and 48.981(1) of the state statutes, respectively.)

REPORTING THE INCIDENT

- A. Every school Principal or his/her designee (often the Counselor) shall receive reports of suspected child abuse or neglect from employees. The Principal or designee may also be informed of suspected child abuse or neglect from a suspected victim, another student, or a person external to the school system.
- B. If any employee knows or suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect, she/he shall make at once an oral report to the Principal or designee.
- C. When the Principal or designee receives a report of suspected child abuse or neglect, the report must be transmitted immediately to the Child Protection Intake Worker, DHS at (608)742-9227. This

requirement is mandatory. The employee, principal or counselor should place the call and the intake worker will arrange to speak to the person who initiated the report. The caller should be prepared to give the student's name, address, telephone number, age, date of birth and parent's name. The Principal will not divert reports through investigation, but may contact DHS for consultation to determine if a report should be filed.

- D. After the telephone report is made to DHS, the Principal or designee will complete any paper work needed. This report will include the names or persons spoken to at DHS and the disposition of any call.
- E. If the situation is so urgent that the child must not return home, the caller should stress the urgency to the intake worker and ask for instructions in the event a child protective services worker does not arrive before the end of the school day.
- F. In the absence of the Principal or designee, or where that authority refuses to comply with this policy and the Wisconsin Child Abuse and Neglect Reporting Law, a school employee shall make at once an oral report to DHS at (608)742-9227.

Note: Any doubt about reporting suspected abuse or neglect shall be resolved in favor of the child. The report shall be made immediately and prior to the child's leaving school. A school employee is immune by statute from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. Failure to report by any school employee may result in disciplinary action against the employee by the school system and civil and criminal action under the law.

Payroll Information

Payroll Payments

At the beginning of the school year, teachers will be given the option of being paid on a school year or twelve month payroll basis. Annually, each such employee will be required to submit written authorization to the District office to confirm the payroll option. The default payroll selection for teachers shall be on a school year basis.

Payroll payments for support staff will be made every other week.

Direct Deposit

The District will pay employees through direct deposit to an account at a financial institution of the employee's choice. Employees will provide the District office with information needed to accomplish the direct deposit payroll process. Employees must enroll in direct deposit within fifteen (15) calendar days of the time of hire or rehire. Employees must participate in the direct deposit payroll process as a condition of new or continued employment unless otherwise prohibited by law. Only one (1) financial institution account number may be selected for direct deposit for the employee.

At its discretion, the District may utilize Direct Deposit for all District payments and reimbursable expenses to employees.

Changes to information regarding direct deposit shall be received by the District office at least fifteen (15) calendar days prior to the date of the change. The District will not be responsible for deposits made to a former account where the

request for the change has not been timely provided to the District office.

Flex Spending

The District offers a Flex Spending benefit that adheres to Internal Revenue Service rules and regulations. Details are available from the Business Office.

Employee Separation

Timeline

Support Staff Employees who are not under contract for a specified period of time, are asked to provide their immediate supervisor with notice of termination as soon as possible, but at least ten (10) working days prior to the effective date of resignation. Vacation or leave time may not be utilized during the last ten (10) days of employment. Exceptions may be made for extenuating circumstances with supervisor and District Administrator permission. An employee's last day must be a regularly scheduled workday. Accrued vacation, personal or sick leave cannot be used in lieu of notice.

Any support staff employee eligible for retirement benefits, who fails to give at least ten (10) days notice of separation shall not be entitled to payment of any accrued but unused leave.

If an employee has overused any leave benefits, the employee will have an amount equal to the value of that overused leave withheld from his or her last paycheck.

Teachers and other contracted employees wishing to retire are requested to inform the District Administrator, in writing, no later than March 1. Failure to do so may impact district sponsored post-employment benefits if eligible.

Any employee who is absent without notice and/or approval for three (3) consecutive work days is deemed to have resigned without proper notice (job abandonment).

Employees who fail to provide adequate notice of tardiness and incur instances of unexcused tardiness as a result may be subject to discipline. Any employee who incurs excessive tardiness may be disciplined up to and including termination.

The District will enforce penalties for 'breaking' a contract. Penalties are delineated in individual contracts.

APPENDIX A: TEACHERS

Employment

Evaluations

Supervisors have the discretion to evaluate teachers as they deem reasonable. Typically, teachers will be evaluated several times a year, with new teachers being evaluated more often. Teachers in their first two years of employment in the district shall have a minimum of two formal evaluations each school year, one of which shall occur during the first semester. In the event a teacher feels the evaluation is incomplete or inaccurate, the teacher may put his or her objections in writing and attach it with the evaluation. Evaluation tools will be developed by the District and shared with teaching staff.

Policy 3220

Teacher Renewal/Non-Renewal

Full-time teachers employed in the District are subject to contract non-renewal on a statutory basis. (Wis. Stat. §118.22) The District will provide a notice of non-renewal of the teacher's contract in accordance with the timelines set forth in Wis. Stat §118.22. A contract non-renewal shall not be deemed a 'termination.'

Leave Benefits

Full-time teachers, one hundred percent full time equivalency (100% FTE) will be allocated 10 days of leave at the beginning of each school year. Leave is prorated for less than 100% FTE. Leave may accumulate up to sixty (60) days and it not intended to be utilized as vacation

For planned absences, (medical appointments, etc.) teachers must request leave from their building administrator. Teachers who are unable to work shall notify their building principal or designee prior to the start of the work day. A physician's certification may be required of the teacher after the teacher has been absent for three (3) or more consecutive days.

Planned absences may not be utilized to extend school vacation or holidays. Planned leave may not be utilized during in-service, professional development or the first and last week of school. Extenuating circumstances may be approved with appropriate documentation.

Unpaid leave must be requested in writing and approved by an immediate supervisor and the District Administrator. A combination of paid and unpaid leave may be approved in unique circumstances. Generally, no more than one paid day of leave will be approved: with the exceptions of bereavement or serious illness/medical. Documentation may be required.

See additional information under General Practices: Attendance.

Fringe Benefits

Health Insurance

The Board will provide a group health insurance plan for teachers who are employed at least seventy-five percent (75%) of full-time equivalency (FTE) and meet the health insurer’s eligibility requirements. The Board will contribute up to eighty-eight percent (88%) towards the lowest cost single or family health insurance premium for all full-time teachers who participate in the biometric screening and health risk assessment as scheduled and provided by the District. The Board will contribute up to seventy-five percent (75%) towards the single or family health insurance premium for all full-time teachers who do not participate in the health risk assessment. The Board will contribute a prorated amount towards the single or family insurance premium for part-time teachers who work between seventy-five percent (75%) but less than one hundred percent (100%) of full-time equivalency (FTE). The Board reserves the right to change the health insurance carrier, health insurance plan, and health insurance benefits at its discretion.

Contract Percentage	Health Insurance	
	District Contribution of lowest cost premium with employee participation in District sponsored biometric screening and on line health risk assessment	District Contribution of lowest cost premium without employee participation in District sponsored biometric screening and on line health risk assessment
100%	88%	75%
99%	87%	74%
98%	86%	73%
97%	85%	73%
96%	84%	72%
95%	84%	71%
94%	83%	71%
93%	82%	70%
92%	81%	69%
91%	80%	68%
90%	79%	67%
89%	78%	67%
88%	77%	66%
87%	77%	65%
86%	76%	65%
85%	75%	64%
84%	74%	63%
83%	73%	62%
82%	72%	62%
81%	71%	61%
80%	70%	60%
79%	70%	59%
78%	69%	59%
77%	68%	58%
76%	67%	57%

75%	66%	56%
74%	not eligible	

Dental Insurance

The Board will provide a group dental insurance plan for teachers who meet the dental insurer’s eligibility requirements. The Board will contribute one hundred percent (100%) toward the premium for teachers contracted for at least eighty percent (80%) of full- time equivalency (FTE). The Board will contribute a prorated amount towards the single or family insurance premium for part-time teachers. Teachers must be contracted at least forty percent (40%) of full time equivalency (FTE) to qualify for eligibility. The Board reserves the right to change the dental insurance carrier, dental insurance plan, and dental insurance benefits at its discretion.

Contract Percentage	Dental Insurance District Contribution of premium
100%	100%
99%	100%
98%	100%
97%	100%
96%	100%
95%	100%
94%	100%
93%	100%
92%	100%
91%	100%
90%	100%
89%	100%
88%	100%
87%	100%
86%	100%
85%	100%
84%	100%
83%	100%
82%	100%
81%	100%
80%	100%
79%	100%
78%	100%
77%	100%
76%	100%
75%	100%
70%	70%
65%	65%
60%	60%

ADOPTED 4/29/13, updated: 8/23/17

55%	55%
50%	50%
45%	45%
40%	40%

Long-Term Disability Insurance

The Board will make available a long-term disability plan for all teachers who meet the long-term disability insurance carrier’s eligibility requirements. The Board will contribute one hundred percent (100%) toward the premium for teachers who are contracted at least twenty-five percent (25%) of full- time equivalency (FTE) The Board reserves the right to change the long-term disability insurance carrier, long-term disability insurance plan, and long-term disability benefits at its discretion.

Group Life Insurance

The Board will make available a group life insurance plan for all teachers who meet the life insurance carrier’s eligibility requirements. The Board will contribute one hundred percent (100%) toward the basic premium for full-time teachers. The Board will contribute a prorated amount for part-time teachers. The Board reserves the right to change the life insurance carrier, the life insurance plan, and life insurance benefits at its discretion. All benefits are subject to plan limitations including 50% reduction for active employees at age 70. Benefits terminate upon separation from the district. Teachers may elect to purchase additional insurance at their expense. Contact the Business Office for additional details.

Wisconsin Retirement System (WRS)

The Board will make the full employer’s contribution to the WRS, as approved by the Employee Trust Fund Board.

APPENDIX B: SUPPORT STAFF

Employment Categories and Classifications

Full-time: Twelve month employees for 30 or more hours per week average

Part-time: Twelve month employees for less than 30 hours per week average

Full-time, School year: 9-9 ½ month employees for 30 hours or more per week average

Part-time, School year: 9-9 ½ month employees for less than 30 hours per week average

Food Service

Classification I	Employees hired for 9 months and regularly scheduled to work four or more hours a day
Classification II	Employees hired for 9 months and regularly scheduled to work less than four hours per day.

Secretaries

Classification I	Secretarial staff hired for 12 months per year.
Classification II	Secretarial staff hired for less than 12 month per year.

Assistants

Classification I	Instructional Paraprofessionals <ul style="list-style-type: none">a) Certified instructional assistants (paraprofessionals)b) Non-certified instructional assistants (paraprofessionals)
Classification II	Non-instructional assistants Van Driver (not hours with another position)

Buildings and Grounds

Classification I	Maintenance employees
Classification II	<ul style="list-style-type: none">• Custodial staff hired for 12 months per year• Custodial staff hired for less than 12 months per year• Groundskeepers

Evaluations

Employee evaluations shall occur annually in accordance with Board policy. Employees shall sign the written evaluation indicating that he/she has read/reviewed it. Signing the evaluation does not indicate agreement. In the event an employee believe the evaluation to be incomplete or inaccurate, that employee may put any comments in writing and have the comments attached to the evaluation.

Policy 4220

Overtime

Support staff employees must receive prior approval from his or her immediate supervisor before working overtime. Support staff employees will be paid at time and one-half for all time worked over forty (40) hours in a week. Time worked over forty (40) hours per week does not include leave time.

Fringe Benefits

Health Insurance

The Board will provide a group health insurance plan for support staff who are regularly scheduled to work at least thirty (30) hours per week and who meet the health insurer’s eligibility requirements.

The Board will contribute up to eighty- eight (88%) towards the lowest cost single or family health insurance premium for support staff who are regularly scheduled to work forty (40) hours per week and who participate in the biometric screening and health risk assessment as scheduled as provided by the District. The Board will contribute up to seventy-five percent (75%) towards the lowest cost single or family health insurance premium for support staff who are regularly scheduled to work forty (40) hours per week and who do not participate in the health risk assessment. The Board reserves the right to change the health insurance carrier, health insurance plan, and health insurance benefits at its discretion.

The Board will contribute a prorated amount towards the single or family health insurance premium

Average Hours per Week	Health Insurance	
	District Contribution of lowest cost premium with employee participation in District sponsored biometric screening and on line health risk assessment	District Contribution of lowest cost premium without employee participation in District sponsored biometric screening and health risk assessment
40	88%	75%
39	86%	73%
38	84%	71%
37	81%	69%
36	79%	67%
35	77%	66%
34	75%	64%
33	73%	62%
32	70%	60%
31	68%	58%
30	66%	56%
29	(fewer then 30 hours)not eligible	

Where both husband and wife are employed by the District and the employees are eligible for the benefit, the District, at its discretion, will provide either one family health plan for both employees or one single plan for each (subject to the limitation of the insurance carrier).

Dental Insurance

The Board will contribute one hundred percent (100%) toward the single or family premium of a group dental insurance plan for support staff who are regularly scheduled to work at least thirty (30) hours per week and who meet the dental insurer’s eligibility requirements. The Board will contribute a prorated amount towards the single or family insurance premium for part-time employees who are regularly scheduled for at least sixteen (16) hours per week. Support staff who are regularly scheduled for least sixteen (16) hours are eligible for dental insurance. The Board reserves the right to change the dental insurance carrier, dental insurance plan, and dental insurance benefits at its discretion.

Average Hours per Week	Dental Insurance District Contribution of premium
40	100%
39	100%
38	100%
37	100%
36	100%
35	100%
34	100%
33	100%
32	100%
31	100%
30	100%
29	73%
28	70%
27	68%
26	65%
25	63%
24	60%
23	58%
22	55%
21	53%
20	50%
19	48%
18	45%
17	43%
16	40%

Long-Term Disability Insurance

The Board will make available a long-term disability plan for all support staff who are regularly scheduled to work at least ten (10) hours per week and who meet the long-term disability insurance carrier’s eligibility requirements. The Board will contribute one hundred percent (100%) towards the premium for support staff. The Board reserves the right to change the long-term disability insurance carrier, long-term disability insurance plan, and long-term disability benefits at its discretion.

Group Life Insurance

The Board will make available a group life insurance plan for all support staff who are regularly scheduled to work at least ten (10) hours per week and who meet the life insurance carrier’s eligibility requirements. The Board will contribute one hundred percent (100%) toward the basic premium for support staff. The Board reserves the right to change the life insurance carrier, the life insurance plan, and life insurance benefits at its discretion. Support staff may be eligible to purchase additional coverage at their own expense. All benefits are subject to plan limitations including 50% reduction for active employees at age 70. Benefits terminate upon separation from the district. Contact the Business Office for additional details.

Wisconsin Retirement System (WRS)

The Board will make the full employer’s contribution to the WRS, as approved by the Employee Trust Fund Board.

Leave Benefits

Vacation

Twelve Month Full-time support staff employees shall be entitled to paid vacations based on the following schedule:

	Local Experience	Days	Hours
First Year – year hired	1	5	40
Second Year - on July 1st	2	5	40
Third Year	3	10	80
Fourth Year	4	10	80
Fifth Year	5	10	80
Sixth Year	6	11	88
Seventh Year	7	12	96
Eighth Year	8	13	104
Ninth Year	9	14	112
Tenth Year	10	15	120
Eleventh Year	11	16	128
Twelfth Year	12	17	136
Thirteenth Year	13	18	144
Fourteenth Year	14	19	152
Fifteenth Year	15	20	160
Sixteenth Year	16	20	160

No Vacation leave will be approved within the first ninety (90) days of employment or last 10 days of employment.

- Fiscal year (July 1) first year employment: five (5) days (40 hours)
- Fiscal year (July 1) after second year of employment: ten (10) days (80 hours)
- After completing six (6) years of employment: One additional day earned for each year of service (maximum of twenty [20] days of vacation after fifteen [15] years).
- Five days of vacation may be carried over to the next fiscal year. Carry over vacation must be used by August 15
- All vacation requests must be reviewed and approved by supervisor.
- Vacation request will be reviewed for acceptance on the basis of timeliness of the request.

Leave

Twelve month, full-time support staff employees will earn ten (10) days of leave per year at their regularly scheduled hours. Leave may accumulate to sixty (60) days. Leave is prorated for less than full-time employment.

School year employees who are regularly scheduled to work thirty (30) or more hours per week will earn eight (8) days of leave per school year. For employment less than 30 hours, leave will be prorated. Leave may accumulate to sixty (60) days.

Leave may be used for: medical appointments, illness, personal, funeral or bereavement. Leave may not be attached to vacations, holidays or in-service and may not be utilized in lieu of attendance on a snow day/district called day.

All leave must be approved by immediate supervisor.

The District retains the right to require documentation for leave. Absences of three or more consecutive days may require documentation.

Unpaid leave must be requested in writing and approved by an immediate supervisor and the District Administrator. A combination of paid and unpaid leave may be approved in unique circumstances. Generally, no more than one paid day of leave will be approved: with the exceptions of bereavement or serious illness/medical. Documentation may be required.

See additional information under General Practices: Attendance.

APPENDIX C: (SPECIFIC POLICIES and FORMS)

Discrimination Complaint Procedure

If any person believes that Poynette Public Schools or any part of the school organization has inadequately applied the principles and/or regulation of Title VI, Title IX, Section 504, Age Discrimination Act of 1975, Section 118.13 of Wisconsin Statutes, or in some way discriminates on the basis of sex, race, color, national origin, age or handicap, he/she may bring forward a complaint to the Administrative Office at the following address:

108 N. Cleveland St.
Poynette, WI 53955

Informal Procedure

The person who believes he/she has a valid basis for a discrimination complaint shall discuss the concern with the District Administrator, or designee, who shall in turn investigate the complaint and reply to the complaint in writing within two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed in policy 3362, 4362, 3123, 4123.

ADOPTED 4/29/13, updated: 8/23/17

EMPLOYEE GRIEVANCE POLICY AND PROCEDURE

Grievance Procedure

Employees are encouraged to review the Grievance Policy and Procedure (Policy 3340, 4340) located on-line via the District website. Paper copies may be obtained at the administration office.

LEGAL REFERENCE: Wis. Stat. § 66.0509(1m)
 Wis. Stat. § 118.22
 Wis. Stat. § 118.24

Mandatory Reporter Form

School District of Poynette Report under Wisconsin Mandatory Reporter Law

To report child abuse/neglect call Columbia County Human Services, Portage, 742-9227.
Any report made to the Department of Human Services, Child Protection, of suspected child abuse or neglect shall be followed by the completion of this report. Forward to the Director of Student Services within 24 hours of initial report.

Student _____ Date of Birth _____

School Building _____ Grade _____

Home Address _____

(If directions to home are needed, i.e. Fire number or PO Box, describe as well as possible on the back of this form.)

Home Phone _____

Mother's Name _____ (address if different) _____

Father's Name _____ (address if different) _____

Name of person reporting concerns _____

Name(s) of other sibling(s) _____

Describe nature of concern. Include description of any injuries, and relevant statements from the child:

Name of County Intake worker _____ Date/time of call _____

Disposition of Case:

Accepted for investigation as _____

Referred to other agency (specify agency) _____

Not accepted or referred. Suggestions offered _____

Signature of Principal or Designee

Signature of Reporter

Direct Deposit (ACH) Form

Direct Deposit (ACH) streamlines payments and creates a more efficient District.

All employees are required to utilize Direct Deposit (ACH) for all District payments. This applies to payroll and reimbursable expenses such as mileage reimbursement for traveling between schools or attending a training.

The District reserves the right to utilize paper (live) checks if it deems appropriate.

An electronic "receipt" will be automatically sent to you via email detailing each deposit that is made.

The District will use the checking or savings account used for payroll unless notified to use another account.

Please submit any changes either by email or with the form below.

Name: _____

Email Address: _____

(Once an ACH has been sent this email address will receive the payment information)

Bank Name: _____

Bank Address/City & State: _____

Routing Number: _____

Account Number: _____

Type of Account: Business _____ OR Personal _____

AND: Checking _____ OR Savings _____

Acceptable Use Policy for Technology Resources (AUP)

The School District of Poynette recognizes the importance technologies have to support learning and enhance instruction. Various technology tools and internet access are available to students and staff for purposeful and curriculum-related activities. Those resources provide students with a wealth of tools that will foster a deeper understanding of the curricula as well as assisting teachers in improving instruction and augmenting curricula.

Regrettably, the Internet and other technology tools also provide access to material that has no educational value in the context of the school setting. The Internet may also contain material that is illegal, inappropriate, harmful and objectionable from many points of view. As a district, it is our belief that the educational benefits of the Internet and other technology tools outweigh the drawbacks.

The School District of Poynette supports access by students and staff to technology resources. It is the expectation of the district that all students and staff will use the internet, email, district network and other district technology resources efficiently, safely, responsibly and appropriately. The following terms and conditions have been provided to ensure clear understanding by students, staff and parents of district expectations regarding staff and student use of district technology resources. All users in the district must review these terms and conditions and sign an Acceptable Use Policy (AUP) policy acknowledgement [included at the end of this document] before access will be permitted to district technology resources and the internet. The information in this policy aligns with the guidelines for the Children's Internet Protection Act (CIPA) passed by Congress in December 2000.

1. District User Accounts

Users may be granted an account based on the following conditions:

- a. All users must read* and agree to the guidelines set forth in the AUP. This agreement becomes formal when the required signatures are on the policy acknowledgement.
- b. For students under the age of 18, the signature of a parent or legal guardian is required on the policy acknowledgement.
- c. Account access will be prohibited until a policy acknowledgement is returned to the district Information Technology Department. Account access includes not only internet access, but all district technology resources, including but not limited to, software and programs on the district network.
- d. Users should not share login or password information with each other.
- e. Passwords should be changed frequently.
- f. Users should always log off of the network prior to leaving the workstation.
- g. Users are not permitted to maintain network accounts upon leaving the district.

*In the event that the user is unable to read and understand the AUP, a teacher and/or parent/legal guardian will discuss the policy with him/her.

2. Acceptable Use for All Users

Use of the Internet and other technological resources must align with the educational objectives of the district and be in relation to a project, assignment or research associated with the user's education or school or work responsibilities. Staff and student internet use, at all times, must be consistent with the terms and conditions of this policy. All users of the district network are expected to abide by the generally accepted rules of network etiquette, which include, but are not limited to, being polite, not being abusive in dealings with others, and using appropriate language at all times (not swearing, using vulgarities or any other language inappropriate for a school setting).

3. Staff Use

The School District of Poynette provides staff members with access to technology resources in an effort to allow them to be more efficient, responsive, creative and productive, as well as have information that is timely and necessary to implement their responsibilities as district employees. These resources are not intended for personal use. Staff members must adhere to the following guidelines when using district technology resources:

- a. Staff shall exhibit conduct that is in keeping with their professional or worksite standards.
- b. Staff are expected to reply in a timely manner to parents and others.
- c. Communication over the network is often public in nature, therefore rules and standards for professional behavior and communications will apply.
- d. Staff members should ensure that the following practices occur when working with students and technology resources:
 - i. Appropriate use includes research for class projects and employing technological resources for the completion of classroom assignments and projects which are integrated into the curriculum.
 - ii. Supervise and guide student access to the internet and use of technology tools.
 - iii. Supervise students as they employ technology resources for learning: ensure proper care and handling of equipment, check out of materials and return of all materials.
 - iv. Staff will instruct all students, at all grade levels, on appropriate online behavior and safety, including interacting with others on social networking sites, cyberbullying, website evaluation/validity and other online protective behaviors. This aforementioned instruction should occur at the beginning of the school year, at the first instance of use of the tools and continue to be reinforced at additional lessons throughout the school year.
 - v. Hold students accountable with all procedures and policies for acceptable use.
 - vi. Pre-select and preview sites to ensure age-appropriateness and relevance to course objectives.

4. Student Use

The School District of Poynette provides students with access to technology resources in an effort to allow students to be more efficient, responsive, creative and productive as well as have information that is timely and necessary to implement their responsibilities as a student. The resources provided are not intended for personal use; only school-related activities and assignments. Student users must adhere to the following guidelines:

- a. Students at the *elementary level* may only have access to the district network and the Internet under direct teacher guidance and supervision and with the return of the signed policy acknowledgement.
- b. Students at the *middle and high school level* may have access to the district network and the Internet only after returning the signed policy acknowledgement.
- c. If a student reaches an inappropriate site he/she should:
 - i. Immediately turn off the monitor (leaving the computer on).
 - ii. Contact the teacher/supervisor.
 - iii. Complete and sign an Inappropriate Site Form.
 - iv. Failure to complete any or all of these steps in a timely manner may result in disciplinary action.

5. **Unauthorized Activities**

All users must employ technology in conformity with laws of the United States and the state of Wisconsin. Users are prohibited from engaging in unauthorized activities, which include, but are not limited to:

- a. Criminal Acts: These include but are not limited to, hacking (attempting to access computer systems without authorization), sending harassing email, texts, messages, cyberbullying, cyberstalking, viewing or sending pornographic material, vandalism and tampering with computer systems.
- b. Libel: Publicly defaming people through published materials online.
- c. Copyright Violations: Copying, selling or distributing copyrighted materials without the express written consent of the author or publisher.

6. **Privacy**

All School District of Poynette user accounts are owned by the School District of Poynette, and therefore, are **not private**. Users shall have no expectation of privacy when using district technology resources. All messages and files created, sent, received or stored using district technology resources are the property of the District. The district retains the right to review, audit, intercept, access and disclose, as appropriate, all messages and files created, received, or sent over the electronic communication systems.

7. System Security

System administrators may close an account, deny, revoke or suspend specific user access. Messages relating to or in support of illegal activities may be reported to the authorities. Users must notify a staff member or the system administrator immediately if they can identify a security problem with the district's computers, network, or Internet connection. The problem should not be demonstrated to others. Users may not utilize the Internet to discuss or circulate information related to security problems or the attainment of unauthorized access to sites, servers, etc.

The District employs filtering software for web access that blocks access to sites that may be considered objectionable or inappropriate.

8. Consequences for Violations

Inappropriate use of the network or Internet may result in the loss of privileges, disciplinary action and/or referral to legal authorities-dependent on the nature of the offense. If a user (including both students and district staff) violates the terms and conditions of this policy the following consequences may apply:

- a. Temporary suspension or permanent revocation of Internet access, network privileges and/or computer access.
- b. Payment for damages or repairs.
- c. Disciplinary action in accordance with appropriate district policies which may include, but is not limited to, school suspension, expulsion, or termination of employment.

There may be additional disciplinary actions depending on the situation and nature of the violation. Penalties will be administered based on the severity and frequency of the offense.

Staff User Policy Acknowledgement

Please read the following information carefully before signing this document. All sections of this contract must be signed by staff member. [The entire policy is available on our district's website or in print upon my request]

STAFF: As a staff member of the School District of Poynette, I have read the district's Acceptable Use Policy (AUP) and this policy acknowledgement. I am aware that the AUP and all of its terms and conditions are included in this contract. I understand that my access to technology resources is designed for educational purposes. I understand that my violation of the district's AUP will result in the temporary or permanent loss of Internet and/or network access, as well as other disciplinary action.

Name (Please Print): _____

Signature: _____

Date: ____/____/____

Copyright and Video Policy

Staff Acknowledgement

STAFF: As a staff member of the School District of Poynette, I have read the district's Copyright and Video Use policies and guidelines *and* this application/contract. I am aware that the copyright and video use policies and all of their terms and conditions are included in this contract. I understand that my violation of the district's copyright and video use policies is my responsibility and the district will not be held liable for my actions.

Name (Please Print): _____

Signature: _____

Date: ____/____/____

Web Publishing Policy

Staff Acknowledgement

STAFF: As a staff member of the School District of Poynette, I have read the district's Web Publishing Policy *and* this application/contract. I am aware that the Web Publishing Policy and all of its terms and conditions are included in this contract. I understand that my violation of the district's Web Publishing Policy will result in the temporary or permanent loss of Internet and/or network access as well as other disciplinary action.

Name (Please Print): _____

Signature: _____

Date: ____/____/____

Inappropriate Website Report Form

Teacher: _____

Student: _____

Grade Level: _____

Date: _____

Time: _____

Teacher/Supervisor: _____

Where did it happen? (Include Room Number and Computer location):

What is the name of the internet site?

List the URL address of the site (The address can be found in the "address" box beneath the back and forward buttons in Internet Explorer)

Tell how you got to this site:

Other notes:

APPENDIX D: FAMILY AND MEDICAL LEAVE (FMLA)

The School District of Poynette complies with the provisions of the Federal and State Family and Medical Leave laws. Employees may be eligible for family and medical leave under the Federal Family and Medical Leave Act of 1993 ("FMLA"), the Wisconsin Family and Medical Leave Act ("WFMLA"), or both. There are different eligibility requirements for these laws, different rights under the laws, and different procedural requirements for employees to follow. The purpose of this policy is to briefly describe some of the employees' rights and responsibilities under these laws; however, this policy does not, nor is it intended to, spell out every right and responsibility under the two laws. If an employee has any questions or desires additional information, the employee should contact the Business Office . Generally, an employee is eligible for leave under the FMLA Act after he/she has been employed by the School District for a total of at least 12 months (not necessarily consecutive); and has worked at least 1,250 hours during the previous 12 months. Paid time off does not count toward the "1,250 hours worked" requirement.

Generally, an employee is eligible for leave under the WFMLA after he/she has been employed by the School District for more than 52 consecutive weeks; and has worked at least 1,000 hours during the preceding 52 week period. Paid time off does count toward the WFMLA "1000 hours" requirement.

If an employee is eligible for WFMLA and/or FMLA leave, the following describes some of the employee's rights under the two laws:

FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")

Introduction

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

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, you should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, you must have been employed by the Board for at least twelve (12) months in the past seven (7) years and must have worked at least 1,250 hours during the twelve (12) month period immediately

preceding the commencement of the requested leave. All full-time instructional staff members are deemed to meet the 1,250 hour requirement.

To be eligible for leave under the WFMLA, you must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to you under this policy, as well as your rights during leave, depend upon whether you satisfy the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

for the birth of the eligible staff member's child and to care for a newborn child

for placement with the eligible staff member of a child for adoption or foster care

to care for an eligible staff member's spouse, child or parent with a "serious health condition"

The term "child" generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom you have assumed the day-to-day obligations of a parent. A child must be either under eighteen (18) years of age or unable to care for himself/herself due to a physical or mental disability or, for leave under State law only, unable to care for himself/herself due to a serious health condition.

"Parent" includes a staff member's spouse's legal guardian only if you are requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her position

because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's

parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, in the line of duty which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

inpatient medical treatment, recuperation or therapy;

outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or

assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The District Administrator will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a fiscal year (July 1 to June 30) for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

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Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year (January 1 to December 31) as follows:

a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;

a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and

a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining and employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or

treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

Chronic Conditions Requiring Treatment

A chronic condition which:

requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;

continues over an extended period of time (including recurring episodes of a single underlying condition); and

may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. You or your family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the District Administrator with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for your own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

Employees must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form to the District Administrator (forms available from the U.S. Department of Labor).

When planning medical treatment, the staff member should consult with his/her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her supervisor in order to work out a treatment schedule which best suits his/her needs, as well as the District's.

If a staff member must take more leave than originally anticipated, s/he must notify the District Administrator within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Healthcare Provider

If a staff member requests leave due to his/her own serious health condition or the serious health condition of his/her spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the District Administrator within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the District Administrator as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The District Administrator will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider or to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the District Administrator doubts the validity of a certification, the District Administrator may require, at the Board's expense, the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The District Administrator may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the District Administrator to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her rights and responsibilities under this policy.

The District Administrator will give the staff member the notice on each occasion that s/he notifies his/her supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the District Administrator will provide to the employee a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the District Administrator sufficient to enable him/her to determine that the leave is being taken for an FMLA-qualifying reason.

The District Administrator will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the District Administrator may offer a staff member a temporary transfer to another position for which s/he is qualified with equivalent pay and benefits that better accommodates the intermittent

or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

transfer temporarily to an available alternative position offered by the District Administrator for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The District Administrator may require instructional staff members who take Federal leave near the end of an academic term to extend their leave through the end of the academic term if:

the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;

the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or

the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Staff members whose leave is extended at the end of an academic term under this section will be charged against their FMLA entitlement only the time that they required for purposes of their leave.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member must use the following leaves provided by the Board, if available:

vacation or personal leave, if available, for any family or medical leave;

accrued paid family leave (i.e., paid leave covering the particular circumstances for which the staff member is seeking leave), if available, for birth, adoption, or to care for a seriously ill family member; and

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accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the staff member's own serious health condition.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the District Administrator for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during

leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position s/he held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, s/he is not entitled to be reinstated.

A staff member who exceeds his/her FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her supervisor immediately. Upon such notice, the District Administrator will promptly reinstate the staff member to active employment, provided s/he has the present skill and ability to perform the essential functions of his/her job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he must present certification to return to work to his/her supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and

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the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The District Administrator may designate another administrator to perform his/her duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The District Administrator shall see that the policy is posted properly.

The District Administrator shall provide a copy of the policy upon the request of a staff member.

Revised 3/23/15

Revised 10/28/15

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Legal

29 U.S.C. 2601 et. seq.

29 C.F.R. Part 825

103.10, Wis. Stats.

Wis. Admin. Department of Workforce Development (DWD) 225

National Defense Authorization Act of 2010

Last Modified by Kellie Nelson on July 27, 2017

SCHOOL DISTRICT OF POYNETTE

ACKNOWLEDGMENT OF RECEIPT OF

EMPLOYEE POLICIES AND HANDBOOK

I acknowledge that I have received and reviewed a copy of the School District of Poynette Policies and Handbook (Handbook). I understand that it is my responsibility to read it thoroughly. If there are any policies or provisions provided to me that I do not understand, I will seek clarification from my immediate supervisor. I understand that this Handbook states the School District of Poynette's policies and procedures are in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time, with or without prior notice.

I further understand that nothing contained in the Handbook may be construed as creating a guarantee of future employment, future benefits or a binding contract with the School District of Poynette for employment or benefits or for any other purpose. I understand that nothing contained in the Handbook may be construed as changing my employment status. I understand that except as may be provided by a contrary provision in an applicable collective bargaining agreement, an individual written employment agreement approved by the School Board, or a policy contained herein, my employment is at will and my employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the District or at my option.

I understand that I must sign and date a copy of this receipt and return it to the Business Office and failure to do so may result in my immediate termination.

Employee Signature: _____

Print Employee Name: _____

Date: _____

