

School District of Greenfield

Classified Staff Employee Handbook

AIDES

FOOD SERVICE STAFF

PARA-PROFESSIONALS

DEPARTMENT ASSISTANTS/SECRETARIES

TECHNOLOGY SUPPORT SPECIALISTS

2011-2012

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WHAT DOES IT MEAN TO BE A MEMBER OF THE GREENFIELD LEARNING COMMUNITY?

For a learning community to thrive, especially in these trying times, the adults responsible for providing services to students must hold themselves to the highest expectations. The following behaviors and choices are regularly observed and expected of all adults who work in the School District of Greenfield:

- choose a positive attitude & contagious enthusiasm, even when things are not going as expected,
- model an outstanding work ethic; demonstrate diligence, persistence, commitment & dedication,
- be on time to work and only miss work for appropriate reasons,
- display intelligence and crave knowledge; seek continual growth,
- exhibit a passion for meeting the needs of students through kindness, compassion & empathy,
- maintain a sense of humor,
- treat others with dignity and respect, and function well as part of a team,
- challenge the status quo and be open to new ideas and ways of doing things,
- provide all students, including those who are at-risk and uncooperative, with positive regard,
- hold yourself accountable to students, parents & colleagues.

The following communication skills are expected of Greenfield team members:

- listen attentively,
- communicate proactively,
- think before speaking,
- remain calm,
- be discreet and maintain confidentiality.

The following problem-solving skills are expected of Greenfield team members:

- consider multiple perspectives,
- provide leadership in the pursuit of effective and efficient solutions,
- collaborate effectively with others,
- take responsibility for behavior/decisions,
- think creatively, be willing to consider non-traditional ideas,
- contribute in a positive manner, make constructive suggestions based on fact, research and experience.

In the face of adversity, a Greenfield team member stays calm and engages his or her mind, calling upon experiences, knowledge and skills to assess the situation and determine the most reasonable course of action. Greenfield adults always seek positive resolutions that make sense for those involved. They collaborate and problem-solve by focusing on issues and appropriate action...always learning from mistakes and seeking solutions that prevent the same issues from recurring.

Greenfield team members are proactive versus reactive. They choose happiness when others choose discontent; they choose optimism when others choose despair; they choose to help when others look the other way. Greenfield adults remain positive and hopeful as opposed to dragging others down into a state of self-inflicted misery.

Please consider where your thoughts, beliefs and actions place you with regard to the expectations that exist in Greenfield. Negative attitudes, disparaging comments, excuses and blame are simply not acceptable as those actions do nothing to improve individuals or the organization. Greenfield is typified by highly committed, collegial individuals who desire to be part of a special learning community where the focus is on meeting students' needs. The choice is up to each of us.

"In times of change, learners inherit the earth, while the learned find themselves beautifully equipped to deal with a world that no longer exists." ~ Eric Hoffer

PURPOSE OF ESTABLISHING WORKING PARAMTERS IN THIS HANDBOOK

This Employee Handbook has been prepared to acquaint classified employees with School District of Greenfield expectations, policies, procedures, rules and regulations. Employees are expected to read, understand and abide by its contents and any policies, guidelines and procedures referenced herein. Employees with questions that are not answered by this Handbook should present their question(s) to their immediate supervisor who will provide answers/clarification and/or refer the employee to the appropriate source. Complete District policies and guidelines that apply to staff and students are available on the District's website.

This Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of any other rights or benefits, or a contract of employment, expressed or implied. Employees are employed "at-will" and employment is not for any definite period unless otherwise provided. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the School District or the employee or as otherwise provided.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the School District with or without notice. This Handbook supersedes any and all previous Handbooks, statements, contracts, policies, memorandums, procedures, rules, or regulations given to employees, whether verbal or written.

EQUAL EMPLOYMENT OPPORTUNITY

The School District of Greenfield is an equal opportunity employer. Employees shall not be discriminated against for any reason prohibited by state or federal law. This applies to hiring, placement, assignment, seniority, transfer, promotion, lay-off, recall or termination, salaries/wage determination, benefit programs and personnel policies.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the District.

Employees shall use the District's grievance procedures (3340) for resolving disputes regarding employee termination, employee discipline or workplace safety issues. Any employee who believes he/she has been discriminated against may file a complaint. Responsibility for overseeing the District's equal employment opportunity and affirmative action programs and investigating discrimination complaints is assigned to the Superintendent of Schools.

DRUG-FREE WORKPLACE

The School Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia, by any member of the District's classified staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and any applicable law. Employees are directed to review and comply with all parts of Board Policy 4122.01.

MANAGEMENT RIGHTS

1. The Board possesses the sole right to operate the school system and all management rights repose in it. These rights include, but are not limited to, the following:
 - A. To direct all operations and programs of the school system;
 - B. To establish work rules;
 - C. To hire, promote, transfer, schedule and assign employees in positions with the school system;
 - D. To suspend, demote, discharge and discipline employees;
 - E. To relieve employees from their duties because of lack of work or any other legitimate reason;
 - F. To maintain efficiency of school system operations;
 - G. To take whatever action is necessary to comply with State or Federal law;
 - H. To introduce new or improved methods or facilities, or to change existing methods or facilities;
 - I. To determine the kinds and amounts of services to be performed as pertains to school system operations and programs, and the number and kind of positions and job classifications to perform such services;
 - J. To determine the methods, means and personnel by which school system operations are to be conducted;
 - K. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
 - L. To control School District properties and facilities, including assignment of employees to places of work.
2. Nothing in this Handbook shall limit in any way the District's contracting or subcontracting of work or shall require the District to continue in existence any of its present programs in its present form and/or location or on any other basis.

CONFLICTS OF INTEREST

No District employee may use his/her office or position for personal financial gain or the financial gain of his/her family. No employee may engage in his/her own business activity, accept private employment or render services for private interests when such employment, business or activity or service is in conflict with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. No employee may use or disclose "privileged information" gained in the course of or by reason of his/her official position or activities. (Board Policy 1130)

STAFF DRESS & GROOMING

An employee's appearance reflects the District's image. All employees are expected to be clean and to be concerned with good personal hygiene. All employees are expected to exercise moderation and good taste in dress and grooming. (Board Policy 3216)

HARASSMENT AND OTHER INAPPROPRIATE BEHAVIOR

1. The District intends to provide a workplace free from tensions involving matters that do not relate to District business and where employees behave courteously and professionally at all times. In particular, an atmosphere of tension created by conduct not related to work, including animosity caused by ethnic, racial, sexual, or religious remarks, unwelcome sexual advances, requests for sexual favors, or similar conduct, does not belong in our workplace. Similarly, inappropriate displays of affection or sexually related conduct, even if welcome, are inappropriate at work and will not be tolerated. An employee cannot be forced to submit to sexual harassment as a basis for any employment decision. In addition, the District will attempt to prevent and promptly eliminate any conduct that creates an intimidating, hostile, or offensive work environment for our employees.
2. Harassment of employees, applicants for employment, or students is prohibited. "Harassment" is defined as persistently bothering, disturbing, or tormenting another person. Harassment may be based on a variety of factors, such as race, color, religion, sex, national origin, disability, marital status, or sexual orientation. The basis for the harassment does not matter. The District prohibits all forms of harassment, including, but not limited to:
 - A. verbal harassment, such as making derogatory statements, epithets, or slurs to or about another person or group;
 - B. visual harassment, such as displaying offensive posters, cartoons, or drawings; and
 - C. physical harassment, such as threatening, assaulting, or physically interfering with another person or making other inappropriate or unwelcome physical contact.
3. Definition - "Sexual harassment" is defined as unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual, or physical conduct of a sexual nature when:
 - A. submission to such conduct is explicitly or implicitly made a term or condition of employment;
 - B. submission or refusal to submit to such conduct is used as the basis for a tangible employment action; or
 - C. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or work environment.
4. Examples of Prohibited Conduct: The following conduct will be considered to be sexual harassment or another form of harassment or inappropriate behavior in our workplace or in connection with work-related activities:
 - A. sexually suggestive or off-color comments or jokes;
 - B. sexual flirtation, innuendo, advances, propositions, or other sexual activities;
 - C. unprofessional touching, such as massages, embracing, or inappropriately putting an arm around another employee;
 - D. repeated and unwelcome invitations for social interactions outside of the workplace;
 - E. sexual or racial slurs, derogatory remarks, or offensive gestures;
 - F. displaying or distributing sexually explicit or otherwise off-color materials, including books, magazines, articles, pictures, greeting cards, photographs, drawings, cartoons, and e-mail messages; and

- G. including or excluding any individual from workplace activities, assignments, or responsibilities based on their refusal to participate in or tolerate sexual or other forms of harassment or based on other factors not related to job performance or legitimate work-related reasons.

This list is not intended to be exhaustive. For example, any particular conduct described above may also be inappropriate outside the workplace if the conduct may adversely affect the work environment. Similarly, a consensual relationship does not justify inappropriate displays of affection or other sexual statements or activities during working hours or at work-related functions. Any questions about whether particular conduct is prohibited under this policy should be discussed with a supervisor, the appropriate Central Office Administrator or the Superintendent.

- 5. Reporting Harassment or other Inappropriate Conduct: If an employee believes that harassment is interfering with his or her work or creating an intimidating, hostile, or offensive work environment for that employee or for others, the District requires the employee to contact his or her supervisor or the appropriate Central Office Administrator.

If an employee feels uncomfortable bringing the matter to a supervisor or if the employee believes his or her supervisor is participating in conduct that violates this policy, the employee shall contact the appropriate Central Office Administrator or any other supervisor. An employee may be asked to sign a written complaint or other summary of the information reported.

- 6. Investigation and Follow-up: Complaints of harassment will be promptly and thoroughly investigated and the employee will be advised of the results of the investigation. The District understands that these matters are sensitive and will therefore attempt to keep all employee complaints and communications, such as interviews and witness statements, in confidence.

The District will take appropriate disciplinary action, up to and including discharge, against any employee who engages in sexual or other harassment or who otherwise violates this policy. Further, the District will correct any adverse employment action any employee or another employee experienced due to conduct forbidden by this policy.

If an individual involved in harassing or inappropriate conduct is not employed by the District, the individual will be informed of our policy and appropriate action will be taken. In all cases, the District will make follow-up inquiries to make sure the harassment has stopped. If an employee is not satisfied with the results of the investigation or follow-up action, or if further harassment or other unacceptable conduct occurs, the employee shall contact the appropriate Central Office Administrator or Superintendent promptly.

- 7. Retaliation Forbidden: The District will not tolerate retaliation against any employee who complains of sexual or other harassment or who provides information in connection with any such complaint. If an employee believes that he or she has been retaliated against for bringing a complaint or providing information related to a complaint, the District urges the employee to use the reporting procedure described in this policy.

CERTIFICATION VALIDATION

Each classified employee group that is required to possess a Department of Public Instruction certification must continuously maintain his/her licensure. Employees must provide evidence of a current Wisconsin license, or a copy of application for same, accompanied by evidence of satisfaction of license renewal requirements, prior to June 1 of the upcoming school year. Any employee who fails to provide sufficient documentation of DPI certification/licensure may have his/her salary reduced and/or could be terminated immediately for failure to maintain and/or provide evidence of the requisite license.

COMPENSATION

1. Hourly Rate – Initial Placement: Hourly pay rates for classified employees shall be at the discretion of the District.
2. Hourly Rate – Increases: Pay increases shall be at the discretion of the District. Adjustments to pay rates for 2011-12, if any, will be made at some point during the school year.
2. Annuities: The Board provides the opportunity for employees to participate in a "tax sheltered annuity" plan under the rules as set forth by the Board. All plans must conform to the rules and regulations of the United States Internal Revenue Department and the Wisconsin Department of Taxation. Registrations, cancellations and other changes to a tax-sheltered annuity may be made by an employee in accordance with District Policies and Guidelines.
3. Section 125: Employees can utilize Section 125 of the IRS tax codes to pay for allowable expenses up to the maximum allowed by the IRS.
4. Overtime: Per the Fair Labor Standards Act, employees covered by this Handbook are considered non-exempt from Wisconsin and Federal overtime rules and are eligible for overtime. With prior approval, all hours worked over forty (40) hours in one week shall be paid at time and one-half of the regular hourly rates, provided, however, that overtime shall not be paid more than once for the same hours worked. Time off for vacations, canceled school days, leave or holidays is not counted toward the forty (40) hour work week for overtime purposes, except when the overtime was required of the Employee to perform duties related to a meeting of the School Board (i.e., the secretary to the Superintendent will receive time and one-half for working at Board Meetings regardless of the hours worked that pay period). The Superintendent has the right to schedule overtime work as required in a manner most advantageous to the employer and consistent with the requirements of the school system in the public interest.
5. Compensatory Time: No compensatory time shall be granted without prior approval from the Business Manager. Under no circumstance shall an employee be allowed to perform work-related duties at home.
6. Breaks: For every 4 hours of scheduled work, employees are allowed a fifteen-minute break. Breaks are to be scheduled at an appropriate time as determined by the immediate supervisor.

INSURANCE

1. Ineligibility for Health Insurance: Employees whose service to the District begins after June 30, 2010, and who work less than six hours per day are not eligible for health insurance benefits.
2. Eligibility for Family Insurance: Employees who work six to eight hours per day for a full calendar year (at least 260 days) are eligible for the family health insurance benefit. Employees who were hired and worked for the District prior to June 30, 2010 and work six to eight hours per day but less than a full calendar year (260 days) are also eligible for the family insurance benefit.
3. Eligibility for Individual Insurance:
 - A. Employees whose service to the District begins after June 30, 2010, and who work six to eight hours per day but work less than a full year (260 days) are only eligible for an individual health insurance program. Employees in this group are only eligible to participate in the District's health insurance program as a Single employee and may not elect Family coverage, even at their own cost.
 - B. Health Insurance for Employees Working Between Four to Six Hours (per day) whose service with the District began prior to June 30, 2010 - The Board shall provide employees who work a

minimum of four (4) hours per day but less than six (6) hours per day with an individual health plan. Employees in this group are only eligible to participate in the District's health insurance program as a Single employee and may not elect Family coverage, even at their own cost.

4. Single Dental Insurance: For those active employees continuously employed by the District since before June 30, 2010, the Board will pay 100% of the premium cost for a single dental plan for employees who work between four and six hours per day. Employees who work less than six hours per day who begin service to the District after June 30, 2010 are not eligible for dental insurance.
5. Family Dental Insurance: The Board will pay 100% of the premium cost for a family or single dental plan for employees who work six to eight hours per day.
6. Life Insurance: The school district agrees to pay eligible employees (600 hours per 52 week period) the premium for the State of Wisconsin group life insurance in an amount equal to the next \$1,000 above prior year's annual earnings.
7. Premium Contribution: From July 1, 2011 through December 31, 2011, the Board shall pay 94% of the premium expense for both individual and family coverage; the balance of the premium (6%) shall be paid by the employees through payroll deduction. As of January 1, 2012, a new health insurance benefit will be provided to employees. There is no compensation in lieu of participation in the health insurance program.
8. Prescription Drug Program: A 3-tiered prescription drug benefit shall be provided by the District at the co-payment levels below.

	2011	2012
Level 1	\$5	\$5
Level 2	\$15	\$20
Level 3	\$30	\$35

9. Deductible Payments:

	2011		2012 – Low Deductible		2012 – High Deductible	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Individual	\$100	\$400	\$250	\$500	\$2,000	\$4,000
Family	\$200	\$800	\$500	\$1,000	\$4,000	\$8,000

10. Out-Of-Pocket-Maximum (Includes Deductibles but Excludes Co-pays):

	2011		2012 – Low Deductible		2012 – High Deductible	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Individual	\$100	\$800	\$250	\$900	\$2,000	\$6,000
Family	\$200	\$1600	\$500	\$1,800	\$4,000	\$12,000

11. Coinsurance: 100% for In-Network Services; 80% for Out-of-Network Services.

12. Emergency Room and Urgent Care Co-payments:

	2011		2012 – Low Deductible		2012 – High Deductible	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
ER	\$100	\$100	\$100	\$100	100% after deductible	80% after Deductible
Urgent Care	\$40	\$40	\$40	80% after Deductible	100% after deductible	80% after Deductible

13. Medicare Coverage: The District shall pay for Medicare extended coverage for any active employee who qualifies for Medicare so that the level of benefits is no less than the level of benefits available to all other employees. In no case will coverage available under Medicare be duplicated by the District's insurance carrier. Retired employees eligible for Medicare must elect parts A and B Medicare coverage to be eligible for the District's continuing contribution towards the premiums of the supplemental insurance.
14. Duplicate Coverage & Enrollment Period: Employees may be asked to provide in writing, on a form provided by the District, a statement certifying there is no duplication of like coverage. If an employee voluntarily elects alternate coverage at the time of employment or voluntarily elects to take coverage after employment, the District shall provide an open enrollment period for these employees in odd numbered calendar years. In the event an employee loses alternate coverage for reasons other than a voluntary election, there shall be continuous open enrollment as required by law. It is expressly understood that either single or family coverage will be available to the employee during the open enrollment period and that no proof of insurability shall be required of employees or their families during the open enrollment period.
15. Long-Term Disability: The Board will provide long-term disability income insurance. The benefits will be equal to 90% of the employee's contract salary, integrated with other income (state retirement system benefits and social security) coverage to begin after the sixtieth (60th) consecutive day of disability and continue to age sixty-five (65). Utilization of sick leave will discontinue upon qualifying for long-term disability.

The Board agrees to maintain health and life insurance benefits for up to eighteen (18) months or for the duration of the disability, whichever is earlier. The eighteen (18) months of benefits would commence with the first day the employee is disabled. If for any reason after the employee returns to work he/she has to leave again due to the same disability (as ruled by the long-term disability carrier) the eighteen (18) months of benefits would be counted consecutively from the first day of the original disability (exclusive of any return to work time).

16. Change of Insurance/Carriers: The Board may, from time to time, change insurance coverage and/or carriers and decide whether to self-fund or fully-insure insurance benefits.

ELECTRONIC MAIL AND INTERNET USE

1. The District maintains an e-mail system, which employees are to use for internal messages. The system is used to notify employees of daily business-related information that applies to employees. E-mail is an efficient way to respond to business-related inquiries among the office staff.
2. The e-mail system is generally to be used for work-related business only. Solicitations that are prohibited under the District's solicitation policy are not permitted on the e-mail system. The District reserves the right to review, audit, intercept, access and disclose any messages created and transmitted on the system. Deleting an e-mail message does not guarantee that it has been erased from the system as backup copies are retained.
3. No employee is authorized to retrieve or read any e-mail not sent to him or her without prior approval. Employees improperly accessing or monitoring e-mail are subject to discipline or discharge.

4. The District maintains Internet access, which employees are encouraged to use for District business when necessary. The Internet is to be used for work-related business only during actual working time, but occasional personal use of the Internet is permitted, provided it is not abused. The use of the Internet during times other than actual working time is not barred, but an employee may not access sites during these times where payment for access is required, or where pornography is displayed, or if such use interferes with the work of any other District employee. The District reserves the right to review, audit, intercept, access and disclose any history created on the system. Leaving a site does not guarantee that it has been erased from history. (Board Policy 7540, 7540.01, 7540.02)

ATTENDANCE EXPECTATIONS

1. **Attendance Expectation:** Classified employees are expected to be on time and in attendance for all student contact days, workdays and/or professional development days as assigned. Employees may be absent for legitimate reasons provided reasonable notification is given and the absences do not become excessive or otherwise detract from District operations and the goal of improving student learning. The District will abide by applicable state and federal laws related to medical leaves of absence.
2. **Reporting Hours Worked:** Employees are required to enter the time they work using the District's Skyward True Time Timesheet software. Directions for entering time worked will be provided. Employees are not to work beyond their assigned hours during any pay period without prior approval from a supervisor. Any employee entering false information regarding time worked will face disciplinary action up to and including immediate termination.
3. **Leave:** Employees working a minimum of six (6) hours per day earn one leave day per month. Twelve-month employees earn twelve (12) leave days per year. Employees whose work schedule coincides with the student calendar and any other ten-month employees earn ten (10) leave days per year. Unused leave days may accumulate up to seventy (70) days. A leave day shall be considered equal to the number of hours per day normally scheduled. Employees hired after the beginning of a school year shall receive a prorated amount of sick leave. Except as otherwise contained in this Handbook, all leave benefits shall terminate and be forfeited upon termination of employment for any reason.
4. **Purpose of Leave Days:** Leave days may be used for personal illness, injury, medical condition or an illness/injury/medical condition in the immediate family which renders the employee incapable of reporting for duty and effectively performing the responsibilities of his/her position. Leave days may also be used to attend funerals, conduct personal business, court appearances, serve jury duty and child-rearing. Employees may also use leave days to attend an approved employee-requested professional development opportunity. Employees will not have to use leave days to attend professional development opportunities required by the District. **Leave days shall not be used to extend holidays, breaks; or to vacation on contracted workdays.**
5. **Notice of Absence:** When an employee needs to be absent from work, the employee shall give notice to the Principal or the person designated by the Superintendent to receive such notice, as far in advance as possible, preferably not later than 90 minutes before the start of the day of absence in the event of an unanticipated illness or emergency. If the absence is for consecutive days, the Principal shall be notified of the probable date of return. Employees must record the absence in Skyward and those employees requiring a substitute must enter the details of the absence in Aesop to ensure a substitute is committed to cover the absence. Notification canceling a previously approved leave day shall be submitted at least three (3) working days prior to the commencement of the leave. Requirements for notice may be waived in unusual or emergency situations.
6. **Substantiation of Reason for Absence:** No reason for the need for a leave day is required unless the request appears unusual, is part of a pattern, is for a day after April 30, or the requested days are adjacent to a holiday, recess or break (see paragraph 8 below). The Superintendent may require medical substantiation of any absence due to illness. Other forms of substantiation may be required

for funeral leave, jury duty, personal business, emergencies, child-rearing or other absences. In the event of a concern about an employee's attendance, the District reserves the right to require any employee utilizing leave benefits to be examined by a physician of the District's choosing and at District expense or to require a statement signed by the employee's own physician indicating the employee is medically unable to perform his/her regular duties.

7. Certification of Good Health: Employees may be required to furnish a medical doctor's certificate of good health prior to returning to work.
8. Leave Days Adjacent to Breaks & Holidays or After April 30: While employees may use leave days for legitimate reasons, the School Board maintains the expectation that personal business should rarely be necessary and leave days may not be used to extend holidays, breaks or otherwise take vacation on contracted workdays. Such use of leave days will result in a loss of pay equivalent to the employee's daily rate of pay for each absence that extended the holiday or break and may also result in disciplinary action, up to and including termination.
 - A. To qualify for paid leave on days that are adjacent to a break or holiday or after April 30, sufficient substantiation of the need for the absence is required. Travel delays due to poor weather or mechanical failures are not considered sufficient substantiation to qualify for paid leave. The following reasons for absences on such days qualify for paid leave days"
 - i. on extended medical leave;
 - ii. having prior approval from the immediate supervisor, acting upon a written request from the employee;
 - iii. having a pre-approved paid medical leave request filed with a doctor's excuse;
 - iv. having a legitimate, unplanned medical issue substantiated with the employee's supervisor; a doctor's excuse may be required; or
 - v. the absence was due to an unavoidable emergency that is adequately substantiated.
 - B. Notification for leave days requested after April 30, or when the requested days are adjacent to a holiday, recess or break, shall be submitted at least ten (10) working days prior to the requested date of leave unless the absence is due to unanticipated illness or emergency or other reason beyond the employee's control. Failure to provide adequate notice may also result in the loss of a day's pay for such absences. Requirements for notice may be waived in unusual or emergency situations.
9. Tardiness: Tardiness is not permitted. Excessive tardiness will result in disciplinary action, including dismissal.
10. Pattern of Absences: A pattern of absences may be the basis for the District to require a medical certification of illness from a health care professional or other form of substantiation. A pattern of absences generating suspicion of possible abuse of leave days may include, but is not limited to, such practices as frequent absences on Mondays or Fridays, absences in conjunction with holidays or other paid leaves, multiple absences on professional development days or other non-student contact days, reporting or requesting absences well in advance of the anticipated date or other repeated absences of a similar nature.
11. Misrepresentation: Any employee using leave benefits by fraud, deceit, or falsified statement shall be subject to disciplinary action including possible immediate termination.
12. Extended Medical Leave:
 - A. Anticipated Need for Medical Leave: Upon becoming aware that a paid and/or unpaid medical leave will be desired due to an anticipated inability to perform his/her regular duties for a medical reason, an employee may submit a written request for an extended leave accompanied by a doctor's statement, to the Business Office. The Superintendent may grant the leave, based on the needs of the District and in compliance with applicable state and federal laws. The duration

of such leave shall be at the discretion of the District, but in compliance with applicable state and federal laws.

- B. Notification: Requests for extended leaves shall be submitted on forms provided by the District. Requests will include the nature of the medical issue, the approximate time when the medical leave is expected to begin, the approximate duration of the leave and the expected date of return to work.
 - C. Extension/Renewal of Leave: The Superintendent may extend or renew unpaid leaves of absence at his/her sole discretion if an employee requests such an extension in writing.
 - D. Return from Leave: When an employee's return to work occurs within ten (10) school days of the end of the semester, the Superintendent shall have the option to require the returning employee to perform related duties until the beginning of the next semester.
 - i. Employees who have been out the entire year or entire second half of the year on an extended leave shall notify the District of their intent to return to work the following school year by February 15 of the current year.
 - ii. Employees may not report back to work before the end of the school year for the purpose of establishing eligibility for paid health insurance benefits for the summer.
 - E. Failure to Return to Work: Except as provided above, if an employee on a leave fails to return to work as soon as he/she is physically able to perform his/her regular duties, he/she shall be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District and to have waived all benefits associated with his/her position.
 - F. Reinstatement and Insurance Programs: While on an unpaid leave an employee shall be eligible to participate in the District's insurance program except that all expenses of such participation shall be paid entirely by the employee.
 - G. Compliance with State and Federal Guidelines: The District will comply with state and federal requirements, i.e., the Family & Medical Leave Act, related to medical leaves. Details regarding FMLA forms and procedures are available on the District website.
 - H. Child Rearing Leave: After exhaustion of federal and state FMLA leave, if any, an employee may be granted a child rearing leave in conjunction with the birth or adoption of a child for the balance of the then current school year and may be extended for one additional school year at the option of the Superintendent. Employees on child-rearing leave shall also be covered under the applicable provisions stated above. Child-rearing leaves are intended to be for the balance and/or duration of the entire year.
13. Injury: Any employee who, in the course of employment, sustains a compensable injury or contracts a compensable disease under the Wisconsin Worker's Compensation Law, may be given the option to use leave days as provided herein. In no case shall leave days and disability be allowed for the same period. The Board shall provide legal counsel related to any injury due to assault upon the employee while acting in the discharge of his/her duties.
14. Court Appearance: Leave days may be used for court appearances unrelated to litigation involving the District. If the District requests an employee to appear at a court proceeding on behalf of the District, the employee will be compensated at his/her regular salary with no loss in leave days; however, if an employee appears in a court proceeding against the District, the employee's salary will not be paid and leave days will not be utilized.
15. Jury Duty: Leave days may be used for jury duty. In the event an employee is called for jury service, the employee may contact the summoning body to request a postponement of duty to non-school days (i.e., summer, winter recess, spring break). The employee will document said request by filing a "Request for Jury Duty Deferment Form" and a copy of the summons with the Business Office. When

jury service occurs on a workday, the employee may use leave days to be paid during the period of absence provided that he/she remits to the Business Office an amount equal to the compensation paid to him/her for such jury service and attaches the summons and a copy of the "Request for Jury Duty Deferment Form" to the Business Office.

16. Military Leave: It is the District's policy that employees will be granted all military leave rights available under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Upon notification of the need for military leave, employees shall contact their Principal/Supervisor and the Business Office as soon as possible to discuss that leave. At the time this Handbook was drafted, USERRA rights included the right of any individual who is absent from employment because of a uniformed service obligation (in the Armed Forces, Military Reserves, or National Guard) to reemployment and all concomitant benefits, as long as the following prerequisites are met:
 - A. If the individual was discharged, the discharge was honorable.
 - B. The individual provided without delay advance notice for the leave, except when advance notice is not possible due to military necessity.
 - C. The leave did not exceed the maximum total absence of five years from this District.
 - D. The individual has timely applied for reemployment, depending on length of service:
 - i. Service less than 31 days - The individual must notify the District of his or her return at the start of the next regularly scheduled work period, after having been home eight hours.
 - ii. Service 31 to 180 days - The individual must submit an application for reemployment not later than 14 days after completion of the uniformed service.
 - iii. Service more than 180 days - The individual must submit an application for reemployment not later than 90 days after completion of the uniformed service.

17. Canceled Days: On occasion, school is canceled due to inclement weather or some other unanticipated emergency/event. The Superintendent, in his/her sole discretion, declares such days and typically announces them via mass communication media.
 - A. Reporting - On canceled school days, classified personnel shall not report for work unless specifically directed to do so. Employees who are required to work on a canceled school day will be paid at their normal rate for hours actually worked.
 - i. Employees who work sufficient hours to be eligible for leave days may use such a day to be paid for a canceled day.
 - ii. 12-month employees who qualify for vacation may use a vacation day or leave day in order to be paid for a canceled day.

VACATIONS

1. All employees regularly scheduled on a full-time 12-month basis shall be eligible for vacation with pay on the following schedule:
 - A. Years zero (0) through five (5) of full-time service 2 weeks
 - B. Six (6) years through nine (9) of full-time service 3 weeks
 - C. Ten (10) through nineteen (19) years of full-time service 4 weeks
 - D. After twenty (20) years of full-time service 5 weeks
2. Vacation days for 12-month employees shall not be cumulative from year to year. Vacation days are granted on July 1 and should be used by June 30 of the subsequent year.
3. To increase the likelihood of approval, employees entitled to vacation should submit vacation requests to their immediate supervisor as far in advance as possible, but no less than two days. The District reserves final authority to determine vacation periods. Vacation periods and the number of employees on vacation at any given time shall be determined by the immediate supervisor and the appropriate Central Office Administrator.
4. Part-time employees and employees whose work year is less than 12 months do not receive vacation benefits. When a current employee who is not eligible for vacation benefits assumes a 12-month position, prior experience in the District may be considered when determining vacation eligibility.
5. Vacation pay shall be based upon the employee's normal base hourly rate.
6. Vacation days that fall on a canceled workday (due to inclement weather or other circumstances) cannot be rescinded.

HOLIDAYS

1. Full-time (forty hours per week) 12-month employees are granted the following holidays with pay:

Labor Day	The last work day before December 31
Thanksgiving Day	January 1
Friday after Thanksgiving	Good Friday
The last work day before December 25	July 4th
December 25	Memorial Day
2. When a holiday falls on a Saturday, the preceding Friday normally shall be observed as a holiday; when a holiday falls on a Sunday, the following Monday normally shall be observed as a holiday; however, if school is in session on any holiday or said Friday or Monday, the holiday shall be rescheduled to a day where school is not in session.
3. In order to be eligible for holiday pay, an employee must be on the active payroll of the employer and must have worked his/her full regularly scheduled work day before and after the holiday, except when:
 - A. on scheduled vacation;
 - B. on extended sick leave;
 - C. having prior approval from the immediate supervisor, acting upon a written request from the employee;
 - D. having a pre-planned paid medical leave request filed with a doctor's excuse
 - E. or having a legitimate, unplanned medical issue substantiated by a doctor's excuse.
4. Holiday pay is based upon the employee's normal base hourly rate.

ASSIGNMENT & TRANSFERS

1. **Assignments:** Assignments shall be determined by the Administration based upon the needs of students and program requirements.
2. **Transfers (Voluntary or Involuntary):** Employees may be transferred at the discretion of the Superintendent to meet the educational needs of the District. Requests for voluntary transfers should be submitted by March 15. Employees shall be notified of assignment changes or transfers for the following school year.

EMPLOYEE FILES

Access to employee files will be consistent with the provisions of state statute 103.13.

RETIREMENT

1. **Contribution to Wisconsin Retirement System:** The School Board shall pay the required employer contribution to the Wisconsin Retirement System for each eligible employee.
2. **District Retirement Program:** **At the time this Handbook was approved by the School Board, the details pertaining to retirement benefits, if any, had yet to be determined. It is the intent of the School Board and the Administration to have details regarding any retirement benefits available to employees by January 1, 2012.**

GRIEVANCE PROCEDURE

The District has established Board Policy 3340 to govern the grievance procedure.

1. Timelines
 - A. **Grievance Submission:** The employee must file a written grievance within fifteen (15) working days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. "Working day" is defined as any day that the District Business Office is open. The grievance must be in writing. The grievant must discuss the issue with his/her immediate supervisor at least five (5) working days prior to filing the written grievance.
 - B. **Administrative Response:** The Director of Educational Services or Director of Business Services or Superintendent will meet with the grievant within fifteen (15) working days of receipt of the written grievance. The Administration will provide a written response within five (5) working days of the meeting.
2. Impartial Hearing
 - A. The grievant may file an appeal to an Impartial Hearing Officer by giving written notice to the central office Administrator who initially met with the grievant within ten (10) working days of the Administrative Response. A mutually agreeable hearing date will be coordinated between the Administration, the Impartial Hearing Officer and grievant. If a mutually agreeable date and time cannot be established, the Impartial Hearing Officer will select the date and time for the hearing.
 - B. **Impartial Hearing Officer Response:** The Impartial Hearing Officer shall file a written response within thirty (30) working days of the hearing date.
 - C. **School Board Review:** The non-prevailing party may file a request for School Board to review the Impartial Hearing Officer's decision within ten (10) working days of receipt of the Impartial Hearing Officer Response. The School Board shall make a decision regarding whether or not a

hearing will be held within twenty-five (25) working days of the appeal. A decision will be made within sixty (60) working days of the filing of the appeal.

D. All timelines may be extended by mutual agreement.

3. General Requirements

A. An employee may only initiate a grievance in writing regarding employee termination, employee discipline or alleged workplace safety issues.

B. The term "employee termination" as used in this section, shall not include the following:

- i. layoffs;
- ii. workforce reduction activities;
- iii. voluntary termination including, without limitation, quitting or resignation;
- iv. job abandonment;
- v. end of employment due to disability;
- vi. retirement;
- vii. non-renewal under state statutes, sec. 118.22; or
- viii. end of employment and/or completion of assignment of a temporary, seasonal, contract, daily assignment, substitute, or replacement employment relationship.

C. The term "employee discipline," shall include any employment action that results in suspension with loss of pay, reduction in pay, reduction in other benefits, or other forms of discipline that result in a demotion and/or adverse financial impact to the employee.

D. The term "employee discipline," as used in this section, shall not include the following:

- i. plans of correction or performance improvement;
- ii. performance evaluations or reviews;
- iii. documentary letters or other documentation of employee acts and/or omissions in an employment file;
- iv. oral or written reprimands or warnings;
- v. administrative suspension with pay;
- vi. administrative suspension without pay pending investigation of alleged misconduct or nonperformance;
- vii. non-disciplinary wage, benefit or salary adjustments; or,
- viii. other non-material employment actions.

E. The term "workplace safety" as used in this section means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

4. The written grievance must contain:

A. a statement of the pertinent facts surrounding the nature of grievance;

B. the date the incident occurred;

C. the steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion;

D. the specific requested remedy; and,

E. must include the workplace safety rule alleged to have been violated, if applicable.

5. The Administration's written response to the grievance must contain:

A. a statement of the date the meeting between the administration and grievant was held;

- B. a decision as to whether the grievance is sustained or denied;
 - C. in the event the grievance is denied, a statement outlining the timeline to appeal the denial.
6. Impartial Hearing Officer Selection: The Administration shall select the Impartial Hearing Officer (IHO). The IHO shall not be an employee of the district. The IHO may be an employee of another district, a retired school administrator, a lawyer, a professional mediator/arbitrator, or other qualified individual. The cost of the IHO will be the responsibility of the District.
7. Impartial Hearing Officer Standard of Review: The decision of the Administration must not be arbitrary or capricious. A decision will not have been arbitrary or capricious if it was made in the best interest of the District. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence.
- A. The Impartial Hearing Officer's written recommendation to the grievance must contain:
 - i. a statement of the pertinent facts surrounding the nature of the grievance;
 - ii. a recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.;
 - iii. a statement outlining the timeline to appeal the recommendation;
 - iv. the IHO must sustain or deny the decision of the Administration. Authority is not given to modify the decision as made by the Administration. Authority is not given to grant in whole or in part the specific request of the grievant.
8. Appeal to the School Board: The School Board may decide, in each situation, whether it will review the record and make a decision, assign an independent hearing officer to create a recommendation for the School Board's review, or hold a new hearing and make an independent decision. The manner of review is the sole choice of the School Board.
- A. The School Board's written decision regarding the grievance must contain a decision as to whether the grievance is sustained, denied or modified.
9. Process
- A. Grievances will be processed per the provided timelines.
 - i. An employee may advance a grievance to the next step if a response is not provided within the designated timeframes.
 - ii. An employee may not file or advance a grievance outside of the designated timeframes.
 - iii. The Central Office Administrator assigned to the grievance may advance a grievance to the next step at the written request of either the employee or the supervisor.
 - B. Grievance meetings/hearings held during the employee's off-duty hours will not be compensated.
 - C. Granting the requested or agreed upon remedy resolves the grievance.
 - D. The decision of the School Board is final and not subject to further review.

WORKDAY TIME SCHEDULES

REGULAR DAILY SCHEDULES

School	Office Hours	Teacher Workday	Student Day
GHS	6:30 AM - 3:30 PM	7:05 AM - 3:05 PM	7:10 AM - 2:21 PM
GMS	6:30 AM - 3:45 PM	7:05 AM - 3:05 PM	7:42 AM - 2:53 PM
Edgewood & Glenwood	7:30 AM - 4:00 PM	7:35 AM - 3:35 PM	8:45 AM - 3:26 PM
AM Jr. K	7:30 AM - 4:00 PM	7:35 AM - 3:35 PM	8:45 AM - 11:21 AM
PM Jr. K	7:30 AM - 4:00 PM	7:35 AM - 3:35 PM	12:50 PM - 3:26 PM
Elm Dale & Maple Grove	8:00 AM - 4:30 PM	8:05 AM - 4:05 PM	9:15 AM - 3:56 PM
AM Jr. K	8:00 AM - 4:30 PM	8:05 AM - 4:05 PM	9:15 AM - 11:51 AM
PM Jr. K	8:00 AM - 4:30 PM	8:05 AM - 4:05 PM	1:20 PM - 3:56 PM

Early Dismissal Schedules	
School	Student Day
HS	7:10 AM - 12:21 PM
MS	7:42 AM - 12:53 PM
Elementary - Early	8:45 AM - 1:26 PM
Elementary - Late	9:15 AM - 1:56 PM
AM Jr. K - Early	8:45 AM - 10:15 AM
PM Jr. K - Early	11:56 AM - 1:26 PM
AM Jr. K - Late	9:15 AM - 10:45 AM
PM Jr. K - Late	12:26 PM - 1:56 PM

SCHOOL DISTRICT OF GREENFIELD
4850 South 60th Street
Greenfield, Wisconsin 53220

GRIEVANCE FORM

Employees shall use this form to initiate the grievance process for resolving disputes regarding employee termination, employee discipline or workplace safety issues.

Name of Employee: _____ Date: _____

Position: _____ School/Department: _____

Summary of Concern _____

State in detail the facts of the alleged violation including the times and places and description of the particular incidents and the names of persons involved:

Has this grievance been discussed with your immediate supervisor? _____

Name of your immediate supervisor: _____

Title: _____

Request for corrective action desired:

Employee's Signature

Date

SCHOOL DISTRICT OF GREENFIELD
4850 South 60th Street
Greenfield, Wisconsin 53220

GRIEVANCE ANSWER FORM
(Supplemental Material May be Attached)

Regarding Grievance Dated _____

Name of Employee: _____

Position: _____ School/Department: _____

1. **Facts and issues involved:**

2. **Decision:**

3. **Reasons for decision (Use separate sheet if necessary):**

Signature: _____

Name: _____

Position: _____

Department: _____

Date: _____

Distribution:

- _____ Employee
- _____ District Office
- _____ Immediate Supervisor or Principal
- _____ Employee Representative

SCHOOL DISTRICT OF GREENFIELD
4850 South 60th Street
Greenfield, Wisconsin 53220

GRIEVANCE APPEAL FORM

Regarding Grievance Dated: _____

Name of Employee: _____

Position: _____ School/Department: _____

1. I wish to appeal the grievance answer signed by (see answer form)

Name: _____ Title: _____

Date: _____

This grievance is therefore appealed to an Impartial Hearing Officer.

2. Alleged violation of employee termination, employee discipline or workplace safety:

2. Reason for appeal:

Employee's Signature

Date

Distribution:

- _____ Employee
- _____ District Office
- _____ Immediate Supervisor or Principal
- _____ Employee Representative

VALIDITY

This Handbook supersedes and cancels all previous agreements, verbal or written or based on alleged past practices, between the School District and any union and constitutes the working parameters and expectations of the District

If legal rulings declare a portion of this Handbook unlawful, the remainder of this Handbook and addenda shall not be affected thereby.

Nothing contained in this Handbook shall be construed in any way to be interfering with the obligation of the parties hereto to comply with any and all State and Federal laws, or any rules, regulations and orders pertaining to matters covered herein.

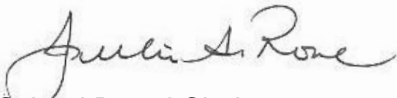
IN WITNESS WHEREOF, the Board has caused this instrument to be executed by its officers as of the day and year specified below.

Dated this 22 day of August, 2011.

SCHOOL DISTRICT OF GREENFIELD



School Board President
Bruce Bailey



School Board Clerk
Julie Rome



Superintendent
Conrad D. Farner