



# **Classified Staff Employee Handbook**

***“The School District of Greenfield believes all learning begins with meaningful relationships. Our mission is to develop learners who can apply knowledge and think innovatively as a result of engaging in rigorous and relevant opportunities.”***

**Effective July 1, 2023**

**Approved by the School Board on August 28, 2023**

## **TABLE OF CONTENTS**

<b>APPLICATION</b>	<b>p. 3</b>
<b>INTRODUCTION</b>	<b>p. 3</b>
<b>EQUAL EMPLOYMENT OPPORTUNITY</b>	<b>p. 3</b>
<b>BOARD POLICIES</b>	<b>p. 4</b>
<b>COMPENSATION</b>	<b>p. 5</b>
<b>ATTENDANCE EXPECTATIONS</b>	<b>p. 6</b>
<b>EMERGENCY SCHOOL CANCELLATION</b>	<b>p. 9</b>
<b>VACATIONS</b>	<b>p. 9</b>
<b>HOLIDAYS</b>	<b>p. 10</b>
<b>INSURANCE – ELIGIBILITY</b>	<b>p. 11</b>
<b>ASSIGNMENT, TRANSFERS &amp; JOB SHARING</b>	<b>p. 11</b>
<b>RETIREMENT</b>	<b>p. 12</b>
<b>SEPARATION OF EMPLOYMENT</b>	<b>p. 13</b>

## **I. APPLICATION**

This handbook is applicable to the following employees:

- Aides
- Food Service Staff
- Paraprofessionals
- Secretaries/Department Assistants
- Technology Support Specialists

## **II. INTRODUCTION**

This Classified Staff Employee Handbook (“Handbook”) has been prepared to acquaint the applicable employees with information about compensation, wages, 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.

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. Every effort will be made to notify employees of any substantive changes to the Handbook, typically as an overview at the start of the school year. If substantive changes are made during the year, employees will be notified as soon as practicable thereafter. This Handbook supersedes any and all previous Handbooks, statements, policies, memorandums, procedures, rules, or regulations given to employees, whether verbal or written.

The School District of Greenfield also retains the right to exercise all managerial and administrative functions, responsibilities and prerogatives including, but not limited to, the right to exercise its judgment to establish and administer the policies and benefits outlined in this Employee Handbook, to direct and discipline its employees, and to take whatever act it deems appropriate and in the best interests of the District.

## **III. EQUAL EMPLOYMENT OPPORTUNITY**

The District provides equal employment opportunity for everyone regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, sexual orientation or disability that does not prohibit performance of essential job functions (Policy 4122). In addition, laws regarding military leave and veterans’ status are observed. This is reflected in all the District practices and policies regarding hiring, training, promotions, transfers, rates of pay, layoff and other forms of compensation. All matters relating to employment are based upon ability to perform the job, as well as dependability and reliability once hired. 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 (Policy 4340) 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.

#### **IV. BOARD POLICIES**

The School District of Greenfield is governed by an elected Board of Education. The Board of Education sets policy in a number of areas, including personnel management. The following policies have been identified as being of significant importance to professional employees. Please note that all Board policies are applicable to professional employees regardless of their inclusion into this handbook. Board Policies may be viewed on the District's website.

#### **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.

#### **USE OF BUILDINGS AND EQUIPMENT**

With the exception of occasional personal use of school email, computers, printers, personal digital assistants, cell phones and the Internet, the use of school property (buildings, equipment or supplies) by employees for personal use is discouraged. (Board Policy 7510)

#### **CONFLICTS OF INTEREST**

No District employee may use their office or position for personal financial gain or the financial gain of their family. No employee may engage in their 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 their official duties or would impair their independence of judgment or action in the performance of their official duties. No employee may use or disclose "privileged information" gained in the course of or by reason of their 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 4216)

#### **ELECTRONIC MAIL AND INTERNET USE**

1. The District maintains an email 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. Email is an efficient way to respond to business-related inquiries among the office staff.

2. The email system is generally to be used for work-related business only. Occasional personal use of the email is permitted, but Classified Staff must be careful not to abuse this privilege. Solicitations that are prohibited under our solicitation policy are not permitted on our email system. The District reserves the right to review, audit, intercept, access and disclose any messages created and transmitted on the system. Deleting an email message does not guarantee that it has been erased from the system; backup copies are retained.
3. No employee is authorized to retrieve or read any email not sent to him or her without prior approval. Employees improperly accessing or monitoring email 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)

#### **EMPLOYEE GRIEVANCE PROCEDURE**

Employees may use the grievance procedure set forth in Board Policy 3340/4430 for resolving disputes regarding employee termination, employee discipline or workplace safety issues. (Board Policy 4340)

#### **HARASSMENT POLICY**

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

The remainder of the Harassment Policy may be viewed by clicking on the link below:

#### **HARASSMENT AND OTHER INAPPROPRIATE BEHAVIOR - Board Policy 4362**

### **V. COMPENSATION**

1. Hourly Rate – Initial Placement: Hourly pay rates for classified employees shall be at the discretion of the District. For special education paraprofessionals who are not at the top of the hourly wage scale, after successful completion of five (5) years of employment with the District, the paraprofessional will be advanced to the next highest step. If any provision in the Handbook modifies pay, any change will go into effect at the beginning of the next academic semester.

2. Reimbursement for Licensure: Employees hired to serve as Special Education Program Aides (DPI License #80) may apply for reimbursement in the amount of \$100.00.
3. 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.
4. 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, provided they are not participating in a Health Savings Account that limits concurrent participation in a Section 125 program.
5. 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.
6. Compensatory Time: No compensatory time shall be granted without prior approval from Human Resources. Under no circumstance shall an employee be allowed to perform work-related duties at home.
7. Breaks: For those employees working seven (7) or more hours a day, they shall have the option of a fifteen (15) minute break. Upon such request, the break will be scheduled by the principal and/or supervisor based upon the best interests of students.
8. Unpaid Meal Period: For shifts longer than six (6) hours, employees will be granted an unpaid 30 minute meal period in accordance with DWD 274.02(2).

## **VI. 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: Twelve-month employees earn twelve (12) leave days per year. Employees working a minimum of six (6) hours per day earn one leave day per month. 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 one hundred (100) 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 (child, spouse, parent) which renders the employee incapable of reporting for duty and effectively performing the responsibilities of their position. Leave days may also be used to attend funerals, for court appearances, child-rearing, and to conduct personal business. To the extent possible, requests to use leave to conduct personal business should be submitted and approved in advance. 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.** There may be rare occasions that warrant approval of unpaid leave days; the educator will discuss these unique occasions with their immediate supervisor who will confer with HR.
5. Once-in-a-Lifetime Request: Eligible staff (full time, less than full year) can request an absence of three (3) days up to a maximum of five (5) days in length for a unique, once-in-a-lifetime event. This absence would be allowed only one time per career and cannot be requested during the first or last student attendance week in a school year. Only one qualifying event will be approved across the District at any time in an employee's career, and in most circumstances is contingent on securing a substitute for the full absence. A request for absence must be made in writing to the building principal/supervisor who will share the request with the Superintendent/designee, with as much advance notice as possible and must be made at least 1 month (30 days) prior to the first day of the requested absence. If approved, half of the days would be paid (subject to available leave days) and half would be unpaid in whole and/or half-day increments. *[This does not apply to full time, full year staff.]*
6. 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. Failure to notify the District of an absence and failure to report to work on such day may result in disciplinary action up to and including termination.

7. Substantiation of Reason for Absence: The reason for a leave day must be entered in Skyward or entered on the Employee's behalf by a supervisor. No further substantiation 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 7 below). 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 their regular duties.
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. The following reasons for absences on such days qualify for paid leave days:
    - i. on extended medical leave;
    - ii. having a pre-approved paid medical leave request filed with a doctor's excuse;
    - iii. having a legitimate, unplanned medical issue substantiated with an administrator; a doctor's excuse may be required; or
    - iv. 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.
  1. 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, or other repeated absences of a similar nature.

Attendance is an essential function of employment with the District. Failure to attend to employment creates safety concerns for students and fellow employees. Employees who demonstrate a lack of commitment to their position by excessive absences will be given notice of concerns, and may be subject to employment termination. Excessive absences includes, but is not limited to, utilizing all sick leave days in a period of time, requesting unpaid absences, and putting in multiple requests for absences within 24 hours of the shift.



10. Misrepresentation: Any employee using leave benefits by fraud, deceit, or falsified statement shall be subject to disciplinary action including possible immediate termination.
11. Certification of Good Health: Employees may be required to furnish a medical doctor's certificate of good health prior to returning to work.
12. Family & Medical Leave: Leaves may be granted in compliance with applicable state and federal laws. Requests for leaves shall be submitted on forms provided by the District. More information and forms can be found on the District's website.
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 their duties.
14. Jury Duty: When an employee is called for jury service, he or she must notify his or her direct supervisor. Upon actual jury duty service, the employee is not charged leave days and shall receive full pay during the period of absence provided he/she remits to the Business Office an amount equal to the compensation paid to him/her for such jury service and presents a copy of the summons, including any payment received for jury service, to the Business Office.
15. 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).

**VII. EMERGENCY SCHOOL CANCELLATION**

1. On occasion, school is canceled due to inclement weather or some other unanticipated emergency/event. The Superintendent, in their sole discretion, declares such days and typically announces them via mass communication media.
2. 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.
  - A. For school year employees (i.e., not year-round), leave days may not be used if the school day will be made up later in the year.
  - B. 12-month employees who qualify for vacation may use a vacation day or leave day in order to be paid for a canceled day.

**VIII. 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	3 weeks
B. Years six (6) through nine (9) years of full-time service	4 weeks
C. After ten (10) 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.

**IX. HOLIDAYS**

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

July 4 <sup>th</sup>	December 25
Labor Day	December 31
Thanksgiving Day	January 1, New Year's Day
Friday after Thanksgiving	Good Friday
December 24	Memorial Day

When a holiday falls on a Saturday, the preceding Friday normally will 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.

In order to be eligible for holiday pay, an employee must be on the active payroll of the employer and must have worked their 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.

Holiday pay is based upon the employee's normal base hourly rate.

**X. INSURANCE – ELIGIBILITY**

1. Ineligibility for Health Insurance: Employees whose service to the District begins after June 30, 2010, and who work less than 30 hours per week are not eligible for health insurance benefits.
2. Eligibility for Health Insurance: Employees who work thirty to forty hours per week for a full calendar year (at least 260 days) are eligible for single or family health insurance coverage at the standard employee premium rate.

Single Health Insurance at Standard Employee Rate: Employees who work thirty to forty hours per week for less than a full calendar year, are eligible for single health insurance at the standard employee premium rate subject to the following exceptions:

Grandfathered Employees: Pre-June 30, 2010 Hire Date

30-40 hours/week; not year-round: Employees who were hired prior to June 30, 2010 and work thirty to forty hours per week but less than a full calendar year (260 days) are also eligible for single or family health insurance at the standard employee premium rate. To receive the family health benefit, an employee must be enrolled on the family health insurance plan as of July 1, 2018.

20-30 hours/week; not year-round: Employees who were hired prior to June 30, 2010 and who work a minimum of twenty (20) hours per week but thirty (30) or less hours per week are eligible for individual health coverage at the standard employee premium rate. To receive this benefit, an employee must be enrolled on the single health insurance plan as of July 1, 2018.

Family Health Insurance at Blended Rate: Employees who work between 30-40 hours per week for less than the full calendar year, have the option to select Family Health Insurance. The cost for this benefit is the full premium cost less the District's contribution towards a single health insurance plan.

3. Benefits: Please see the Human Resources website for more information.
4. Longevity Bonus: Special Education Paraprofessionals who have worked for 18 years, or more, in the District will receive an hourly rate increase of \$1.50 per hour beyond their current hourly rate. This will go into effect on January 17, 2023.

**XI. ASSIGNMENT, TRANSFERS & JOB SHARING**

1. Assignments: Assignments shall be determined by the Administration based upon the needs of students and program requirements. Employees may apply for vacancies posted on the Wisconsin Education Career Access Network (WECAN).
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.

**XII. RETIREMENT**

1. Contribution to Wisconsin Retirement System: The School Board shall pay the required employer contribution to the Wisconsin Retirement System for eligible employees.
2. District Retirement Program:
  - a. Eligibility Requirements
    - i. 58 years old
    - ii. Contracted to work 1250 hours/annually
    - iii. 25 years of consecutive service in the District,
    - iv. Board-accepted application
  - b. Benefit
    - i. Variable Multiplier (VM) times the average annual earnings over last 3 years (Salary)
    - ii.  $VM \times \text{Salary} = \text{Benefit}$
    - iii. Variable Multiplier
      1. 1.4 if hired before January 1, 1990
      2. 1.2 if hired before January 1, 1995
      3. 1.0 if hired before January 1, 2000
      4. 0.8 if hired before January 1, 2005
      5. 0.6 if hired after January 1, 2005
  - c. Benefit is payable over the course of 5 years into a tax-sheltered annuity (TSA)
  - d. In the event of the death of an active employee who has met the eligibility requirements, the TSA will be paid out in a lump sum to the estate of the employee.
  - e. In the event of the death of a retiree prior to the distribution of the full distribution of the TSA, the residual balance will be paid out in a lump sum to the estate of the employee.
  - f. Supplemental Leave Day Payout
    - i. Paid leave capped at 70 accumulated days
    - ii. Value per day: \$75
    - iii. Meets all of the other conditions of retirement (Age, YOS, hours per year)

<b>Position</b>	<b>Hire Date</b>	<b>Paid Leave Multiplier (Max Value)</b>
A	before January 1, 1990	0.6 (3,150)
B	before January 1, 1995	0.8 (4,200)
C	before January 1, 2000	1.0 (5,250)
D	before January 1, 2005	1.2 (6,300)
E	hired after January 1, 2005	1.4 (7,350)

- g. Age Reduction Formula: Employees who are otherwise eligible to retire, but are not age 58, may retire after age 55 subject to a reduction of 5% for every year prior to 58
- h. Years of Service Reduction Formula: Employees who are otherwise eligible to retire, and have at least 20 years of service, may retire after 20 years subject to a 5% reduction of the benefit value for every year short of the 25 years.

### **XIII. SEPARATION OF EMPLOYMENT**

Employees must give advance notice to their immediate supervisor (at least two weeks) if they intend to resign from a position.

The District will follow all applicable policies as it relates to a reduction in force, dismissal or termination of employment.