



# **Management Team Employee Handbook**

**Effective July 1, 2018**

**Approved by the School Board on August 27, 2018**

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## **I. APPLICATION**

The Management Team consists of the following employees:

- Superintendent
- Director of Finance
- Director of Human Resources
- Director of Pupil Services
- Directors of Curriculum, Instruction and Assessment
- Principals
- Assistant Principals
- Activity & Athletics Director (HS)

## **II. INTRODUCTION**

This Management Team 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 [3122](#)). 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 [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.

#### **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 professional employees regardless of their inclusion into this handbook. Board Policies may be view 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 [3122.01](#).

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

With the exception of occasional personal use of school e-mail, 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 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. Management Team members may use their leave days for consulting work provided there is no conflict of interest as described herein, subject to approval by the Superintendent. (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](#))

#### **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. Occasional personal use of the e-mail is permitted, but Management Team Members must be careful not to abuse this privilege. Solicitations that are prohibited under our solicitation policy are not permitted on our 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; 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](#))

#### **EMPLOYEE GRIEVANCE PROCEDURE**

Employees may use the grievance procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues.

#### **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 3362](#)**

#### **V. COMPENSATION**

1. **Salary – Initial Placement:** Initial salaries for individual employees shall be at the discretion of the District. Employees shall be compensated according to internal and external market comparables. Participation in the Direct Deposit program is a required condition of employment.
2. **Compensation Increases:** Salary increases shall be at the discretion of the District. Increases may be tied to experience, additional duties/responsibilities, demonstrated effectiveness, leadership skills and contributions to the District resulting in improved efficiencies and/or student learning.
3. **Annuities:** The Board provides the opportunity for employees to participate in a tax sheltered annuity (TSA) 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.

## **VI. LEAVE**

1. Leave Days: Employees receive twelve (12) leave days per year. Unused leave may be accumulated up to seventy (70) days. Employees hired after the beginning of a school year shall receive a prorated amount of sick leave.
  - A. Leave days are granted to an employee on the completion of the first working day of the individual contract.
  - B. Except as otherwise contained in this Handbook, all leave benefits shall terminate and be forfeited upon termination of employment for any reason.
2. 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, 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.**
3. Notice of Absence: When an employee needs to be absent from work, the employee shall give notice to the appropriate supervisor 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. 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.
4. Certification of Good Health: Employees may be required to furnish a medical doctor's certificate of good health prior to returning to work.
5. 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.
6. 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.
7. 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 salary during the period of absence provided he/she remits to the Board an amount equal to the compensation paid to him/her for such jury service and presents a copy of the summons to the Board.
8. Sabbatical: Requests for a sabbatical will be handled in accordance with Administrative Guideline [3435](#).

9. 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**

On days that school is canceled due to inclement weather or other emergency situations, Management Team members are expected to work. If conditions are impossible to report to work, arrangements may be made to work remotely upon supervisor's approval, or they may take a leave day.

## **VIII. VACATIONS**

Management Team members are employed year-round and receive five (5) weeks of paid vacation each year.

Team members are encouraged to use vacation days on non-student contact days or on days that are not a part of the teacher work year. Exceptions may be granted by the appropriate supervisor for extenuating circumstances.

Carry Over of Unused Vacation Days: Unless otherwise specified by individual employment contract, all vacation days are to be used within the fiscal year (July 1-June 30). Employees may carry over five (5) days to be used prior to the start of the next school year. The Superintendent may grant exceptions for extenuating circumstances.

Vacation Request Timelines: Vacation requests should be submitted well ahead of time. The vacation periods and number of employees on vacation at any given period is within the Superintendent's discretion. Vacation requests can be denied and alternative dates suggested if granting the vacation would negatively impact District operations.

Canceled School Days: Vacation days that fall on a canceled work day (due to inclement weather or other circumstances) cannot be rescinded.

## **IX. HOLIDAYS**

Management Team employees are granted the following paid holidays:

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.

## **X. INSURANCE - HEALTH, DENTAL, LIFE, DISABILITY**

1. Eligibility: The District provides various insurance benefits to full-time employees. Part-time employees at 50% Full-Time Equivalency (FTE) or higher may receive health insurance benefits at a pro-rated level commensurate with their FTE. Part-time positions less than 50% FTE are not eligible for medical insurance benefits.
2. Benefits: Details about medical insurance and other benefits are set forth on the Human Resources website.

3. Death Benefit: The estate of the Employee shall be paid the remaining salary and fringe benefits due under the employee’s employment contract. This benefit shall not extend beyond the fiscal year in which the death occurs.

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

Assignments shall be determined by the Superintendent based upon licenses, the needs of students and program requirements. Employees may be transferred at the discretion of the Superintendent to meet the educational needs of the District.

**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: The District provides a non-elective contribution to a Tax Sheltered Annuity (TSA) for Management Team members based on a percentage of salary according to the position. The funds belong to the employees and may be used according to any applicable tax laws. Employees may also elect to make additional contributions to the TSA taken pre-tax from their salary.

<b>Position</b>	<b>% of Salary to a TSA</b>
Principals	3%
Directors	5%

**XIII. PROFESSIONAL DEVELOPMENT & COURSE REIMBURSEMENT**

Tuition for course work and textbook costs are reimbursable after an employee has successfully worked for the District for two consecutive years. Course work must be related to each individual’s assignment. A grade of “B” or better is required for reimbursement. Reimbursement for tuition is capped at no more than six credits per semester. If an employee terminates his or her position with the District within four years of receiving tuition reimbursement, the “payback” schedule below will be enforced at the discretion of the Superintendent.

<u>Employee leaves the District within:</u>	<u>Pays Back:</u>
One (1) year	100% of all reimbursement paid to Administrator
Two (2) years	75% of all reimbursement paid to Administrator
Three (3) years	50% of all reimbursement paid to Administrator
Four (4) years	25% of all reimbursement paid to Administrator

Tuition and textbook costs that have been reimbursed do not have to be paid back to the District once the employee has worked for the District more than four years beyond the date of reimbursement.

Professional Development: All requests for professional development opportunities must be submitted through Skyward through the “Professional Development Requests” feature found under Employee Access/Employee Information/Professional Development.

Membership fees for professional organizations are eligible for reimbursement for up to \$500.

**XIV. SEPARATION OF EMPLOYMENT**

Non-Renewal: Employees may be recommended for contract non-renewal in accordance with applicable Wisconsin Statutes. Employees may be also be recommended for contract non-renewal due to a change in needs for the employee’s services as a result of a change in District programming.



Resignation: Employees who resign from their positions may be responsible for any liquidated damages as set forth in their individual employment contract.