

**SAUK PRAIRIE SCHOOL DISTRICT  
EMPLOYMENT HANDBOOK  
for  
SUPPORT STAFF MEMBERS**

**2016-17**

**Approved  
07/25/2016**

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## **INTRODUCTION**

### INTRODUCTORY STATEMENT

This Employment Handbook has been prepared for support staff members which include custodial/maintenance, food service, secretaries I, II, and III, educational assistants, technology assistants and other non-certified staff.

This Employment Handbook is a collection of selected employment policies and procedures, as well as rules and regulations of Sauk Prairie School District ("District"). It has been prepared to acquaint all support staff members with these policies and procedures, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District. Compliance with these policies, procedures, rules and guidelines are terms and conditions of employment.

It is each support staff member's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the District Administrator which are available electronically on the District website at <http://www.neola.com/sauk-wi/>, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board policies and/or District Administrator's administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered herein, please direct them to your immediate supervisor and/or the District Administrator.

For purposes of this Handbook, Board policies and District Administrator's administrative guidelines the following will apply:

- "Staff member" shall have the same meaning as "employee" and may be used interchangeably.
- "Building administrator" shall have the same meaning as "principal, assistant principal or lead teacher" and may be used interchangeably.
- "Superintendent" shall have the same meaning as "District Administrator" and may be used interchangeably.

## DISCLAIMER STATEMENT

This Employment Handbook has been prepared for informational purposes only. None of the statements, policies and procedures, rules, or guidelines contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All District employees are employed at will and may resign at any time, except where a written contract between the staff member and the District provides otherwise. Individual contracts may only be created by the Board and shall be in writing. The District's staff employed under individual contracts with the Board may be terminated or nonrenewed consistent with the terms of the contract.

Any staff member who violates any of the terms and conditions of employment set forth in this Employment Handbook, Board policies and the administrative guidelines, may be subject to disciplinary action in accordance with Policy 4139 – Staff Discipline.

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

## STATEMENT OF PHILOSOPHY

Recognizing that the faithful nurturing of children today promotes a society of productive citizens tomorrow, it shall be the philosophy of the Sauk Prairie Schools that education be child-centered, and toward that end, we dedicate the human and economic resources of our community.

Policy 2110 – Statement of Philosophy

## CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District.

Policy 4112 – Board-Staff Communications

## **II. EMPLOYMENT**

### EQUAL EMPLOYMENT OPPORTUNITY

Except as specifically authorized by statute, the Board of Education does not discriminate in the employment of support staff on the basis of any characteristic protected under local, State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

Any staff member who violates this policy or knowingly retaliates against a staff member reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge.

If the staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

Policy 4122 – Nondiscrimination and Equal Employment Opportunity

AG 4122 – Nondiscrimination and Equal Employment Opportunity

AG 4122b – Complaint Procedures for Nondiscrimination and Equal Opportunity/Access

AG 4122c – Comparative Analysis of Employment Related Provisions of ADA and Section 504

### ANTI-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 or knowingly retaliates against a staff member reporting or complaining of a violation of 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.

For purposes of anti-harassment, “School District community” means all individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. “Third party” means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person’s protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual’s work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The District Administrator has prepared written administrative guidelines for staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these guidelines.

For more information staff members shall refer to:

- Policy 4362 – Employee Anti-Harassment
- Policy 4362.01 – Threatening Behavior Toward Staff Members
- AG 4362 – Employee Anti-Harassment
- AG 4362a – Reporting Threatening Behaviors

### JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for support staff member accountability that each staff member is fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for support staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, support staff employees shall refer to Policy 4120.01 – Job Descriptions/AG 4120.01 – Job Descriptions. Further, if a copy of a job description is required or desired, the staff member shall ask their immediate supervisor or go to the Business Office and request a duplicate copy.

Policy 1400 – Job Descriptions  
Policy 4120.01 – Job Descriptions  
AG 4120.01 – Job Descriptions

#### HIRING OF IMMEDIATE RELATIVES (NEPOTISM)

The District has established clear rules regarding the employment of relatives (nepotism) that can be found in:

Policy 4120 – Employment of Support Staff

#### IMMIGRATION REFORM ACT NOTICE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all staff members.

Policy 4111 – Creating a Position  
AG 4111a – Creating a Position  
AG 4111b – Verification of Employment Eligibility

#### CONFLICT OF INTEREST

Staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, staff members are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

Policy 1130 – Conflict of Interest - Private Practice  
Policy 4210 – Support Staff Ethics

## OUTSIDE ACTIVITIES OF STAFF

It is imperative that staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a staff member is involved in an activity that threatens that or another staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, support staff employees should review the following:

Policy 4231 – Outside Activities of Support Staff  
AG 4231 – Outside Activities

## COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its staff members concerning work methods and operations. The District asks that its staff members follow the chain-of-command when offering a suggestion or comment if possible.

Support staff members should refer to the detailed procedure regarding communication with the Board set forth in:

Policy 4112 – Board-Staff Communications

## POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all school buildings and at all school sponsored activities.

Policy 4231 – Outside Activities of Support Staff  
AG 4231 – Outside Activities

### **III. EMPLOYMENT STATUS AND RECORDS**

#### EMPLOYMENT CATEGORIES

The Board establishes the specific categories of employment by which staff are identified. Staff members will be identified as professional staff pursuant Policy 3120 – Employment of Professional Staff/AG 3120a – Selection of Professional Personnel. All other staff members will be identified as support staff pursuant Policy 4120 – Employment of Support Staff/AG 4120 – Employment of Support Staff.

Policy 4120 – Employment of Support Staff  
AG 4120 – Employment of Support Staff

#### PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records for support staff members and grant access to inspect or review the record in accordance with Policy 8320 – Personnel Files/AG 8320 – Personnel Records and State law.

Policy 8320 – Personnel Files  
AG 8320 – Personnel Records

#### PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in a staff member's personnel record, the staff member shall follow the process established in Policy 8320 – Personnel Records/AG 8320 – Personnel Records to address the issue.

Policy 8320 – Personnel Files  
AG 8320 – Personnel Records

## PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation.

This program shall focus upon the early identification of specific areas in which the support staff member's performance needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with the following:

- A. State statutes
- C. Policy 4220 – Evaluation of Support Staff
- D. AG 4220 – Evaluation

The building administrator and/or District Administrator may, at his/her own discretion, evaluate a staff member on a more frequent basis than that required by state statute or called for by District policies or administrative guidelines.

## STUDENT SUPERVISION AND WELFARE

The Board requires each support staff member to maintain a standard of care for supervision, control and protection of students commensurate with the staff member's assigned duties and responsibilities.

For the Board's expectations with regard to student supervision and welfare, refer to Policy 4213 – Student Supervision and Welfare.

Policy 4213 – Student Supervision and Welfare

## ASSIGNMENT AND TRANSFERS

The District Administrator is responsible for the assignment of all staff members in conformance with any legal requirements or certification requirements.

Support staff members may be transferred between schools when the District Administrator determines that the needs of the students, the school or District so require.

Assignments for the forthcoming school year will be made in accordance with Policy 4130 – Assignment and Transfer/AG 4130 – Assignment.

Assignments and transfers are not subject to review under the grievance procedure.

Policy 4130 – Assignment and Transfer  
AG 4130 – Assignment

### REDUCTION IN STAFF

The Board may eliminate support staff positions and/or reduce the support staff as necessary. Such support staff reductions will be made in compliance with Federal and State statutes and Policy 4131 – Reduction in Staff.

Policy 4131 – Reduction in Staff

### TERMINATION AND RESIGNATION

All District employees are employed at will and may resign at any time, except where a written contract provides otherwise. The District may terminate any support staff member for just cause. The Board requests, but does not require, that the support staff member submit a letter of resignation with a two-week notice if possible. Failure to submit a two-week notice may result in the loss of certain benefits.

The District staff employed under individual contracts with the Board may be terminated or may resign consistent with the terms of the contract.

Policy 4140 – Termination and Resignation  
AG 4140 – Resignation

## **IV. EMPLOYEE PAY AND BENEFITS**

### PAY PERIODS

All support staff members shall be paid in accordance with the provisions established in Policy 6510 – Payroll Authorization and Policy 6520 – Payroll Deductions.

See also:

AG 6510a – Time Card

AG 6510b – Payroll Authorization

Policy 6700 – Fair Labor Standards Act (FLSA)

AG 6700 – Fair Labor Standards Act (FLSA)

### BENEFITS

The Board provides a competitive and comprehensive package of benefits to its staff members. The Board retains the final authority to establish, modify, rescind, add or in any way affect staff member benefits. Annually, in conjunction with the budget process, the anticipated share cost of all staff member benefits, specifying both the staff member and employer share, shall be approved through Board action.

Policy 4420 – Benefits for Support Staff

Policy 4425 – Benefits

Policy 4432 – Staff Member Sick Leave

AG 4432 – Distribution of Sick Leave Benefits at End of Employment

### LEAVES OF ABSENCE (extended leave)

Any staff member may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave.

If the leave is approved, the Board action will also provide the conditions applicable for the staff member to return to work. This policy does not serve as a guarantee of any job protection for leave beyond otherwise legally-protected leave.

Leaves will be granted in accordance with Policy 4430 – Leaves of Absence.

## ABSENT WITHOUT PAY

Support staff members who are requesting unpaid leave for the purpose of a personal vacation are also required to submit a leave of absence request.

District-paid benefits will be adjusted for non-FMLA absences exceeding three days per school year. If the staff member does not qualify for district-paid benefits, then the staff member will pay one-half (1/2) his/her daily rate for benefits for each un-paid absence exceeding three days per year.

## STAFF MEMBER LEAVES

A support staff member may request leave for the qualifying circumstances set forth in Board policy. Those circumstances include:

- A. special consideration leave,
- B. bereavement leave in the event of the death of a relative,
- C. military leave so that the support staff member can perform his/her obligations to the United States Armed Forces, or
- D. leave for jury duty when called to perform their civic responsibility as a potential juror or to serve on a jury.

If a support staff member has approved leave under the specific circumstances set forth in Board policy, the employee may be provided job protection, and in some circumstances compensation, during such absence from their assigned job duties for the District. These leaves will be granted pursuant to Policy 4431 – Staff Member Leaves.

## STAFF MEMBER SICK LEAVE

Support staff members may use paid sick leave and are expected to follow the protocol established in Policy 4432 – Staff Member Sick Leave/AG 4432 – Distribution of Sick Leave Benefits at End of Employment.

## FAMILY AND MEDICAL LEAVE

In accordance with Federal and State law, the Board of Education will provide family and medical leaves of absence for support staff members. The provisions of both the Federal and State family and medical leave provisions

require specific eligibility and qualifying reasons to access this leave. To determine if you are eligible or qualify for family and medical leave refer to Policy 4430.01 – Family & Medical Leave of Absence ("FMLA")/AG 4430.01b – Family/Medical Leave Act.

### HEALTH INSURANCE BENEFITS

Health Insurance will be offered to support staff members in accordance with the District's Health Insurance Plan and Policy 4420 – Benefits for Support Staff.

### PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH AND DENTAL PLANS

Eligible support staff employees who are provided coverage under self-funded group health plans are assured the privacy protections required by Federal and State law.

Policy 4419.01 – Privacy Protections of Self-Funded Group Health Plans  
AG 4419.01 – Privacy Protections of Self-Funded Group Dental Plan

### PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

Eligible support staff employees who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law.

Policy 4419.02 – Privacy Protections of Fully Insured Group Health Plans

## **V. WORKING CONDITIONS AND HOURS OF WORK**

### DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for support staff members.

When on duty, support staff members are expected to dress in a manner that is consistent with the expectations described in Policy 4216 – Support Staff Dress and Grooming.

### ATTENDANCE AND REPORTING ABSENCES

Staff members are expected to report for work on all scheduled workdays; however, when a staff member must be absent, the supervisor's directive shall be followed.

### WORK SCHEDULES/DAILY TIME SHEETS

Support staff members shall adhere strictly to their established work schedules, unless their immediate supervisor approves a deviation from it. Support staff members are also required to complete their time sheets and submit them to their immediate supervisor for payroll purposes in accordance with the established schedule.

The District does not allow support staff members to perform work for the District that is not included on the individuals' time sheet. All work for the District must be reported.

### BREAK AND MEAL PERIODS

Breaks will be provided in accordance with Federal and State law.

Support staff members working less than six (6) hours per day, but at least four (4) hours per day, will be allowed one (1) paid fifteen (15) minute break. Support staff members working six (6) hours or more per day will be allowed two (2) paid fifteen (15) minute breaks. Breaks should be taken during each half of the work day.

Any variation to break and meal periods must be approved by the building administrator and/or supervisor on an individual daily basis due to special

circumstances and should not be done on a regular basis. Accumulating breaks to alter the staff members' regular beginning and ending times is prohibited.

All support staff members are expected to adhere strictly to the length of time designated for breaks and meal periods.

### OVERTIME

The Board shall comply with provisions of State and Federal Law and their respective implementing regulations relating to minimum wages and overtime.

Policy 6700 – Fair Labor Standards Act (FLSA)

### COMPENSATORY TIME OFF

Compensatory Time Off: The support staff member may request compensatory time off, in lieu of overtime compensation if this is mutually agreed upon between the staff member and the immediate supervisor and made in writing. Compensatory time off will accrue at a rate of time and one-half (1 and ½) for accumulated overtime in lieu of overtime payment, for up to eighty (80) hours each year. Once a staff member has eighty (80) hours of compensatory time off, the staff member must take overtime wage payments.

Compensatory time off requests shall be brought to the immediate supervisor at least forty-eight (48) hours in advance of the time of the requested leave. The immediate supervisor must approve requests for compensatory time off before the time off may be taken. Failure to do so may result in the request being denied.

Compensatory time off must be exhausted before vacation is taken, even if this will result in accrued vacation being forfeited. (DOL Opinion Letter 4/1/99)

### FLEXIBLE SCHEDULING

The District may provide time off, at the rate of one hour worked for one hour of time off. The immediate supervisor must approve the time off before it is used. The time off must be taken within the week it is earned. If the time off cannot be taken in the week it is earned, it will be paid as overtime compensation at the rate of one and one-half hour for each one hour over forty (40) hours worked per week. An example of this provision would be as follows:

A staff member is scheduled to work Monday through Friday for forty total hours. On Monday the staff member works ten hours. The staff member works eight hours on Tuesday, Wednesday, and Thursday. On Friday, the staff member could work six hours, and leave two hours early, if the immediate supervisor agrees on this arrangement. If the staff member only works six hours on Friday, he/she has only worked a total of forty hours in the week and is not entitled to overtime compensation.

### PERSONAL COMMUNICATIONS

During work hours, personal communications made or received, regardless of whether on a Wireless Communication Device (WCD), regular telephone, or network computer, can interfere with staff member productivity, distract others, and/or set a bad example for students. Staff members are expected to use discretion in using personal WCDs while at work. Employees are expected to limit personal communication to breaks and lunch period and to inform friends and family members of the Board's policy in this regard.

Policy 7530.01 – Wireless Communication Allowance and Staff Use of Wireless Communications Devices

### USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by staff members will be in accordance with the Board's policy and District Administrator's guidelines.

Policy 7530 – Lending of District-Owned Equipment  
AG 7530 – Personal Use of District Equipment/Facilities  
AG 7530a – Technology Equipment Security Procedures  
AG 7530c – Cellular Phones

### USE OF PERSONAL PROPERTY AT SCHOOL

Staff members may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

Staff members shall have no expectation of privacy when storing personal property on District premises.

AG 4281 – Personal Property of Staff Members

## EMERGENCY CLOSINGS

The District Administrator shall make the decision regarding emergency closings in accordance with the District Crisis Plan. These plans may be accessed in each building office.

## PROFESSIONAL DEVELOPMENT AND TRAVEL EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including travel expenses, of any support staff member of the District which is incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

Policy 4440 – Job-Related Expenses

AG 4440 – Job-Related Expenses

AG 4440b – Use of Private Car for School Business

AG 4440c – Use of School Vehicle for School Business

AG 4242 – Orientation and Professional Development

## **VI. WORKPLACE ENVIRONMENT**

### TOBACCO POLICY

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits support staff members from using tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Policy 4215 – Use of Tobacco by Support Staff

### TRAINING

Support staff members, for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

- A. the use of automated external defibrillators (Policy 8452 – Automated External Defibrillators AED/AG 8452 – Use of Automatic External Defibrillators AED)
- B. the control of blood borne pathogens (Policy 8453.01- Control of Blood-Borne Pathogens/AG 8453.01 – Control of Blood-Borne Pathogens)
- C. understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (Policy 8453 – Control of Communicable Diseases/AG8453 – Exposure Control Plan for Handling and Disposing of Body Fluids)
- D. administration of medication/health care procedures (Policy 5330 – Administration of Medication/Health Care Procedures/AG 5330 – Administration of Medication/Health Care Procedures)

### REPORTING WORK RELATED INJURY

Any incident that results in an injury, however slight, to a staff member of the District, must be reported promptly and in writing to the District Business Office in compliance with Policy 8442 – Reporting Accidents/AG 8442 – On-the-Job Injury. The injured staff member shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

## **VII. STAFF MEMBER COMMUNICATION & TECHNOLOGY**

### ACCEPTABLE USE OF DISTRICT TECHNOLOGY, THE INTERNET, AND THE DISTRICT'S NETWORK

Staff use of the District's Network will be governed by Policy 7540.04 – Staff Network and Internet Acceptable Use and Safety and the related administrative guidelines.

The District Administrator shall conduct an investigation in the event there is a suspicion of inappropriate use of the District's Technologies, including its Network and Internet.

The District retains the right to monitor or access any staff member activity while on the District Network. Users should not expect that their communications sent or received or the sites visited with the use of District technologies, including its Network and Internet will remain confidential and personal.

See also:

AG 7540 – Computer Technology and Networks

AG 7540.01a – Personal Use of District Technology

AG 7540.01b – At-Home Access to District Technology

AG 7540.04 – Staff Network and Internet Acceptable Use and Safety

### EMAIL

When available, the District's e-mail system must be used by staff members for any official District e-mail communications.

Staff members are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District staff members may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records.

The District retains the right to monitor or access any District e-mail accounts

at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Staff members should be aware of the framework for the proper use of e-mail established in Policy 7540.07 – Electronic Mail/AG 7540.06 – Proper Use of E-mail Account.

### SOCIAL MEDIA

In accordance with Policy 4213 – Student Supervision and Welfare, support staff members are discouraged from engaging students in social media and online networking media, such as Face book, Twitter, MySpace, etc.

## **VIII. STAFF MEMBER CONDUCT AND DISCIPLINARY ACTION**

### STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings or problems of a staff member shall be consistent with Policy 4139 – Staff Discipline.

### GRIEVANCE PROCEDURE

Each support staff member of the District shall be provided an opportunity to understand and resolve matters affecting employment that the staff member believes to be unjust to the extent provided for in Policy 4340 – Grievance Procedure.

All staff member grievances must be filed by the aggrieved staff member(s). The grievance must be filed within ten (10) working days after the staff member knew or should have known of the cause of such grievance. The procedures detailed in Policy 4340 – Grievance Procedure shall be followed when a grievance has been filed.

### DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates AG 4122.01 – Drug-Free Workplace shall be subject to disciplinary action in accordance with Policy 4139 – Staff Discipline.

### WEAPONS

The Board of Education prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the District Administrator.

Policy 4217 – Weapons

Policy 7217 – Weapons