



Classified Staff Employee Handbook

Effective July 1, 2016

Approved by the School Board on August 22, 2016

TABLE OF CONTENTS

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

I. APPLICATION

This handbook is applicable to the following employees:

- Aides
- Food Service Staff
- Para-professionals
- 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 [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. Classified Staff 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 Classified Staff 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. Hourly Rate – Initial Placement: Hourly pay rates for classified employees shall be at the discretion of the District.
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, provided they are not participating in a Health Savings Account that limits concurrent participation in a Section 125 program.
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 Human Resources. 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.

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: 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, 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: The reason for a leave day must be entered in Skyward ([Please click on this link for details about entering absence information in Skyward](#)). 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 his/her regular duties.
7. Leave Days Adjacent to Breaks & Holidays: 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.
 - A. To qualify for paid leave on days that are adjacent to a break or holiday, 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 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. 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.

8. Tardiness: Tardiness is not permitted. Excessive tardiness will result in disciplinary action, including dismissal.
9. 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.
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.
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. Jury Duty: When jury service occurs on a workday, the employee is not charged leave days 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.
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 his/her 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	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.

IX. HOLIDAYS

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

July 4 th	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 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.

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 30 hours or less per week are not eligible for health insurance benefits.
2. Eligibility for Family Insurance: Employees who work thirty to forty hours per week 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 thirty to forty hours per week 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 thirty to forty hours per week 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 Twenty to Thirty Hours (per week) whose service with the District began prior to June 30, 2010 - The Board shall provide employees who work a minimum of twenty (20) hours per week but thirty (30) or less hours per week 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. Benefits: Please see the Human Resources website for more information.

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

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.