

# **2023-24 Proposed Employee Handbook Modifications**

The 2023-2024 proposed Employee Handbook Modifications are below.

The Employee Handbook consists of eight Parts with numerous Sections embedded within each Part. To easily identify which Section of the Handbook an employee is in, the Part of the Handbook was added in front of each Section. For example, Equal Opportunity is located in Section 2 of Part 1 of the Handbook. The revisions would modify it from “2.01 Equal Opportunity” to “**1.2.01** Equal Opportunity.”

## **Part 1 – Provisions Applicable to All Staff**

### **Foreword**

This Employee Handbook will acquaint **you employees** with the Eau Claire Area School District (ECASD) and provide information about working conditions, benefits, and some of the policies and expectations affecting **your** employment. It is important to remember that the primary purpose of the ECASD is to educate children, and therefore all employees should be acquainted with some of the basic tenets of the ECASD.

**Mission:** To inspire and prepare our students to live creative, fulfilling and responsible lives.

**Vision:** We challenge minds, build relationships and nurture individual growth to prepare all students for post-secondary success.

#### **Equitable Multi-Level System of Supports:**

The Wisconsin Equitable Multi-Level System of Supports (E-MLSS) framework guides our District and sets forth a holistic vision of an integrated and coherent system of academic, behavioral, social, and emotional supports to ensure equitable success for every learner. This framework informs the work of all ECASD staff members. Learn more about the Wisconsin E-MLSS at <https://dpi.wi.gov/rti> **Wisconsin's Framework for Equitable Multi-Level Systems of Supports** [Wisconsin Department of Public Instruction](https://www.ecasd.us/District/Departments/Teaching-and-Learning/E-MLSS) or <https://www.ecasd.us/District/Departments/Teaching-and-Learning/E-MLSS>.

## **Section 1 – Introduction**

### **1.1.01 About this Handbook**

#### **~~Section 2.0~~ 1.1.02 Conformity to Law**

**The District makes every effort to maintain this Employee Handbook in compliance with all current laws.** If any provision of this Handbook, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby.

## 1.1.023 Definitions

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- E. **Teacher Educator:** **Teachers Educators** are defined as persons hired under a contract under § 118.22, Wis. Stats.
- F. **Limited Term Employees (LTE):** LTEs are defined as persons hired for a specific project for a specific length of time. A limited term employee has no expectation of continued employment, contract, or benefits. LTE's should contact the Payroll Department to determine benefit eligibility. Examples: Substitute **teacher educator**, long-term substitute, summer school employees, and seasonal employees. Seasonal/summer school employees **are defined as** performing non-exempt duties **and** shall be paid in accordance with the **following hourly wage schedule:** **salary posted for each position.**

a. **Teachers = \$26.70**

b. **Buildings & Grounds Staff = \$14.00**

c. **Classified Staff = Level A**

d. **Special Education Assistant = Level A**

e. **Food Service Staff = Cook: Level A**

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## Section 2 – Employment Law

### 1.2.01 Equal Opportunity

The Eau Claire Area School District is dedicated to ensuring equal opportunities for all employees. The District honors the unique individuality of all persons as evidenced through the District Equity Statement. This practice is upheld through the District's policy that no person may be discriminated against in employment based on their legally protected class, status or any other reason prohibited by state and federal law. Please refer to Equal Employment Opportunity in the following District policy: [Board Docs 511](#).

It is the policy of the District that no person may be discriminated against in employment on the basis of age, race, religion, sex or sexual orientation, gender identity or gender expression, disability/handicap, citizenship status, marital status, pregnancy, national origin, creed, color, political or religious affiliation, genetic information, ancestry, arrest or conviction record, military service, state defense force or any reserve component of the military forces of the United States or this state; use or nonuse of a lawful product off school premises during non-working hours, declining to attend a meeting or participate in any communication about religious or political matters, or any other reason prohibited by state and federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the

essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

### 1.2.02 ADA – Request for Accommodation Procedures

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

Written requests for reasonable accommodation under the Americans with Disabilities Act or the Wisconsin Fair Employment Act ~~should be directed to~~ are welcomed by the Executive Director of Human Resources and ~~should~~ contain the following information:

- Name
- Job title and location
- Name of immediate supervisor
- Specific functional limitation, i.e., what job duty is unable to be performed due to the disability
- Requested accommodation; be as detailed as possible, including if applicable: equipment needed, job or schedule modifications, services needed or work restrictions
- Describe how the above accommodation will assist you in your job

Supporting medical documentation may be requested by the Eau Claire Area School District to confirm the need for accommodation. If medical documentation is requested, the request for reasonable accommodation cannot move forward until that documentation is received. Once the request and documentation is received, the Executive Director of Human Resources and/or their designee will meet with the employee, the employee's supervisor and/or Department Director to discuss the requested accommodation and/or alternatives to the request.

An approval, denial, or modification of the request will be issued within ten (10) business days of this meeting and the necessary steps to implement this accommodation will begin. A copy of this form will also be sent to the supervisor and director. These copies should be kept within Human Resources department and shared with necessary parties when there is a change in supervision.

In the event an employee presents a request for accommodation to their immediate supervisor, the supervisor is expected to inform the Executive Director of Human Resources or their designee so that a formal plan may be established and documented.

### 1.2.03 Equal Opportunity Complaints

To ensure the District's practice of honoring the unique individuality of all persons is upheld, a formal complaint resolution procedure is available. The District encourages informal resolution of complaints under the equal opportunity policy. ~~A formal complaint resolution procedure is available, however, to address allegations of~~

violations of the equal opportunity policy in the District. Please refer to Employee Discrimination Complaint Procedures in the following District policy: [Board Docs 511-Rule](#).

## **1.2.05 Family and Medical Leave Act**

The District recognizes that employees are at their best when both themselves and their family members are healthy and cared for. Therefore, employees are encouraged to utilize the Family and Medical Leave Act (FMLA) when appropriate to address the medical needs of themselves and their families. Some reasons employees use FMLA include but are not limited to: childbirth, adoption, foster care, surgery, mental health or other concerns requiring regular treatment, and care for aging or injured immediate family members.

The District's FMLA eligibility period runs on the calendar year from January – December. Eligible spouses working for the District will not be required to share FMLA leave.

For additional details pertaining to FMLA including the Notification of Benefits and Leave Rights, Rights and Responsibilities Notice, Designation Notice, and FMLA Procedure and Law, please refer to the following links:

[Notification of Benefits and Leave Rights](#)

[Rights and Responsibilities Notice](#)

[Designation Notice](#)

[U.S. Department of Labor FMLA Procedure and Law](#)

[Department of Workforce Development FMLA Procedure and Law](#)

- A. ~~Notification of Benefits and Leave Rights:~~ Since the District has an employee handbook, information concerning FMLA entitlements and employee obligations under the FMLA are included in the Handbook as required by federal law. The District shall post the text of the notice contained in the following link in a conspicuous place where notices to employees and applicants are customarily placed: <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>. See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1).
- B. ~~Eligibility Notice.~~ When an employee requests FMLA leave, or when the employer acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the employer must notify the employee of the employee's eligibility to take FMLA leave within five business days, absent extenuating circumstances. 29 C.F.R. § 825.300(b).
- C. ~~Rights and Responsibilities Notice.~~ The District shall provide written notice outlining specific obligations of the employee and explaining any consequences of not meeting those requirements. 29 C.F.R. § 825.300(c). The District is satisfying this notice requirement by directing the employee to the following website, which combines the eligibility notice and the rights & responsibilities notice into a single form: U.S. DEP'T OF LABOR, Notice of Eligibility and Rights & Responsibilities (FMLA), available at <https://www.dol.gov/sites/dolgov/files/WHd/legacy/files/whdfs28d.pdf>.

D. ~~Designation Notice. The District shall “inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA.” U.S. DEP’T OF LABOR, Designation Notice (Family and Medical Leave Act), available at <http://www.dol.gov/whd/forms/WH-382.pdf>. See 29 C.F.R. § 825.300(d).~~

E. ~~Full FMLA Law and regulations are available at <http://www.dol.gov/whd/fmla/index.htm> and <https://dwd.wisconsin.gov/er/civilrights/fmla/>.~~

F. ~~FMLA Procedure: An employee who requests FMLA must fill out the Employee Request Form, unless impracticable. Employee is also required to turn in a Medical Certification Form. All forms are available on Employee Online. Employee will receive the Notice of Eligibility and Rights & Responsibility and if eligible, the Designation Notice. While using FMLA, employee leave balances will be deducted beginning with sick time, personal time, vacation time (if applicable), unless otherwise requested.~~

G. ~~FMLA eligibility runs on the calendar year from January—December.~~

H. ~~Eligible spouses working for the district will not be required to share FMLA leave.~~

### 1.2.06 Immigration Law Compliance

The District is committed to employing ~~only~~ United States citizens and non-United States citizens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law.

### 1.2.07 Harassment and Bullying

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of harassment and bullying. The District shall not tolerate harassment or bullying based on any personal characteristic described above (~~s~~Section 1.2.01).

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All employees have a duty to report incidents of potential or alleged harassment and bullying to their immediate supervisor or Executive Director of Human Resources. Employees have up to 300 calendar days to report an alleged incident(s) of discrimination/harassment/bullying. ~~Please refer to T~~the Complaint Form ~~can be found at~~ in the following District policies: [Board Docs 511 & 512 Exhibit](#). Employees who fail to report incidents of potential or alleged harassment and bullying, as described above, may be subject to disciplinary action, up to and including termination. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including termination.

## Section 3 – General Employment Practices and Expectations

### 1.3.01 District Expectations

The District ~~expects~~ prides itself in hiring and retaining highly qualified employees who exhibit excellence, demonstrate dedication, ~~its employees to~~ produce high quality work, maintain confidentiality, work efficiently, and exhibit a professional demeanor. ~~toward other employees, parents, students and community members. To this end, successful~~ The District expects employees to comply with all applicable District Board policies, work rules, job descriptions, terms of this Handbook and legal obligations.

~~Successful~~ The District expects employees to comply with the standards of conduct set out in District Board policies, this Handbook, administrative regulations, and with any other policies, regulations and guidelines that

impose duties, requirements or standards associated with their status as District employees. Breach Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board policies, work rules, job descriptions, terms of this Handbook and legal obligations.

### 1.3.02 Accident/Incident Reports How to Report an Accident/Incident

All accidents/incidents occurring on District property, school buses or during the course of school sponsored activities, including field trips and other away events, are to be reported to the building administrator or immediate supervisor immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted to the building principal/immediate supervisor within twenty four (24) hours or the next scheduled District workday, as appropriate. It's important that the building administrators or immediate supervisors be made aware of all accidents/incidents that result in personal injury or damage to property so appropriate action can be taken. This includes accidents/incidents occurring on District property, school buses or during school-sponsored activities, including field trips and other away events. In all situations, an Accident Form is required to be completed and submitted by the reporting employee within twenty-four (24) hours or the next scheduled District workday. In the event of a work-related accident or injury, please see the Worker's Compensation section of this Handbook.

### Section 231.3.03 – Remote Work

There are certain positions whose essential duties can be performed remotely with the assistance of District-provided technology. However, the expectation is that employees will work primarily in person and therefore the remote work will be limited to occasional, infrequent occurrences.

Employees must receive written approval in advance of working remotely. Approvals will be granted on a case-by-case basis by the immediate supervisor. The Human Resources Department has oversight and will periodically review the Remote Work option for the District.

Approval for remote work will be limited to those few positions whose duties, tasks and other work obligations do not require the employee to be physically present in a District building and, as a result, do not require additional staffing (including the use of substitutes) or significant imposition on other employees.

If remote work has been approved, staff must be accessible and available during their scheduled work hours.

### 1.3.034 Attendance

The District expects Successful employees to make every reasonable effort to be present for work. Employees are expected to adhere to their assigned schedule. For the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this Handbook. Employees seeking Any deviation from their assigned hours must will have prior approval from their the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures:

- A. All absences should be reported the District's absence management system (within an hour of the employee's normal daily starting time, and preferably before 6 a.m. if a substitute is required) or on the appropriate absence forms. In an effort to communicate with building leadership and provide substitutes ample time to fill an assignment, reasonable effort should be made to report absences into the District's absence management system as soon as possible and no later than an hour prior to the employee's scheduled starting time. All absences will be reported in the District's absence management system.
- B. Employees will have planned absences approved by their supervisors.

Any time spent not working during an employee's scheduled day ~~must~~ will be accounted for using the appropriate absence procedures. The District will monitor attendance and absence patterns. Falsification of records, improper modification of time worked records, and/or failure to account for time spent not working will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination.

### 1.3.045 Bulletin Boards

As a way to improve communication between employees, ~~The Employer shall~~ the District provides a bulletin board in each building as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with District policy and applicable law. All distributed and posted materials shall always be professional in approach, ~~shall not contain any derogatory comments about staff, parents, students or board members~~ and shall not be in violation of any District policy or law. The Building Administrator will be provided a copy of all posted material at the time of the posting ~~The Building Administrator and/or designee shall~~ and may be allowed to remove material from the bulletin board(s) at their discretion.

### 1.3.056 Child Abuse/Neglect/Trafficking Reporting

The Board of Education recognizes its legal and ethical obligation in the reporting of suspected or threatened child abuse, ~~and~~ neglect, ~~and~~ trafficking. The Board of Education also believes in a positive and preventative approach to child abuse, ~~and~~ neglect, ~~and~~ trafficking. Therefore, the Board of Education endorses efforts toward making staff members more cognizant and sensitive to the issues involved in child abuse, ~~and~~ neglect, ~~and~~ trafficking. It is hoped that through cooperation among home, school, and other agencies, effective treatment will be provided to the child and/or the child's family.

- A. Any school employee who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below in B.
- B. A person required to report shall immediately inform, by telephone, in writing, or personally, the applicable District administrative personnel and the county department of Human Services (or police) of the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur.

Please refer to Identifying and Reporting Child Abuse/Neglect/Trafficking in the following District policies: [Board Doc 454](#) and [Board Doc 454 Rule](#).

### 1.3.067 Communications

2. "Authorized Personnel" includes classroom teachers educators, counselors, principals, assistant principals, directors of instruction, coaches, campus athletic coordinators, athletic trainers, and any other employee designated in writing by the Superintendent or a building principal.

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4. Only an teacher educator, coach, trainer, or other employee who has an extracurricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility.

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F. Electronic Recording: Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board District policy.

### 1.3.078 Confidentiality

Successful employees respect the privacy rights of others, including District students, District employees and District information. Student information that employees obtain as the result of their employment with the District is confidential, and protected by law, unless such information has been designated as pupil directory data. The law and respect for our students requires that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Refer Any requests for District records shall be referred to the appropriate administrator or designee.

### 1.3.089 Conflict of Interest

A conflict of interest arises when personal interests conflict (or could be perceived to conflict) with professional obligations and are to be avoided. Please discuss any questions or concerns with your supervisor. District employees shall avoid conflicts of interest related to their roles and responsibilities associated with the Eau Claire Area School District (ECASD or District) and to their private lives.

### 1.3.0910 Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance comply with applicable provisions of law and District policy. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media. Questions regarding copyright shall be directed to the Library Media Coordinator.



### **3.10 Criminal Background Checks**

The Board is committed to maintaining a safe environment for students and staff. Conviction records of persons recommended for employment, volunteering, student teaching or other adults who have the potential to have unsupervised contact with students in the District will be obtained and reviewed. The Board also reserves the right to obtain and review conviction records of any and all current District employees and applicants.

In advance of employment, all individuals are required to file, in writing on District forms or electronically, a statement identifying whether the applicant:

- A. Has been convicted of a crime; and
- B. Has been dismissed or non-renewed, or has resigned from employment in lieu of a potential dismissal or non-renewal, for any of the following causes: failure to meet the employers' performance expectations, incompetence, inefficiency, neglect of duty, and/or unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for termination of employment.
- C. Additionally, in advance of employment, all individuals shall be required to:
  - 1. Agree to the release of all investigative records to the District for examination for the purpose of verifying the accuracy of criminal violation information.
  - 2. Submit to criminal history records checks to be conducted by the Human Resources Department.

Employment may be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

### **1.3.12 Authorized Use of School-Owned Equipment**

The purpose of District-owned equipment is to deliver and/or supplement educational initiatives that promote student achievement. Please refer to the following District board policy for additional information: [Board Doc 742](#).

### **1.3.13 Drug, Alcohol, and Tobacco-Free Workplace**

The District seeks to provide a safe drug-free workplace for all employees. A drug-free workplace includes an environment which is free of alcohol and drugs as well as every type of tobacco product. Staff who experience their work environment operating contradictory to this should inform their supervisor or the Executive Director of Human Resources. Please refer to the following District policy for additional information: [Board Docs 522.1](#).

- A. **Prohibited Acts – Drugs and Alcohol:** The manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for chaperoning students on school sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.
- B. **Tobacco Products:** Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. § 120.12(20), Wis. Stats.

- C. ~~Drug-Free Awareness Program: The District shall distribute drug-free awareness information to employees regarding the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations. (Drug-Free Workplace and 41 U.S.C. § 702(a) (1)).~~
- D. ~~Reasonable Suspicion Testing: All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. A supervisor must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.~~
- E. ~~Additional Testing and Requirements: Employees required to possess a commercial driver's license may be required to undergo additional drug testing in accordance with relevant law, Board policy, and administrative rules. Furthermore, before working for the District, a driver must complete and turn in the "Acknowledgement and Acceptance of Driver Alcohol and Drug Testing Policy/Procedures."~~
- F. ~~Consequence for Violation: Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. Compliance with the District's policies and rules is mandatory and is a condition of employment.~~
- G. ~~Notification of Conviction: As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice—from the employee or any other source—the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a) (1) (D). After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].~~
- H. ~~Employee Assistance Program: The employee assistance program (EAP) is a voluntary work-site program to assist employees affected by behavioral, medical or productivity concerns or problems. EAP helps in the prevention, identification and resolution of these problems and concerns. To reach the EAP coordinator in the District, please contact the Executive Director of Human Resources and/or their designee. For specific EAP services, the EAP provider may be contacted directly.~~

### **1.3.14 Emergency School Closures THIS SECTION REMAINS UNDER REVIEW**

To the extent possible, the daily operations of the school district will continue, through the use of technology during an Emergency School Closure. Although individual school or district buildings may be closed to students and or the community, District staff will be expected to perform their job responsibilities either on-site or remotely. In the event a position's responsibilities are not conducive to being performed remotely, the

supervisor of that position will communicate expectations for Emergency School Closure days to affected employees. During an Emergency School Closure, specifically identified positions may be required to physically report to the District. In these instances, supervisors will contact employees to inform them of the expectation. Identified positions which may be required to physically report include:

- Buildings and Grounds (including School Year Custodians and Buildings and Grounds Secretary II)
- Central Services Receptionist Administration Building Secretary
- Directors
- Principals/Designee
- Executive and Administrative Assistants
- Executive Directors
- First Cooks
- Kitchen Managers
- Superintendent of Schools

### 1.3.15 Employee Identification Badges

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. They are an important part of providing a secure environment for our students. Employees must wear their employee identification badges in a visible spot during their contracted work time.

The safety of District staff, students, families and community and the security of all District facilities is a Board priority and the responsibility of all District staff members.

The District provides all staff with an employee identification (ID) badge. For safety purposes, each staff member is required to wear their ID badge while working in their official capacity. ID badges are to be prominently worn so the photo and name are visible to others. The ID should be worn between the shoulders and waist on a clip or lanyard. The ID should not be defaced or altered with pins, stickers, decals, etc., as this limits the ability of others to identify and confirm approved District staff quickly in an emergency situation.

For the security of all District facilities, staff members are to report a lost ID badge to their supervisor immediately as this allows the disabling process to begin. To obtain a replacement ID due to damage or loss, please contact the Administration Building Safety and Security Department Secretary.

Staff members who work in positions that make wearing an ID badge dangerous are provided District issued clothing which identifies them as ECASD staff. In these situations, staff members are required to have their ID badge on their person and available while working in their official capacity.

### 1.3.16 False Accurate Reports

Employees may be disciplined, up to and including termination, for filing false reports or statements including It is important the District obtain accurate reports including, but not limited to the following: accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, student records, tax withholding forms, and work-related matters. Employees may be disciplined, up to and including termination, for filing inaccurate reports or statements.

### 1.3.18 Fraud Prevention and Reporting and Financial Impropriety

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Please refer to Fraud Prevention and Reporting in the following District policy: [Board Docs 665](#).

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### 1.3.19 Gifts and Sale of Goods and Services

The Eau Claire Area Public School District appreciates the generosity of booster clubs, parent-teacher organizations, service groups, community organizations, and individuals who donate gifts that will enhance and extend the work of the schools. [Employees shall discuss donation opportunities with their supervisor.](#) Please refer to the following [District board policies](#): [Board Docs 840-Rule](#), [Board Docs 525](#), and [Board Docs 674](#).

### 1.3.21 Licensure/Certification/Training

Each employee who is required to be licensed or certified by law [must](#) [is required to](#) provide the District's [Human Resources Department](#) with a copy of the current license or certificate to be maintained in the employee's personnel file. ~~Personnel files can be found at the Board Office in the Human Resources Department.~~ Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates.

Staff required to maintain additional certifications/trainings as designated by their position (i.e. CPR/First Aid/AED, Nonviolent Crisis Intervention, Bloodborne Pathogens, Medication Administration, Lifeguarding, Water Safety Instructor, Aerial and Forklift Training, etc.) [must](#) [are required to](#) keep these certifications current. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner.

### 1.3.22 Operators of District Vehicles and/or Mobile Equipment, Drivers on Behalf of the District, and Persons Who Receive Travel Reimbursement

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B. Notice of Traffic Violations: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their immediate supervisor immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the Executive Director of Human Resources [or designee](#). Payment for any citations received while driving a District vehicle is the responsibility of the driver. This reporting provision applies to citations or convictions as a result of operating either a District vehicle or a personal vehicle.

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4. All transportation will be done in accordance with ~~Board~~ [District's travel](#) policy. [Please refer to Board Docs 537.1.](#)

### 1.3.23 Outside Employment

Outside employment is defined as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. ~~Personnel shall not be prohibited from holding~~ [Employees may hold](#) employment outside the District as long as such employment does not interfere with assigned ~~school~~ duties as determined by the District. ~~An employee~~ [Employees may](#) ~~will~~ not perform any duties related to an outside job during

regular business hours or for professional employees during the additional time that the responsibilities of the District's position require; nor will an employee use any District facilities, equipment or materials in performing outside work. When the periods of work are such that certain evenings, days or vacation periods are duty free, the employee may use such off-duty time for the purposes of ~~non-school~~ outside employment.

### 1.3.24 Personal Appearance/Staff Dress Code

~~District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District.~~ The District's goal is for every employee's appearance to be consistent with the high inclusive standards set for the District as a whole. The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. The District expects dress or attire from school employees that is not considered disruptive, inappropriate, or which adversely affects the educational atmosphere. At a minimum, staff is expected to follow the ~~the~~ District student dress code policy.

The District requires buildings and grounds staff to wear uniforms provided by the school system. Appropriate safety gear shall also be worn by all employees at all times as deemed necessary. ~~Any~~ All designated employees (e.g., custodial, cleaning, maintenance, food service), shall ~~not wear open-toed or slip-on shoes~~ appropriate footwear during regular work hours.

Please refer to Staff Attire in the following District policy: [Board Docs 521 Rule](#).

### 1.3.26 Personnel Files

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to obtain or review a copy of the employee's personnel file. Personnel files are stored electronically and employees may request to review an electronic copy of the personnel file. A review of the electronic personnel file must be accomplished in the presence of the person officially charged by the Superintendent with custody of those files. An employee shall have the right, upon request, to receive copies of any documents contained in the personnel file except those delineated in § 103.13(6), Wisconsin Statutes. Employees will be provided with a copy of any document before the document is placed in the employee's personnel file. Copies of the employee personnel file are subject to a fee ~~of .25~~ per page and applicable mailing costs. Fees must be paid prior to receiving the file.

After reviewing the employee's personnel records, the employee has the right to request that records the employee believes to be inaccurate or obsolete be removed from their file. If the District denies the request, the employee has the right to file a written rebuttal statement and have that rebuttal attached to the disputed record. If the District intends to release the disputed record to a third party, the District must also release the attached employee rebuttal statement to the third party. ~~§ 103.13(4) Wis. Stats.~~ Please refer to Wisconsin State Legislature: [§ 103.13 Records open to employee](#).

### 1.3.29 Political Activity

Employees may exercise the rights and privileges of any citizen in matters of a political nature and will not be judged or disciplined for political beliefs or activity outside of school hours, school buildings or school activities. Employees should be consistent with the following restrictions:

- A. ~~No school employee shall, (1) in the presence of any student, and (2) during hours for which pay is received or while the employee is otherwise acting within the scope of their employment,~~ In the presence of any student, during hours for which pay is received, or while otherwise acting within the scope of their employment, District employees shall not engage in any activity for the solicitation, promotion, election, or

defeat of any referendum, candidate for public office, legislation, or political action. When not engaged in the performance of their duties (e.g., during designated break periods) and when no students are present, employees who are at a work location may engage in private conversations with non-students or in other personal activities that address, for example, political topics.

- B. During established hours of employment or while an employee is engaged in their official duties, no employee or other person may solicit or receive from any employee any contribution or service for any political purpose, where a “political purpose” includes an act done for the purpose of influencing the election or nomination for election of a person to office. Furthermore, no person may enter any District property to request, make or receive a contribution for a political purpose.
- C. ~~No school employee~~ District employees shall ~~not use~~ in any way use school District property, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. This provision does not apply to the use of District facilities by employees for events or activities that are not within the scope of employment and that are held according to District policy regarding facility use by third parties.
- D. ~~No school employee shall~~ District employees shall not make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- E. This section does not apply to any information provided by school employees in connection with any election, referendum or legislation where authorized by the Board or Superintendent and where consistent with legal limitations on the use of public funds and District resources.

### 1.3.30 Severance from Employment

...

~~The Board of Education's approval of the resignation/retirement is final and after such a vote, the employee is not able to rescind their resignation/retirement.~~

Employees who submit their notice of resignation/retirement are able to rescind such notice until it is approved by the District.

### 1.3.33 Wisconsin Retirement System (WRS)

Notification to the Wisconsin Retirement System (WRS) ~~must~~ should have corresponding dates between ECASD last day of employment and WRS. Reporting a different date to WRS than the date the employee submits to ECASD as retirement date could cause issues with annuity payments. ~~Please be sure to give the same retirement date to WRS and ECASD.~~ Retirement information for each employee group are ~~is located in their respective parts of the Employee Handbook. Parts II, III, IV and V.~~

### 1.3.36 Workplace Safety

B. Fire safety: ~~Fire safety is an essential element of having a safe working environment. All Employees~~ need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires. Employees should know the following:

1. Location of fire alarms;
2. Location of fire extinguishers;
3. Evacuation routes; and

#### 4. Whom to notify in case of fire

### 1.3.38 Job Description and Labor Market Review – Board District Policy 513

With the development of the new The District Compensation System Plan Document Model implemented in July of 2016, the includes a salary grade for each position in the District was established based upon the job description of said each position in conjunction with labor market standards. To assure ensure that position salary grade placement remains appropriate, the District will conducts systematic reviews of both hourly and salaried positions as identified [HERE](#).

Annually, the District will works with a compensation consultant to evaluate all salary grade placements within a given group. If adjustments are recommended based on the current labor market and position description, adjustments may take place on July 1<sup>st</sup> of the following year, pending Board approval.

Certified job descriptions will be reviewed with evaluation of the certified salary schedule in conjunction with labor market standards. If adjustments are recommended based on the current labor market and job description, adjustments may take place on July 1<sup>st</sup> of the following year, pending Board approval.

The reviews will occur on a five-year cycle for each identified group. During the cycle year, the District will reviews job descriptions for each position within a given group and adjustments will be are made as necessary.

### Section 19 – Section 5 - Work Stoppage

The District strives to address and resolve employee concerns through a variety of methods, including processes outlined within District Policy and this Employee Handbook. In accordance with [Wisconsin State Statute 111.70\(4\)\(L\)](#), Employees of the District shall not engage in, condone, assist or support any strike, slowdown, or sanction, or withhold in full or in part any services to the District. In the event of a violation of this Section, the District may take whatever disciplinary action it deems appropriate up to and including termination.

### Section 5 6 – Grievance Procedure

#### 1.56.03 Procedures

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The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add, subtract from, or modify the terms of the Board District policy or rule that forms the basis for the grievance. At the conclusion of the hearing, the IHO shall render a written decision indicating the reasons for one of four decisions: 1) sustaining the discipline/termination, 2) modifying the discipline/termination, 3) denying the discipline/termination, or 4) recommending additional investigation prior to the final determination.

...

#### 1.56.04 Timeliness

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and the grievance shall be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner, the time limits set by this policy are intended to be strictly observed and may not be extended except upon the express



written consent of the parties. Timely service of a response which is served by United States Mail will be indicated by the date upon which the response is post-marked. If the response is sent by email, the date of the email will be the date of the response.

## **1.56.05 Exclusive Remedy**

This procedure constitutes the exclusive internal process to address any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration, and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable ~~Board~~ District policy or directive, to resolve the matter.

## **Section 89 – Worker’s Compensation**

### **1.89.01 Worker's Compensation Coverage and Reporting Responsibilities**

The District prides itself on ensuring all employees have a safe and healthy work environment. In the event an employee becomes injured during their course of employment, the District provides Worker’s Compensation Insurance to help mitigate the financial burden resulting from the employee’s workplace injury.

~~All employees shall be covered by Worker's Compensation Insurance.~~ Any employee who is injured on the job shall report the injury to their immediate supervisor prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify their immediate supervisor within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The employee shall comply with the accident/injury reporting procedures established by ECASD ~~(incident report filled out with supervisor and turned in within 24 hours of incident or as soon as practicable)~~ and/or its worker’s compensation insurer. Similarly, after each medical appointment, the employee is responsible to turn in medical return to work (RTW) documents immediately to the Human Resources Department.

- A. In the event an employee has suffered an injury or illness in the course and scope of employment that limits the employee from returning to work at full-duty status, the District may offer ~~you~~ employees temporary light duty assignments during ~~your~~ their healing period, consistent with the restrictions prescribed by ~~your~~ their medical provider.

~~In such circumstances, it is the employees’ responsibility to keep the District informed as to the status of the restrictions and any changes to them. The District will assign employee tasks consistent with medical provider restrictions, but it is the employee’s responsibility to notify their supervisor if the tasks assigned cause the employee further pain, discomfort, or injury. Moreover, the restrictions prescribed by the medical provider are not limited to the workplace. The District expects employees to follow all such restrictions during the period of convalescence and healing, whether at work or away from work. If the District learns that the employee has engaged in conduct at or away from the workplace that conflicts with the prescribed restrictions, such information will be reported to the District’s Workers’ Compensation carrier, if appropriate.~~

- B. ECASD may use its discretion as necessary in the course of administering its procedures and policies related to worker’s compensation matters. ECASD reserves the right to implement other related policies or administrative protocols that it may determine to be necessary.



- C. ECASD reserves the right to implement other related policies or administrative protocols that it may determine to be necessary. These may include, but are not limited to, "Fitness for Duty examinations". See Part I, Section 3.29 (B).

## Section 910 – Leave Calculation

### 1.910.01 Definition

For sections 101-15, all employee leave days shall be calculated in the following manner:

$$\text{FTE} \times 8 \text{ hours} \times \# \text{ leave days} = \text{total amount of leave}$$

*Example:* 1.0 FTE  $\times$  8 hours  $\times$  8 or 10 days of sick leave = 64 or 80 hours of sick leave

*Example:* .5 FTE  $\times$  8 hours  $\times$  8 or 10 days of sick leave = 32 or 40 hours of sick leave

### 1.101.02 Sick Leave Use

A. Sick leave shall be paid for any absence from work due to:

1. Personal illness, injury, or serious health condition of the employee

A. Employees may use sick leave for the first three waiting period days for a Worker's Compensation injury unless the anticipated lost time is ten (10) days or greater.

2. Illness, injury or serious health condition of an employee's child, spouse/registered domestic partner, or parent
3. Medical or dental appointments for the employee and/or child that cannot be scheduled outside of the employee's regularly scheduled work hours. The absences should only be for the time normally taken to complete the appointment and return to work.

B. Definitions: the following definitions apply under this section:

1. Child—means a natural biological, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.
2. Parent—means a natural biological parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee or an employee's spouse/registered domestic partner.
3. Spouse—means an employee's legal partner through marriage, including husband, or wife, or partner.
4. Registered Domestic Partner—means that the partners have successfully been granted a Declaration of Domestic Partnership through the State of Wisconsin in accordance with Wisconsin State Statutes.
5. Serious Health Condition—means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
  - a. Inpatient care in a hospital, nursing home, or hospice.
  - b. Outpatient care that requires continuing treatment or supervision by a health care provider.

C. For non-FMLA absences, if an employee is sick and needs to be off from work and has exhausted all paid sick time, personal or vacation time will be used. If an employee has exhausted all paid leave options, an employee may use unpaid time through a payroll deduct absence. See Part 1, Section 15.

## **1.101.05 Reporting Procedure**

If at all possible, each employee shall inform their supervisor prior to, or within an hour of the employee's normal daily starting time of their need to be absent for one of the reasons stated in Section 10.02 (A) above. Employees who are unable to report to work shall follow the applicable procedures:

A. All absences should be reported in the District's absence management system (within an hour of the employee's normal daily starting time, and preferably before 6 a.m. if a substitute is required).

B. Employees will have planned absences approved with their supervisors.

Any time spent not working during an employee's scheduled day must be accounted for in the District's absence management system.

Employees who are unable to report to work shall follow the applicable procedures:

A. In an effort to communicate with building leadership and provide substitutes ample time to fill an assignment, reasonable effort should be made to report absences into the District's absence management system as soon as possible and no later than an hour prior to the employee's scheduled starting time. All absences will be reported in the District's absence management system.

B. Employees will have planned absences approved by their supervisors.

Any time spent not working during an employee's scheduled day will be accounted for using the appropriate absence procedures. The District will monitor attendance and absence patterns. Falsification of records, improper modification of time worked records, and/or failure to account for time spent not working will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination.

## **1.101.09 Sick Leave Donation**

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9. In the event that the committee denies a request for donations, the employee will be notified by the Human Resources department.

## **Section 123 – Bereavement Leave**

### **1.123.01 Bereavement/Funeral Leave**

The District recognizes that all employees are people before they are staff members. Each ECASD employee may fit one or more of the following categories: a child, sibling, spouse, parent, caregiver, or friend. As such, the death of a family member, loved one or friend can be a challenging time. When employees experience these situations, it's critical that self-care is practiced. The District's Employee Achievement Program (EAP) is experienced with supporting employees through the death of a loved one and providing coaching strategies with self-care. Employees interested in these resources can reach out to the EAP directly or contact Human Resources for information on how to access EAP resources.

Understanding that self-care for the employee and care for family and friends during these situations may need to be an employee's main priority, the District provides the following Bereavement/Funeral Leave benefits to all employees.

Employees shall be granted

- Up to five (5) days of paid bereavement leave per occurrence for absence due to a death in the immediate family. Immediate family includes: spouse/registered domestic partner, parents, children, brother, sister, grandchildren, grandparent, niece, nephew, aunt, and uncle of the employee. The above leave will apply equally to a relative whether related by blood or marriage.
- Bereavement leave to attend funeral services for any other bereavement is allowed for up to One (1) day of bereavement leave for any persons not listed above. Such leave will be deducted from the employee's accumulated sick leave.

In certain situations, additional time away from District responsibilities may be necessary. Employees may request the time by contacting Human Resources. If additional time off becomes necessary and is requested by the employee, such time may be granted at the discretion of the Executive Director of Human Resources. Such time and if granted will be deducted from the employee's accumulated sick leave.

### 1.134.03 Personal Leave Day Restrictions

There are several exceptions to Personal Leave use that require approval by both the supervisor and Executive Director of Human Resources and/or their designee in the case of unique events:

Personal leave will not be granted during

- The first ten (10) and last ten (10) days of student contact days. An exception may be approved by the Executive Director of Human Resources and/or their designee in the case of unique events.

Personal leave will not be granted on a

- Family-teacher conferences day or on a professional learning development days. An exception may be approved by the Executive Director of Human Resources and/or their designee in the case of unique events.
- The day before and/or the day after a school break. Note: Up to forty (40) total staff that require a substitute may take personal leave the day before and/or the day after a school break provided approval has been granted by the building principal or supervisor and the Executive Director of Human Resources and/or their designee.

When entering personal leave days during these instances, please identify them as restricted-personal in the absence management system, which will initiate the approval process. Personal leave may not be approved be denied if a substitute is required but is not available.

### 1.134.04 Absence Approval

Any absence requiring prior approval from a supervisor may be denied. These absences include personal time, payroll deduction, restricted personal time, extended bereavement, vacation, and Employment Affiliated. The District will set a threshold for pre-planned absences requiring a substitute in order to ensure that there is adequate substitute coverage. Any absence requiring approval may be denied once that threshold has been reached. Factors that may be considered in absence approvals are: include availability of district substitutes, number of absences scheduled for that day, as well as other building or department absences. A threshold for pre-planned absences requiring a substitute will be set by the District to ensure that there is adequate substitute coverage. Any absence requiring approval may be denied once that threshold has been reached.

### 1.14.05 Employment Affiliated Absences

The District utilizes the Absence Management System reporting options to oversee and monitor the amount of time and reasons the District asks or requires staff to be away from their regularly assigned duties. Examples of

this include but are not limited to professional learning, curriculum writing, seminars, conferences, etc. These examples could occur either in or out of the District.

Staff members participating in these events are required to enter their time into the Absence Management System as “Employment Affiliated” and place a comment in the notes section that indicates the event they are attending.

This practice is required for staff who require a sub and for those who do not. Additionally, the practice of Employment Affiliated absences allow for accurate reporting of staff locations during work hours.

## Section 15 – Payroll Deductions

Any employee who exhausts all personal or vacation paid leave balances and requests a day off without pay does so electronically through the District’s absence management system prior to the absence. The request requires action from both the employee’s immediate supervisor as well as the Executive Director of Human Resources and/or their designee through the District’s absence management system before the day may be taken.

Employees are allowed to use up to ten (10) days of payroll deductions within a fiscal year. Employees may use up to ten (10) days of payroll deductions consecutively before an employee must request an unpaid leave of absence or separate employment with the District. If an employee is expected to be absent ten (10) or more consecutive days unpaid, they are required to request an unpaid leave of absence or separate employment. Employees who exceed ten (10) days of payroll deductions may be subject to employee discipline up to and including termination.

An employee experiencing a unique and unusual circumstance should contact the Executive Director of Human Resources and/or their designee to review leave options prior to reaching the ten (10) day limit. If additional unpaid time off becomes necessary and is requested by the employee, such time may be granted at the discretion of the Executive Director of Human Resources and/or their designee.

## Section 16 – Uniformed Services Leave

### 1.16.01 Uniformed Services Leave of Absence

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law, state law, [District policy 532.41](#), and this Handbook.

The “uniformed services” consist of the following [20 CFR § 1002.5(o)]:

- A. Army, Navy, Marine Corps, Air Force, [Space Force](#), and Coast Guard
- B. Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, and Coast Guard Reserve
- C. Army National Guard and Air National Guard
- D. Commissioned Corps of the Public Health Service
- E. Any other category of persons designated by the President in time of war or emergency

### 1.16.03 Request for Uniformed Services Leave

The request for a uniformed services leave should be as far in advance as possible so the District can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the appropriate orders for service. ~~The request shall be~~ and submitted to the Executive Director of Human Resources.

## Section 17 – Unpaid Leaves of Absence

### 1.17.01 Medical Leave

The District recognizes that employees are at their best when both themselves and their family members are healthy and cared for. In the event that an employee needs to take time away from work to care for themselves or their family members, the District provides an option to request Medical Leave.

- A. Application Procedures: Submit a written request. ~~All requests~~ for an unpaid medical leave of absence, for other than medical reasons and other than emergencies utilizing the District's Unpaid Leave of Absence Request Form to the Executive Director of Human Resources, ~~must be submitted to the District~~ at least thirty (30) calendar days prior to the anticipated beginning of the leave. ~~Such application Requests~~ will be reviewed and processed by the Executive Director of Human Resources and shall be granted or denied in their sole discretion and accordance with applicable law and regulation. The request must be accompanied by a physician's statement attesting to the medical need for leave and anticipated duration of the leave. The District reserves the right to request interim statements from the physician. The unpaid medical leave of absence shall not exceed one (1) calendar year, unless the employee is eligible for long-term disability benefits. If the employee is eligible for long-term disability benefits, the District shall grant an unpaid medical leave due to disability for up to a total leave period of twenty-four (24) months.
- B. Benefits ~~During~~ approved Leave:
1. Length of service and other benefits shall not accrue during such leave.
  2. ~~If the~~ For the approved unpaid Medical Leave is longer than 31 calendar days, the employee may continue health and dental insurance during the leave of absence under COBRA law, see Part I, Section 18.10.
  3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave. An employee may be required to use available applicable accrued leave prior to commencing unpaid leave.
- C. Placement upon Return from Leave: ~~Any employee on leave with an expiration date after March 1, is required to notify the Executive Director of Human Resources in writing on or before March 1 of their intent to return the next school year. If the employee does not provide such notice, the employee will be deemed to have resigned from their position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to the employee's former most recent position, if available. If the former position is not available, as determined by the District, the employee may be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or layoff, whichever is applicable.~~

The employee shall be eligible to return to work from an unpaid medical leave of absence when the employee is physically able provided that:

1. The employee has previously indicated their intent to return to duty following the expiration of the medical leave.
2. The employee provides their physician's certification that the employee is able to return to work. The District reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third mutually agreed to physician will issue a physician's certification. The third physician's certification will be binding on the parties. The District will pay all costs associated with the second and third physician's certification.

- D. Notification of Return from an Approved Leave: Any employee on leave with an end date after March 1 is required to notify the Executive Director of Human Resources in writing on or before March 1 of their intent to return the next school year. If the employee does not provide this timely written notice, the employee's status will be changed to a voluntary resignation from their position with the District as of the end date of the leave.
- E. Failure to Return after Expiration End of Leave: In the event the employee does not return to work following the expiration end of the leave, and subject to applicable legal restrictions, the employee's status will be deemed to have resigned changed to a voluntary resignation of their position with the District and waived any and all rights to further employment by the District.
- EF. Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave and participation in insurance programs under this section as provided for above shall run concurrently with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

### 1.17.02 Unpaid Leave of Absence – For Other than Medical Reasons

- A. Application Procedures: Submit a written request for an unpaid leave of absence for other than medical reasons and other than emergencies utilizing the District's Unpaid Leave of Absence Request Form to the Executive Director of Human Resources. All requests for any other unpaid leave of absence, other than emergencies, must be submitted to the District at least forty-five (45) calendar days prior to the anticipated beginning of the leave. Such application Requests will be reviewed and processed by the Executive Director of Human Resources and may be granted or denied in their sole discretion and in accordance with applicable law and regulation. The unpaid leave of absence shall not exceed one (1) calendar year.
- B. Benefits during approved Leave:
  - 1. Length of service and other benefits shall not accrue during such leave.
  - 2. If the For an approved Unpaid Leave of Absence that is longer than 31 calendar days, the employee may continue health and dental insurance during the leave of absence under COBRA law, see Part 1, Section 18.10.
  - 3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave. An employee may be required to use available applicable accrued leave prior to commencing unpaid leave.
- C. Placement upon Return from Leave: Any employee on leave with an expiration date after March 1, is required to notify the Executive Director of Human Resources in writing on or before March 1 of their intent to return the next school year. If the employee does not provide such notice, the employee will be deemed to have resigned from their position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to the employee's former most recent position. If the former position is not available as determined by the District, the employee may be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or layoff, whichever is applicable.
- D. Notification of Return from an Approved Leave: Any employee on leave with an end date after March 1 is required to notify the Executive Director of Human Resources in writing on or before March 1 of their intent to return the next school year. If the employee does not provide this timely written notice, the employee's status will be changed to a voluntary resignation from their position with the District as of the end date of the leave.
- E. Failure to Return after Expiration End of Leave: In the event the employee does not return to work following the expiration end of the leave, and subject to applicable legal restrictions, the employee's status

will be ~~deemed to have resigned~~ changed to a voluntary resignation of their position with the District and waived any and all rights to further employment by the District.

**EF. Leave for Government or Public Office**

Employees may take an unpaid leave for elected or volunteer service to hold government office, state education organization office, or other organizations for public service. If approved, the leave of absence shall be approved for the term of office and the employee shall inform the Executive Director of Human Resources of the term when applying for the leave. All other provisions apply as stated in items A through ~~D~~ **E** above.

## **Section 18 – Benefits Applicable to All Employees**

### **1.18.01 Flexible Spending Account**

Through ~~T~~ the District, employees will be provided an Internal Revenue Service authorized flexible spending account [FSA] under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) to permit eligible employees to reduce their salary and contribute to an FSA to cover the following expenses:

~~A. Payment of insurance premium amounts.~~

~~BA.~~ Permitted medical expenses not covered by the insurance plan (IRC § 105)—contact payroll department for maximum allowable amount.

~~CB.~~ Dependent care costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code—contact payroll department for maximum allowable amount.

Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§ 105, § 106, § 125 and § 129).

### **1.18.02 Dental Insurance**

Eligible employees ~~The Board~~ shall be provided dental insurance. ~~to eligible employees.~~ The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

The Board will pay 83% of the Dental Insurance premium.

If both spouses are employed by the district and are eligible for insurance they shall have their choice of two fully paid single plans for dental insurance or one fully paid family dental insurance plan.

Input regarding insurance coverage will be provided to the Board from the Holistic Committee comprised of staff members from all employee groups.

### **1.18.03 Health Insurance**

Eligible employees ~~The Board~~ shall be provided health insurance. ~~to eligible employees.~~ The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

The Board will pay up to 87.4% of the Health Insurance premium.

If both spouses are employed by the district and are eligible for insurance they shall have their choice of two fully paid single plans for health insurance, one fully paid limited family plan health insurance, or one fully paid family health insurance plan.



Input regarding insurance coverage will be provided to the Board from the Holistic Committee comprised of staff members from all employee groups.

### **1.18.05 Life Insurance**

Eligible employees The Board shall be provided life insurance, to eligible employees. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board. The District will pay for a term group life insurance policy equivalent to one time the employee's career high gross salary. The Board will also provide an opportunity for the employee to purchase additional group term insurance at the employee's expense.

### **1.18.06 Long-Term Disability Insurance**

Eligible employees The Board shall be provided long-term disability insurance, to eligible employees. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board. An employee on Long-Term Disability shall receive benefits as though actively working for six (6) months after date eligible for Long-Term Disability. After six (6) months, the employee will become eligible for insurance continuation under COBRA Law, see Part I, Section 18.10 for additional information.

### **1.18.07 Short-Term Disability Insurance**

Eligible employees The Board shall make may elect to purchase supplemental short-term disability insurance, available to all eligible employees. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board. Employees shall cover 100% of the premium costs for short-term disability insurance if they choose to purchase the insurance. Employees must sign up for short-term disability within the first thirty (30) days of employment. See Contact the Payroll Department for further clarification.

### **1.18.08 Wisconsin Retirement System (WRS) Contributions**

Eligible employees are enrolled in the Wisconsin Retirement System (WRS). The Board shall contribute the employer's share. The employee shall pay the employee's WRS contribution as required by state statute and the Board shall contribute the employer's share of the benefit. Please refer to additional WRS information at: [Employee Trust Funds - WRS Retirement Benefit](#).

### **1.18.09 Post-Employment Benefits**

Eligible employees The Board shall be provided post-employment benefits, to eligible employees. The type and amount of benefit will be established and determined by the Board. Eligibility for, and payment toward, post-employment benefits are set forth in the applicable part of the Handbook covering such employees.

### **1.18.10 COBRA Law Continuation of District Health Plan Participation**

In instances in which employees covered by the District health and or dental insurance experience a qualifying event that results in a loss of coverage, the District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers employees, employee's spouse, and employee's dependent children the opportunity to remain on the District's health and dental insurance plan at the group rate in certain instances where coverage under the plan would otherwise end. To learn more about the qualifying events and COBRA law, visit [Continuation of Health Coverage \(COBRA\) | U.S. Department of Labor \(dol.gov\)](#).

A. Qualifying Events: An employee, employee's spouse and an employee's dependent children (if any) covered by and participating in the District's health insurance plan (medical and dental), may qualify for continuation



coverage if District-sponsored coverage is lost due to the occurrence of any of the following qualifying events:

1. Voluntary or involuntary termination of employment for any reason other than "gross misconduct." (e.g., resignation or retirement);
2. Death of the covered employee;
3. Divorce or legal separation from the covered employee;
4. Loss of "dependent child" status;
5. Eligibility for Medicare entitlement;
6. Reduction in work hours such that the employee no longer qualifies for coverage under the plan.

B. ~~Period of COBRA Continuation:~~ In the event of one of the above qualifying events, COBRA coverage is available for up to eighteen (18) months, but may be extended to a total of twenty-nine (29) months in certain cases of disability (see Disability Extension below) or up to thirty-six (36) months if a qualifying spouse or dependent suffers a second qualifying event. The employee, employee's spouse and each covered dependent has an individual right to request COBRA coverage. Additionally, any child born to or placed for adoption with a covered employee during a period of continuation coverage is automatically considered a qualified beneficiary.

C. ~~COBRA Extension [Second qualifying events]:~~ A spouse or dependent child may be eligible for COBRA extension coverage for a period of up to thirty-six (36) months if coverage is lost due to one of the following second qualifying events:

1. The employee's death;
2. Divorce or legal separation;
3. The covered employee becomes eligible for Medicare;
4. A child loses their "dependent child" status.

~~\*Note:~~ The second event can be a second qualifying event only if it would have caused the qualified beneficiary to lose coverage under the plan in the absence of the first qualifying event.

D. ~~Premium Cost & Payment:~~ The cost for this extended continuation coverage shall not exceed the group rate in effect for an active group member, including the District's contribution (i.e., the total amount the employee and District have been paying for health insurance coverage). If the cost for COBRA coverage changes during an employee's participation the employee will be notified of the new premium in writing prior to its due date.

E. ~~Termination of Coverage:~~ Employee continuation coverage may be terminated automatically if:

1. The employee fails to make a monthly premium payment to the District on time;
2. The employee obtains similar coverage through a different employer;
3. The employee becomes eligible for Medicare and converts to an individual policy;
4. The District terminates its health plan;
5. The employee's guaranteed continuation period expires.

~~The employee or a qualified beneficiary have the responsibility to inform the District of a divorce, legal separation, or a child losing dependent status under the group health plan within sixty (60) days of the qualifying event. The District will then notify any other covered dependents that are affected by the event of their right to elect COBRA coverage.~~

~~COBRA participants must also notify the District if they experience additional COBRA qualifying events during their COBRA term that might qualify them for additional months of extended coverage.~~

~~F. Disability Extension—If an employee elects COBRA continuation coverage based on termination of employment or reduction of hours, and the employee or a qualified beneficiary from the employee's family becomes disabled (as determined by Social Security) anytime within the first sixty (60) days of COBRA continuation coverage, the employee and their family's qualified beneficiaries may elect a special additional eleven (11) month extension, for a total of twenty-nine (29) months of COBRA continuation coverage. To elect the eleven (11) month extension, the employee must notify the Plan Administrator within sixty (60) days of the date Social Security determines that the employee or a qualified beneficiary from the employee's family is disabled and within the first eighteen (18) months of COBRA continuation coverage.~~

### 1.18.11 Employee Assistance Program

The District is committed to supporting employees and their families in navigating many aspects of life, both at work and at home.

The Employee Achievement Program (EAP) is a District-funded resource which provides employees support both professionally and personally. Examples of professional support include but are not limited to: professional coaching related to organizational skills, time management, and communication. Support for employees and their families personally include resources such as: individual, partner, and/or family counseling, legal advice, and financial counseling.

To reach the District EAP coordinator, please contact the Human Resources Department. For specific EAP services, the EAP provider may be contacted directly. Contact information for the EAP is available by contacting the Human Resources Department or can be found on the HR intranet site.

## Section 2419 – Improvement Committees

The Eau Claire Area School District strives to be a great place to work, which includes seeking employee input regarding important topics and areas of improvement on a regular basis. The District seeks employee input in a variety of ways, including through volunteer participation on both standing and as-needed improvement committees.

- A. Each district building shall ~~establish~~ **maintain** a Building-Level Improvement Committee (BIC). The Improvement Committee shall be made up of representatives from staff in the building, including administration. The purpose of this committee is to:
1. Provide a forum for discussing concerns
  2. Improve building culture
  3. Share ideas
  4. Discuss other items of general interest

Topics discussed at BIC meetings shall be reviewed at the District-level for themes between buildings in order to address common concerns and improve District-wide culture.

- B. The District ~~will create~~ **maintains** an Employee Relations Committee (ERC) to serve as a clearing house for information in the Employee Handbook. The ERC ~~will~~ **meets** when necessary to review information in the Handbook and make recommendations to the Board of Education for modifications to the content of the Handbook. The Committee ~~will~~ **shall** be made up of representatives from each employee group in the district.

- C. Volunteer District-wide committees will be made up of representatives from all employee groups whenever possible. Membership will include employees with varying years of experience, and employees who are union members as well as those who are not.

## Section 220 – Exit Survey/Interview

The District values the input of all employees at all stages of employment, and therefore provides an opportunity for all employees ending their employment to respond to a survey in which they can provide their input and feedback regarding their experiences while employed within the District.

The survey is anonymous and is facilitated by a neutral third party not associated with the ECASD School Board, Administration or staff members. Survey results are provided reported to the District Administration to illustrate “themes” from all recipient answers. Individual responses are not shared with the District Administration and recipient names are not released.

For employees who wish to speak to someone directly, an email invitation is sent offering an opportunity to meet individually with the District’s Executive Director of Human Resources or designee.

The information gathered through the exit survey/interview process is utilized to assist in making positive changes for the staff, students, and parents of the ECASD.

## Part II – Staff with Individual Contracts under §118.22, Wis. Stats. And Professional/Exempt Non-Supervisory Employees

### Section 1—Professional Hours/Workday

#### 2.1.01 Professional Responsibilities and Work Day

Teachers Educators are professional employees as defined by the Federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats.

...

Administration will recognize teachers’ educators’ professional judgment in managing their time as long as professional responsibilities are met. A lunch period will be included as part of the schedule by the Principal and will not be less than one half hour. Misuse of professional hours may result in disciplinary action.

#### 2.1.02 Administratively Called Meetings

Teachers Educators may be excused from attendance from such meetings with prior approval of building principal. It is the responsibility of the teacher to secure the information from the building principal or colleague in the event they were excused from a meeting.

**Staff Meetings:** Teachers Educators attend all administratively called staff meetings. The number and times of staff meetings shall be established and uniformly implemented by administration. The administration shall attempt to provide reasonable notice of all such meetings.

**Other Administratively Called Meetings:** These types of meetings may be, but are not limited to department/grade level meetings, collaboration, crisis team, district-wide meetings, or activities of similar nature which are normally conducted at other times. Teachers Educators attend such meetings, when applicable.

### 2.1.03 Attendance at School Events

The District provides many opportunities outside of school for students to gain additional academic and social/emotional success. It is the expectation that staff attend these functions in areas that are specific to their content area, as a way to show support of students, families and the school. These may be an open house, music program, art show, and/or other District or building events that occur after the normal workday. Teachers Educators normally shall be given at least thirty (30) calendar days' notice of such events. Teachers Educators who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the Building Principal or designee. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the event.

### 2.1.04 Consultation with Parents

Providing opportunities to consult/communicate with our parents is essential to students' academic and social/emotional success. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to the scheduled parent/teacher conferences. Part of the home/school partnership success stems from the parent having access to their student's progress via the District's electronic grade book. It is expected that teachers educators will maintain an up-to-date grade book and post entries within a two-week standard.

## Section 3—Evaluations

### Educator Effectiveness (EE)

Research consistently identifies effective teaching and instructional leadership as the most important school-based factors impacting student learning. The evaluation system provides teachers educators with ongoing feedback and meaningful information about how their practice impacts student learning. 2011 WI Act 166 mandates all public school districts and 2R charter schools to use the Wisconsin Educator Effectiveness (WI EE) System to evaluate all principals and teachers. Per state law (PI. 8), districts must evaluate teachers educators using the EE System at least during the educator's first year of employment and every third year thereafter (Effectiveness Cycle).

As part of the annual Educator Effectiveness Plan (EEP), educators create one (1) Student Learning Objective (SLO) plan that contains an embedded Professional Practice Goal (PPG).

**Educator Effectiveness Plan** - A plan that lists the Student Learning Objectives with an embedded Professional Practice goal, along with the activities required to attain these goals and the measures necessary to evaluate the progress made on them. The teacher will submit this plan to their principal/assistant principal each fall, per the required timelines in the DPI Educator Effectiveness system.

**Student Learning Objective** - Rigorous, yet attainable goals identified by individual educators for student learning growth aligned to appropriate standards. Educators will develop one SLO with an embedded professional practice goal based on a thorough review of student needs through the school improvement planning process (SIP). The SLO will include:

- The identification of the targeted population
- A clear rationale for the amount of expected growth
- The identification of specific instructional strategies that will allow the attainment of the growth goals

The ultimate goal of an SLO is to promote student learning and achievement while providing for pedagogical growth, reflection, and innovation.

Professional Practice Goal - Practice related goals are an important part of professional practice and should be embedded within the SLO. Individual goals are identified by educators in preparation for their Educator Effectiveness Plans and are monitored by the educator and their principal/assistant principal throughout the year.

Principal/Assistant Principals of **teachers educators** must hold an active administrator license as defined in the Wisconsin Administrative Code section PI 34.32. In addition to licensure and training requirements, all evaluators of **teachers educators** in districts using the State Model must complete certification, recertification, and calibration within the parameters established by the DPI.

Principal/Assistant Principals of **teachers educators** conduct observations following the DPI parameters and document those in the designated EE platform.

**Teacher Educator** and principal/assistant principal conduct the teacher's Final Evaluation/Summary Year Conference to summarize the Effectiveness Cycle Process by the designated timeline. These final evaluation summary year conferences provide a general sense of effectiveness and are important for **teachers educators** to see how they are performing on the aggregated student outcomes and professional practice assessments. Through review and feedback on each **teacher educator** performance component and outcome measure, **teachers educators** will gain specific information on their strengths and possible areas for improvement.

### **2.3.01 General Provisions**

The Board, administration, and **teachers educators** view **teacher educator** evaluation as a continuing process for the purpose of improving instruction and assessing the individual performance of staff members. Definitions under this section:

- A. Continuing Educator: A continuing educator is an educator who has worked more than one (1) year in the District under a full-time or part-time regular teaching contract.
- B. New to the District Educator: A New to the District **teacher educator is an** educator **who** has worked less than one (1) year in the District under a full-time or part-time regular teaching contract.

### **2.3.02 Evaluation Process**

The District will provide employees with their placement within the supervision and evaluation rotation cycle no later than September 15 of each school year. The District may modify this list at any time during the contract year. The employees affected by the change will be notified in writing of any changes in the evaluation list.

The elements of the Supervision and Evaluation system provide support in the following three categories:

- A. New to the District Educator:
  - 1. Is assigned a mentor.
  - 2. Has support, encouragement, and supervision from supervisor.
  - 3. Participates in the Effectiveness Cycle's Final Evaluation/Summary Year Conference at the end of their first year.
- B. Educator:
  - 1. Is a Continuing Educator beyond Year 1
  - 2. May be assigned a mentor.

3. Has support, encouragement, and supervision from supervisor.
  4. Participates in the Effectiveness Cycle.
- C. Educator in Need of Assistance:
1. An educator placed on **Intensive Supervision** **a Plan of Improvement**. Ideally this is for a full year, but is not required.
  2. Educator receives written notification that educator has been placed on **Intensive Supervision** **a Plan of Improvement**.
  3. At a minimum participates in the Effectiveness Cycle's Final Evaluation/Summary Year Conference.
  4. Supervisory option may be prescribed.
  5. Individual goals may be prescribed.
  6. Has support, encouragement, and supervision from supervisor.
  7. Collegial assistance may be suggested.

An educator identified as in Need of Assistance and placed on **Intensive Supervision** **a Plan of Improvement** is deemed to have an unsatisfactory evaluation and is ineligible to advance on the salary schedule for the following year as outlined in the Compensation **System** Plan Document.

## Section 4—Teacher Assignments, Vacancies, and Transfers

### 2.4.01 **Teacher** **Educator** Assignments, Vacancies and Transfers

- A. Determination of Assignment: **Teachers** **Educators** will be assigned or transferred by the Superintendent and/or designee. **Teachers** **Educators** shall be assigned to teach only those subjects in which they are certified.
- B. Transfer Request: During the staffing process, **teachers** **educators** may express in writing to the building principal their preference of:
  1. school
  2. grade level
  3. subject

If an **teacher** **educator** wishes to secure another position which may open during the summer, application for the position should be made through the District's electronic application system.

- C. Job Posting: When a position becomes vacant or a new position is created, notice of such available position shall be posted on the District's **website** **electronic application system** for a minimum of five (5) business days. The employer retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. The notice shall include the date of posting, the job requirements, classification, a description of the position available, the work hours of the position, the rate of pay for the position, the anticipated start date and the qualifications required for the position.
- D. Process for Filling Vacancies: An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description) and the right to determine when to consider outside applicants. The term applicant refers to both internal and external candidates. The District retains the right to determine the job descriptions needed for any vacant position.

- E. Involuntary Transfers: When the District determines that an involuntary transfer of an employee is necessary, the District may transfer an employee in the District qualified for the position with at least 45 days' notice when possible. A request for volunteers may be used first, with certified staff next, followed by programmatic need.
- F. Certified employees can be assigned less than .25 Limited Term FTE without a vacancy/posting (Title, Overload, etc.)

## 2.4.02 Employee Resignations

- A. The teacher's educator's agreement shall be considered binding on both parties. If for any reason a teacher asks for release from the agreement, it is understood that the following conditions for release shall apply:
  - 1. The teacher educator must give the District advance notice (at least 30 days) that they intend on severing their agreement with the District.
  - 2. The teacher educator agrees that liquidated damages shall be paid to the District according to the dates specified below:
    - a. Five hundred dollars (\$500.00) if the teacher's resignation is effective on or after June 16, but before July 1.
    - b. Seven hundred and fifty dollars (\$750.00) if the teacher's educator's resignation is effective on or after July 1, but before August 1.
    - c. One thousand dollars (\$1,000.00) if the teacher's educator's resignation is effective on or after August 1 but before the start of the school year.
    - d. Two thousand dollars (\$2,000.00) if the teacher's educator's resignation is effective on or after the start of the school year.
    - e. The cost for any Professional Development for newly hired teachers educators who resign prior to the completion of their first full year.
  - 3. Liquidated damages do not apply to teachers educators who do not return their agreements by June 15.
  - 4. The Board reserves the right to have liquidated damages and other moneys that are due and owing deducted from the employee's last paycheck(s).
  - 5. The Board in its discretion may waive liquidated damages or refuse to accept a resignation. In the event the Board chooses to waive the liquidated damages, the District shall return any damages submitted with the resignation notice to the employee.
  - 6. Any employee involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages under this provision.
  - 7. The Board may decline to seek liquidated damages under such Agreement and elect to recover the actual amount of damages that follow from a breach of such Agreement.
- B. Any teacher educator may request to be permanently reduced in FTE.
  - 1. The needs of the District shall be the prime consideration used in determining approval or denial.
  - 2. Such request will be reviewed and processed by the Executive Director of Human Resources and may be approved or denied in their sole discretion and in accordance with applicable law and regulation.
  - 3. The request must be submitted on or before March 1 for the upcoming school year.
  - 4. The hiring of employees shall be determined based on the need for the most qualified candidate. An employee who chose to permanently reduce FTE, may apply for any open position in the future for which the employee is qualified, but the employee does not have any right to a position.



### 2.4.03 Summer School Assignments

When possible, summer school subjects should be made known on or before May 15. All current teachers educators in the District may apply for summer school positions in the same manner as non-District teachers educators. Employees teaching summer classes shall be given a summer school session contract in accordance with § 118.21, Wis. Stats.

### 2.4.04 Extended Contracts

Additional contract days may be added to the contracted school calendar. These positions days shall be compensated for said days at their individual contracted per diem rates of pay for each of the extended contract days. Days may be scheduled in full or partial day increments.

### 2.4.05 Staff Professional Development Presentations - In District

The District can benefit from the training and expertise of its staff.

- A. Approval Process: Staff members who are requested and interested in sharing their expertise at a variety of district professional development opportunities preapproved to provide professional learning opportunities will be compensated for pre-approved presentations based upon the following guidelines. Presentations beyond the normal scope of duties will be arranged and pre-approved through the Department of Teaching & Learning to qualify for compensation. Compensation is paid for presentations that occur outside of regular school hours.
- B. Presentation Compensation: Compensation will be determined by the Department of Teaching & Learning, based on preparation needed, number of times presented, and complexity of presentation.

## Section 5—Reduction in Force, Positions, Hours

### 2.5.01 Reduction in Force

~~The District retains the right to non-renew employees, in whole or in part, as described below in Section 5.03.~~  
In the event the Board determines to reduce the number of positions (full nonrenewal) or the number of hours in any position (partial nonrenewal), the provisions set forth in this section shall apply.

### 2.5.03 Procedure for Reduction

The needs of the District shall be the prime consideration used in determining which employees shall be non-renewed. In the implementation of staff reductions under this section, individual employees shall be selected for full or partial nonrenewal in accordance with the following steps:

- A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing reducing staff.
- B. Step Two – ~~Volunteers~~ Voluntary nonrenewal: ~~Volunteers~~ Voluntary nonrenewals will be non-renewed first be considered first and ~~The District will be provided the volunteer(s)~~ with a nonrenewal notice. Requests for ~~volunteers~~ voluntary renewal will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to be non-renewed under this section will put their request in writing. ~~Volunteers~~ Voluntary nonrenewals will only be accepted by the District if in the District's opinion the remaining employees in the department/certification area are qualified to perform the remaining work. ~~Volunteers~~ Voluntary nonrenewals will be treated as a District directed nonrenewal under this section of the Handbook.



- C. Step Three - Selection for Reduction/Non-renewal: The elimination of a position does not necessarily mean the teacher educator occupying the position will be dismissed. When determining who will be non-renewed as part of a Reduction in Force, the district will consider the following criteria:
1. Educational Needs of the District: Will be those needs as identified and determined by administration.
  2. Qualifications: Including, but not limited to specific skills, certification [if applicable], training, District evaluations, etc.
  3. Qualifications of the Remaining Employees in the Grade Level, Department or Certification Area: Relevant qualifications will be those experiences and training considered that best relate to the position(s) to be maintained and District needs. These Experiences shall include but not be limited to current and past assignment and practical experience in the area of need.
  4. Performance of the Employees: Performance of the employees under consideration as previously and currently evaluated.
  5. Length of Service of the Employee: Although length of service in the District will be considered when non-renewing employees, it will not be the sole deciding factor in any decision regarding who will be non-renewed. Employees, who are non-renewed, do not have any right to displace or "bump" another employee. The District currently maintains a length of service list for "Years of Service" awards, which can be used for a reference.

Although length of service in the District will be considered when non-renewing employees, it will not be the sole deciding factor in any decision regarding who will be non-renewed. Employees, who are non-renewed, do not have any right to displace or "bump" another employee.

#### 2.5.04 Reduction in Hours Resulting in Non-renewal

Employees who are non-renewed and such non-renewal results in a reduction in hours shall not lose any benefits they have accrued. Benefits are defined as length of service and sick leave earned as an employee. Reduced in time Employees with a reduction in hours shall be treated as part-time employees under this Handbook and shall accrue additional benefits accordingly based on their part-time status.

#### 2.5.05 Reemployment

The hiring of employees shall be determined based on the need for the most qualified candidate. An employee who has been non-renewed by the District, may apply for any open position for which the employee is qualified, but the employee does not have any right to be recalled to a position.

In calculating an employee's length of service to the district, any time allocated to a non-renewal will not be included when calculating an employee's length of service to the District.

Non-renewed employees shall suffer no loss of sick leave or other accrued benefits if rehired within three (3) years.

#### 2.5.07 Professional Development Learning and Other Training for Part-Time Employees

The District may require teachers educators to attend professional development and other training, either of which may occur outside of employees' regular hours of work. Professional Development Learning hours will be prorated based on the employee's FTE. Additional compensation (if any) for such training shall be determined by relevant law [FLSA], and District policy.

## Section 6—Professional Compensation

### 2.6.02 Initial Salary Schedule Placement

Upon initial employment in the District, the Superintendent or designee, at their own discretion, will determine an initial salary for new employees following the guidelines established in the Certified Employee's Compensation System Plan Document.

## Section 7—Early Retirement

### 2.7.01 Early Retirement

Any **teacher educator** retiring under **the Early Retirement Plans defined in 7.02, 7.03, and 7.04** ~~this plan~~ shall write a letter to the Superintendent and Executive Director of Human Resources on or before February 1 of the last year of proposed regular employment expressing their intent to participate in the early retirement program. An exception may be approved by the superintendent and/or designee in cases of provable emergency or extenuating circumstances.

Any **teacher educator** retiring under this plan shall be carried to the completion of their program.

Early retirement (stipend or insurance) cannot begin during the school year except for special circumstances approved by the Superintendent. This program cannot be used in conjunction with disability insurance. Employees who are given approval to retire during the school year are not eligible to receive the benefit of the increased stipend of the next year's settlement.

### 2.7.02 Early Retirement Stipend

For employees hired before July 1, 2004, the Board shall offer an early retirement stipend to **teachers educators** who elect to retire, provided the **teacher educator** has attained the minimum age of 55 and has a minimum of 25 years of **teaching** experience (these years are years of service as defined below in Part II, Section 7.04 and not necessarily seniority years) of which fifteen (15) were in the Eau Claire Area School District. The amount of the stipend shall be 25% of **teacher educator** base. An additional one percent (1%) of the amount will be paid for each year of service at the Eau Claire Area School District beginning with the sixteenth (16th) year through the twenty-fifth (25th) year (to a maximum of 35%).

The stipend will be paid monthly over a five (5) year term.

### 2.7.03 Early Retirement Insurance for Employees Hired Before July 1, 2008

For employees hired before July 1, 2008, the Board shall offer an early retirement insurance contribution to **teachers educators** who elect to retire, provided the **teacher educator** has attained the minimum age of 55 and has a minimum of 25 years of **teaching** experience (these years are years of service as defined below in Part II, Section 7.04 and not necessarily seniority years) of which fifteen (15) were in the Eau Claire Area School District.

- A. Premium Contribution. The Board will provide to all early retirement program participants hospital-surgical, prescription drug, and dental insurances until the employee becomes eligible for Medicare. No retiree may remain in the District's health insurance group after becoming eligible for Medicare. The District's contribution will be capped at the dollar amount in effect on the date of retirement.
- B. Health Insurance. For **teachers educators** retiring at age sixty-two (62) with fifteen (15) years of service

to the Eau Claire Area School District, the Board will provide hospital and surgical insurance until they qualify for Medicare if the teacher notifies the Superintendent of their intent to retire no later than February 1 of the last year of proposed regular employment. No retiree may remain in the District's health insurance group after becoming eligible for Medicare.

- C. Dental Insurance. For **teachers educators** retiring at age sixty-two (62) with fifteen (15) years of service to the Eau Claire Area School District, the Board will provide dental insurance until they qualify for Medicare if the teacher notifies the Superintendent of their intent to retire no later than February 1 of the last year of proposed regular employment.
- D. Combined years of service for early retirement health and dental insurance benefit: **Teachers Educators** retiring at age fifty-five (55) with a minimum of 25 years of service to the ECASD, of which fifteen (15) must have been teaching years of experience qualify for the premium contribution benefit listed in **Part II**, Section 7.03 (A) above.

## **2.7.04 Defined Contribution (Early Retirement) for Employees Hired On or After July 1, 2008**

**Teachers Educators** hired on or after July 1, 2008, who retire from the District and are at least 56 years of age and have completed at least 15 years of local teaching/administering in the District, will receive a district contribution to an HRA account of \$2,500 for each year of local teaching/administering (plus interest at the applicable federal rate (AFR) each June 30).

**Teachers Educators** working less than full-time shall have their defined contribution prorated to correspond to their work day. The amount deposited will reflect the **teacher's educator's** full-time equivalency on the date the contribution is made to the HRA account.

Employees working under LTE contracts will receive a defined contribution in the year they are working as an LTE. If the employee is not rehired the following year under an LTE or permanent contract the defined contribution will be forfeited.

Prior to 2009-10 school year, employees employed less than .5 FTE were given a half-step credit on the salary schedule and a .5 year of service towards longevity and ECASD early retirement.

Beginning with the 2009-10 school year, half-steps were removed from the salary schedule and it was determined that one year of credit would be given for each year worked toward longevity and ECASD early retirement.

## **Section 8—Discipline, Termination, and Nonrenewal**

### **2.8.01 Standard for Nonrenewal for **Teachers Educators****

§118.22, Wis. Stats., sets out the procedures the District must follow in order to not renew a **teacher's educator's** contract. In order to demonstrate that its decision to not renew a teacher's contract is performance based, the District must give the **teacher educator** notice that their performance is perceived as deficient and advise the **teacher educator** as to why their performance is not deemed acceptable. Performance deficiencies **in the classroom** ordinarily break down into one of three categories: 1) pedagogic inadequacies; 2) deficient subject matter knowledge; or, 3) inability to maintain a **classroom learning** environment which is conducive to learning (lack of **classroom** control). Prior to being nonrenewed, a continuing **teacher educator** must be placed on **"intense supervision"** a **"Plan of Improvement"** as defined in Part II, Section 3.02 (C). Thus, in addition to notice of the perceived deficiencies, the District shall give the **teacher educator** advice as to how to correct the performance concerns and time to correct them. If the **teacher educator** fails to improve sufficiently in meeting the identified performance concerns, the administration shall make a recommendation to the Board to

nonrenew unless the nonrenewal is contrary to public policy or is motivated by the fact the teacher educator is a member of a protected group as identified in the Wisconsin Fair Employment Act or federal law. A majority vote of the full Board is required to non-renew. Four (4) votes constitute a majority vote. The nonrenewal of an teacher educator, under this paragraph, shall not be deemed a “termination” under the grievance procedure in District Policy.

## 2.8.02 Standard for Discipline and Termination

An teacher educator may be disciplined or terminated for “cause” during the term of the individual contract. Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook. “Cause” is defined as the following:

- A. There is a factual basis for the discipline or termination: The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest. See Part I, Section 1.023 (G).
- B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

# Part III – Non-Exempt Staff Without Individual Contract Under §§118.22 or 118.24, Wis. Stats.

## Section 2—Hours of Work and Work Schedule

### 3.2.05 Additional Hours and Overtime - Approval and Assignment

...

- C. **Pay Rate for Overtime:** Time worked over forty (40) hours per week is paid at one and one-half (1.5) rate. Time worked over forty (40) hours per week does not include sick, vacation, bereavement, holiday, personal leave time or any other paid time off. The reason for overtime must be indicated on the front of the employee’s time card and include a signature of immediate supervisor. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Saturday and ending at 11:59 p.m. on Friday (see Part I, Section 67.04).
- D. **Custodial Pay:** Certain emergency situations may occur which will require custodians to work beyond scheduled work hours. All hours worked over forty (40) per week shall be paid at one and one-half (1.5) times the regular rate of pay. Time worked over forty (40) hours per week does not include sick, vacation, holiday, bereavement, personal leave time or any other paid time off. Double time shall be paid for all hours of work performed on Sundays. However, employees who are scheduled to work a Wednesday through Sunday shift shall be paid double time for all hours of work on Tuesday, instead of Sunday. ~~Employees who work a Saturday through Wednesday shift shall be paid double time for all hours of work performed on Friday, instead of Sunday.~~ Holidays worked outside of an employee’s regular schedule shall be paid at double time for all hours worked on such holiday. Overtime shall be distributed equally among all employees insofar as reasonably practicable.

### 3.2.06 Lunch Period

All employees who work six (6) hours or more per day will be granted provided an unpaid half-hour lunch period, which shall be duty free. Lunches shall be scheduled by the immediate supervisor and cannot be used to arrive late, leave early, or extend other break periods.

Buildings & Grounds employees who work second and third shift have a 30 minute paid lunch included in their eight (8) hour shift.

Food & Nutrition employees who work two hours or more are entitled to their choice of free breakfast or lunch and a fifteen (15) minute, unpaid, duty-free break.

### 3.2.07 Breaks

Employees scheduled to work at least four (4) hours per work day shall receive one (1) fifteen (15) minute paid break. Employees scheduled to work at least seven and a half (7.5) hours per work day shall receive two (2) fifteen (15) minute paid breaks. Breaks shall be scheduled by the immediate supervisor and cannot be used to arrive late, leave early, or extend an unpaid lunch period.

Buildings & Grounds employees who are scheduled to work at least twelve (12) hours or more per work day shall receive two (2) twenty (20) minute paid breaks instead of two (2) fifteen (15) minute paid breaks.

## Section 3—Reduction in Force, Positions, and Hours

### 3.3.02 RIF/Layoff Notice

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A. It will refer the employee to the RIF provision in this Handbook. RIF is defined in Part I, Section 1.023 (H).

### 3.3.03 Selection for RIF – Steps

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial layoff in accordance with the following steps:

- A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing layoffs.
- B. Step Two - Voluntary Separation Volunteers: Volunteers Employees who participate in voluntary separation will be laid-off first. The District will provide the volunteer(s) with a layoff notice. An employee who volunteers to be laid off will put their request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the job category are qualified to perform the remaining work. Volunteers will be provided with all procedures under this section of the Handbook.
- C. Step Three - Selection for Reduction/Layoff: The elimination of a position does not necessarily mean the employee occupying the position will be dismissed. When determining who will be laid-off as part of a Reduction in Force, the district will consider the following criteria:
  1. Needs of the District: Will be those needs as identified and determined by administration.
  2. Qualifications: Including, but not limited to specific job skills, certification [if applicable], training, District evaluations, etc.
  3. Qualifications of the Remaining Employees in the affected position: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs. These

experiences shall include but not be limited to: current and past assignment and practical experience in the area of need.

4. Performance of the Employees: Performance of the employees under consideration as previously and currently evaluated.
5. Years of Service of the Employee. The District currently maintains a length of service list for “Years of Service Awards”, which may be used for reference.

Although length of service in the District will be considered when laying-off employees, it will not be the sole deciding factor in any decision regarding who will be laid-off. ~~Employees, who are laid-off, do not have any right to displace or “bump” another employee.~~

### **3.3.04 Reduction in Hours**

Employees who are reduced in hours ~~shall~~ **will** not lose any benefits they have already earned. For this purpose, benefits are defined as length of service, earned as an employee. Reduced in time employees shall be treated as part-time employees under this Handbook and shall accrue additional benefits accordingly based on their part-time status.

### **3.3.05 Reemployment**

The hiring of employees shall be determined based on the need for the most qualified candidate. An employee who has been laid-off by the District, may apply for any open position for which the employee is qualified, but the employee does not have any right to be recalled to a position.

In calculating an employee’s length of service to the district, any time allocated to a lay-off will not be included.

Employees who are laid-off ~~shall~~ **will** ~~suffer no loss of~~ **maintain their** sick leave ~~or~~ **and** other accrued benefits if rehired within three (3) years.

## **Section 4—Assignments, Vacancies, and Transfers**

### **3.4.02 Job Posting**

When a position becomes vacant or a new position is created, notice of such available position shall be posted internally and externally simultaneously for a minimum of five (5) business days. The District retains the right to temporarily fill vacant positions at its discretion. ~~At a minimum, V~~ **vacancies will only** be posted on the District’s ~~website~~ **electronic application system**. A District employee, who is selected for a vacancy, may be returned to the employee’s former position by the immediate supervisor within ten (10) business days. The decision to return the employee to their former position is not subject to the grievance procedure.

### **3.4.04 District Ability to Select the Most Qualified Applicant**

~~The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description) and the right to determine when to consider outside applicants. The term applicant refers to both internal and external candidates.~~

**In an effort to secure the most qualified applicant for any position, the District will utilize the posted job description in conjunction with qualifications related to the position which exceed the minimum requirements listed in the job description when considering both internal and external candidates.**

## Section 7—Wage Compensation and Expenses

### 3.7.01 Uniforms, Protective Clothing and Tools

#### A. Custodial Uniforms:

1. All custodial employees of the District shall, at the discretion of the District, be required to wear a District approved uniform while on the job. The uniforms shall consist of a combination of jackets, gloves, and work shirts. The District shall furnish new uniforms on a schedule established by the District. will be furnished with a District approved uniform consisting of jackets, gloves, and work shirts. The District will furnish these uniforms on a schedule that ensures custodians have appropriate and functional uniforms. The District will select style, color, and type of fabric to ensure appropriate District branding.
2. All employees shall be required to clean and maintain their work shirts. To ensure cleanliness and maintain professional appearances, custodial employees will launder their own uniforms.
3. The style, color, and type of fabric of said uniforms shall be determined by Administration.

#### B. Protective Footwear: The District may also supply appropriate work boots for selected employee groups. Employees will be required to wear their work boots while on the job.

#### C. Personal Protective Equipment: The Board shall provide the protective clothing and equipment necessary for employees to perform their jobs. The Board reserves the right to determine the style and the type of protective gear to be used. Any employee who receives protective gear shall be responsible for such items. All items of protective clothing shall remain the property of the Board and shall be worn while working on an assigned school job. All issued items of protective clothing shall be inspected by the employee prior to each use. All damaged protective items and clothing must not be used and reported to the immediate supervisor and/or designee.

#### D. Tools: The District will furnish, without cost to the employees, tools considered necessary by the District for the employee to perform their normal duties. Any replacement of hand tools deemed necessary by the District will be furnished by the District without cost to the employee, except where loss due to negligence or willful destruction is apparent in which case the employee will be billed for the School District's replacement cost.

#### E. Food Service Employees are required to wear effective hair restraints and shoes that are compliant with Wisconsin Food Code.

### 3.7.02 Bodily Fluid Increment

As part of their job description, if a Special Education Assistant performs any of the specific tasks listed below on a daily basis, they will be recommended for the stated increment.

Other Employees who voluntarily perform the following tasks will be compensated four (4) percent above their base wage: diapering, catheterization, tube feeding, credeing, urostomy, cleaning trachea tube, adult hygiene to include assisting with menstruation, special dietary feeding and any other situation that includes possible exposure to bodily fluids on a daily basis. Recommendation for the four (4) percent increment should be made from the building principal to the Director of Special Education. The decision to award the increment is the sole responsibility of the Director of Special Education.

Employees, other than Health Care Assistants, will neither be requested nor required to administer rectal Valium or any other non-oral medication.



## Section 8—Job-Related Training and Licensure

### 3.8.01 In-Service Training

The ~~the District within its discretion~~ may provide appropriate paid in-service training to each employee.

### 3.8.04 License Renewal Reimbursement

Special Education Assistants and Health Care Assistants who have been employed by the District ~~for at least thirty days and have worked a minimum of twenty-five hours~~ and who are required by the District and by the Department of Public Instruction to possess a DPI Special Education Aide License ~~#883~~ **O070** shall be reimbursed by the District for the cost of or renewal of DPI ~~#883~~ **O070** license fee. Proof of payment is needed for reimbursement to the employee. Reimbursement request must be made no later than 90 days after DPI license fee paid; this request is made to the ~~Business Office~~ **Human Resources Office**.

Other licenses applicable to reimbursement also follow the same expectations.

## Section 12—Discipline and Discharge

### 3.12.02 Standard for Discipline and Termination

- A. Probationary Employee: Probationary employees may be disciplined or terminated for reasons that are not illegal or discriminatory. Such discipline or termination shall not be subject to the grievance procedure provisions of this Handbook Part 1, Section **56.03**.
- B. Non-Probationary Employee: An employee may be disciplined or terminated for “cause.” Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook. “Cause” is defined as the following:
  - 1. There is a factual basis for the discipline or termination: The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest. See Part 1, ~~4.02~~ **1.03** (G).
  - 2. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

## Part IV – Staff With Individual Contracts Under §118.24, Wis. Stats., Executive, Administrative, and Academic Administrative Employees

### Section 1—Job Responsibilities

#### 4.1.01 Professional Competence

~~As leaders of the District, Administrators~~ shall perform at a professional level of competence the services, duties and obligations required by the laws of the State of Wisconsin and the rules, regulations and policies of the ~~District and the School~~ Board which now exist or which may be hereinafter enacted by the ~~District and the School~~ Board. The ~~Board~~ **District** shall furnish administrators with a written copy of all rules, regulations and policies now in effect or becoming effective during the term of the administrator’s contract.

#### 4.1.04 Job Description

With the oversight of the Superintendent, the Human Resources Department will maintain written job descriptions of each administrator's services, duties, and obligations, which will be available on the District's website. The Superintendent shall provide administrators with written job descriptions of each administrator's services, duties and obligations.

#### 4.1.05 Attendance at School Events

Administrator attendance at after school events provides an opportunity to building relationships with students and families and demonstrates the administrator's support of the students and staff participating in these events. The District provides many numerous opportunities outside of school for students to gain additional academic and social/emotional success. It is the expectation that staff attend these functions in areas that are specific to their content area, as a way to show support of students, families and the school. These may be an open house, music program, art show, and/or other District or building events that occur after the normal workday. When given at least thirty (30) calendar days' notice of such events, administrators should make an effort are encouraged to attend or have representation present as often as possible. It is understood that attending every school event is not viable.

### Section 2—Work Schedules

#### 4.2.01 Work Schedules for Administrative Staff

The Superintendent shall set the work schedules of all administrators, factoring in the setting of the work schedule, and the days and terms of employment specified in the administrator's individual contract. Administrative staff work schedules are set by the superintendent with the professional duties of each administrator taken into account in the setting of the work schedule. Each administrator's work schedule will be aligned with the days and term of employment specified in the administrator's individual contract. Full time employees are generally expected to work forty (40) hour work weeks. Professional staff (exempt personnel in accordance with the Fair Labor Standards Act) such as directors, principals, and assistant principals, are expected to report for duty for at least eight hours each day, excluding a 30-minute lunch break. Administration schedules may vary because of due to staggered starting building start times and job responsibilities.

A. The periods of employment for the various administrative positions shall be as follows:

Position	Schedule
Directors of Teaching and Learning Principal Assistant Principal/Athletic Director – 12 month Assistant Principal – 12 month	260 Days
Assistant Principal – 11 month	237 Days
Assistant Principal – 10 month	209 Days

B. The period of employment for principals shall be twelve months. Under normal circumstances, it is expected that the principal will be on duty during the time school is in session and for two-week periods before and after the regular school year. Exceptions to this expectation shall be approved by the Superintendent. It is recognized that certain evenings, weekends and non-school year periods of work are necessary in order to accomplish the tasks that are an essential part of these positions.

#### 4.2.03 Vacation

- A. Twelve-month administrators will be granted four or five weeks of vacation (see below) for an employment period starting July 1 and continuing through June 30. Up to ten (10) days not used during any given year may be carried over to the next year. Administrators employed after July 1 or leaving the district prior to June 30 will have their vacation prorated.
- B. Administrators employed full time on a twelve-month basis will ~~earn vacation~~ be granted vacation based on the following schedule:
  - 1. Date of hire through 10 years equals 20 days per year.
  - 2. 1<sup>st</sup> month of 11<sup>th</sup> year and thereafter equals 25 days per year.
- C. Vacation time may be taken with the approval of the Superintendent or designee, any time during the twelve-month period. Absences should be reported in the District's absence management system in accordance with attendance reporting procedures. ~~reports must be filed with the immediate supervisor within thirty (30) days of use.~~

#### 4.2.04 Holidays

Twelve month employees will receive the following paid holidays:

January 1<sup>st</sup>  
Good Friday  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
December 24<sup>th</sup>  
December 25<sup>th</sup>  
December 31<sup>st</sup>

~~Eleven-month employees will receive the following paid holidays:~~

~~Labor Day~~  
~~Thanksgiving Day~~  
~~Memorial Day~~  
~~July 4<sup>th</sup>~~

Ten-month employees will receive the following paid holidays:

Labor Day  
Thanksgiving Day  
Memorial Day

## Section 4—Administrative Evaluation

### 4.4.01 General Provisions

Administrators shall receive evaluations based on position descriptions, including job related activities, and shall include observation of the administrator's performance as part of the evaluation data.

An administrator identified as in "need of assistance" and placed on "intensive supervision" a "Plan of Improvement" is deemed to have an unsatisfactory evaluation and is ineligible to advance on the salary schedule for the following year as outlined in the Compensation System Plan Document.

### 4.4.03 Evaluators

The superintendent is responsible for the evaluation of administrators and shall either perform those evaluations him or herself or shall direct that those evaluations be performed by other persons who have the training, knowledge and skills necessary to evaluate professional administrative school personnel.

Please refer to Staff Evaluations in the following District policy: [Board Docs 226](#).

### 4.4.04 Educator Effectiveness

Evaluators of principals or assistant principals must hold an active administrator license (PI section 34.32). Per preparation program content guidelines, only educators holding an active Superintendent license have received the training, knowledge, and skills necessary to evaluate professional school personnel. Should the superintendent require assistance to address capacity, the Superintendent could enlist an educator with an active Director license to support the evaluation process. Specifically, preparation programs provide the training, knowledge, and skills necessary for directors to "collaborate" with superintendents regarding evaluations of principals and assistant principals. Should the superintendent require a greater level of assistance from the director, the director could take full responsibilities for the evaluation of principals and assistant principals if the Superintendent and school board have ensured that the director has "the training, knowledge, and skills necessary to evaluate professional school personnel." PI § 8.01(a)(2)(a). Similarly, a superintendent could enlist the principal to conduct the evaluations of assistant principals if the superintendent and school board have ensured the principal has "the training, knowledge, and skills necessary to evaluate professional school personnel." *Id.*E

~~(Note: Teachscape certification does not currently exist for evaluators of principals. July 16, 2014.)~~

## Section 6—Life Insurance

Eligible administrators are provided The Board shall provide life insurance to eligible administrators, as outlined in Part I, Section 168.05.

The Board of Education will pay for a term group life insurance policy for a \$65,000 universal life policy.

## Section 7—Post-Employment Benefits

### 4.7.01 Post-Employment Benefits by Hire Date

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F. Any administrator retiring under this plan shall write a letter to the Superintendent on or before March 4

January 1 of the last year of proposed regular employment expressing the administrator's intent to participate in the early retirement program.

## Section 8—Discipline and Nonrenewal

### 4.8.03 Reduction in Force

The needs of the District shall be the prime consideration used in determining which employees shall be laid off. In the implementation of staff reductions under this section, individual employees shall be selected for full or partial layoff in accordance with the following steps:

- A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing reducing staff.
- B. Step Two - Volunteers: Volunteers will be non-renewed first. The District will provide the volunteer(s) with a nonrenewal notice. Requests for volunteers will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to be non-renewed under this section will put their request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the department/certification area are qualified to perform the remaining work. Volunteers will be treated as a District directed nonrenewal under this section of the Handbook.

...

## Part V – Non-Affiliated Employees

### Section 1—Employee Groups and Status

#### 5.1.01 Employee Group and Status\*

The following employee job titles are in the following groups:

##### Group 1-Non-Exempt:

Administrative Assistant to Superintendent  
Executive Assistant to Administration Services  
Executive Assistant to Business Services  
Executive Assistant to Human Resources  
Executive Assistant to Teaching and Learning  
Executive Assistant to Special Education  
Executive Assistant to Student Services  
Human Resources Generalist  
Teaching and Learning Administrative Specialist

##### Group 2-Exempt\*:

Director of Buildings & Grounds  
Director of Food & Nutrition

##### Group 3- Exempt\*:

Building Services Manager  
Facilities Planning Manager

General Manager of Operations  
 General Manager of Facilities  
 Finance Manager  
 Homeless and Homebound Coordinator  
 HR Manager  
 HRIS Data System & Project Specialist  
 Information Analyst  
 Kitchen Manager (207 and 237 days)  
 Payroll Manager  
 Purchasing Manager  
 Safety and Security Manager  
 Senior Accountant  
 Senior Finance Specialist  
 Student Information System Specialist  
 Technology Coordinator  
 Technology Lead Systems Engineer  
 Technology Service Supervisor  
 Technology Systems Engineer

**Group 5-Exempt\*:**

Special Education Parent Facilitator  
 Student Success Advocate

**Group 6-Non-Exempt:**

Headstart Secretary  
 Title 1 Reading Partnership Coordinator  
 American Indian Education Coordinator

**Group 7-Non-Exempt:**

Crossing Guards

\*Employees in Group 2, 3, 4, 5, are professional employees (exempt) as defined by the Federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats.

+Employees follow Handbook Language in Part 1 and Part 3.

## Section 2 – Group 1 Non-Exempt Employees

### 5.2.01 Work Schedule & Hours of Work

A. Length of contract calendar: Administrative/Executive Assistants are employed on a 12-month basis.

...

### 5.2.087 Evaluations

A. Evaluation: The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District.

- B. Procedures and Instruments: The District will orient all new employees regarding evaluation procedures and instruments. If an instrument is changed, all affected employees will be reoriented.
- C. Frequency: The frequency of evaluations shall be annually.
- D. Receipt of Evaluation: Each employee shall receive a copy of their evaluation. The employee will be expected to sign their evaluation but only to acknowledge receipt of the same.
- E. Comments, Disputes: The employee may respond in writing with their comments attached to the completed evaluation.
- F. Employee Evaluations for Compensation Level Advancement: It is a requirement of the District Compensation System Plan for an employee to earn a satisfactory evaluation in order to be eligible for level advancement on the salary schedule. A satisfactory evaluation is defined as the evaluation document having the box "Satisfactory" marked. Supervisory notes indicating areas for improvement or focus does not indicate an unsatisfactory evaluation.

## Section 3—Groups 2, 3, 4, 5 Exempt Employees

### 5.3.01 Professional Hours of Work

Although professionals' work is not limited to any specified number of hours or days per week, the professional hours of work for full-time employees is normally 40 hours per week. The actual core hours for each building shall be established by administration.

- A. The concept of professional hour's means that employees' hours are based upon the completion of the employee's duties at their assigned building and the needs of the District.
- B. Employees are responsible for the completion of their duties as set forth in the job description and those other duties specific to each position.
- C. Professional work hours are governed by the following:
  1. ~~The core hours on starting and ending times for employees are determined by administration. The normal work week will be 40 hours.~~
  2. Employees attend ~~administratively called meetings and all~~ meetings set forth in Section 1.02. It is not the intent of the professional hours section to require more or fewer meetings and conferences.
  3. ~~A staff member and their appropriate supervisor(s) will determine the employee's hours based upon the completion of the employee's duties and the needs of the District. Employees will be evaluated based upon the completion of their duties rather than on adherence to a fixed time schedule.~~

### 5.3.02 Flex Time

It is understood that employees have many work obligations outside of the work day and will be allowed to conduct personal business during the work day when necessary. Extended absences from the work place ~~will~~ **should** be arranged with the immediate supervisor

### 5.3.03 Vacation

Twelve-month employees shall be granted vacation time (see below) for an employment period starting July 1 and continuing through June 30. Up to five (5) days not used during any given year may be carried over to the next year. Employees employed after July 1 or leaving the District prior to June 30 will have their vacation prorated.



Employees may schedule their vacation any time from July 1 to June 30, subject to approval by each immediate supervisor.

A. Group 2 employees will be granted vacation based on the following schedule:

Years of Service	Vacation Days
Up to ten (10) years.....	20 days
After ten (10) years.....	25 days

B. Group 3 (*with exception of Kitchen Managers*) will ~~earn~~ be granted vacation based on the following schedule:

Years of Service	Vacation Days
Date or hire through 5 years.....	10 days
6 <sup>1</sup> <sup>st</sup> month through 9 years.....	15 days
1 <sup>st</sup> month of 10 <sup>th</sup> year through 19 <sup>th</sup> year.....	20 days
1 <sup>st</sup> month of 20 <sup>th</sup> year and thereafter.....	25 days

C. Kitchen Managers who are employed for 207 days (which includes 3 float days) and hired prior to July 1, 2017 are eligible for five (5) vacation days. Unused vacation days do not carry over to the following year. Kitchen Managers who are employed for 207 days and hired prior to on July 1, 2017 or after, are eligible for these days are not eligible for vacation. Kitchen managers who are employed for 237 days (which includes 4 float days) are not eligible for vacation.

## Section 5—Post-Employment Benefits

### 5.5.01 Post-Employment Benefits

	Early Retirement Stipend	Early Retirement Insurance	Defined Contributions
<b>Group 2</b>  Director of Buildings & Grounds Director of Food & Nutrition	N/A	N/A	Hired into this position on/after 7/1/2008
			<p>Employees who have completed five years of service to the District, will receive an annual district contribution to an HRA account of \$5,000 for each of the first five years of employment at a maximum of \$25,000 (plus interest at the applicable federal rate (AFR) each June 30).</p> <p>Employees working less than full-time shall have their defined contribution prorated to correspond to their full-time equivalency. The amount deposited will reflect the employee's full-time equivalency on the date the contribution is made to the HRA account.</p> <p>Employees working under LTE contracts will receive a defined contribution in the year they are working as an LTE. If the employee is not rehired the following year under an LTE or</p>

			permanent contract the defined contribution will be forfeited.
<b>Group 3</b> Building Services Managers Facilities Planning Manager Finance Manager Homeless and Homebound Coordinator General Manager of Operations General Manager of Facilities Kitchen Managers (207 and 237 day) Purchasing Manager Payroll Manager HR Manager HRIS Data System & Project Specialist Information Analyst Safety and Security Manager Senior Accountant Senior Finance Specialist Student Information System Specialist Technology Coordinator Technology Lead Systems Engineer Technology Service Supervisor Technology Systems Engineer	N/A	Hired into this position prior 7/1/2008	Hired into this position on or after 7/1/2008
		For employees retiring at age 55 or older, with 15 years of service to the Eau Claire Area School District, the Board will provide hospital,	Employees who have completed five years of service to the District, will receive an annual district contribution to an HRA account of \$3,000 for

		surgical, prescription drug, and dental insurance until they become eligible for Medicare. The amount deposited shall be the district contribution on the date of retirement.	<p>each of the first five years of employment at a maximum of</p> <p>\$15,000 (plus interest at the applicable federal rate (AFR) each June 30).</p> <p>Employees working less than full-time shall have their defined contribution prorated to correspond to their full-time equivalency. The amount deposited will reflect the employee's full-time equivalency on the date the contribution is made to the HRA account.</p> <p>Employees working under LTE contracts will receive a defined contribution in the year they are working as an LTE. If the employee is not rehired the following year under an LTE or permanent contract the defined contribution will be forfeited.</p>
<p><b>Group 5</b></p> <p>Special Education Parent Facilitator</p> <p>American Indian Education Coordinator</p>	N/A	Hired into this position prior to 7/1/2008	Hired into this position on or after 7/1/2008
		Same as Group 3.	Same as Group 3.
<p><b>Group 6</b></p> <p>Headstart Secretary</p> <p>Title 1 Reading Partnership Coordinator</p> <p>American Indian Education Coordinator</p>		Hired into this position prior to 7/1/2012	Hired into this position on or after 7/1/2012
		<p>The Board of Education shall offer to provide medical insurance coverage, which consists of medical insurance premium and potential HRA contributions, and dental insurance to all retirees who have reached the age of fifty-five (55) and who have worked a minimum of fifteen (15) years for the Eau Claire Area School District, until the employee becomes eligible for Medicare.</p> <p>The amount deposited shall be the district contribution on the date of retirement.</p> <p>n employee retires at age 62, the Board contributions for medical insurance coverage and dental insurance set at the time of retirement shall be paid until the employee qualifies for Medicare.</p>	<p>Employees who have completed five years of service to the District, will receive an annual district contribution to an HRA account of</p> <p>\$3,000 for each of the first five years of employment at a maximum of</p> <p>\$15,000 (plus interest at the applicable federal rate (AFR) each June 30). Employees working less than full-time shall have their defined contribution prorated to correspond to their full-time equivalency. The amount deposited will reflect the employee's full-time equivalency on the date the contribution is made to the HRA account.</p> <p>Employees working under LTE contracts will receive a defined contribution in the year they are working as an LTE. If the employee is not rehired the following year under an LTE or permanent contract the defined contribution will be forfeited.</p>

## Section 6—Discipline and Termination

### 5.6.01 Standard for Discipline and Termination

- A. Probationary Employee: Probationary employees may be disciplined or terminated for reasons that are not illegal or discriminatory. Such discipline or termination shall not be subject to the grievance procedure provisions of this Handbook Part 1, Section 56.
- B. Non-Probationary Employee: An employee may be disciplined or terminated for “cause.” Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook. “Cause” is defined as the following:
  - 1. There is a factual basis for the discipline or termination: The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest. See Part 1, Section 1.023 (G).
  - 2. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

## Part VI – Athletic Coaching Staff

### Section 1 – Introduction

#### 6.1.07 Building Access and Security

Coaches may be issued an identification badge that provides building access by the Human Resources Department. All badges are subject to the Badge Use Guidelines which must be read and signed by the coach in the Human Resources office prior to badge issuance. If a badge is lost, damaged, or stolen, the coach should immediately notify the Human Resources office at 715-852-3050 so the missing badge may be deactivated and replaced.

Coaches may be issued keys by the Athletic Director or designee to access internal doors at their designated building. If building keys are lost or stolen, the Head Coach should be notified immediately. It is then the responsibility of the Head Coach to notify the Athletic Director and Building Maintenance Director.

The safety of District staff, students, families and community and the security of all District facilities is a Board priority and the responsibility of all District staff members.

The District provides all staff with an employee identification (ID) badge. For safety purposes, each staff member is required to wear their ID badge while working in their official capacity. ID badges are to be prominently worn so the photo and name are visible to others. The ID should be worn between the shoulders and waist on a clip or lanyard. The ID should not be defaced or altered with pins, stickers, decals, etc., as this limits the ability of others to identify and confirm approved District staff quickly in an emergency situation.

For the security of all District facilities, staff members are to report a lost ID badge to their supervisor immediately as this allows the disabling process to begin. To obtain a replacement ID due to damage or loss, please contact the Administration Building Safety and Security Department Secretary.

Staff members who work in positions that make wearing an ID badge dangerous are provided District issued clothing which identifies them as ECASD staff. In these situations, staff members are required to have their ID badge on their person and available while working in their official capacity.

### 6.1.19 Gifts and Donations

All gifts must be reported using the ECASD Gift Report form found in the ECASD Sharepoint Resource Center under Business Services Documents [HERE](#). All gifts must follow the Eau Claire Area School District Gifting Guidelines which are as follows:

#### Gifting Guidelines

The Eau Claire Area Public School District appreciates the generosity of booster clubs, parent-teacher organizations, service groups, community organizations, and individuals who donate gifts that will enhance and extend the work of the schools.

The following guidelines have been created to assure that gifting relationships are based on sound educational values, serve clear educational purposes, and promote the welfare of students. Some gift situations can be complex, and decisions will be made only after careful consideration of interrelated factors.

1. Anyone wishing to make a gift to the District should first contact the administrator having responsibility for the program to which the gift will apply. The administrator will give a copy of Board District Policy Rule 840-R to the prospective donor. The administrator will contact the Director of Buildings and Grounds if the gift will be attached to or will alter a building or site. The administrator will contact the Director of Technology if the gift pertains to telecommunications or technology.
2. The Board reserves the right to accept or reject any gift from any organization or individual.
3. All gifts shall become the sole property of the District to be used at the discretion of the Board, unless otherwise specified in the gift.
4. The gift must be consistent with the values, goals, and objectives of the District.
5. The gift must not be in conflict with, or supersede, any provision of Board District policy, philosophy, or public law. Any gift that will limit the Board in respect to carrying out its policies must be approved by the Board before any fund-raising or other solicitations take place.

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### 6.1.29 Volunteer Process

Any individual volunteering to coach or otherwise assist an Eau Claire Area School District sponsored sport or activity must complete a background check with the ECASD Human Resources department as well as complete a Volunteer Agreement which must be kept on file at the school for which the volunteer serves. This paperwork must be completed **PRIOR** prior to volunteering. Necessary forms can be found at the ECASD Human Resources Office, by calling 715-852-3052, or by clicking [HERE](#).

## Section 2 – High School Coaches

### 6.2.06 Hiring of Athletic Coaches

Head Coaches should work with the Athletic Director to hire Athletic Coaches. Coaches who are ECASD certified staff and are returning from the previous season do not need to re-apply to coach. Coaches who are hourly ECASD employees must reapply and sign an updated Extra-Curricular Volunteer Agreement each season. Coaches who are not ECASD employees must re-apply to coach each season.

If a need to hire an Athletic Coach is identified, the Athletic Director will request a vacancy be posted **in**

WECAN on the District's electronic application system through the Human Resources department. The Athletic Director and Head Coach will review applicants and select a candidate for hire. The Athletic Director completes a "Request for Employment Action" to notify Human Resources.

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## 6.2.08 Media and Publicity

All media requests should be directed to the Head Coach. Any requests made to the Athletic Director will be redirected to the Head Coach.

The key to getting your athletic program's message to the public is building and maintaining a good relationship with all of the local media servicing your school area. Here are some steps to follow:

- Begin with the premise that the media has a job to do with specific timetables and guidelines to follow. Their job requires filling the pages of the newspaper or specific time slots on the radio/TV.
- Coaches are encouraged to think of the media not as an adversary but as a voice for your entire athletic program. Once you establish this working relationship, you can depend on the media when you need their support.
- Prepare for each season the same way teachers educators prepare to teach their classes. Good teachers educators, which includes good coaches, create lesson plans to make sure everything will be covered effectively and efficiently. Begin by setting a timetable for your complete season, beginning with the pre-season report. Special events such as inter squad scrimmages, fundraisers, homecoming game, and banquets are some, but not all, of the items that may be in your lesson plan. Remember that your school is not the only school the media has to cover. Your school is more likely to receive adequate coverage, if the media has adequate time to plan for your specific events.

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# Employee Handbook Modifications

## Section 1.3.14 Emergency School Closures

### 1.3.14 Emergency School Closures

To the extent possible, the daily operations of the school district will continue, through the use of technology during an Emergency School Closure. Although individual school or district buildings may be closed to students and or the community, District staff will be expected to perform their job responsibilities either on-site or remotely. In the event a position's responsibilities are not conducive to being performed remotely, the supervisor of that position will communicate expectations for Emergency School Closure days to affected employees. During an Emergency School Closure, specifically identified positions may be required to physically report to the District. In these instances, supervisors will contact employees to inform them of the expectation. Identified positions which may be required to physically report include:

- Buildings and Grounds (including School Year Custodians)
- Administration Building Secretary
- Directors
- Principals/Designee
- Executive and Administrative Assistants
- Executive Directors
- First Cooks
- Kitchen Managers
- Superintendent of Schools

#### School Year Staff Expectations During Emergency School Closures

Employee Group	Additional instructional minutes remain in the school year calendar to account for the Emergency School Closure	Additional instructional minutes do not exist in the school year calendar to account for the Emergency School Closure
Specifically Identified Positions	Work on-site	Work on-site
Certified	Virtual Learning Day	Virtual Teaching Day
School Year Hourly	Virtual Learning Day	Virtual School/Work Day
School Year Non-Affiliated	Virtual Learning Day	Virtual Teaching Day
12 Month Hourly	Work on-site or remotely	Work on-site or remotely
12 Month Non-Affiliated	Work on-site or remotely	Work on-site or remotely
Food & Nutrition	Work on-site or remotely	Work on-site or remotely

\*Virtual Learning Day = staff engage in virtual professional development, team collaboration, and instructional planning



## Employee Handbook Modifications

### Section 1.3.14 Emergency School Closures

#### Accounting for Time Worked During Emergency School Closures

To determine if the Emergency School Closure is a paid day, each staff member should utilize the following process:

Does the position the staff member holds have work to do on the Closure day?

• If yes:

- Determine with supervisor if the work can be done remotely or on site
- If the staff member elects to not do the work, they account for the absence as appropriate in the District's absence management system.

• If no:

- The staff member can use a paid leave day (personal or vacation) to account for the day or take a day without pay.

#### NEW LANGUAGE BELOW

#### Emergency School Closure

The expectations for staff during an Emergency School Closure vary depending upon the amount of instructional minutes remaining in the school year calendar. All staff positions and expectations during an Emergency School Closure are identified below.

Instructional Minutes	Student Expectations	Staff Expectations
If additional instructional minutes remain in the school year calendar:	Students <b>will not</b> have school.	Staff <b>will engage</b> in Virtual Professional Learning —which may include collaboration, instructional planning, coaching, mentoring, or training.
If additional instructional minutes <b>do not</b> exist to account for school closure:	Students <b>will engage</b> in virtual learning.	Staff <b>will engage</b> in Virtual Instruction.

#### Virtual Professional Learning Days

On Virtual Professional Learning Days, principals may direct the work of staff for the equivalent of a full workday. When direction is not provided, school staff are expected to work within the guidelines outlined below:

Staff Member	Expectations
Principals and TOSA's	<b>Principals (or a designee):</b> <ul style="list-style-type: none"><li>• Are expected to ensure the safety of students who may show up during the first hour of school.</li><li>• Should be prepared to assign responsibilities to hourly staff who choose to work on this day.</li><li>• Are expected to engage their staff in professional learning, equivalent to a full school day. Professional learning may be flexible, for example, outside normal school hours, but on the same day.</li><li>• May work remotely if they can effectively implement the expectations.</li></ul>
Certified Staff	<b>Certified staff:</b> <ul style="list-style-type: none"><li>• May report to school or work remotely.</li></ul>

## Employee Handbook Modifications

### Section 1.3.14 Emergency School Closures

	<ul style="list-style-type: none"> <li>Are expected to engage in professional learning directed by the principal equivalent to a full school day.</li> </ul> <p><i>Times not directed by the principal may be flexible; for example, they occur outside normal school hours, but should occur on the same day.</i></p>
<b>Hourly Staff</b> (School Year & 12 - Month)	<b>Hourly staff will:</b> <ul style="list-style-type: none"> <li>Report to school or work remotely on a Virtual Professional Learning Day.</li> <li>Receive direction from their principal/supervisor on professional development opportunities or responsibilities to be completed throughout the day.</li> </ul>
<b>Food and Nutrition Staff</b>	<p>Food and Nutrition staff hold unique positions in which the regular duties of the position are only needed when students are present.</p> <p><b>Food and Nutrition staff:</b></p> <ul style="list-style-type: none"> <li>May choose to work on a Virtual Professional Learning Day and will receive direction from their supervisor/director via email regarding work opportunities.</li> <li>May choose to take all or part of a personal day.</li> </ul> <p><i>Staff who don't have access to email should arrange in advance with the supervisor/director regarding this communication.</i></p>
<b>Building and Grounds Staff</b>	<p><b>Buildings and Grounds staff will:</b></p> <ul style="list-style-type: none"> <li>Physically report to work unless otherwise directed by their immediate supervisor.</li> </ul>

### Virtual Instructional Days

When additional instructional minutes are not available to cover emergency school closures, the District will pivot to virtual instruction for any subsequent school closures. This will vary based on level: early learning, elementary, and secondary. All school year staff may report to school or work remotely unless otherwise specified below. In the event a position's responsibilities are not conducive to being performed remotely, the supervisor of that position will communicate expectations to affected employees. When engaging in virtual instruction, staff are expected to work within the expectations specified below:

Staff Member	Expectations
<b>Principals and TOSA's</b>	<p><b>Principals (or a designee)</b></p> <ul style="list-style-type: none"> <li>Are expected to ensure the safety of students who may show up during the first hour of school.</li> <li>Should be prepared to assist with assigning responsibilities to hourly staff.</li> <li>Are expected to conduct regular administrative duties during Virtual Instruction.</li> <li>Should be available, if a family would want to schedule an appointment during one of these days.</li> <li>May work remotely if they can effectively implement the expectations.</li> </ul> <p><b>Designee:</b> Principal, Assistant Principal, Teacher on Special Assignment (TOSA), Administrative Assistant, Counselor</p> <p><b>Virtual Work Expectations:</b></p> <ul style="list-style-type: none"> <li>Remain connected</li> <li>Attend all scheduled meetings via Teams</li> <li>Be available during normal working hours via phone and email. If unavailable, put on your "out of office" message while away from your workspace.</li> </ul>

## Employee Handbook Modifications

### Section 1.3.14 Emergency School Closures

Virtual Instruction Expectations by Position	
Staff Member	Expectations
<b>Certified Teaching Staff</b>	<p><b>Staff will:</b></p> <ul style="list-style-type: none"> <li>Post a message for students/families in Skyward, Canvas, or SeeSaw prior to the start of the school day which outlines the learning expectations for the day and includes a class/course Teams link.</li> <li>Follow the same daily schedule as on a typical school day.</li> <li>Post asynchronous learning materials in Canvas or SeeSaw.</li> <li>Staff may elect to provide synchronous lessons during the regularly scheduled class period for students to participate. Synchronous lessons must be recorded so that students that are unable to engage in the lesson can view later.</li> <li>Take attendance by student participation in the required course work.</li> <li>Be available to students through an open Teams call for questions or support throughout the entire class period.</li> <li>Elementary: Schedule a Morning Meeting as part of your schedule and communicate time to students/families. Staff will call any student/families who do not attend the Morning Meeting.</li> </ul> <p><b>Students will:</b></p> <ul style="list-style-type: none"> <li>Log into school email or Canvas/SeeSaw to view communications from teachers.</li> <li>Follow the same daily schedule as on a typical school day.</li> <li>Engage in virtual learning as communicated through Canvas or SeeSaw and/or Teams.</li> <li>Participate in required course work to be marked present.</li> <li>Join the class/course Teams call during your regularly scheduled class period for support or questions as directed by the teacher.</li> </ul>
<b>Coaches</b> (Instructional, Literacy, SEL, TAG)	<p><b>Coaches will:</b></p> <ul style="list-style-type: none"> <li>Follow your schedule for the day as much as possible in the virtual environment (coaching cycles, data reviews, team meetings, professional learning planning).</li> <li>Follow direction from your principal.</li> </ul>
<b>Interventionists</b> (Reading, Math, SEL, Behavior, Academic, Social Emotional & Academic, Social Emotional & Behavioral)	<p><b>Interventionists will:</b></p> <ul style="list-style-type: none"> <li>Follow your schedule for the day as much as possible in the virtual environment.</li> <li>See expectations for certified staff as above and follow when applicable.</li> <li>Follow directions from your principal.</li> </ul>
<b>Pupil Services</b> (Social Workers, Counselors, School Psychologists)	<p><b>Pupil Services staff will:</b></p> <ul style="list-style-type: none"> <li>Follow your schedule for the day as much as possible in the virtual environment (team meetings, family meetings, student check-ins, county connections).</li> <li>Follow directions from your principal.</li> </ul>
<b>Certified Special Education Staff</b> (Special Education Teachers, Adapted PE, Speech and Language Pathologists, Occupational and Physical Therapists)	<p><b>Certified Special Education staff will:</b></p> <ul style="list-style-type: none"> <li>Deliver special education services as indicated in the IEP per the contingency plan for virtual learning.</li> <li>Maintain same daily/weekly schedule as much as possible in order to meet the needs of students.</li> <li>When a student has replacement of all minutes of a general education class (pull out), special education teachers will follow the same expectations outlined above for certified instructional staff. Please adjust as needed for students with significant intellectual disabilities and/or students in cluster sites.</li> </ul>

## Employee Handbook Modifications

### Section 1.3.14 Emergency School Closures

	<ul style="list-style-type: none"> <li>Give direction to special education assistants as to the supports/services students need in a virtual environment.</li> </ul> <p><b>Itinerant service providers may:</b> Continue to provide in-person services at daycares or in homes if it is safe to do so at any point during the day.</p>
<b>Special Education Assistant</b> <i>(All Levels)</i>	<p><b>SEAs will:</b></p> <ul style="list-style-type: none"> <li>Support identified students under the direction of the special education teachers and/or principal.</li> <li>Utilize District tools: Canvas, Seesaw, Microsoft Teams.</li> <li>Attend staff meetings via Microsoft Teams as needed.</li> </ul>
<b>Health Care Assistant</b> <i>(All Levels)</i>	<p><b>HCA's will:</b></p> <ul style="list-style-type: none"> <li>Support identified students under the direction of the special education teachers and/or principal.</li> <li>Utilize District tools: Canvas, Seesaw, Microsoft Teams.</li> <li>Attend staff meetings via Microsoft Teams as needed.</li> </ul>
<b>General School Assistant</b> <i>(Elementary Only)</i>	<p><b>GSAs will:</b></p> <ul style="list-style-type: none"> <li>Assign aide to grade level(s) to support the teachers.</li> <li>Check ins with students as directed by teacher or principal.</li> <li>Utilize District tools: Canvas, Seesaw, Microsoft Teams.</li> <li>Attend staff meetings via Microsoft Teams as needed.</li> <li>Conduct other duties assigned at the discretion of the supervisor.</li> </ul>
<b>Bilingual Education Assistant</b> <i>(All Levels)</i>	<p><b>BEAs will:</b></p> <ul style="list-style-type: none"> <li>Support identified students under the guidance of the EL teachers and Teaching and Learning – EL program and communication support.</li> <li>Utilize District tools: Canvas, Seesaw, Microsoft Teams.</li> <li>Attend staff meetings via Microsoft Teams as needed.</li> <li>Conduct other duties assigned at the discretion of the supervisor.</li> </ul>
<b>Medical School Assistant</b> <i>(All Levels)</i>	<p><b>MSAs will:</b></p> <ul style="list-style-type: none"> <li>Collaborate with school nurses to communicate with families and maintain/complete health related supports/billing.</li> <li>Utilize District tools: Canvas, Seesaw, Microsoft Teams.</li> <li>Attend staff meetings via Microsoft Teams as needed.</li> <li>Conduct other duties assigned at the discretion of the supervisor.</li> </ul>
<b>Deaf &amp; Hard of Hearing Interpreter</b> <i>(All Levels)</i>	<p><b>DHH Interpreters will:</b></p> <ul style="list-style-type: none"> <li>Support identified students under the direction of the general or special education teachers and/or principal.</li> <li>Utilize District tools: Canvas, Seesaw, Microsoft Teams.</li> <li>Attend staff meetings via Microsoft Teams as needed.</li> </ul>
<b>Head Start Classroom Assistant</b>	<p><b>Head Start Classroom Assistants will:</b></p> <ul style="list-style-type: none"> <li>Engage in the building meetings and professional development.</li> <li>Collaborate with their assigned classroom teacher.</li> </ul>
<b>Secretary, Secondary Office Assistant, Registrar &amp; Finance Secretary</b>	<p><b>Secretaries, Secondary Office Assistants, Registrars, and Finance Secretaries will:</b></p> <ul style="list-style-type: none"> <li>Continue with regular responsibilities.</li> <li>Conduct other duties assigned at the discretion of the supervisor.</li> </ul>
<b>Instructional Media &amp; Technology Clerk</b>	<p><b>Instructional Media &amp; Technology Clerks will:</b></p> <ul style="list-style-type: none"> <li>Conduct additional technology assignments- imaging devices, problem solving, distribution of devices/ hot spots.</li> </ul>

## Employee Handbook Modifications

### Section 1.3.14 Emergency School Closures

<i>(All Level)</i>	<ul style="list-style-type: none"> <li>Support teachers, along with Media &amp; Technology Integration Specialist, learning and utilizing the technology tools and resources that are available.</li> <li>Conduct District-level assignments regarding copy center and technology.</li> <li>Conduct other duties assigned at the discretion of the supervisor.</li> </ul>
<b>Athletic Assistant</b> <i>(HS Only)</i>	<b>Athletic Assistants will:</b> <ul style="list-style-type: none"> <li>Collaborate with Athletic Directors to determine practice and game cancelations.</li> <li>Continue with scheduling, modifying, and cancelling sporting events and activities.</li> <li>Conduct other duties assigned at the discretion of the supervisor.</li> </ul>
<b>Skill Center Assistant</b> <i>(HS Only)</i>	<b>Skill Center Assistants will:</b> <ul style="list-style-type: none"> <li>Set up schedules with students for Team meetings.</li> <li>Assist with homework.</li> <li>Provide email reminders to students with missing work.</li> <li>Conduct other duties assigned at the discretion of the supervisor.</li> </ul>
<b>Partnership Coordinator</b> <i>(All Levels)</i>  <b>and</b>  <b>Family Services Facilitator</b> <i>(PreK)</i>	<b>Partnership Coordinators and Family Services Facilitators will:</b> <ul style="list-style-type: none"> <li>Develop a schedule with Principal based on the following responsibilities: <ul style="list-style-type: none"> <li>Work with the school secretary for family communications.</li> <li>Work in collaboration with counselor(s) and social worker to support families with other needs (food security, access to clothing, school supplies, etc.)</li> <li>Stay in contact with community organizations and relay information to building staff and families.</li> <li>Conduct other duties assigned at the discretion of the supervisor.</li> </ul> </li> </ul>
<b>Building and Grounds Staff</b>	<b>Buildings and Grounds staff will:</b> <ul style="list-style-type: none"> <li>Physically report to work unless otherwise directed by their immediate supervisor.</li> </ul>
<b>Food Service</b>	<b>Food and Nutrition staff:</b> <ul style="list-style-type: none"> <li>May choose to work on a Virtual Learning or Instruction Day and will receive direction from their supervisor/director via email regarding work opportunities.</li> <li>Who do not have access to email should arrange in advance with the supervisor/director regarding this communication.</li> <li>May also choose to take all or part of a personal day.</li> </ul> <p><i>Food and Nutrition staff hold unique positions in which the regular duties of the position are only needed when students are present.</i></p>

#### Late Start/Two-Hour Delay

In instances where an Emergency School Closure is only necessary for a short period of time before students are able to resume a normal school day, a Late Start/Two-Hour Delay may be utilized. All staff positions and expectations during a Late Start/Two-Hour Delay are identified below.

Staff Member	Expectations
<b>Principals and TOSA's</b>	<b>Principals (or a designee):</b> <ul style="list-style-type: none"> <li>Are expected to ensure the safety of students who may show up during the first hour of school.</li> <li>Should be prepared to assign responsibilities to hourly staff who choose to work on this time.</li> </ul> <b>Designee:</b> Principal, Assistant Principal, Teacher on Special Assignment (TOSA), Administrative Assistant, Counselor

## Employee Handbook Modifications

### Section 1.3.14 Emergency School Closures

<b>Hourly Staff</b> <i>(Staff who report primary working hours in TimeCard Online)</i>	<b>Hourly Staff:</b> <ul style="list-style-type: none"> <li>To be paid correctly on the Two-Hour Delay day should communicate with their supervisor as to how they will work their hours on that day or work their total hours within the same week.</li> </ul>
<b>Building and Grounds Staff</b>	<b>Buildings and Grounds staff:</b> <ul style="list-style-type: none"> <li>Physically report to work unless otherwise directed by their immediate supervisor.</li> </ul>
<b>All Other Staff</b>	<b>All Other Staff:</b> <ul style="list-style-type: none"> <li>Should report no later than two hours after their regularly scheduled start time.</li> </ul>

### Sick & Personal Time

The Employee Handbook Section 1.11 Sick Leave and Section 1.14 Personal Leave, reference the applicable use of paid time off and apply to **Virtual Professional Learning Days** and **Virtual Instruction Days**. The criteria for utilization of a paid sick day and the process for requesting and receiving approval or a personal day is listed below. In most instances, a personal day requires a 10-day advanced notice. In instances of an emergency or extenuating circumstances in which the advanced notice may be waived, the request requires authorization by both the immediate supervisor as well as human resources.

Type of Leave	Leave Details
<b>Sick Leave Use</b> <i>Section 1.11.02</i>	<ul style="list-style-type: none"> <li>Sick leave shall be paid for any absence from work due to:</li> <li>Personal illness, injury, or serious health condition of the employee</li> <li>Employees may use sick leave for the first three waiting period days for a Worker's Compensation injury unless the anticipated lost time is ten (10) days or greater.</li> <li>Illness, injury or serious health condition of an employee's child, spouse/registered domestic partner, or parent</li> <li>Medical or dental appointments for the employee and/or child that cannot be scheduled outside of the employee's regularly scheduled work hours. The absences should only be for the time normally taken to complete the appointment and return to work.</li> </ul>
<b>Personal Leave Request Procedures</b> <i>Section 1.14.02</i>	<ul style="list-style-type: none"> <li>Request for personal leave shall be submitted to the supervisor for approval through the designated absence reporting system at least ten (10) days prior to the date requested for such leave.</li> <li>In the event of an emergency or of extenuating circumstances, the ten (10) day notification requirement may be waived. In such cases, however, the employee shall contact their supervisor no later than 6:00 a.m. to indicate the need for the personal day. In these situations, the supervisor shall only approve the personal day if a substitute is available. If a substitute is unavailable and the employee does not report to work, the absence will be a payroll deduction.</li> </ul>
<b>Personal Leave Day Restrictions</b> <i>Section 1.14.03</i>	<p>There are several exceptions to Personal Leave use that require approval by both the supervisor and Executive Director of Human Resources and/or their designee in the case of unique events:</p> <ul style="list-style-type: none"> <li>The first ten (10) and last ten (10) days of student contact.</li> <li>Family-teacher conferences or professional learning days.</li> <li>The day before and/or the day after a school break. Note: Up to forty (40) total staff that require a substitute.</li> <li>When entering personal leave days during these instances, please identify them as restricted-personal in the absence management system, which will initiate the approval process. Personal leave may not be approved if a substitute is required but is</li> </ul>

## Employee Handbook Modifications

### Section 1.3.14 Emergency School Closures

	<p>not available.</p> <ul style="list-style-type: none"> <li>The Employee Handbook can be accessed here:  <a href="https://ecasd.us/District/Departments/Human-Resources/Employee-Handbook">ecasd.us/District/Departments/Human-Resources/Employee-Handbook</a> </li> </ul>
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### Pay Information

Staff Member	Expectations
<b>Salaried Staff</b> <i>(Staff who do not report primary working hours in TimeCard Online)</i>	<ul style="list-style-type: none"> <li><b>Salaried Staff</b> to be paid correctly on the emergency school closure day should communicate with their supervisor to complete the required duties on that day.</li> <li><b>Salaried Staff</b> who have missed time from work should account for that using the appropriate leave balance, and approval process, where applicable as detailed above.</li> </ul>
<b>Hourly Staff</b> <i>(Staff who report primary working hours in TimeCard Online)</i>	<ul style="list-style-type: none"> <li><b>Hourly Staff</b> to be paid correctly on the emergency school closure day should communicate with their supervisor as to how they will work their hours on that day or work their total hours within the same week.</li> <li><b>Hourly Staff</b> should enter the time worked into Timecard Online as regular hours and the payroll department will ensure staff are paid correctly.</li> </ul>

### END NEW LANGUAGE

### Late Start/Two-Hour Delay – School Day Changes

In the event of a two-hour delay, Emergency School Closure Report Positions should report to work as close to their regularly scheduled start times as it is safe to do so. All other staff should report two hours after their regularly scheduled start time. In the event the District must change this expectation due to excessive closures and/or delays, staff will be notified of modified expectations.

When a two-hour delay is announced, the following changes will be made to the school day:

- Buses will run two hours after their normal schedule
- Buildings will begin classes two hours after the normal start time
- Cold breakfast will be served at all schools
- School lunch will be at or around the normal time
- All morning and afternoon District Early Learning Programs (Head Start, Early Learning & EC4T) will be cancelled

### Staff Who Serve More Than One Building

School closings or **delayed openings** **late starts** due to inclement weather or mechanical difficulties present special problems for staff who serve more than one building. If a building that a staff member serves is closed during their scheduled day/time in that building, the staff member should report to their other building(s).



## Employee Handbook Modifications

### Section 1.3.14 Emergency School Closures

#### Early Release – Staff Dismissal

In the event of an early release due to inclement weather or mechanical difficulties, all school building staff affected are expected to remain 30 minutes past the building's student dismissal time. Affected staff located in non-school buildings are expected to remain 30 minutes past the latest student dismissal time. Departure time for positions identified as critical to the operations of the District in these situations will be determined on a case by case basis.

The following links were updated in the Employee Handbook to reflect the transition to Neola policies.

## **Part I – Provisions Applicable to All Staff**

### **Section 2 – Employment Law**

#### **I.2.01 Equal Opportunity**

Please refer to Equal Employment Opportunity in the following District policy: [Board Docs 511](#).

Please refer to Nondiscrimination and Equal Employment Opportunity in the following District policies: [Board Doc 1422](#), [Board Doc 3122](#), and [Board Doc 4122](#).

#### **I.2.03 Equal Opportunity Complaints**

Please refer to Employee Discrimination Complaint Procedures in the following District policy: [Board Docs 511 Rule](#).

Please refer to the Complaint Procedure in the in the following Nondiscrimination and Equal Employment Opportunity District policies: [Board Doc 1422](#), [Board Doc 3122](#), and [Board Doc 4122](#).

#### **I.2.07 Harassment and Bullying**

Please refer to the Complaint Form in the following District policies: [Board Docs 511 & 512 Exhibit](#).

Please refer to the Complaint Procedure in the following Employee Anti-Harassment District policy: [Board Doc 1662](#).

### **Section 3 – General Employment Practices and Expectations**

#### **I.3.06 Child Abuse/Neglect/Trafficking Reporting**

Please refer to Identifying and Reporting Child Abuse/Neglect/Trafficking in the following District policies: [Board Doc 454](#) and [Board Doc 454 Rule](#).

Please refer to Child Abuse and Neglect in the following District policy: [Board Doc 8462](#).

#### **I.3.12 Authorized Use of School-Owned Equipment**

Please refer to the following District policy for additional information: [Board Doc 742](#).

Please refer to Lending of District-Owned Equipment in the following District policy: [Board Doc 7530](#).

#### **I.3.13 Drug, Alcohol, and Tobacco-Free Workplace**

Please refer to the following District policy for additional information: [Board Docs 522.1](#).

Please refer to Drug-Free Workplace in the following District policy: [Board Doc 3122.01](#).

#### **I.3.18 Fraud Prevention and Reporting**

Please refer to Fraud Prevention and Reporting in the following District policy: [Board Docs 665](#).

Please refer to Fraud in the following District policy: [Board Doc 8900](#).

### **1.3.20 Gifts and Sale of Goods and Services**

Please refer to the following District policies: [Board Docs 840 Rule](#), [Board Docs 525](#), and [Board Docs 674](#).

Please refer to Staff Gifts in the following District policy: [Board Doc 3214](#), Crowdfunding in the following District policy: [Board Doc 6605](#) and Gifts, Grants, and Bequests in the following District policy: [Board Doc 7230](#).

### **1.3.22 Operators of District Vehicles and/or Mobile Equipment, Drivers on Behalf of the District, and Persons Who Receive Travel Reimbursement**

All transportation will be done in accordance with District's travel policy. Please refer to [Board Docs 537-1](#).

All transportation will be done in accordance with District's travel policy. Please refer to Job-Related Expenses in the following District policies: [Board Doc 3440](#) and [Board Doc 4440](#).

### **1.3.24 Personal Appearance/Staff Dress Code**

Please refer to Staff Attire in the following District policy: [Board Docs 521 Rule](#).

Please refer to Dress and Grooming in the following District policy: [Board Doc 5511](#).

## **Section 16 – Uniformed Services Leave**

### **1.16.01 Uniformed Services Leave of Absence**

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law, state law, [District policy 532.41](#), and this Handbook.

Please refer to Employee Leaves in the following District policies: [Board Docs 3431](#) and [Board Docs 4431](#).

## **Part IV – Staff With Individual Contracts Under §118.24, Wis. Stats., Executive, Administrative, and Academic Administrative Employees**

## **Section 4 – Administrative Evaluation**

### **4.4.03 Evaluators**

Please refer to Staff Evaluations in the following District policy: [Board Docs 226](#).

Please refer to Staff Evaluation and Educator Effectiveness in the following District policy: [Board Doc 3220](#).

# Part VI – Athletic Coaching Staff

## Section I – Introduction

### 6.1.08 Facility Use and Reservations

All coaches are responsible for abiding by District Policy 830 – Use of School Facilities <http://go.boarddocs.com/wi/ecasd/Board.nsf/goto?open&id=BJGMTX5B72F6> and 830 Exhibit(1) – Facility Use for ECASD Events <http://go.boarddocs.com/wi/ecasd/Board.nsf/goto?open&id=BZ6P4A62C4C0>.

All coaches are responsible for abiding by District Policy 7510 – Use of District Facilities. Please refer to [Board Doc 7510](#) for more information.

### 6.1.18 Fundraising

A fundraiser is any activity which is used to seek gifts and/or materials (gifts in kind) in support of an organization or for a charitable purpose. All fundraising must abide by Board Policies [374](#) and [674](#).

Please refer to Student Fund-Raising in the following District policy: [Board Doc 5830](#) and Crowdfunding in the following District policy: [Board Doc 6605](#).