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## **DRUG-FREE WORKPLACE**

The School District of Weyauwega-Fremont is committed to maintaining an alcohol and drug-free workplace. Employees are expected to work free of the effects of non-prescribed mood-altering drugs. Therefore, the following actions shall be strictly prohibited by employees in the district:

- a. The manufacture, distribution, dispensing, selling or intent to sell, possession, use or transfer of alcohol, drugs, paraphernalia or controlled substances, except as prescribed for the individual by a licensed physician, dentist or podiatrist, on school premises, in district-owned vehicles or while involved in school-sponsored activities.
- b. Being under the influence of alcohol or non-prescribed mood-altering drugs while on school property or while involved in any school-sponsored activity.

This policy does not apply to the legal consumption of alcohol by employees or other adults at activities or events such as staff social gatherings held off school property.

All employees shall be expected to abide by provisions of this policy. In addition, employees engaged in the performance of a grant received directly from the federal government shall notify the District Administrator of any criminal drug statute conviction occurring in the workplace within five (5) days of such a conviction. The District Administrator shall notify the appropriate federal agency of the conviction.

Any employee who violates this policy shall be subject to disciplinary action in accordance with provisions of the current employee agreement or other procedures established by the Board. Law enforcement officials will also be contacted. Violation of this policy may lead to the dismissal of the employee.

This policy shall be available in the official School Board Policy Manual and shall be published in the staff handbooks.

LEGAL REFERENCE: Section 11.31, 125.09 WI Stats Chapter 161  
Drug-Free Workplace Act of 1988

APPROVED: March 9, 1999

REVIEWED: March 23, 2015

## **PROFESSIONAL STAFF RECRUITING/HIRING**

The School District of Weyauwega-Fremont Board of Education is committed to securing the best personnel available for all professional positions. While the Board cannot waive its responsibility to employ professional staff it assigns the responsibility for staff member recruitment to the administrative staff. It is the responsibility of the administrative staff to recruit and recommend the best available candidate for professional staff positions. Professional staff shall be contracted by the Board of Education, upon recommendation of the District Administrator.

All professional staff members shall possess the proper certification credentials required by the Department of Public Instruction (DPI). Persons recommended for employment shall meet the qualifications established by law for the type of position for which the recommendation is made and be able to perform the essential functions of the job. Candidate's competencies, credentials and references shall be verified prior to a recommendation to the Board. It is the policy of the Board that the best qualified candidate available shall be offered the position.

The Board or its designated committee shall be involved in the recruitment, screening and interviewing of candidates for full-time administrative positions.

Selection of professional staff shall be made without regard to the candidate's age, race, sex or sexual orientation, marital status, handicap, creed, political affiliation, national origin, ancestry, color, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, or any other reasons prohibited by state or federal law.

When a vacancy occurs which extends the recruitment period beyond the beginning of school or the starting date of the position, a certified substitute teacher may be employed until the selection process is completed.

In the case of summer school and other temporary contract professional staff hiring, some of the provisions set forth above may be waived by the District Administrator/designee.

Board of Education members or Personnel Committee members may participate in this process at any time.

Legal Reference: WI Stats 111.31-111.395; 118.19-118.20,  
118.195; 118.24; 120.12(1);  
121.02(1) (a) & (q)  
PI 3, Wisconsin Administrative Code  
PI 8.01(2) (q)

APPROVED: March 9, 1999

REVIEWED: March 23, 2015

## EMPLOYEE STANDARDS OF CONDUCT (RULES)

A violation of one of the following rules may lead to a disciplinary warning, suspension, or discharge depending on the seriousness of the offense, prior work record of the employee, and frequency of the occurrence.

An employee who commits an act that is offensive to the rules of common sense or decency, or an act, which violates a District rule, will be disciplined. The nature of the discipline will depend upon the violation and surrounding circumstances (see DISCIPLINE).

The following is a partial list of reasons for discipline:

1. Failure or refusal to carry out the instructions or orders of the Supervisor.
2. Insubordination (failure to accord proper action to proper authority)
3. Substandard job performance (consisting of poor work quality or poor work quantity).
4. Reporting for work, being on District property, or being on District time while under the influence of or in the possession of intoxicating beverages/ or while under the influence of or possession of marijuana, narcotics, or harmful drugs of any nature. This also includes appearing for work in a condition, which is not conducive to production, harmonious relationships, and alert participation in the normal activities of the job.
5. Instigating, advising, counseling, suggesting or encouraging any other employee to engage in an illegal slowdown or work stoppage or any other type of interference with work schedules or procedures.
6. Excessive or habitual absenteeism or tardiness, including failure to call in [If you are absent from work for two (2) consecutive work days without notifying your supervisor, you will be deemed to have quit].
7. Leaving your job during work hours without prior authorization of the Supervisor.
8. Posting any material on bulleting boards, buses, or on District premises without prior approval. (Note: Union Members can post Union material in designated areas of bulletin boards without prior approval.)
9. Posting obscene material, use of abusive, foul or obscene language while on District property or time.
10. Theft, damage or defacing or destroying District property, or the property of others on District premises.
11. Falsification of any District reports or records (including time sheets, maintenance reports, absences and illness reports, time sheets, driver applications, driving records, etc.).
12. Gambling on District property.
13. Disorderly conduct on District time or premises, including fighting and reckless behavior.
14. Possession of weapons on District premises or buses.
15. Threat of violence or violence to another person.
16. Defacing or destroying District property, including careless use or misuse of any tools, buses, or equipment including radios.

17. Conducting personal business on District premises or buses during working time.
18. Failure to meet scheduled times of arrival at destination or failure to maintain schedule route times.
19. Deliberately driving unnecessary mileage or using buses for personal errands, and adding mileage to District vehicles or using District equipment for personal use.
20. Failure to keep District vehicles in a neat and orderly manner.
21. Harassment of others.
22. Use of tobacco products (smoking and chewing) not allowed in or on School District property and/or equipment.
23. Violation of Internet Policy.
24. Violation of any Board policies.
25. Violation of local, state, and federal laws deemed applicable.
26. Wearing clothes that are questionable morally, sets a bad standard or reflects upon the reputation of the school district.

## **EMPLOYEE DISCIPLINE POLICY AND PROCEDURE**

The framework of employee-employer relationships at the School District of Weyauwega-Fremont involves:

1. Telling employees what is expected of them in the way of work performance and conduct on the job.
2. Telling employees how they are performing regarding those expectations.
3. Treating employees fairly and impartially.
4. Treating employees on the basis of facts rather than opinions and assumptions.

The School District of Weyauwega-Fremont considers employee discipline a matter of management right or prerogative and we consider it a serious responsibility. It is a necessary part of managing the District so that employees can be treated fairly and work safely and efficiently.

At the Weyauwega-Fremont School District, the term discipline is not used in a threatening or punitive sense. When we use the word "discipline," we are thinking of corrective action and willing cooperation. We like to think of it as teaching employees to work safely and to follow reasonable, practical rules. Punishment is a last resort in discipline. It is used when other corrective measures have failed. Our rules apply only to actions affecting the safe, proper operation of our District, our equipment, our office and your performance of a job. The rules are intended to be consistently applied to all.

The violation of District rules (See Standards of Conduct this section) will result in disciplinary action. In some cases, the action may result in a discharge. There is no exact formula for establishing disciplinary action, but four (4) important factors will be considered in all cases:

1. The seriousness of the offense.
2. The employee's past record.
3. Circumstances surrounding the particular case.
4. District case history in similar incidents.

When a rule has been violated, warranting corrective action, the Supervisor may begin any of the steps listed below based on the seriousness of the offense(s).

We have five (5) types of disciplinary action:

1. FOREWARNING
2. VERBAL WARNING (Recorded) – For minor infractions and offenses. If this does not correct the situation within a reasonable length of time, the supervisor will take sterner measures.
3. MINOR WRITTEN WARNING – This warning and the verbal warning (RECORDED) become part of the employee's personnel file.
4. MAJOR WRITTEN WARNING – A written warning for a major infraction and offense or for a second minor offense or infraction (including the possibility of up to a three (3) day suspension without pay).
5. DISCHARGE – This is the final action and is taken when a written warning did not work or where an employee has committed a serious infraction(s) of the rules.

Any three (3) infractions serious enough to cause a written warning will be considered the basis for discharge, even though these infractions are not necessarily related or signify a repetition of the same offense.

LEGAL REFERENCE: WI Stats 103.24, 115.31

APPROVED: August 14, 2001

REVISED: March 23, 2004

REVIEWED: March 23, 2015

## CONFLICT OF INTEREST

School district employees shall hold the public trust through impartial and responsible public service.

No school district employee shall use his/her office or position for personal financial gain or the financial gain of his/her family.

An employee shall not engage in business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence or judgment or action in the performance of his/her official duties.

Employees shall not use or disclose privileged information gained in the course of or by reason of their official position or activities.

All employees will comply with provisions of the Wisconsin Code of Ethics for Public Officials and Employees. Copies of the Code of Ethics will be posted in each building.

LEGAL REF:           Wisconsin Statutes – Sections: 19.59 (1)  
  946.12 (2) (a)  
  943.13

APPROVED:           July 16, 2002

REVIEWED:          March 23, 2015

## **E-MAIL ACCEPTABLE USE POLICY**

E-mail is a critical mechanism for staff communications at the School District of Weyauwega-Fremont (hereafter known as the District). However, use of the District's electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of the District.

The objectives of this policy are to outline appropriate and inappropriate use of the District's e-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable laws, board policies, and district procedures.

### **Scope**

This policy applies to all e-mail systems and services owned by the District, all e-mail account users/holders at the District (both temporary and permanent), and all district e-mail records.

### **Account Activation/Termination**

E-mail access at the District is controlled through individual accounts and passwords. Each user of the District's e-mail system is required to read and sign a copy of this "E-Mail Acceptable Use Policy" prior to receiving an e-mail access account and password. It is the responsibility of the employee to protect the confidentiality of his or her account and password information.

All employees of the District will receive an e-mail account. E-mail accounts will be granted to third party non-employees on a case-by-case basis. Individuals that may be eligible for access include:

- Substitute Teachers
- Student Teacher Interns

Applications for these temporary accounts must be submitted to the district office. All terms, conditions, and restrictions governing e-mail use must be in a written and signed agreement.

E-mail access will be terminated when the employee or third party terminates their association with the District, unless other arrangements are made. The District is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of employment has ceased.

### **General Expectations of End Users**

The District often delivers official communications via e-mail. As a result, employees of the District with e-mail accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important District announcements and updates, as well as for fulfilling District and role-oriented tasks.



E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to unsubscribe from the list, and is responsible for doing so in the event that their current e-mail address changes.

E-mail users are expected to remember that e-mail sent from the district's e-mail accounts reflects on the District. Please comply with normal standards of professional and personal courtesy and conduct.

### **Appropriate Use**

Employees of the District are encouraged to use e-mail to further the goals and objectives of the District. The types of activities that are encouraged include:

- Communicating with fellow employees, and parents within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

### **Inappropriate Use**

The District's e-mail systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g. e-mailing large attachments instead of pointing to a location on a shared drive). Individual e-mail use will not interfere with others' use and enjoyment of the District's e-mail system and services. E-mail use at the District will comply with all applicable laws and all district policies.

The following activities are deemed inappropriate uses of the District's systems and services and are prohibited:

- Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Use of e-mail in any way that violates the district's policies, procedures, or administrative orders.
- Viewing, copying, altering, or deletion of e-mail accounts or files belonging to the District or another individual without authorized permission.
- Sending of unreasonably large e-mail attachments. The total size of an individual e-mail message sent (including attachment) should be 20,000 KB's or less.
- Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.

- Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.
- Excessive personal use of the District's e-mail resources. The District allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any class/district activity, or consume more than a trivial amount of resources. The District prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-district activity, political campaigning, dissemination of chain letters, and use by non-employees.

### **Monitoring and Confidentiality**

The e-mail systems and services used at District are property of the District. This gives the District the right to monitor any and all e-mail traffic passing through its e-mail system. This monitoring may include, but is not limited to, inadvertent reading by IT staff during the normal course of managing the e-mail system, review by the legal team during the e-mail discovery phase of litigation, observation by administration/supervisor in cases of suspected abuse or to monitor employee efficiency.

In addition, archival and backup copies of e-mail messages may exist, despite end-user deletion, in compliance with the district's records retention procedure. The goals of these backup and archiving procedures are to ensure system reliability, prevent district data loss, meet regulatory and litigation needs, and to provide district intelligence.

Backup copies exist primarily to restore service in case of failure. Archival copies are designed for quick and accurate access by district delegates for a variety of administrative and legal needs. Both backups and archives are governed by the company's document retention procedure. These procedures indicate that e-mail must be kept for up to 7 years. [Email will be backed up each day for retention. Email received before the backup will not allow email message or document to be deleted].

If the District discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, e-mail records may be retrieved and used to document the activity in accordance with due process. All reasonable efforts will be made to notify an employee if his or her e-mail records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

Use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail messages sent outside of the District become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during e-mail correspondence to ensure the resulting message is not delivered to unintended recipients.

## Reporting Misuse

Any allegations of misuse should be promptly reported to the District Technology Supervisor. If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it directly to the District Technology Supervisor.

## Disclaimer

The District assumes no liability for direct and/or indirect damages arising from the user's use of the District's e-mail system and services. Users are solely responsible for the content they disseminate. The District is not responsible for any third-party claim, demand, or damage arising out of the use of the District's e-mail systems or services.

## Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at the District. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use on the District's e-mail systems and services may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of e-mail access;
2. Disciplinary action according to applicable District policy/procedure;
3. Termination of employment; and/or
4. Legal action according to applicable laws and contractual agreements.

## E-Mail User Agreement

I have read and understand the "E-Mail Acceptable Use Policy." I understand if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or District policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED:            July 27, 2009

REVIEWED:           March 23, 2015

## PHYSICAL EXAMINATION REQUIREMENT

All school personnel shall be required to pass a physical examination, including a chest x-ray or tuberculin test, upon initial employment or re-employment. The Board of Education may periodically thereafter require employees to submit physical and/or x-ray or tuberculin tests.

Certification of examination shall be filed in the District Office, along with any recommendations from the employee's physician.

Flu and Hepatitis B immunizations and TB skin test will be made available at no cost to the employee.

LEGAL REF.: Wisconsin Statutes Sections 118.25  
121.52 (3)

APPROVED: July 16, 2002

REVIEWED: March 8, 2004

REVISED: March 23, 2015

## **CONFLICT OF INTEREST/SUPERVISORY NEPOTISM**

In order to promote sound management policies and procedures and to avoid actual or potential conflicts of interest, no person employed by the District shall use this position to exercise any individual discretionary authority or participate in the recommendation of the appointment, dismissal, promotion, demotion, evaluation, discipline, or recommendation of salary adjustments over any member of his/her immediate family who is also an employee of the district. For the purposes of this policy, immediate family means spouse, father, mother, brother, sister, son, daughter, or in-laws.

Nothing in this policy shall be construed as disparaging or discouraging the appointment of close relatives for positions which are not designated by this policy as being in conflict, or to reflect upon the integrity or good judgment of any person in the employ of the School District of Weyauwega-Fremont.

APPROVED: August 1998

REVISED: March 8, 2004

REVIEWED: March 23, 2015

## **PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

A teacher is employed subject to such rules and regulations as have been or may be hereafter adopted by the Board, and subject to the supervision and control of the District Administrator, who may be limited only by the scope of the Teacher's certification in assigning duties and transferring teachers from one assignment to another within the public school system of the District. Employment is also governed by State law.

LEGAL REFERENCE: Sections 111.70, 118.19 Wisconsin Statutes

APPROVED: March 9, 1999

REVIEWED: March 8, 2004

REVISED: March 23, 2015

## **FAMILY AND MEDICAL LEAVE POLICY WEYAUWEGA-FREMONT SCHOOL DISTRICT**

In accordance with Federal law, the Weyauwega-Fremont School District ("the District") shall provide family and/or medical leave to its employees. Eligible employees will be allowed up to twelve (12) workweeks of unpaid leave as a result of a birth or placement of a child for adoption or foster care or when a serious health condition is experienced by the employee or the employee's parent, child or spouse. The District administers its Federal and Wisconsin Family and Medical Leave policy on a rolling year basis.

These leaves (Federal and Wisconsin) shall run concurrently with each other and with any other leave which is available to the employee under the policies of the District as well as under Federal and Wisconsin law. All or a portion of the period of Family and Medical Leave may be paid in certain instances. The taking of leave under this Policy will not be used against an employee in any employment decision, including in the determination of raises or discipline.

### **ELIGIBILITY FOR LEAVE**

It is the policy of the District to provide employees with Wisconsin family or medical leave if they have worked for at least fifty-two (52) weeks and have completed 1,000 hours of employment in the twelve (12) month period prior to the time leave begins. Employees will be eligible for, or also eligible for, federal family and medical leave if they have worked for at least twelve (12) months and have completed 1,250 hours of employment in the twelve (12) month period prior to the time leave begins. The leave taken under this Policy will count toward the leave to which an employee may be entitled under Federal and/or Wisconsin law.

### **AMOUNT OF LEAVE AVAILABLE**

Employees are generally entitled to unpaid leave during a twelve (12)-month period for any one or combination of the following reasons, i.e., time off under A, B and/or C:

**A. Birth or Placement for Adoption or Foster Care of a Son or Daughter.**

Unpaid leave, of up to twelve (12) weeks under federal law and six (6) weeks under Wisconsin law, to be taken by an eligible employee on the birth or placement for adoption or foster care of a child with the employee. Leave must be taken all at once unless the District agrees otherwise or as required by law. Any accrued paid leave for which the employee is eligible at the time leave begins may be substituted or may be required to be substituted for this otherwise unpaid time. The paid time used will not be available later. Extensions of family leave will not be permitted, except as required by law.

**B. Serious Health Condition of Employee.**

Unpaid leave of up to twelve (12) weeks under federal law and two (2) weeks under Wisconsin law may be taken by an employee in the event he/she experiences a "serious health condition." A serious health condition will generally occur when the employee receives inpatient care at a hospital, hospice or nursing

home or receives outpatient care which requires a schedule of continuing treatment by a health care provider and renders the employee incapable of performing the functions of his/her position. Medical leave may be taken all at once or in smaller increments as medically necessary. If leave is taken in smaller increments, the employee may be temporarily transferred to another job. An employee must provide the District, within fifteen (15) days of requesting leave, with a Health Care Provider Certification which is completed by the employee's treating health care provider. Health Care Provider Certification forms are available from the Administration Office. Any accrued paid leave for which the employee is eligible at the time the leave begins may be substituted or may be required to be substituted, for all or a portion of the otherwise unpaid leave period. If the leave is required due to a work-related injury, workers' compensation leave will be run concurrently with the leave an employee is entitled to under the law, to the extent permitted by law. Any paid leave used will not be available later. Extensions of medical leave will not be allowed.

**C. Serious Health Condition of a Son or Daughter, Parent or Spouse.**

Unpaid leave of up to twelve (12) weeks under federal law and two (2) weeks under Wisconsin law may be taken by an employee to care for a son, daughter, spouse or parent with a "serious health condition." If leave is requested for such an individual, the employee must provide the District, within fifteen (15) calendar days of the request for leave, with a Health Care Provider Certification prepared by the treating health care provider of the individual which sets forth the facts surrounding the health condition of the individual and that the employee is needed to care for the person. Health Care Provider Certification forms are available from the Administration Office. The medical leave may be taken all at once or in smaller increments as medically necessary. If leave is taken in increments smaller than the maximum period of leave permitted under the law, the employee may be temporarily transferred to another job at the District. Any accrued paid leave for which the employee is eligible at the time leave begins may be substituted or may be required to be substituted for all or a portion of the otherwise unpaid time. This paid time will not be available later. Extensions of medical leave will not be allowed.

**D. Military Member.**

Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered duty", or twenty-six workweeks of leave during a single 12 month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

**NOTIFYING THE DISTRICT OF YOUR NEED FOR FAMILY OR MEDICAL LEAVE**

In the event an employee would like foreseeable family or medical leave, the District must be notified, in writing, at least fifteen (15) calendar days before the date on which leave is to begin. In the event of an emergency, notice must be provided no later than two (2) working days after the commencement of leave. The Family and Medical Leave Request form is available from the Administration Office.



**HEALTH INSURANCE**

The employee may continue to receive health insurance, including dental, coverage while on a family or medical leave. If you have pay substituted for your otherwise unpaid leave, your share of premiums (if any is required for similarly situated active employees) will be paid through the District's normal payroll deduction method. If your leave is unpaid, you must pay for the employee portion of the premium (if any is required for similarly situated active employees) for coverage during your period of leave. All premiums for coverage are due no later than the first day of the month to which coverage relates. Other employment benefits will also be continued during the family and/or medical leave. An employee must notify the District of his or her intent to continue health insurance coverage while on leave. If an employee fails to return to work or fails to remain at work for a period provided at law, the District may recover its portion of the premium paid for health plan coverage during the leave.

**ADDITIONAL CERTIFICATIONS**

The District may request that an employee provide additional health care provider certifications from a health care provider chosen, and paid for, by the District. The District may request that an employee recertify as to the continuation of the serious health condition at various points in time.

**RETURN TO EMPLOYMENT AT END OF LEAVE**

At the end of an employee's family or medical leave, he/she will be returned to the position held by the employee at the commencement of leave or, if the position is filled, to equivalent employment with the District. If an employee wants to return to work before his/her leave is to end, and work is available, the employee must notify the District at least two (2) days prior to the desired return date. If the reason for leave was due to the serious health condition of the employee, a medical release must be provided to the District before the employee returns to work. If a medical release is not received, the employee's return to work will be delayed until it is received. For teachers returning from leave, leave may be required to be extended through the completion of the term in some circumstances.

**FAILURE TO MEET POLICY REQUIREMENTS**

If you fail to meet the requirements of this Policy for family or medical leave, your request for leave may be denied or delayed until the requirements are met.

If you have any questions regarding the operation or interpretation of this Policy, please contact the District Administrator.

APPROVED:            January 12, 2004

REVIEWED:           March 8, 2004

REVISED:            March 23, 2015

## **PROFESSIONAL STAFF TIME SCHEDULES**

The professional personnel shall be on duty from 7:45 a.m. until 3:45 p.m. each day (or 7:30 a.m. until 3:30 p.m.), except on Friday or the last day before a vacation, when they may leave five (5) minutes after the busses have cleared the school.

APPROVED:                      March 9, 1999

REVIEWED:                     March 8, 2004

REVISED:                      March 23, 2015

## **PROFESSIONAL STAFF WORK LOAD**

The instructional personnel shall have all the duties and responsibilities as required by the laws of Wisconsin and such other duties as determined by the Board, District Administrator, their supervisors, and as listed in the Professional Staff Handbook or in the Board policy manual. It is recognized that all such duties and responsibilities cannot be listed herein, but good judgment shall be used by all teachers, and they shall take ordinary precaution in the performance of their work.

Teachers of special subjects shall work in cooperation with the building principals and shall be supervised by the principals and the District Administrator. Classrooms for students with special educational needs shall be supervised by their building principal, Pupil Services and District Administrator.

LEGAL REFERENCE:                      Section 111.70 Wisconsin Statutes

APPROVED:                                March 9, 1999

REVISED:                                 March 23, 2015

## PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

The Board believes in the importance of professional staff development and improvement. Therefore, the Board provides for and encourages staff members to participate in local inservice activities, educational conferences and workshop and advanced education courses.

Professional staff members shall be provided an opportunity to become involved in formulating staff development plans offered in the District.

Reimbursement for conference or workshop attendance and advanced education courses shall be in accordance with provisions of the current employee handbook and established procedures.

LEGAL REF.:           Section 121.02 (1) (b) WI Stats.  
                              PI 8.01 (2) (b), Wisconsin Administrative Code

APPROVED:            October 10, 1989

REVIEWED:            March 8, 2004

REVISED:             March 23, 2015

## **WORKSHOP, CLINIC AND CONFERENCE ATTENDANCE (Advisors/Coaches)**

Advisors and coaches of co-curricular activities are encouraged and allowed to attend workshops, clinics and conferences in accordance with established guidelines.

Attendance at workshops, clinics and conferences must be approved in advance by the building principal. In addition, the approval of the athletic director is also required when the workshops, clinics and conferences are athletic-related.

Specific attendance guidelines shall be established.

APPROVED IN PART: February 1981

REVIEWED: March 8, 2004

REVISED: March 23, 2015

## **SUPERVISION OF PROFESSIONAL STAFF**

Members of the Administrative Team shall supervise the professional personnel. The Administrative Team shall report to the District Administrator whenever any teacher is not appropriately carrying out his/her duties.

Teacher observations shall be conducted as described in the Professional Staff Handbook and the Administrative Rule located in Board Policy 538.1a.

LEGAL REFERENCE: Section 118.24 Wisconsin Statute

CROSS REFERENCE: Professional Staff Handbook

APPROVED: March 9, 1999

REVISED: March 23, 2015

## EVALUATION OF PROFESSIONAL STAFF

In order to assure a high quality of professional performance and to advance the instructional programs of the School District of Weyauwega-Fremont, the Board shall require evaluation(s) of all professional staff members as stated in the Administrative Rule located in Board Policy 538.1a.

All professional staff evaluations shall be based on written job descriptions and shall be in compliance with provisions of the current Professional Staff Handbook and State Teacher Effectiveness expectations. Student learning, as measured with national, state, and local testing, shall be an integral factor in professional staff evaluation.

Professional personnel shall be evaluated by the members of the Administrative Team. The district administrator shall require such evaluation in writing or on forms prepared for the evaluation. All evaluations shall be sent to the district administrator. Evaluations will become part of the personnel file of the teacher evaluated.

LEGAL REFERENCE: Section 121.02(1) (q) Wisconsin Statutes  
PI 8.01 (2) (q), Wisconsin Administrative Code

CROSS REFERENCE: Professional Staff Handbook and State Teacher  
Effectiveness Expectations

APPROVED: March 9, 1999

REVISED: March 8, 2004  
March 26, 2007  
March 23, 2015

## **ADMINISTRATIVE RULE** **Teacher Observation and Evaluation**

Observation and Evaluations are recognized as developed through the State Teacher Effectiveness performance evaluation system.

New teachers: Evaluate each year for 3 years - Teacher Effectiveness performance evaluation system.

Veteran teachers: Evaluate every two years - Teacher Effectiveness performance evaluation system.

\*\* Please note these are minimum requirements of you.

APPROVED: March 9, 1999

REVIEWED: March 8, 2004

REVISED: March 23, 2015



## **SUPPORT STAFF**

All support staff positions in the school system will be established by the Board, with the recommendation of the district administrator. They shall be under the supervision of the administrative team.

The duties and responsibilities of the para-professional, clerical, custodial and maintenance staff in each building will be determined by the administrative team and approved by the district administrator. The district administrator shall delegate the supervision of these support staff personnel to the administrative team who shall confer with the district administrator when necessary. The maintenance supervisor shall require a work schedule for custodians in buildings where they are in charge and shall see that their buildings are maintained in a clean and safe condition.

The duties and responsibilities of the food service staff shall be determined by the food services director with approval of the district administrator.

In each case, the district administrator, with the assistance of the administrative team, shall develop a job description. This description will set forth the qualifications of candidates and a detailed list of responsibilities and duties.

APPROVED:            March 9, 1999

REVISED:            March 8, 2004

REVIEWED:          March 23, 2015

## **EXPOSURE CONTROL FOR BLOODBORNE PATHOGENS**

The Weyauwega - Fremont School District is committed to protect the health and safety of its employees. In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030, the District will maintain and review an exposure control plan. Pursuant to Wis. Stat. 101.055, the Wisconsin Department of Commerce Safety and Buildings Division, the District is required to adopt and enforce health and safety standards equal to those offered private employees as administered by OSHA. The specific details of the plan will be documented as administrative procedures and subject to annual review.

The School Nurse is responsible for implementation and review of the Exposure Control Plan documented as District Administrative Procedures.

BOARD APPROVED:        December 9, 1997

REVISED:                 August 27, 2007

REVIEWED:              March 23, 2015

## ACTIVITY VOLUNTEERS

The School District of Weyauwega-Fremont and the Board of Education recognize that there are members of the community that have an interest in serving as volunteers to various District activities and programs. The Board also recognizes that it can be advantageous to the District to utilize volunteer assistants.

In the interest of student welfare, persons wishing to volunteer services to the district are required to complete a personal background information form. This form must be submitted to the building principal for review. Background checks will be conducted for all district volunteer applicants prior to administrative authorization.

Building administrators are authorized to approve/deny volunteer applications based on review of the request, background data, specific need and other factors deemed relevant to the best interest of students. Only authorized personnel may serve as volunteers or actively participate in school sponsored events. The approval decision of the building principal may be appealed to the District Administrator. The decision of the District Administrator may be appealed to the School Board.

APPROVED: August 28, 2006

REVISED: October 22, 2007

REVIEWED: March 23, 2015