

Cameron School District
Support Staff Handbook
2022-23

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The School District of Cameron, in partnership with parents and community, ensures educational opportunities that give each student the knowledge, skills and attitudes to succeed in an ever-changing world, by providing a safe environment and a caring staff that is responsive to individual needs.

STATEMENT OF PHILOSOPHY

The Board of Education believes that the purpose of education is to facilitate the development of the potential of each student. In a free society, every individual has both the right and responsibility to make choices and decisions for himself/herself and for society. A prerequisite for every member of such a society in meeting those responsibilities is competence in the use of the rational thought processes needed to make intelligent, ethical choices and decisions. If our society, as originally conceived, is to survive and function effectively, its young people need to be prepared to exercise their rights and their responsibilities in ways that benefit them and the society. Likewise, if individuals are to be able to achieve their life goals in a free society, they need to be competent to choose among the myriad alternatives that are and continue to be available to them.

The enculturation process in our society focuses on preparing the young to meet certain expectations and to avail themselves of opportunities to attain personal goals within that society. The District's program should reflect the formal aspect of the enculturation process, and, therefore, needs to focus on both the areas of societal expectations and personal opportunity available in our society.

With regard to societal expectations, people in this society are expected to:

- A. be self-sufficient -- that is, to meet their own needs, to the extent they are able, in their own way and without inhibiting others' opportunity to do the same;
- B. fulfill their responsibilities to contribute to the "common good" by actively participating in affairs affecting all members of society.

Today there is ample evidence that many students are not learning how to make effective, rational, responsible, or ethical choices or decisions in regard to how they treat their minds and bodies, how they plan their futures, how they cope with frustration, or how they solve personal, social, and economic problems.

The Board and staff believe that the thought and action process involved in taking intelligent, ethical action can be learned just as any other set of procedures can be learned, provided students are given consistent, appropriate opportunities to:

- A. see the procedures modeled;
- B. learn what the procedures are;
- C. practice using the procedures and correct ineffective use of them;
- D. apply the procedures to a variety of relevant situations.

The District is committed to ensuring adequate provision for such opportunities and to the applications of these processes to achieving the other educational goals associated with the District's mission.

General Policy Statement

It is the policy of the School District of Cameron to provide **equal opportunity in employment** to all qualified employees and applicants for employment. Positive action is required from all employees to help ensure that the School District of Cameron complies with its obligations under state and federal law.

This handbook is not a contract of employment; the Handbook supersedes and replaces provisions previously found in collective bargaining agreements that have expired and/or found in personnel policies and procedures that require modification due to the Budget and Budget Repair Bill. This Handbook is subject to change and modification with or without notice.

The Role of Management

The Board of Education recognizes and respects the rights and responsibilities accorded all citizens of the United States and the State of Wisconsin by the federal and state constitutions.

All rules and regulations governing employee activities and conduct are to be interpreted and applied as uniformly as is reasonably possible throughout the District. The Board on its own behalf and on behalf of the electors of the School District hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the school code and laws of the State, the Constitution of the State of Wisconsin, and/or the United States. Such rights, duties, etc., may include by way of illustration and not by way of limitation the right to:

- A. Manage and control its business, equipment and operation by directing the working force and affairs of the entire school system within the boundaries of the School District of Cameron.
- B. Continue its rights, policies, and practices of assignment and direction of its personnel, determine the number of personnel, and schedule the foregoing.
- C. Direct the working forces, including the right to establish and/or eliminate positions, to vacate and rehire, evaluate, promote, suspend, non-renew and discharge employees, transfer employees, assign work or duties to employees, including assignments for all programs of an extra-curricular nature, determine the size of the work force and to lay off employees.
- D. Determine the services, supplies and equipment necessary to continue its operation and to determine all methods and means of distributing the above and establishing standards of operation, the means, methods and processes of carrying on the work, including automation or subcontracting thereof of changes therein.
- E. Determine the qualifications of employees.
- F. Determine the policy affecting the selection, testing or training of employees.

In meeting such responsibilities, the Board acts through the Administrative Team. Such responsibilities include, without being limited to, the establishment of education policies, the construction, acquisition and maintenance of school buildings and equipment; and revision of rules and regulations governing and pertaining to work and conduct of its employees.

The Role of the Support Staff

All School District of Cameron employees are obliged to do their part to create the best possible learning circumstances for the District's students. The effect each can have on the students by their individual support is varied and significant. Members of the Support Staff have a tremendous opportunity to help shape the lives of their students.

Duties and Responsibilities

Expectations of all School District of Cameron employees include but are not limited to:

1. Carrying out policies as developed by the Board of Education and Administration.
2. Caring for facilities and school equipment used in the classroom or for school related activities.
3. Helping pupils to understand the proper care and respect for the school building and equipment.
4. Keeping abreast of current developments that affect their job assignments which impact on their ability to effectively carry out their responsibilities.

Staff Policy Information – The following are some of the professional staff policies. All professional staff are responsible to know, understand and abide by all staff policies. The full listing of District policies can be found at: <https://go.boarddocs.com/wi/camer/Board.nsf/Public#>

8141 - **REQUIRED REPORTING OF STAFF CONDUCT**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BSS5Y96B0689>

1422.02 - **NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BSSSRU6B0227>

1623 - **SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BSS5RY6B0238>

1662 - **EMPLOYEE ANTI-HARASSMENT**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BSS5S26B0242>

- 2266 – **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BSVGJK440CDC>
- 4120 – **EMPLOYMENT OF PROFESSIONAL STAFF**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SU76B03E2>
- 4122 – **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SU96B03EE>
- 4210 – **SUPPORT STAFF ETHICS**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SUN6B0449>
- 4216 – **SUPPORT STAFF DRESS AND GROOMING**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SUS6B0461>
- 4230 – **CONFLICT OF INTEREST**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SUV6B0471>
- 4340 – **GRIEVANCE PROCEDURE**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SUZ6B0489>
- 4362 – **EMPLOYEE ANTI-HARASSMENT**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SV26B0494>

WRS Contribution

The School District will provide retirement contributions to all employees in accordance with State law. Once an employee is eligible for coverage under WRS (Wisconsin Retirement System), coverage is mandatory and an employee may not ‘opt’ out of WRS. Employers and employees are required to pay one-half of the actuarially required contribution. Employee contributions are pre-tax.

School Calendar

The school calendar shall be determined by the Board of Education. All work days shall be assigned by the Board approved District calendar. The first two days during which school is closed due to inclement weather will not be made up. Any other cancellations due to an emergency will be made up at the discretion of the Board of Education and Administration Team.

Total Base Wages & Other Forms of Compensation

Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer.

Salary Schedule: See Appendix A

Work Schedule

- A. Definitions:
 - 1. "Full-Time" shall be thirty (30) hours per week for all employees. "Full-Time" shall apply as such to both twelve-month and school-year employees.
 - 2. "Workday" shall be no more than eight (8) hours as determined by the District.
 - 3. "Limited Term Employee" - LTE jobs are limited to no more than 1,043 hours of work within a twelve-month period. Limited term jobs vary in duration and work hours may be full or part time depending on individual program needs, budgets, and seasonal demands. As a limited term employee, if you work 1,043 hours or less during a twelve-month period, you may continue in the position for another 1,043 hours or less during the next year or until the job ends.
- B. Employees shall receive time and one-half for all hours worked over 40 hours per week.
- C. Employees shall receive a schedule of days/hours to be worked.
- D. All full-time employees shall receive two paid fifteen (15) minute coffee breaks per shift, except the cooks who shall receive one paid fifteen (15) minute coffee break per shift plus a paid thirty (30) minute lunch break per shift. The timing of such coffee and lunch breaks shall be at the District's discretion; however, there shall be no coffee break for any shift less than four (4) hours in duration.
- E. All full-time employees (except cooks as provided for in Item D above) shall receive a thirty (30) minute unpaid lunch break as scheduled by the Superintendent.

In the event of an emergency which requires the employee to work during the regularly scheduled lunch time, another thirty (30) minute period shall be provided to that employee for lunch break in lieu thereof.

- F. Extra bus trips shall be posted when known and distributed equally on a rotating basis among drivers. Drivers have the right to refuse such trips. If no driver volunteers to drive, the District may ask the least senior driver without a legitimate excuse to drive, providing the District gives the driver at least twenty-four hours notice.
- G. Custodians will work a total of 40 hours during each work week (Monday through Friday).
- H. The transportation supervisor shall be allowed, at his/her discretion, to assign drivers for extra trips when necessary due to scheduling conflicts between the extra trips and the regular daily bus routes.

Wages and Other Forms of Compensation

Summer School aides who are employed as aides during the regular school year will be paid at a rate of \$18.00 per hour. Other summer employees may be hired on an occasional basis and their pay rates shall be determined by the District.

Payday will be on the fifteenth and the last day of each month. Salary shall be paid in 24 installments and will be directly deposited into the institution of the employee's choice. If payday occurs on a Saturday, Sunday, or school holiday, checks will be distributed the day before.

Any courses required of employees by the District shall be paid for by the District. This amount shall include but not be limited to tuition, books, and other course-related materials, mileage, rooms and meals, and hourly wages.

Anytime employees must use their own vehicles for school business, they shall be compensated at the IRS accepted rate. If a school van is available, the employee is expected to drive district vehicles.

It is an employee's responsibility to notify the District of any changes that occur in their name, address, telephone number, marital status, name and number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency.

Paid Holidays

The following holidays will be fully-paid holidays (pay that is normally paid for the employee's normal workday) with the employee not working during such days:

- A. For calendar-year, full-time employees, the holidays are Memorial Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas, New Year's Day, Good Friday, 4th of July, and Labor Day.
- B. If the holidays, as listed, fall on a Saturday or Sunday, the day to be observed will be either the previous or the next workday as determined by the Superintendent.
- C. If it is necessary for an employee to work on a paid holiday, the employee shall be given time and one-half for compensatory time or paid double-time for working at the District's discretion.
- D. For 9-month employees, the holidays are Labor Day, Day after Thanksgiving, Christmas, and Memorial Day.

Vacation

All twelve-month employees are entitled to paid vacations under the following schedule:

- A. No vacation in the first year.
- B. One (1) week of vacation in the second year.
- C. Two (2) weeks of vacation in years three through ten.
- D. Three (3) weeks of vacation in years eleven through twenty.
- E. If contracted for all days (260), four weeks of vacation in years twenty-one and following.
- F. Upon reaching the one-year anniversary of hire the employee will be given pro-rated vacation of days to complete the fiscal year. From then on, the anniversary date will convert to July 1.
- G. Longevity - One additional day of vacation will be provided for every three years beyond twenty years of service to the District. Thus, employee in 24th year will receive 4 weeks + 1 day.

Employees eligible for two (2) weeks of vacation may request up to five (5) days of vacation during the school year on days when school is in session for students.

Employees eligible for three (3) weeks of vacation may request up to seven (7) days of vacation during the school year. Up to five (5) days may be taken when school is in session for students.

Employees eligible for four (4) weeks of vacation may request up to ten days of vacation during the school year. Up to eight of those days may be requested for those days school is in session for students. Only one (1) person from a job classification per building may be on vacation at a time. Each attendance area is regarded as a separate building: Elementary School, Middle School, and High School. A request shall be granted if it does not come at a critical need time. Examples of critical need time follow.

Vacation may not be requested for the following days:

- (a) The five (5) working days before students are scheduled to begin the fall school term and the first five (5) working days that students are scheduled to be in attendance.
- (b) The last eight (8) working days in the spring that students are scheduled to be in attendance and the first two (2) days after that final student attendance day.
- (c) Secretarial Employees: Parent/Teacher Conferences. Secretaries are also aware that reports must be completed on the dates needed - example: state reports, end of quarter, semester schedules, etc.
- (d) Custodial Employees - Special Events: One (1) working day before the event and the day of the event with a maximum of six (6) school-related events within the student calendar year.

Employees who resign, and who provide two weeks' notice of their intention to do so, shall be paid for the vacation fully earned, but not yet taken during that year of their employment.

All vacation time shall be the equivalent of the hours worked during a normal work week during the school year and shall not include legal paid holidays. (For example if an employee's workday is 7.5 hours, a vacation day will be 7.5 hours.) Vacation time will be non-cumulative.

Absence / Leave

- A. **Sick Leave:** All employees shall accumulate sick leave at the rate of one (1) day per month [ten (10) days for school year employees and twelve (12) days for calendar year employees] to a maximum of sixty (60) days. Sick leave for purposes of this Article is hereby defined as being equivalent to normal hours worked. A day in this section is defined as a normal workday. Staff shall be allowed to use accumulated sick leave days to care for a personal illness or illness to an immediate family member. "Immediate family" shall be defined in this Agreement as the same definition found in the federal Family and Medical Leave Act (FMLA).

Employees shall be given a written accounting of their accumulated sick leave at the beginning of each school year.

At the close of each fiscal year each employee's accumulated and unused sick leave, in excess of the maximum accumulation of sixty (60) days, will be computed and employees will be paid for such unused sick leave time at the rate of \$25.00 per day.

Upon retirement from the District and with at least ten (10) years of service to the District, an employee will receive \$30.00 per each unused sick leave day to a maximum of sixty (60) days.

Pre-Arranged Medical: Employees are encouraged to make medical appointments and dental appointments during non-working or non-contract days. The District recognizes that it is not always possible, thus, if a medical appointment requires the employee to be absent from work all or part of a day, the District will allow sick leave to be used if prior notice is given.

Sick Leave Bank

Cameron School District employees who have run out of sick leave due to **catastrophic circumstances** associated with their health or the health of an immediate family member may request up to 10 additional leave days from the district employees' sick leave bank in the event that the employee requesting leave either has, or will, exhaust their sick leave. As defined by FMLA an immediate family member is a child, spouse or parent. The definition of son or daughter includes individuals for whom the employee stood or is standing "in loco parentis". Also, this includes step children and parents as well as parent-in-laws.

The employee requesting additional sick days (or in the cases where the employee is incapacitated, a representative for the employee) will submit the request to the leave bank committee for review. Membership on this committee will include a district employee representing each school and the district administrator.

Employees of the district may donate up to two sick leave days each school year. A request will be provided to employees annually for the donation of days to the bank at the end of each school year. Every two contributed sick days, will count toward one full day of leave for a requesting employee. For example, 20 total contributed days in this bank will equate to 10 additional leave days.

The sick leave bank may only be used in cases where other means of support are not available to the employees via district programs such as: workers' compensation, long-term disability, or the district's liability insurance coverage.

- B. **Personal Leave:** Employees shall be granted up to three (3) days of personal leave per year. Requests to grant personal leave on a specific date may be limited to three (3) persons per building with applications received earlier taking precedence over those received later (first come, first served). Thereafter, personal leave may be granted by the Superintendent based upon the availability of suitable substitutes. Personal leave may not be taken in less than one-half (½) day increments.
- 9-month staff (teachers and support) are allowed to carry over two personal days at the end of each year or they can elect to be paid \$125 for one personal day and roll one over. If an employee has one day remaining at the end of the school year, it will automatically be rolled over to the next school year, unless the employee notifies the Business office by May 30 that they wish to be paid for the day.
- 9-month staff (teachers and support) that have exhausted personal leave in a given year, shall be given consideration to use additional days as follows:
- a. No more than 8 personal days will be granted in any school year.
 - b. Two sick days will be deducted from the employee's sick leave for each day requested beyond the annual 3-5 days provided by the District.
 - c. One such request will be considered annually for a block of days for extenuating circumstances and extended vacations.
 - d. Requests should be made to the district administrator within a reasonable timeframe to allow time to schedule a substitute.
 - e. Staff that have made plans for snow day make-up days will be subject to this rule if they are unable to work and have exhausted their personal leave.
- C. **Funeral Leave:** Employees will be granted up to three (3) days of paid leave per occurrence, up to a total of six (6) days per year, not charged against accumulated sick leave, for anyone's funeral at the discretion of the employee.
- D. **Jury Duty:** Employees required to be absent for jury duty shall be granted jury duty leave. Any remuneration, excluding actual expenses, received by the employee for jury duty shall be given to the District within three (3) days of receipt thereof.
- E. **Personal Business Leave:** Each employee shall be granted two (2) days of unpaid personal business leave each school year, subject to the following:
1. No reason for the leave request need be given.
 2. Requests shall be granted on a first-come, first-served basis.
 3. Only one (1) person from each of the following groups will be allowed to take personal leave per day:
 - a. Elementary School
 - b. Middle School
 - c. High School
 - d. Bus Drivers

Insurance (Note: Employees will be eligible for health insurance if they average 30 hours weekly per the Affordable Healthcare Act.)

- A. The Employee's contribution to the health insurance premium will not be more than 12
- B. The District will pay a dollar amount equal to 100 percent of the family or single plan dental insurance premium. The dental plan shall include orthodontics coverage.
- C. The District will pay a dollar amount equal to the full disability insurance premiums.
- D. The District may change its health or dental insurance carriers or self-fund those programs at its discretion.
- E. For all employees hired prior to April 25, 2016, the District shall provide an IRS Section 125 plan with a cash in lieu of insurance component for all full-time employees. LTE employees (less than 30 hours per week) are not eligible for the cash in lieu option. For eligible employees who elect not to enroll in the district's group health or dental plan, or both, the District shall contribute \$7000 for health and \$500 for dental or both to the IRS Section 125 plan. If an employee elects the cash option, the cash payment shall be subject to state and federal withholding and the required FICA.

For employees hired on or after April 25, 2016, the cash in lieu option amount shall be \$3000 for health and \$500 for dental.

All employees hired prior to April 25, 2016 will have until June 1, 2017 to switch to the cash in lieu option at the \$7000/\$500 rate. All changes made after this date will be at the \$3000/\$500 rate.

- F. Insurance premium contributions and Cash-in lieu-option payments for 9-month employees hired after September 1, 2011 will be pro-rated at a rate of nine-twelfths of the premium costs. This does not pertain to LTE employees.

Layoffs

The Employer retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work, regardless of their previous length of employment.

The need of the Employer is the prime consideration used in the Employer's determination of which employees are to be laid off. The rehiring of employees that have been laid off shall be determined by the Employer based on the need for the most qualified person to perform the available work.

Personal Transportation Used for School Use

Car Insurance: Employees who transport students for school activities in their cars shall carry a minimum insurance policy limits of \$500,000 combined single limit (CSL) liability, or \$250,000/\$500,000 bodily injury and \$100,000 property damage. A minimum of private car transportation will be utilized. Employees must notify and receive approval from the building principal prior to transporting students in private cars for school activities. Such approval shall be in compliance with all applicable state and federal laws and administrative code provisions and shall include, but not be limited by enumeration, a review of the employee's driving record and an examination of the vehicle. See Wis. Stats. 121.555.

8660 - TRANSPORTATION BY PRIVATE VEHICLE

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SZA6B0703>

Discipline

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the District.

Disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance. Disciplinary action is to be taken only after a full investigation and after giving the employee an opportunity to respond to any and all allegations.

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the District's sole discretion, various types of employee discipline may be imposed which include, but are not limited to verbal warning, written warning, suspension or discharge. None of the disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The District has the right to repeat any disciplinary action.

The following is a list of examples of behavior which would normally justify disciplinary action:

- Fraud
- Incompetence
- Inefficiency
- Unauthorized Absence
- Neglect of Duty
- Dishonesty
- Insubordination or Willful Misconduct
- Repeated absence or tardiness or improper use of leave
- Negligence or willful damage to property.
- Discourteous treatment of the public or fellow employees.
- Sexual or other unlawful harassment.
- Violation of any lawful order, directive, policy, or work rule.
- Failure to obtain and maintain a current license or certification as required by law or the employer.
- Failure to maintain effective working relationships with other employees or the public.
- Assuming duties while under the influence of controlled substance or intoxicants; or possession or use of intoxicants or controlled substance during work hours. Employees suspected of being under the influence of alcohol or controlled substances may be required to take a breathalyzer or blood/alcohol count test.
- Conviction of a felony or misdemeanor the circumstances of which are substantially related to the duties performed.

Any staff member whose physical characteristics, appearance, behavior or breath odor suggest to a supervisor that he may be under the influence of alcohol or drugs shall be requested to take a breathalyzer test administered by a law enforcement official. The staff member shall be taken to the station by a supervisor. Should the staff member refuse to take such a test or should the result of the test be positive, the District Administrator shall consider discipline up to and including a recommendation for termination.

The offenses list is not intended to be all inclusive. Discipline or discharge may occur for any other reason depending upon the seriousness of the offense and the particular circumstances involved.

All discipline is to be documented with a copy provided to the employee and a copy to be placed in the employee's personnel file.

Technology, Email, Electronics and Social Media

7540 - TECHNOLOGY

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SXT6B0658>

7540.01 - **TECHNOLOGY PRIVACY**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SXU6B065D>

7540.02 - **WEB CONTENT, SERVICES, AND APPS**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SXV6B0662>

7540.04 - **STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SXY6B066B>

7540.06 - **DISTRICT-ISSUED STAFF E-MAIL ACCOUNT**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SY26B0672>

7544 - **USE OF SOCIAL MEDIA**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SY66B0680>

Guidelines for School Aged Children of Staff in the Workplace

Children of staff members must be appropriately supervised at all times.

Staff members are expected to carry out work duties/responsibilities when their children are with them before or after school.

Children should not be in areas of the school intended for adults only. This includes the staff lounge, adult bathrooms, kitchen, and work area by the laminator and near printers and/or copy machines where there could be confidential information.

Staff members need to arrange off-site childcare for the following:

- Early Release
- Parent-Teacher Conferences
- In-service days

Staff members may arrange for on-site supervision for their children while the staff member attends the following:

- IEP meetings
- Before or after school meetings/training sessions.

Children of staff members are not to be present at meetings or training sessions.

Code of Conduct

The School District of Cameron (the 'District') is pleased to use IT resources to enhance student learning of District curriculum. Students will learn from a variety of computer applications and utilize software to learn curricular objectives. To allow this to occur, staff will use these resources for professional and teaching purposes.

We believe that the benefits to students from access to central storage and to the Internet can greatly enhance their learning if used appropriately. District personnel will instruct students on acceptable use and relevant information sources that support the District curriculum. They will also monitor student behavior and communications. Staff will receive instruction on ways that they can accomplish these items.

The District has the right to remove computer and networking privileges, take any disciplinary action up to and including termination, and/or take legal action, for any activity characterized as unethical and/or unacceptable in the use of any of the IT resources. Users should not expect stored files to be private.

Staff is responsible for their own behaviors and is expected to comply with the following Information/Technology Acceptable Use Code of Conduct:

1. Staff supervision is required when students are in labs or using IT resources. This includes, but is not limited to, overseeing content accessed by students, ensuring students are not providing personal information to others on the Internet without specific parent/guardian approval, monitoring for safety and security of students if the teacher chooses to use e-mail, chat, or other forms of direct electronic communications as a teaching tool in the classroom or extracurricular activity.
2. No eating or drinking near computers as spillage can damage the equipment.
3. The Internet is to be used for curriculum objectives, not for personal use such as advertisements or personal financial gain.
4. IT resources will be handled with care. There will be no physical damage or network interruptions such as introduction of viruses or deletion of files.
5. Communication will follow professional standards. Offensive messages or pictures will not be sent, displayed, or downloaded. District harassment policies apply.
6. Users of IT resources will respect the rights and privacy of others. Each staff member will only use his/her assigned password/ID and will not trespass into the files, folders, or work of other users. Teachers do have the right to access the work of students in their classes as it pertains to the class. Teachers will not allow students to use others' login IDs and passwords.
7. Copyright laws will be respected. All quotations, references, graphics, video clips, digital music, and other information will be cited to give credit to the originator. Plagiarism is not an acceptable practice.

8. School employees are expected to maintain professionalism while using social media.

Personnel Files

Reasonable access to personnel records will be authorized in accordance with public records laws and regulations. Employees and other authorized viewers of records, have the right to review and copy, but not remove or alter personal records. The review is made in the presence of the District Administrator.

All information in the employee's file is kept in strict confidence and may be made available only to the individual employee or to authorized administrative personnel unless release to the public is required pursuant to the public records laws. The employee is to acknowledge that she/he has read such material by affixing his/her signature to the actual copy on file, with the understanding that the signature signifies that the employee has read the material and does not necessarily indicate agreement with the file contents.

The employee may answer any material in the employee's file and such answer shall be attached to the file copy pursuant to Wisconsin Statutes 103.13. Privileged information such as confidential credentials and other related personal references asked for at the time of employment are specifically exempt from review. These may be removed prior to review of the file and contents.

Workplace Safety

Should a hazardous situation exist, safety concerns always take precedence over continuing operations. All safety issues, no matter how insignificant the situation may appear, must be reported to the PK-12 Principal. A form for reporting safety issues is to be found on the District's website Administrative page. Any employee, who identifies new ways to increase workplace safety, should make these recommendations known to the PK-12 Principal.

8442 - **REPORTING ACCIDENTS**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SYX6B06DB>

8420 - **SCHOOL SAFETY**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SYT6B06CB>

Drug, Alcohol and Tobacco Prohibitions

7434 - **USE OF TOBACCO ON SCHOOL PREMISES**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SXL6B063E>

3122.01 - **DRUG-FREE WORKPLACE**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5STA6B0333>

Retirement

For all staff eligible for District insurance, the Board of Education shall offer a retirement plan to staff eligible for WRS retirement with at least ten (10) years of service to the District. The plan shall provide such retirees with a cash payment in the amount of \$325 per month for the respective months as follows:

- | | | |
|--|---|---------------------------|
| Ten years of service in the District | - | 12 months eligibility. |
| Fifteen years of service in the District | - | 24 months eligibility. |
| Twenty years of service in the District | - | 36 months of eligibility. |

This rate may be increased by \$30 per unused sick day up to 60 days, prorated for distribution over the months of eligibility. In the event of the death of the retiree, the remaining agreed upon monthly contributions shall be paid to the surviving spouse of the retiree. In the event the retiree is not survived by a spouse, or upon the subsequent death of the spouse, the District's obligation shall be terminated.

Participants in this retirement plan shall be subject to the following conditions.

1. **Notice:** Staff who plan to retire, shall provide written notification to the District Administrator on or before March 15.
2. **Effective Date:** The stipend payments pursuant to this plan shall commence on September 1 following the written notification of retirement.
3. The monthly contribution payment for eligible part-time-staff shall be prorated based on the employee's percentage of contract in the employee's last year of employment. 9-month employees will have an additional proration of 9/12 of the respective benefit. For example, a 9-month employee that works ½ time will be prorated at ½ of 9/12 = 3/8th.
4. All retirement benefits shall terminate and/or be forfeited upon termination of employment for any reason.

**Waiver of Premium Benefit
For Active Employees Participating in School District Health Insurance**

After a covered employee is Disabled for more than 60 continuous calendar days, we will waive the monthly premium required for coverage of the covered employee and his or her covered dependent(s). We will waive the premium beginning on the first day of the month following 60 consecutive days of Disability until the earliest of the following dates:

- The date the covered employee ceases to be Disabled as determined by a Physician.
- The date the covered employee becomes eligible for Medicare benefits.
- The date the covered employee dies.
- The date the covered employee fails to furnish proof satisfactory to us of continued Disability.
- The date the plan terminates for your employer for any reason.
- The date the covered employee ceases to be eligible for coverage under the terms of this policy.

Premium will be waived for a maximum of 30 months for any one Period of Disability.

Premium payments must be resumed beginning with the month in which the covered employee resumes his or her regular job duties as a member of the class of eligible employees specified by the District.

Period of Disability means one continuous Period of Disability beginning on the covered employee's date of Disability as determined by a licensed physician and ending on the date on which the covered employee dies or ceases to be Disabled. Successive Periods of Disability will be deemed to be the same Period of Disability unless:

- Due to an unrelated cause and separated by a return to the regular performance of job duties for the District; or
- Due to the same or related cause but separated by a return to the regular performance of job duties for the District for 6 consecutive months.

The 60-day qualifying period referred to above must be satisfied only once for a Period of Disability. If a Disabled employee endeavors to resume work for the District during a Period of Disability, the maximum period of premium waiver will be extended. It will be extended by the number of days on which the covered employee works and for which resumed premium payments are made.

To qualify for waiver of premium, the employee must be under the regular care of a Physician. This means that:

- The employee is being seen by a Physician at intervals of time appropriate for treating the disabling impairment(s);
- The physician is rendering and/or prescribing a pertinent treatment plan or a practical protocol, if one exists, for alleviating or eliminating the impairment(s) causing the Disability; **and**
- The employee is complying with all aspects of the Physician-prescribed treatment plan.

Waiver of premium applies only to the type of coverage (single or family) in effect for the covered employee on the date of Disability.

Appendix A

Starting rates:

Custodian	\$15.00
Lead Custodian	\$16.00
Kitchen Assistant	\$13.00
Lead Cook	\$15.00
Aide	\$14.50
SpEd Aide	\$15.00
Blg. Secretary	\$16.00
Bus Driver (monthly base)	\$1,400
	\$.42 per mile

Driver logs actual drive time (15 minute increments) and is paid \$18.50 per hour (2 hour minimum) for this time and \$13.00 for non-driving time.

Weekend increase - \$2.00 additional hourly on each rate for Saturday/Sunday events.

NOTE: This includes overnight trips.

Substitute support

All support staff subs start at \$.50 below starting rate in category for first year. After one full year of being in good standing with the district, subs will be moved to starting rate.

NOTE: Any employee in good standing hired prior to March 1 of current school year will be eligible for board approved raise for the following school year.