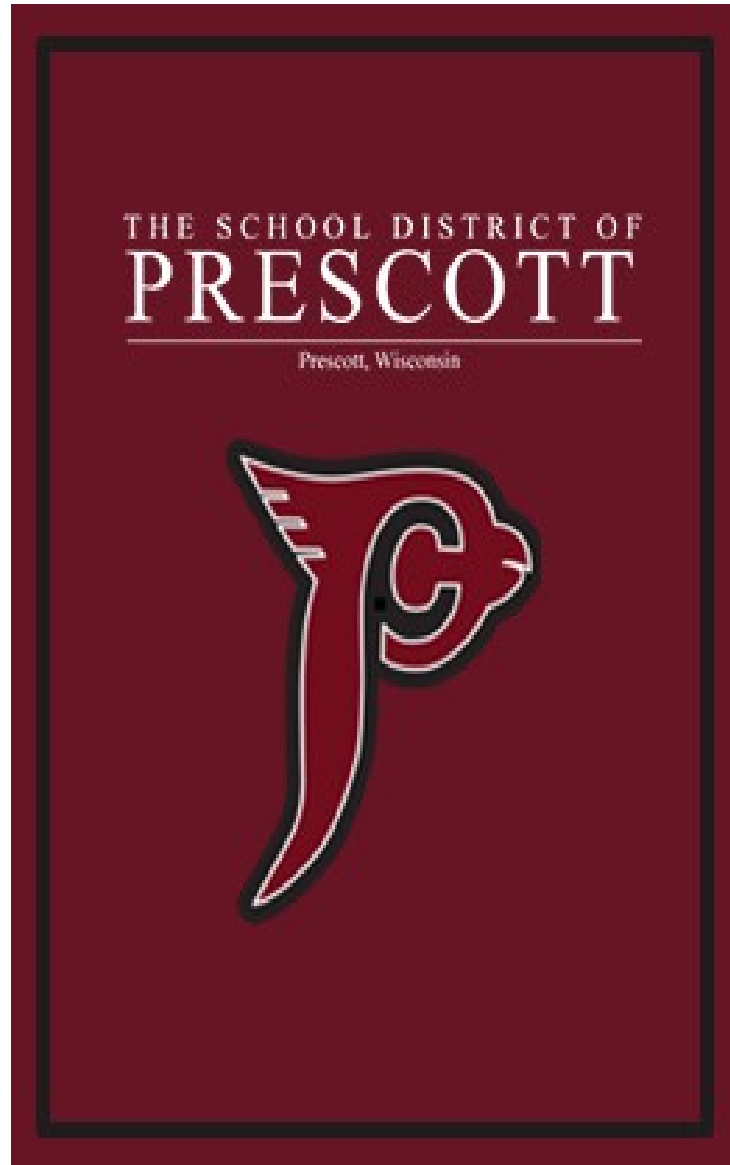


Employee Handbook

2025-26



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Introduction:

Welcome Message from the Superintendent

Prescott School District is part of a growing community situated at the confluence of the Saint Croix and Mississippi Rivers. We also are in close proximity to the Twin Cities of Minneapolis/St. Paul. Prescott School District offers a small-town feel with quick access to the benefits of a large metropolitan area. We are a forward-thinking district with an exemplary faculty, supportive community, and great students. The Prescott School District is proud of its tradition of excellence with a highly energetic, innovative, and competent staff committed to life-long learning. We are consistently the top performing school in the Middle Border Conference and in the top 10% of the state of Wisconsin. We are glad with all of the choices out there that you chose to work here in the Prescott School District.

We have an obligation to provide information about expectations for all our employees. It is important that you will review this handbook and the specific sections associated with your position within our organization. I am honored to serve as the Superintendent of Prescott Schools. I look forward to meeting all of you during this school year and observing how each of you contributes to our mission for every student.

Welcome and thank you for joining our proud organization. We look forward to watching you grow as we strive to continuously meet the district's mission and vision with a commitment to each other.

Whenever people meet you, let them know each time...

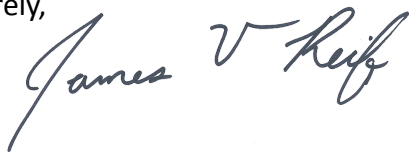
- You step into a classroom
- When you are out in the community
- Leading on a stage or an athletic field

...they are dealing with the **best Wisconsin** has to offer!

SHOW YOUR CARDINAL PRIDE!

On behalf of the administration and Prescott School Board, we wish you well in your career with us for the years to come.

Sincerely,

A handwritten signature in cursive script that reads "James V Reif".

James V Reif

Superintendent of the School District of Prescott

Mission/Vision/Our Values

	OUR MISSION:	OUR VISION:	OUR VALUES:
	To inspire lifelong learners for future success by engaging students, staff, families and our community	To deliver meaningful and creative opportunities that establish continuous learning, positive outcomes and an inclusive community	A commitment to: Respect, Relationships, Responsibility, Rigor and Relevance

Prescott School Board Strategic Direction

- ❖ Provide integrated education opportunities to maximize the learning of *all* students.
- ❖ Provide comprehensive, high-quality instruction, programs, and services to ensure all students benefit from Prescott Public Schools
- ❖ Provide professional growth opportunities and deliver high-quality instructional practices to increase student engagement and learning.
- ❖ Provide fiscally responsible investments in learning and work environments through strategic ongoing facilities, staffing, and program planning
- ❖ Provide safe, respectful, and nurturing environments where students, staff, families, and community members are valued, engaged, and supported.

About this Handbook

The Employee Handbook is intended to provide employees with information regarding policies, procedures, professional ethics, expectations, and standards of the District; *however, this Handbook should not be considered all-inclusive and is presented as a matter of information only and are not conditions of employment (WASB)*. The information in this Handbook is subject to change which occurs at the School Board level. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. [\(see acknowledgment of receiving handbook end of this document\)](#)

Board Policies are available on the *Prescott School District* website (School Board>Operational Policies). Each employee must be aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable federal and state laws and regulations, Wisconsin State Administrative Code, and policies of the Prescott School Board and are subject to change. **This Employment Handbook is subservient to and does not supersede the provisions outlined in District policies.**

The Handbook is provided as a reference for the following Prescott School District employees:

[Definitions](#) [click to see additional document with updated definitions] or [Appendix D](#)

District Expectations

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook, and legal obligations.

The District expects employees to comply with the standards of conduct set out in Board policies, this Handbook, administrative regulations, and any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. 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.

Contact Information

Prescott Middle School

District Office, 1220 Saint Croix Street

Prescott, WI 54021

Phone: 715-262-5782

Fax: 715-262-5091

District Office Hours: 7:00 AM - 4:30 PM

Prescott Board Policies

The Prescott Public School follows a Board Governance model. All Board Policies are provided to the our entire community via the District website (School Board>Operational Policies). The school board actively reviews and updates its policies at least twice an academic year.

All of the policies listed throughout this document can be found on our District website, as mentioned above (School Board>Operational Policies). If you need assistance locating these policies or have any questions please reach out to district@prescott.k12.wi.us.

Employee Rights and Key Policies

Equal Employment Opportunity

It is the policy of the District that no person may be illegally discriminated against in employment because of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, the authorized use of family or medical leave or worker's compensation benefits, or any other factor prohibited by state or 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.

The District encourages informal resolution of complaints under this policy. Any employee with questions or concerns can bring them to the attention of Human Resources for an informal resolution.

A formal complaint resolution should be filed with the Supervisor and District Administrator in the District.

Policy 3122-Non Discrimination and Equal Employment Opportunity for Professional Staff
Policy 4122-Non Discrimination and Equal Employment Opportunity for Support Staff

Drug and Alcohol and Tobacco-Free Workplace

The District seeks to provide a safe drug-free workplace for all of its employees.

- A. Prohibited Acts - Drugs and Alcohol: Therefore, 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. Also, 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 including electronic “vaping” or any other substitute forms of products, in District vehicles, or in the presence of students at school or school-related activities.
- C. Reasonable Suspicion Testing: Reasonable suspicion alcohol or drug testing will 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 District property. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- D. Additional Testing and Requirements: Employees required to possess a commercial driver’s license may be required to undergo additional drug testing under the 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.”
- E. Consequences 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 Employee Assistance Program. Our current vendor is Family Means. More information is available from the Human Resource department.
- F. The employee assistance program (**EAP**) is a confidential, no-cost voluntary worksite 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. More information is available from HR.
- G. Compliance with the District’s policies and rules is mandatory and is a condition of employment.

Policy 3122.01- Drug-Free Workplace for Professional Staff

Policy 3215- Use of Tobacco by Professional Staff

Policy 4122.01-Drug Free Workplace for Support Staff

Policy 4215- Use of Tobacco by Support Staff

Mandatory Reporting of Student Abuse and Neglect and Threats of Violence

The District strictly prohibits any actual or threatened acts of physical, mental, sexual, or other forms of abuse directed towards students by any person in any District-owned, operated, or leased facility, or at any school-sponsored activity. Likewise, the Board strictly prohibits any threats of violence in or targeted at any school. All incidents or suspected incidents of such conduct must be reported as described in this policy and in State law and will be investigated. All District employees, regardless of position, are required to make a report in the following instances:

A. Child Abuse

Any staff member who has reasonable cause to suspect that a child seen in the course of the staff member's performance of their job duties has been abused or neglected, or has been threatened with abuse or neglect, regardless of the identity of the suspected perpetrator; shall immediately call the local office of the Child Welfare Department, social services department, or local law enforcement agency and shall secure prompt medical attention if pertinent.

Any staff member who, in good faith, believes that circumstances require reporting shall do so without conducting any further investigation concerning the subject matter of the report. When a report is made, the staff member shall notify the building level administrator or District Administrator as soon as possible after the report has been made and provide detail concerning the basis for the report.

B. Threats of Violence

An employee regardless of position, who receives a threat or hears a threat of violence in or targeted at a school shall immediately inform law enforcement. The report shall contain detailed information concerning the nature of the threat. The staff member shall cooperate fully with law enforcement. When such a report is made, the staff member shall also inform the building administrator or District Administrator. If a threat is reported to the building administrator, s/he shall immediately notify the District Administrator and coordinate the District's coordination with law enforcement, students, and parents as the circumstances require.

All threats of violence are to be taken seriously. No staff member who reports a threat in good faith shall be subject to disciplinary action. Failure to report a threat may result in disciplinary action.

Policy 8462-Mandatory Reporting of Student Abuse and Neglect and Threats of Violence

Harassment

It is the policy of the District to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment.

The District will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

The District will investigate all allegations of harassment and in those cases where harassment is substantiated, the District will take immediate steps designed to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Compliance Officers at his/her first opportunity.

Policy 3362- Employee Anti Harassment for Professional Staff

Policy 4362- Employee Anti Harassment for Support Staff

Policy 0145 -Board Member Anti-Harassment

Threatening Behaviors Towards Staff Members

Prescott School District believes that a staff member should be able to work in an environment free of threatening speech or actions. Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical and/or psychological well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline and reported to the appropriate law enforcement authorities.

Policy 3362.01 Threatening Behavior towards Staff Members for Professional Staff

Policy 4362.01 Threatening Behaviour towards Staff Members for Support Staff

Personal-Student Relations

All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. Employees shall not form

PSD Employee Handbook

inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace.

Policy 3213 -Student Supervision and Welfare for Professional Staff

Policy 4213- Student Supervision and Welfare for Support Staff

Policy 3362-Employee Anti-Harassment for Professional Staff

Policy 4362-Employee Anti Harassment for Support Staff

Nepotism

Should a District employee be called upon to participate in a decision to hire, retain, promote, evaluate, or determine the salary of a person related to him or her by close affinity or personal family connection, the employee shall refrain from participating in such decision and shall instead delegate his or her decision making the authority regarding that person to the District Administrator or his or her designee.

Political Activity and Elections

Employees may exercise the rights and privileges of any citizen in matters of a political nature 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 his or her employment, 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. No school employee shall 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.

C. This section does not apply to the provision of information by school employees in connection with any election, referendum, or legislation where authorized by the school board or District Administrator and where consistent with legal limitations on the use of public funds and school district resources.

D. No employee will be disciplined for political views or appropriate political activity on their own time off school grounds and away from school activities. Employees are reminded that if they identify themselves as school district employees, they may limit their legal rights to free speech.

Policy 2240-Controversial Issues in the Classroom

PSD Employee Handbook

District Property

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft. Employees cannot borrow District property for personal gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges and the key card for building entry. District equipment borrowed for short-term use should be returned the first workday after project completion.

Technology

The District provides Technology and Information Resources to support the educational and professional needs of its staff and students. The District provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The District regulates the use of District Technology and Information Resources by principles consistent with applicable local, state, and Federal laws, and the District's educational mission. The policies apply to any applicable employment contracts and govern the staffs' use of the District's computers, laptops, tablets, personal communication devices when they are connected to the District computer network, Internet connection, and/or educational services/apps.

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Users have no right or expectation to privacy when using District Technology and Information Resources.

All Employees will be required to review and be familiar with all policies that govern the use of technology and the acceptable use of technology in the District. All employees will be required to sign an [Acceptable Use of Technology Agreement](#) as part of the terms and conditions of employment.

Policy 7540- Technology

Policy 7540.01 Technology Privacy

Policy 7540.02 -Web Content, Services, and Apps

Policy 7540.04 Staff Technology and Safety

Policy 7540.06-Staff Issued Email Account

Policy 7542 Access to District Technology Resources from Personally-Owned Communication

PSD Employee Handbook

Social Media

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff, and the general public.

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, District Administrator, Communication Specialist, use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum.

Staff members must provide parents of students involved in a school-sponsored activity the ability to opt-out of having their child use social media platforms/sites for communication purposes associated with that activity, and arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

Expected Standards of Conduct on District-approved Social Media

Employees who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations, or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on district-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on district-approved social media sites. District employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate

consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the District Administrator concerning District operations).

Employees are permitted to use District technology resources to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours. They are reminded that the District may monitor their use of District technology resources.

Employees and District-approved volunteers are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with his/her ability to effectively perform his/her job or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities

Policy 7544- Use of Social Media

Privacy

Pupil information 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 as set forth in Board. The law and respect for our students require that student issues be 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. Any requests for District records shall be referred to the appropriate administrator.

Policy 8330-Student Records

Conflict of Interest

No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part. See Wis. Stats. § 946.13(1)(a) and (b).

Policy 3230- Conflict of Interest for Professional Staff

Policy 4230- Conflict of Interest for Support Staff

Honesty

Honesty is a core value in the District. Employees shall not create any intentional inaccuracies verbally or on official District documents such as timesheets, job applications, student records, etc.

PSD Employee Handbook

False Reports

Employees may be disciplined for filing false reports or statements 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 reports.

Working Conditions and Hours of Work

Attendance

For the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday on site, unless the employee has received approved leave from their supervisor. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in the appendices classified by position. Any deviation from assigned hours must have **prior approval** from the employee's supervisor/building administrator.

Employees who are unable to report to work shall contact the appropriate supervisor and follow the applicable procedures for reporting his/her absence as follows:

Procedures for requesting leave in advance & Skyward HR:

1. Notify the appropriate administrative assistant and/or supervisor of an upcoming absence.
2. Enter your Time Off request in Employee Access (e.g., Skyward).
3. Your electronic request will be forwarded to your building administrative assistant or supervisor.
4. The administrative assistant or supervisor will make a note of the date(s) you are requesting to be gone in order to secure a sub if approved.
5. If your Time Off request is submitted to a building administrative assistant, it will then be forwarded to your administrator for final approval.
6. If your Time Off request is submitted to your supervisor, he or she will grant final approval.
7. You will receive a school email once your request has been processed letting you know if your request has been approved or denied.

Attendance Expectations

Any time spent not working during an employee's scheduled day must be accounted for using the appropriate reasons. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records 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 a day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in disciplinary action up to and including termination.

Employees who fail to provide adequate notice of absences using the notification procedures outlined above, and incur unexcused absences (no call/no show), as a result, will be subject to discipline up to and including discharge. Absence is defined as failing to report to work for a scheduled workday without having secured pre-approved leave. Excessive absenteeism is defined as two or more occurrences of unexcused absence (no call/no show) in a 30-day period and will result in disciplinary action. Five occurrences of unexcused absence in a 12-month period are considered grounds for termination (SHRM Standard).

The District reserves the right to waive enforcement of these rules in very limited circumstances as may be necessary to provide a reasonable accommodation for a qualified individual with a disability under the Americans with Disabilities Act.

Pay Periods

All employees will be paid semi-monthly on the 15th and the 30th. If the 15th or the 30th fall on a holiday or on a weekend, the payday will be on the preceding workday.

Teachers: contracts will be paid in equal semi-monthly installments based on a twenty (20) or twenty-four (24) pay cycle on the 15th of the month and the 30th of the month. Teachers must inform the District HR Office of the preferred number of pay cycles (i.e., the frequency) prior to August 1 of each year (default is 24 pay periods).

Hourly Employees use of True Time: Will submit electronic True Time timesheets weekly for hours worked to their direct supervisor. A workweek defined for this section shall run from 12:00 midnight (12:00 a.m.) Sunday until 11:59 p.m. the following Saturday. Hours worked from the 1st to the 15th of each month will be paid on the 30th. Hours worked from the 16th to the 30th will be paid on the 15th of the following month.

Bus Drivers: Will be compensated semi-monthly for routes based on the salary table in Appendix C.

Professional and Exempt Staff: contracts will be paid in equal semi-monthly installments on a twenty-four(24) pay cycle.

Direct Deposit Payment Method

- All employees are required to participate in direct deposit.

Criminal Background Check

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

Active employees:

All District employees shall notify their immediate supervisor or administrator as soon as possible, but no more than five (5) calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below: Board Policy 3121 and Policy 4121

- A. Crimes involving school property or funds;
- B. Crimes involving an attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. Crimes that occur wholly or in part on school property or at a school-sponsored activity;
- D. A misdemeanor that involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiment or accepted moral standards of the community].

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such a report shall be made as soon as possible but in no circumstance more than five (5) calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment, or conviction of a crime shall not be an automatic basis for an adverse employment action. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- The nature of the offense;
- The date of the offense;
- The relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave or from suspending an employee based upon an arrest, indictment, or conviction.

Position Descriptions

Position descriptions are available for inspection for each District employee. At a minimum, the descriptions will include the job title, job summary, responsibilities and supervisors of the position, and whether exempt(salaried) or non-exempt(hourly) from wage and compensation provisions of the Fair Labor Standards Act. Employees must be able to perform the duties of the job description.

Personal Property

Liability: The District does not assume any responsibility for loss, theft, or damages to personal property. To minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft, or any damage to cars parked on school property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

Policy 4281- Personal Property of Support Staff

Personnel Files

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file while in the presence of the administrator or his designee. The employee shall be entitled to have a representative accompany him/her during such review. This examination must be accomplished in the presence of the person officially charged by the District Administrator with custody of those files. The removal of this file from the safekeeping place will be done by the official personnel file custodian. The employee's personnel file, or any part thereof, may not be removed from the visual presence of the official custodian. 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.

After reviewing his or her personnel records, the employee has the right to request that records he or she believes to be inaccurate or obsolete be removed from his or her 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.

Policy 8320 - Personnel Records

Dress Code

The District believes that staff members set an example in dress and grooming for students to follow. The District retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional staff members shall:

- be physically clean, neat, and well-groomed;
- dress in a manner consistent with their professional responsibilities;
- dress in a manner that communicates to students pride in personal appearance;

- dress in a manner that does not cause damage to District property;
- be groomed in such a way that dress does not disrupt the educational process nor cause a health or safety hazard;
- no clothing that displays drugs, alcohol, tobacco, violent, or lewd images will be allowed

Outside Employment

Outside employment is regarded 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 employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The School Board expects employees to devote maximum effort to the position in which they are employed. An employee will not perform any duties related to an outside job during regular working 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 non-school employment.

Mileage Reimbursement

Prescott Public School has a fleet of vehicles for staff to access for travel related to school business (eg. Professional Development, attending CESA 11 meetings, coaching events for example). Employees should work with their site supervisor to contact the Bus Garage to reserve a vehicle for business travel. If a vehicle is not available, and an employee uses a personal vehicle the district will reimburse based on state of Wisconsin approved rates. s

Employees required to drive their own vehicles between schools will be compensated at the rate of \$100 per school year between two (2) schools or \$125 per school year between three (3) schools. Employees required to drive to more than three (3) locations shall receive up to \$25 more for each additional building.

Weather and Emergency Closing of Schools

Should inclement weather or other emergency situation require the Prescott School District to close the school or call for a Distance Learning Day, the following procedures shall be followed:

Automated calls will be placed to a student family and employee phone numbers by beginning at 6:00 am or as soon as practical using the District's Emergency Notification System (ENS) if conditions warrant the closing of schools. Staff may also be notified by the District's email services. Local television and radio stations will also be notified by 6:00 am, or as soon as practicable.

- See Appendices for specific snow/emergency paid day language by organizational unit.

Workplace Security and Safety

Physical Exam

Examination: Upon initial employment and thereafter if necessary, physical examinations including a chest X-ray or tuberculin test, of every school employee of the school district may be required in accordance with section 118.25 of the Wisconsin statutes. Upon initial employment, evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District.

Fitness for Duty: The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee, and consistent with the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination.

Accident/Incident Reports

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 principal/immediate supervisor immediately. It is the employee's responsibility to complete all required reports. Reports should cover property damage as well as personal injury. Employee injury should be called into EMC OnCall Nurse line 1-844-322-4668.

Workers Compensation

All employees shall be covered by Workers Compensation Insurance. Any employee who is injured on the job shall report the injury to the building principal/immediate supervisor prior to seeking medical attention if at all possible. The employee and their supervisor(if available) must call EMC OnCall Nurse Line within **seven (7)** days of an injury or supervisor to call twenty-four (24) hours in the event of a fatality. In the event of an emergency, the employee shall notify his/her immediate supervisor within twenty-four (24) hours after the occurrence of the injury or as soon as practical. The employee shall call EMC OnCall Nurse line 1-844-322-4668 to report any injury. New employees will be provided with a handout during orientation.

Benefits While on Workers Compensation

If any employee is injured while performing duties for the District, the District shall continue to provide workers compensation insurance, and the employee will be compensated for their regular wage with Workers Compensation reimbursement going to the District.

Injuries Not Covered by Worker's Compensation

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

1. Injuries because of a self-inflicted wound
2. Injuries sustained because of an employee's horseplay negligence
3. The employee is using school equipment for a personal project

An Employer's First Report of Injury form is available from the District Office. The Employer's First Report of Injury form must be submitted to the District Office within fourteen (14) days of an injury or twenty-four (24) hours in the event of a fatality.

Liability Insurance

All employees shall be covered in accordance with the District's liability insurance policy.

Employee Identification Badges

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. Badges allow students, parents, law enforcement, 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. Exceptions for wearing an employee identification badge will be at the Principal's discretion (i.e. shop class, physical class).

Operators of District Vehicles and Mobile Equipment

- A. Vehicle License Checks: All employees who drive a District vehicle may be required to undergo an annual driver's license record check.
- B. Notice of Traffic Violations: All employees who drive a District vehicle must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the Transportation Director and Administrator. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle while conducting school business.
- C. Commercial Driver's License (CDL): In addition to the notice requirements in paragraph A, above and pursuant to CDL Requirements, a CDL driver must notify his/her employer, in writing and within 30 days, of a conviction for any traffic violation regardless of the type of vehicle being driven at the time of the violation.

- D. Drivers: All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. See Wis. Stat. § 121.52(2)

Policy 8680 Bus Service Contract

Workplace Safety

- A. Adherence to Safety Rules: PSD follows state guidelines for conducting mandated required drills for fire, weather, and in or outside assaults. A comprehensive site plan is in place for all PSD schools via our participation in the Department of Justice grants process and onsite training. Each year principals or designee provide training for all staff assigned and students enrolled within its building. Staff who have questions or concerns about workplace safety or execution of the site plan are directed to meet and clarify concerns with their site supervisor or **building principal**.
- B. Protection of Staff: An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.
- C. Weapons Prohibition: Except as otherwise permitted by this section, firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: Wis. Stat. §§ 120.13(1), 948.60, .605, .61.
- This prohibition does not apply where state law prohibits a school district from restricting an individual's right to possess a firearm or other weapon in a location covered by this policy (e.g., law enforcement officers possessing a firearm or other weapon on school grounds in the line of duty).
 - The building principal may allow a weapon on school premises for purposes of demonstration, educational presentations such as Hunter Safety Classes. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation and must be in an inoperable condition whenever possible and without live ammunition.
 - Firearms or other weapons used for hunting may be allowed on school property for hunter safety classes, but only during non-school hours and after approval, in writing, from the Building Principal. The person(s) conducting the hunter safety class will assume responsibility for the safe handling and care of the firearms/weapons and see to it that all firearms/weapons are removed from the premises promptly after the class.

- G. Disaster Preparedness: All employees must become familiar with building procedures in the event of an emergency such as fire, tornado, intruders, etc. When drills are staged, all staff members and the student must follow proper procedures. Allowances and accommodations are made available via state guidelines and will be addressed at each site and individual needs.

Article V Benefits

Eligibility

The Board shall provide health, dental, life, long-term disability, voluntary vision, and voluntary short-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Eligibility for and payment toward coverage for individual employment groups are outlined in the appendices part of the Handbook covering such employees.

For detailed information regarding eligibility, cost, and plan details contact Human Resources.

Wisconsin Retirement System (WRS) Pension Plan

The Wisconsin Retirement System is a qualified retirement system under Section 401(a) of the Internal Revenue Code. It is a hybrid defined benefit plan, containing elements of both a 401(k) or defined contribution plan and a defined benefit plan. The intention of the WRS pension plan is to provide you with a lifetime retirement payment (annuity) once you are vested and have reached the minimum retirement age.

The District is required to cover you as a participating employee if your job position meets WRS Participation Requirements.

The Board agrees to contribute the employer's share as required by state statute. The employee shall pay the employee's required WRS contribution as required by state statute. Under no circumstances shall the Board pay the employee's required WRS contribution.

To learn more about WRS go to <https://etf.wi.gov>

Supplemental Retirement Plans

Salary Deferrals - 403 (b) - (Roth and/or Traditional)

1. The District will maintain Traditional and/or Roth 403(b) programs without regard to the employee's current or former employee's contribution amounts. Employees shall have the opportunity to participate in the District's Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money through salary deferral in annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an "Investment Vehicle").
2. The purchase of the 403(b) will be optional for the individual employee. The employee may make 403(b) elective salary reductions in one or both of the following ways:
 1. **Pre-tax dollars** (salary reduction, also known as "regular" or "traditional" 403(b) and/or IRA contributions) or
 2. **After-tax dollars** (also known as "Roth" 403(b) and/or IRA contributions).
3. Employees will be permitted to have their contribution remitted via payroll deduction to an Investment Vehicle offered by a vendor listed as a District-approved vendor¹, as required by the IRS Code and as directed by the District's plan document.
4. Employees may contribute a specific dollar amount up to the amount permitted by law. Salary reduction limits will be adjusted from time to time to conform to statutory limits.
5. Salary Reduction Agreement:
 - Employees will be required to sign an agreement to authorize 403(b) contributions through payroll deduction.
 - By authorizing 403(b) and/or IRA deductions from his/her salary, the Employee acknowledges that the District made no representation to the Employee regarding the advisability, appropriateness, or tax consequences of any salary reduction agreement, participation in a 403(b) or the company which issues the contract or which invests the employee's salary reduction funds. Furthermore, the employee agrees the District shall have no liability whatsoever for any loss, solvency, operation, or benefits provided by the 403(b)

¹ District Approved vendor is WEA. Additional information: <https://www.weabenefits.com/>
PSD Employee Handbook

Leaves

A "Day" of leave is prorated based on the number of hours an employee is scheduled to work.

Personal Days

Employees shall be entitled to a number of personal days. A "day" of personal leave is defined the same as a "day" of sick leave and may be used in the same increments as sick leave.

Specific personal day language and allocations can be found by appropriate groups listed in the appendices.

Part-time employees will receive personal leave on a prorated basis based on the number of hours they are scheduled to work.

Personal Leave Approval

1. A request must be submitted in Employee Access to the Administrator shall be made as far in advance as possible, normally not less than five (5) days. Emergencies may delay the submitting of the written statement until the employee returns to work.
2. The Administrator has the right to approve or disapprove all requests.
3. No more than two (2) employees per building may take personal leave on any given day when school is in session unless the District Administrator or his/her designee grants approval to exceed the two (2) employee limit.

Sick Leave

Each employee shall be credited with paid sick leave per pay group allocations found in the appendices of this handbook

Crediting of Sick Leave: Sick leave, though credited at the beginning of each fiscal year, is vested only upon completion of the work year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed.

Part-time Employees: Part-time employees will receive sick leave on a prorated basis based upon the number of hours they are scheduled to work.

- A. Sick Leave Use: Sick leave shall be paid for any absence from work due to the following reasons:
 - a. Sick Leave: Personal illness, injury or serious health condition, or attending medical or dental appointments of the employee, child, spouse, domestic partner or parent;
 - b. Family Medical Leave: Serious health, condition, medical, or dental appointments of a spouse, child, or parent. Family leave is deducted from accumulated sick leave.

The number of days underneath this provision is limited to ten (10) sick days per school year (July 1st through June 30th). This does not include the federal Family Medical Leave Act provisions.

i. Definitions: The following definitions apply under this section:

1. Child: Means a natural, 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 parent, foster parent, adoptive parent, step-parent, or spouse's parents.
3. Spouse: Means an employee's legal husband or wife.
4. Domestic Partner: Under the other definition, a "domestic partner" means an individual who has signed and filed a declaration of domestic partnership in the office of the register of deeds of the county in which he or she resides. WIS. STAT. § 770.01 (1)-(2).

- B. Sick Leave Increments: Sick leave may be allowed in increments of fifteen (15) minutes.
- C. Sick Leave Accumulation: Sick leave will accumulate for full-time and part-time employees to the maximum listed in the appendices per pay group allocation.
- D. Sick Leave and Long-Term or Short-Term Disability: Employees may receive paid sick leave while on Short-Term Disability. In the event an employee becomes eligible for Long-Term Disability, the employee will no longer receive paid sick leave.
- E. Overused Sick Leave: If an employee were to leave the school system prior to the completion of his/her contract term or the school year for an individual teacher and had used all sick leave, a sum equal to the sick leave days used but not earned would be deducted from the remaining payments. In the event sick leave is exhausted, the employee will have a full pay deduction for the accurate amount of time gone reflected on future paycheck stubs as LWOP (Leave Without Pay).
- F. Reporting Procedure: Whenever the Superintendent deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. The certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work that may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

- G. If an employee misses three or more consecutive days because of illness, Administrator/Supervisor may require the employee to provide a physician's note stating they were seen for illness including date seen.
- H. Sick Leave Listing: Employee has access to review available leave through the Employee Software Access (employee software). In the event the employee is unable to access the employee software, a request may be made to Human Resources for a report summarizing his/her sick leave, personals, and vacation usage (if applicable) during the previous employment year.

Bereavement Leave

Employees may be granted a maximum of five (5) days with full pay for necessary time off from work for death or to make arrangements and/or attend the funeral of a spouse, child, parent, domestic partner, sister, brother, grandchildren, grandparent, mother-in-law, father-in-law, domestic partner's parents, aunt, uncle, brother-in-law, sister-in-law, or relatives residing in the employee's home. The above shall apply to step relations to the same degree.

Employees will note who the funeral is for when requesting funeral leave. The Superintendent at his/her sole discretion may grant funeral leaves beyond the five (5) days maximum.

Jury Duty Leave

Employees shall be excused for jury duty with full payment from the School District. The employee retains the jury duty mileage reimbursement.

Jury Duty Employee Notice:

An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

Family and Medical Leave Act

The Family Medical Leave Act referred to as FMLA entitles eligible employees to take unpaid paid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

- Eligible employees are entitled up to Twelve (12) workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;

- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember 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).

Notification of Benefits and Leave Rights: Since the District has an employee handbook or other written policy concerning employee benefits or leave rights, information concerning FMLA entitlements and employee obligations under the FMLA is 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). The notice is posted in Appendix [insert letter].

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 to leave within five business days, absent extenuating circumstances. 29 C.F.R. § 825.300(b).

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©. 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 <http://www.dol.gov/whd/fmla>

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).

Uniformed Services Leave

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, and this Handbook.

Seniority/Length of Service During Uniformed Services Leave:

Employees shall continue to accrue length of service for wage/salary increments, if applicable, and all other purposes where the length of service is a factor. The employee's absence shall not be construed as a break in service for any purpose.

Request for Uniformed Services Leave

When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request shall be submitted to the District Administrator or his/her designee.

Unpaid Leave of Absence

Application Procedures: All requests for an unpaid leave of absence, other than emergencies, must be submitted to the District at least thirty (30) days before the anticipated beginning of the leave. Such application will be reviewed and processed by the District Administrator and shall be granted or denied at their sole discretion. If applicable, a request must be accompanied by a physician's statement attesting to the disability and anticipated duration of the leave, this applies to medical leaves only. The District reserves the right to request interim statements from the physician, if applicable. The unpaid 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.

Benefits During Medical Leave of Absence:

- A. A Length of service and other benefits shall not accrue during such leave.
- B. During the unpaid leave, the employee **shall retain accumulated paid leave** but shall not accrue any additional paid leave during the unpaid leave.

Placement upon Return from Leave:

- A. The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not provide such notice, he/she will be deemed to have resigned from his/her 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 his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of the contract unless the employee's percentage of the contract was reduced or increased due to nonrenewal or reduction in force, whichever is applicable (see Appendices A, B, and C).
- C. For approved medical leaves, the employee must provide a certification from his/her physician that he/she 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 a 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. Failure to Return after expiration of an approved Leave of Absence: In the event, the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned from his/her position with the District and waived any and all rights to further employment by the District.
- E. 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 concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

Continuation of Health Insurance When Disabled

After an employee with health insurance coverage becomes eligible for long-term disability as defined by the District's long-term disability carrier, the monthly health insurance premium required for coverage of the covered employee will be continued. The employee will reimburse the District 12.5% of the monthly premium and the District will contribute 87.5% of the monthly premium during a medical leave of absence as if the employee were still actively working. Continuation of health insurance when disabled will continue until the earliest of the following dates:

1. The date the covered employee ceases to be disabled as determined by the District's long-term disability plan coverage.
2. The date the covered employee becomes eligible for Medicare benefits.
3. The date the covered employee dies.
4. The date the covered employee fails to furnish satisfactory proof of continued disability to the long-term disability plan carrier.
5. Health insurance premiums will be continued for a maximum of thirty (30) months for any one period of disability.
6. Employee premium contributions must be resumed through payroll deduction beginning with the month in which the covered employee resumes his or her regular job duties as a member of the eligible class of employees.
7. Continuation of health insurance applies only to the type of coverage (single or family) in effect for the covered employee on the date of the disability.
8. Continuation of health insurance only applies to employees who become disabled during active employment.

Other Unpaid Leave of Absence

Unpaid leave of absence information for teachers and support staff can be found in Appendices A and B.

Social Security Disability for Continuation of Long-Term Disability

- A. Once an employee meets the long-term disability carrier's qualifying criteria, the employee must apply for Social Security disability (SSDI) benefits within six (6) months following the date of the disability.
- B. If an employee is successful in obtaining Social Security disability (SSDI), Medicare becomes effective on the first of the 25th month after entitled Social Security disability (SSDI) benefits start. Continuation of health insurance ends when Medicare becomes effective.
- C. If an employee's claim for Social Security disability (SSDI) is denied, the continuation of health insurance ends effectively the first of the 25th month following the date of the disability.

Reduction in Workforce

Employees Reduction of Hours/Layoffs

These guidelines encompass hourly, salaried, and licensed employees of Prescott Public Schools.

If it becomes necessary to reduce or eliminate the number of positions or the number of hours in any position employed by the District, in whole or in part, employees will be given as much advance notice as possible by the Board, but not less than 24 hours before the implementation of the layoff.

Normal attrition resulting from employees retiring or resigning from the District shall be taken into consideration by the Board to the extent administratively feasible for the continuation of the District's program and provided that the Board has written notice of such retirements and/or resignations with sufficient time to meet any time limitations imposed upon it by budget or by law.

All employees to be laid off, if necessary, will be selected first by classification and building or department (as appropriate), and then taking into consideration the following criteria in order of importance:

- A. Specialized expertise/training
- B. Additional criteria including but not limited to specific employee assignments in Prescott and other related experiences outside of Prescott may be considered if two employees are equal in performance, specialized expertise/training
- C. Years of Prescott experience

In the event a position becomes available within six months of lay-off, employees laid off will be considered first for rehire upon application and in reference to the above criteria.

Employee Furloughs

The District may furlough employees (place them on a temporary layoff) for budgetary or organizational reasons. A furlough is the placement of an employee, a group of employees, or a classification of employees on temporary leave without pay. The decision to implement a furlough will be made by the Superintendent or designee after consultation with the School Board. Employees will be given as much advance notice as possible, but not less than 24 hours before the implementation of the furlough. Employees will receive written notification of the furlough. Failure to return to work within 7 days if called back will result in a voluntary resignation on the part of the employee.

1. The following guidelines apply during furlough periods:
2. Employees shall not receive any wages from the District and are not permitted to use District-provided accrued time off, such as vacation, sick, or personal leave. However, employees will retain their accrued time off subject to the Handbook provisions during the furlough that they will be eligible to use upon their return.
3. Employees who are otherwise eligible for District-provided benefits, such as health insurance and dental insurance, may continue participation in the benefits during the furlough period for a period not to exceed 3 months, **provided however that such employees remit their contributions towards the premium as directed**. Employees are prohibited from working for the District during a furlough but may work for another employer.
4. Employees to be furloughed will be selected first by classification and building or department (as appropriate) and then taking into consideration the following criteria in order of importance:
 - Specialized expertise/training
 - Years of Prescott experience
 - Additional criteria including but not limited to specific other employee assignments in Prescott and other related experiences outside of Prescott may be considered if two employees are equal in performance, specialized expertise/training, and years of Prescott experience.
5. The District will not contest unemployment compensation applications.

Insurance Benefits During Layoff

Employees may be eligible to continue certain insurance benefits, including health insurance, according to COBRA depending upon their status and/or classification.

Accrued Benefits During Layoff

Laid-off employees shall suffer no loss of sick leave, vacation, or other accrued benefits when rehired. Sick leave days, vacation, and length of service time however, shall not accrue while an employee is on full layoff status.

Severance from Employment

An employee's employment relationship shall be broken and terminated by:

Termination pursuant to the terms of this *Handbook* and the employee's contract [if any];

- A. Voluntary resignation;
- B. Retirement;
- C. Nonrenewal of the employee's contract, [only applicable to employees where non-renewal rights are provided under the Wisconsin statutes];
- D. Failure to return to work the day following the expiration of an authorized leave of absence; and job abandonment.

Retirement

See Appendices by employee type for specific language by employee type.

Work Stoppage

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 discharge.

Management Rights

Delineation of Rights

Except as specifically modified by this Handbook, the Board of Education retains without limitations, all powers, rights, and authority vested in it by all laws, rules, and regulations, including, but not limited to: The right to manage and control school properties and facilities, select and direct personnel, determine, manage and control the school curriculum, relieve employees from duties, contract out for goods and services, take such action as it deems necessary to maintain efficiency in the operation of the school system and determine the methods, means and personnel by which the functions of the school district will be performed.

Grievance Procedure Board Policy

It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. Each employee of the District shall be provided an opportunity to understand and resolve certain matters affecting employment that the employee believes to be unjust. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees.

This policy is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

For purposes of this grievance procedure, the following definitions shall apply:

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or District rule related to the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.
- B. "Termination" does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats., nor does it include position elimination due to a reduction in force.
- C. "Employee discipline" refers to unpaid suspensions, written reprimands, or demotion, but excludes performance conferences/evaluations, coaching, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.
- D. "Reprimands" written reprimands or written confirmation of verbal reprimands are not disciplinary and therefore, not grievable, unless they are labeled as such and placed in the Employee's personnel file.

The Board's decision shall be by a majority vote of a quorum present, which shall be final.

Policy 3340- Grievance Procedure for Professional Staff

Policy 4340- Grievance Procedure for Support Staff

Appendix A

Certified Staff & Teachers

A-1 Professional Hours/Workday

Normal Hours of Work

- A. The Prescott School Board views licensed school teachers as professionals. As such, teachers are categorized as professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats. Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week" are considered to be eight (8) hours per day Monday through Friday including a duty-free thirty (30) minute lunch period. affirmed Oct 18-2023)
- B. The actual workday for each building shall be established by the building principal.
- C. The normal teaching load at grades K – 12 levels shall include at least the equivalent of one preparation period per day unless mutually agreed between administration and teacher involved.

Administratively Called Meetings

Staff Meetings: Teachers are required to attend all mandatory administratively called staff meetings. Administratively called meetings may begin before the normal workday begins or go later than the end of the normal workday. The number of staff meetings shall be established by the administration. The administration shall attempt to provide reasonable notice of all such meetings. Teachers who are required to attend administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

Consultation with Parents

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, emails, home visitations, progress reports, in-person appointments, etc., in addition to the scheduled parent/teacher conferences.

Emergency School Closures & Distance Learning Days

In the event of schools being closed because of inclement weather the District Administrator may declare a Distance Learn Day. The District is still obligated to meet DPI instructional annual minutes by grade level. Distance Learning schedule will follow the grade level schedules provided online by school administrators. Licensed staff are still required to be available for the entirety of regular working hours.

School Calendar

The school calendar shall be determined by the Board. The calendar shall include three (3) paid teacher holidays (Labor Day, Thanksgiving Day, and Memorial Day), and Professional Development days to be determined yearly as the total number of service days per year. The determination of the structure of the days, e.g. instructional, in-service, workdays, etc., shall be at the discretion of the Board with input from the professional development team and administration and input from professional teachers, administration, and support staff.

A-2 Professional Compensation

Initial Salary Schedule Placement

Effective for employees initially hired on or after July 1, 2012, the Board, in its sole discretion, may place newly employed employees at a salary that exceeds his/her actual years of service.

Additional Compensation

- **Teacher Subbing:** If a substitute is not hired as a replacement, a member of the staff agreeing to accept the additional duty in lieu of the regular preparation period shall be reimbursed \$20 per hour. Hour is defined as school period (High School) or 45 - 60 minute clock hour. The building principal will make arrangements for all substitutes.
- **Summer School Compensation:** Teachers are paid \$30 per hour for “core” classes, those being reading, math, science, social studies, and special education. Teachers teaching “non-core” classes are paid \$25 per hour.
- **Summer School Preparation Time Compensation:** All teachers shall receive thirty (30) minutes of paid preparation time per day.
- **Curriculum:** Curriculum work assigned or approved in advance by administration outside of the regular workday or work year shall be compensated at \$30.00 per hour.

- **IEP or 504 Meetings:** Employees will be paid \$20 per clock hour or a prorated amount of participating in IEP or 504 meetings before or after normal work hours and/or during employee prep time.
- **Summer Workshops/Training:** Staff requested by the District to attend summer workshops/training will be compensated at \$20 per hour for their attendance.
- **Meal Per Diem:** Any out of pocket expenses for food reimbursement will be reimbursed at:
 - Breakfast \$10
 - Lunch \$14
 - Dinner \$23

Meals that fall at the start or end of travel will not be reimbursed; for example a staff member attending a conference from 9 am to 3 pm an hour away will be reimbursed only for lunch, not breakfast and dinner. If the conference or hotel provides a meal there will be no per diem for that meal; example, a hotel provides free breakfast. This will be reimbursed through payroll.

National Board Certification

An employee who earns certification from the National Board for Professional Teaching Standards, or a Master Teacher designation if the National Board for Professional Teaching Standards is not available in the employee's certification area, shall have his/her salary increased by \$1,000 dollars. This shall be a one-time increase in the employee's salary and shall immediately cease if the employee fails to retain such certification.

Salary Schedule Lane Changes

Salary schedule lane changes made due to lane advancement must be submitted to the District office by September 20 for second-semester salary implementation, or by June 20th for the next school year's first-semester implementation, along with proof thereof.

Improvement Plan

Employee work performance will normally be reviewed during the first three years of employment and at least every three years thereafter. If, as a result of the performance review process, an employee is placed on a Performance Improvement Plan (PIP), that employee's wages shall be frozen until the employee successfully completes the PIP.

A-3 Teacher Salary Schedule

Criteria for movement on teacher salary schedule:

1. Step advancement is at the discretion of the Administration and the Prescott School Board and is determined annually as sufficient funds are available.
2. Acceptable performance is required for advancement as described in the Employee Handbook.
3. Lane advancement needs pre-approval by the superintendent as described in the Employee Handbook.

Certified Staff Salary Schedule:

Step	BA F25-26	BA+12	BA+24	MA	MA+15	MA+30
B	\$45,173	\$46,748	\$48,114	\$49,514	\$50,806	\$52,205
C	\$45,609	\$47,200	\$48,579	\$49,993	\$51,297	\$52,710
D	\$46,515	\$47,928	\$49,232	\$51,080	\$52,492	\$53,797
E	\$47,711	\$49,015	\$50,428	\$52,166	\$53,579	\$54,883
F	\$48,797	\$50,210	\$51,514	\$53,362	\$54,666	\$56,079
G	\$49,993	\$51,297	\$52,710	\$54,449	\$55,862	\$57,166
H	\$51,080	\$52,492	\$53,797	\$55,644	\$56,948	\$58,361
I	\$52,166	\$53,579	\$54,883	\$56,731	\$58,144	\$59,448
J	\$53,362	\$54,666	\$56,079	\$57,818	\$59,231	\$60,535
K	\$54,449	\$55,862	\$57,166	\$59,013	\$60,317	\$61,730
L	\$55,753	\$57,057	\$58,470	\$60,209	\$61,622	\$62,926
M	\$56,840	\$58,252	\$59,557	\$61,404	\$62,708	\$64,121
N	\$58,035	\$59,339	\$60,643	\$62,491	\$63,904	\$65,208
O	\$59,122	\$60,426	\$61,839	\$63,686	\$64,991	\$66,295
P	\$60,209	\$61,622	\$62,926	\$64,773	\$66,077	\$67,490
Q	\$61,513	\$62,817	\$64,230	\$65,969	\$67,382	\$68,686
R	\$62,600	\$64,013	\$65,317	\$67,164	\$68,468	\$69,881
S	\$63,795	\$65,099	\$66,512	\$68,251	\$69,664	\$70,968
T	\$64,882	\$66,186	\$67,599	\$69,447	\$70,751	\$72,164
U	\$65,969	\$67,382	\$68,686	\$70,533	\$71,837	\$73,250
V	\$67,273	\$68,577	\$69,990	\$71,729	\$73,142	\$74,446
W	\$68,360	\$69,773	\$71,077	\$72,924	\$74,228	\$75,641
X	\$69,555	\$70,859	\$72,272	\$74,011	\$75,424	\$76,728
Y	\$70,642	\$71,946	\$73,359	\$75,207	\$76,511	\$77,924
Z	\$71,729	\$73,142	\$74,446	\$76,293	\$77,598	\$79,010
AA	\$73,033	\$74,337	\$75,750	\$77,489	\$78,902	\$80,206
AB	\$74,120	\$75,533	\$76,837	\$78,684	\$79,988	\$81,401

A-4 Extra-Curricular Activities (ECA) Pay Schedule

Updated for Current F2025

<u>Duty</u>	<u>Salary</u>
Head Football Coach	5,329.50
Head Volleyball Coach	5,329.50
Head Girls Basketball Coach	5,329.50
Head Boys Basketball Coach	5,329.50
Head Wrestling Coach	5,329.50
Head Cross Country Coach	4,180
Head Boys Track coach	4,180
Head Girls Track Coach	4,180
Head Baseball Coach	4,180
Head Softball Coach	4,180
Head Boys Golf Coach	4,180
Head Girls Golf Coach	4,180
Dance Team Advisor	4,180
Assistant Football Coach	3,329.50
Assistant Girls Basketball Coach	3,329.50
Assistant Boys Basketball Coach	3,329.50
Assistant Volleyball Coach	3,329.50
Assistant Wrestling Coach	3,329.50
Assistant Baseball Coach	2,387.83
Assistant Softball Coach	2,387.83
Assistant Track Coach	2,387.83
Assistant Dance Team Advisor	2,387.83
Assistant Cross Country Coach	2,387.83
Assistant Golf Coach	2,387.83
8th Grade Football Coach ²	2,126.57
7th Grade Football Coach	2,126.57
8th Grade Volleyball Coach	2,126.57
7th Grade Volleyball Coach	2,126.57
8th Grade Boys Basketball Coach	2,126.57
7th Grade Boys Basketball Coach	2,126.57
8th Grade Girls Basketball Coach	2,126.57

² Middle School Athletics is being moved to Fund 80 Prescott Community Recreation as of fall 2023; this program is open to all community residents.

7th Grade Girls Basketball Coach	2,126.57
Middle School Wrestling Coach	2,126.57
Middle School XC	1,948.93
Middle School Boys Track Coach	1,948.93
Middle School Girls Track Coach	1,948.93
Strength and Conditioning Coach	2,925 ^{3*}
supplemented with Fund 21 to total of \$5,225 per season	
Conference Head Coach (see below)	300
Sectional Coach (see below)	200
State Head Coach (see below)	400
Destination Imagination Coordinator	1,085 ⁴
DI Coordinator with more than 5 teams	50 extra per team
Driver Education Instructor	27 per hour ⁵
Elementary Student Council Advisor	848
Elementary Music Director	602
Creative Music High School	1,500
Creative Music Middle School	900
High School Acapella Choir	1,085
High School Band	4,600
High School Forensics Advisor	3,100
High School Assistant Forensics Advisor	1,085
High School Head Athletic Club Advisor	882
High School Assistant Athletic Club Advisor	577
High School Play Advisor	2,713
High School Prom Advisor	1,017
High School Student Council Advisor	1,458
High School Vocal	577
Middle School Band	1,933
Middle School Student Council Advisor	1,458
Middle School Vocal	577
Middle School Yearbook Advisor	1,696
K-5 Yearbook Coordinator (4-2022 approved)	2,200
National Honor Society Advisor	882
Theatrical Manager & Producer	5,100 (stipend per Trimester event)
1. Head coaches of the team qualifying receive \$400 for going to state. Eligible team head coaches are Girls Basketball, Boys Basketball, Football, Volleyball, Wrestling, Baseball, Softball, and Dance.	

³ Per season fall, winter, and spring

⁴ Destination Imagination is organized through Community Education and open to community as of 2018; stipends are paid for oversight of Community ED teams.

⁵ Updated F2021

2. Individuals on teams qualifying for state receive \$200. Eligible team coaches are Cross Country, Individual Wrestling, Girls Track, Boys Track, Girls Golf, Boys Golf, Band, Choir, Destination Imagination, and Forensics.
3. Conference championship head coaches will receive \$300. All head coaches eligible.
4. Sectionals and football Playoffs:
 - a. Eligible team coaches are Girls Basketball, Boys Basketball, Football, Volleyball, Wrestling (team), Baseball, and Softball.
 - b. \$200 for a head coach for sectionals
 - c. \$200 to head Football Coach for Round 2 of the Playoffs.

Non-Football [BOARD APPROVAL DATE Nov. 16, 2022]

Conference Championship	\$300.00
Regional Championship	\$200.00
Sectional Championship	\$300.00
State Championship	\$500.00

Non-Football Individual (Only if Team Award Not Earned)

Conference Championship	\$150.00
Sectional Qualifier	\$100.00
State Qualifier	\$200.00
State Championship	\$250.00

Football

Conference Championship	\$300.00
Playoff Berth Championship	\$200.00
Sectional Championship	\$300.00
State Championship	\$500.00

- Football structured differently
 - No Regional championship but teams must earn a playoff spot while all other teams automatically qualify ⁶

A-5 Benefits Licensed Staff

Dental Insurance

The Board shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. For those full-time teachers who elect coverage, the District will provide dental insurance. Ninety-five percent (95%) of the monthly premium will be paid by the District.

⁶ Approved by School Board 11/16/2022
 PSD *Employee Handbook*

Health Insurance

The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

- A. The District shall pay 87.5% of the family or single premiums on health insurance for all full-time teachers on a monthly prorated basis as they fall due. Teachers employed less than full-time and more than half-time will receive health insurance benefits prorated on the 87.5% paid by the District equal to the percent of time employed.
 - a. Health Care Plans will be shared out on an annual basis in May of each school year during open enrollment or upon request.
 - b. Board will contribute \$1,750 for single health insurance and \$3,500 for family health insurance to a Health Savings Account (HSA) for each employee with health insurance coverage to defer the cost of the deductible to the employee.

Life Insurance

- A. Term Life: The Board shall provide life insurance to employees working 20 hours or more per week. The insurance carrier(s), programs(s), and coverage will be selected and determined by the Board. Each teacher under the contract shall receive a **\$25,000 term** life insurance policy. Premiums are to be paid in full by the District.
- B. Through the Wisconsin Retirement System (WRS), employees have the **option** of enrolling in an insurance policy with Securian with an insurance value equal to an employee's WRS salary at employee expense. Additional spouse and dependent coverage are also available at employee expense. The District will pay the employer's share of Securian's premiums for the post-retirement benefit for those who elect such coverage.

Short-Term Disability

The Board shall provide teachers with the opportunity to enroll in optional short-term disability insurance at employee expense to cover the first 90 days prior to the implementation of long-term disability. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

Long-Term Disability

The Board shall provide long-term disability insurance to employees working 20 hours or more per week. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board. Teachers under the contract shall receive a long-term disability insurance policy that would become effective after being out of work for ninety (90) calendar days. The District will pay the long-term disability insurance premium.

Vision Insurance

The Board shall provide employees with the opportunity to enroll in optional vision insurance at employee expense. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

Wisconsin Retirement System (WRS) Contributions

The Board agrees to contribute the employer's share. The employee agrees to pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution.

A-6 Post-Employment Benefit- Tier 1- Tier IV Teachers

Tier I- Hired *prior* to July 1, 2007 with 10 or more years of service

Voluntary Early Retirement :

1. Early retirement benefits shall be available to teachers in Tier I who voluntarily retire from their regular, full-time duties⁷.
2. Teachers must notify the District Administrator no later than **February 1st** to qualify for voluntary early retirement. (WRS requests a 90 day notice to start appropriate paperwork)
3. Teachers may remain in the group health insurance coverage maintained by the District for a maximum of five (5) years.
4. Dental insurance is not included in retirement benefits.
5. District's contribution toward retirees' monthly health premiums is fixed at the **2015-2016 employer contribution rate** (\$1177.46 family monthly contribution; \$518.90 single monthly contribution).
6. District contributions to Health Savings Account (H S A) end with district employment and do not extend into retirement.
7. District contributions shall cease at qualification for Medicare or at the death of a retiree, whichever occurs first.
8. Employee's spouse will cease to qualify for health insurance benefits upon the retiree reaching Medicare age or upon the spouse reaching Medicare age, whichever occurs first. Family health coverage will remain in effect for the retiree

⁷ TIER I Employees may request earlier retirement age than 60, but it must be approved, and health coverage contributions are capped at the maximum of five year equivalent per board 2016 agreement.
PSD Employee Handbook

should there be any other qualified dependents, ending when the retiree reaches Medicare eligibility.

9. Effective 9/1/2016 employees in Tier I post-retirement benefits are immediately vested in an employee benefit 403(b) matching program.
10. Effective 9/1/2016 the district will match dollar-for-dollar employee 403(b) contributions up to a maximum of \$2,000 per school year, prorated based on FTE, for contributions made after 9/1/2016.
11. Employees may contribute more than \$2,000 per year up to the IRS maximums set for each calendar year.
12. District health insurance coverage will end in retirement if the retiree becomes employed in a position that offers health insurance.

Teachers- Hired before July 1, 2007; but did not have 10 years of service by 2016.

403(b) Matching Benefit Program:

1. All annual contributions to **Trust Secure (HRA)** will cease at the end of the 2015-2016 school year (June 30, 2016).
2. Employees may contribute more than \$2,000 per year up to the IRS maximums set for each calendar year.
3. Tier II teachers retain all funds; there is no loss of contributions made to date.
4. Tier II teachers **are vested at 10 years of service** to the District as of July 1, 2017.
5. Effective 9/1/2016 employees in Tier II are immediately vested in an employee benefit 403(b) matching program.
6. Effective 9/1/2016 the district will match dollar for dollar employee 403(b) contributions up to a maximum of \$2,000 per school year, prorated based on FTE, for contributions made after 9/1/2016. .

Teachers-Hired between 7/01/2007 and 7/1/2016

403(b) Matching Benefit Program:

1. All annual contributions to Trust Secure (HRA) will cease at the end of the 2015-2016 school year (June 30, 2016)
2. Employees may contribute more than \$2,000 per year up to the IRS maximums set for each calendar year.
3. Employees must be vested to obtain funds. Vesting is defined as ten (10) years of service to the District.

- a. The employee retains all funds upon ten (10) years of service; vesting requirement.
4. There is no loss of Trust Secure contributions made through 6/30/2016 upon vesting requirement.
5. Effective 9/1/2016 the district will match dollar-for-dollar employee 403(b) contributions up to a maximum of \$2,000 per school year for licensed staff, prorated based on FTE, for contributions made after 9/1/2016.

Teachers hired *after* July 1, 2016

403(b) Matching Benefit Program:

1. Prescott School District will match employee 403(b) contributions up to \$2,000 per school year prorated based on FTE. Employee contributions may invest in an array of options at WEA Member Benefits.
2. Employees may contribute more than \$2,000 per year up to the IRS maximums set for each calendar year. Additional information is available from WEA Member Benefits and/or Prescott School District Human Resources.
3. Employer (benefit) contributions will be made specifically to WEA Vanguard Target Retirement Fund.
4. Employer (benefit) contributions remain District controlled until the ten (10) year vesting requirement is met.
5. At the time of separation from the District, and if vested, employees may move or commingle funds to meet individual needs.
6. Employer (benefit) contributions payments will be made in June of each academic year that this benefit is available to staff.
7. The district will provide an "active" enrollment for all licensed teaching staff.
8. There will be a ten (10) year vesting period for employer 403(b) matching contributions.

A-7 Teacher Assignments, Vacancies, and Transfers

Teacher Assignments, Vacancies, and Transfers

- A. The Board retains the right to make grades, subjects, and activity assignments and to make transfers between schools as necessary in the best interests of the District.
- B. Any teacher wishing assignments to transfer to another school within the District shall make his/her wishes known to the administration by February 1

in order to be given consideration for the following year. Applications must be renewed annually to remain valid.

- C. Reasonable effort shall be made to notify teachers prior to the end of the school year of any change in their programs and schedules for the ensuing school year, including the schools to which they will be assigned, subjects, and/or grades they will teach, and any special or unusual courses or assignments.
- D. Additional activity assignments shall be made on a year-to-year basis. Separate contracts shall be issued for such assignments and to the extent possible teachers will be notified of such assignments.
- E. Notice of a vacancy shall be posted on the District website employment page for a minimum of five (5) days.

Release Clause

- A. Any teacher requesting to resign from a contract for the purpose of accepting another teaching position and the request is accepted by the board after July 1st, will pay the District five hundred dollars (\$500) for the cost of securing a replacement for that position and after August 1st one thousand dollars (\$1,000) for the cost of securing a replacement for that position.
- B. The employee may have liquidated damages deducted from the employee's last paycheck(s) or the employee shall submit a check payment for the liquidated damages amount at the time of resignation, whichever occurs later.
- C. The Board in its discretion may waive the liquidated damages. Examples: Employment transfer of the spouse, illness of employee, or other uncontrollable life events.

Teacher Absence and Substitutes

When a regular teacher is to be absent from school and a substitute is needed, it is the responsibility of the teacher to call the appropriate supervisor. If possible, such notification should be made the evening prior to the time of absence, or before 6:15 a.m. This will help to provide time for obtaining a substitute teacher. Add in where to call?

Extended Contracts

Additional contract days may be added to the contracted school calendar for each teacher at the discretion of the District. Teachers 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 as mutually agreed upon in writing. These contracts will be reviewed on an annual basis and must be approved by the District Administrator.

A-8 Leaves

Professional Leave

Professional leave may be granted to attend professional conferences, workshops, conventions, or to visit other schools, upon approval of the District Administrator. The Board will pay the cost of the substitute teacher during the professional leave.

Sick Leave

- A. Sick leave will accrue for a total of twelve (12) days per school year. Sick leave may accumulate to a maximum of ninety (90) days.
- B. Payment for unused sick days over ninety (90) cumulative days shall be made to teachers at the rate of \$18 per unused day to a maximum of twelve (12) days, payment to be made by June of the contract year.
- C. Unused Sick Leave Upon Voluntary Retirement: Teachers who have accumulated fifteen (15) years or more of continuous service will receive \$75.00 per day up to 90 days upon voluntary retirement from the District.

Personal Leave

Teachers will be allocated three (3) personal days annually. Use of personal days must be pre-approved by the building principal/Supervisor.

Personal leave blackout days. The use of a personal day shall not be used on a parent-teacher conference day. Outside of emergencies or uncontrollable events, personal leave cannot be used before or after a non-student day or on professional development days.

A maximum of two (2) days may be carried over into the following year, with a maximum of five (5) personal days granted in a given year or up to two(2) days may be paid out at the end of the school year at a rate of \$100 for each day.

Teachers must notify Human Resources by no later than 4 pm on the first Friday of June each year on their choice for the use for any unused personal days. Failure to notify Human Resources will result in the automatic rollover of unused personal days

Disability Leave

- A. All requests for leave for temporary disability shall be presented to the Human Resources Department for granting in compliance with Wisconsin State Statutes.

- B. The Board may require a physician's certification of medical ability based on the teacher's ability to perform his/her duties before the said employee is granted leave or returned to his/her former position.

Leave of Absence

The Board may grant a leave of absence without pay if the following conditions are met:

1. The leave shall commence at the beginning of a school year and be for a full year only. To be eligible for a leave a teacher must be a district employee for at least three years.
2. Requests for such leaves of absence shall be made to the District Administrator in writing by **April 15th**.
3. The employee will retain all prior accrued benefits and prior seniority upon returning to the District immediately following the expiration of the leave.
4. Upon return from such leave, an employee shall be assigned to the same position or such other position for which he/she is certified at the discretion of the District Administrator.
5. This provision will take effect only if a replacement can be found. The employee will be notified by June 1st if a replacement was found.
6. While on leave the employee may maintain health insurance by reimbursing the School District in full.
7. An employee on leave must notify the Board by February 15th if they wish to return to the District the following school year.

A-8 Discipline, Termination, and Non-Renewal

Standard for Non-Renewal for Teachers

Teachers employed in the District are subject to nonrenewal on a statutory basis, as prescribed in Sec. 118.22, Wis. Stats. No teacher shall be non-renewed for arbitrary or capricious reasons. Such non-renewal shall be exclusively subject to the provisions of section 118.22, Wis. Stats. and is not covered by the grievance procedure under this Handbook.

Standard for Discipline and Termination

A teacher 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:

- A. There is a factual basis for the discipline or termination during the term of the contract: The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest; and

- B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.
- C. The District Administrator is solely responsible for implementing any or all disciplinary measures, including, but not limited to, suspension and/or dismissal from employment. Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook.

Representation

In the event an employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances which may lead to discipline or discharge, the District shall advise the employee of his or her right to representation prior to the meeting. In the event the employee chooses to have representation, the meeting may be delayed, at the discretion of the District, until appropriate representation may be obtained. Nothing in this provision shall prevent the District from removing an employee from the workplace if immediate action is required.

Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material in the employee's personnel file.

Termination of Employment

The employment relationship between the District and any employee is terminated:

- A. If the employee is discharged from the district.
- B. If the employee quits his/her employment.
- C. If the employee retires.

A-9 Reduction in Force, Position, and Hours

Reasons for Reduction in Force

In the event the Board determines to reduce the number of positions (full non-renewal) or the number of hours in any position (partial non-renewal), the provisions set forth in this section shall apply.

Notice of Reduction

The District will provide notice of non-renewal in accordance with the timelines set forth in § 118.22, Wis. Stats. The non-renewal notice shall specify the effective date of the non-renewal, the

right to a private conference under § 118.22, Wis. Stats, and will refer the employee to the Reduction in Force provision in this Handbook.

Reduction in Staff

- A. When the board, in its sole discretion, determines to reduce staff for any reason, including but not limited to a decrease in enrollment, budgetary or financial limitations, or educational program changes the administration will recommend to the Board, which teacher or teachers are to be laid off, in whole or in part, based on the needs of the district to best educate the students.
- B. The administration will examine reductions district-wide based upon the School Board budget targets and the 4k-12 total FTE to balance staffing needs while minimizing impact to educational programs.
- C. A layoff shall not be considered a discharge. In the case of a layoff, the Board will notify affected teachers with a final notice of non-renewal for layoff purposes by May 15th as required in the procedures of Wisconsin State Statute 118.22.

Selection for Reduction

- A. Attrition: Before selecting any teachers for layoff, the District will consider the impact of normal attrition resulting from employees retiring or resigning. In this regard, employees are encouraged to keep the District informed of any plans to retire or resign so that the District can apply this information in making staff decisions.
- B. Any teacher on an Improvement Plan under the evaluation policy in the District will be considered first for layoff.

Items C through E will all be considered in determining teacher layoffs. No one item carries more weight than another: Instead, they work to create a more complete picture allowing for the administration to make a decision based on alignment with both District and building priorities.

- C. Any teacher with multiple ratings(s) of basic or unsatisfactory in any component on his/her most recent summary evaluation will be given consideration for layoff.
- D. The District will make layoff decisions based on the need to retain the most qualified persons to perform the available work. Area of teacher licensure/certification(s) and teachers with multiple certifications will be given consideration as they align with School Board programming priorities.

E. In making its layoff decision, the Administration will use a protocol that includes, but is not limited to:

- Demonstrated occurrences of teacher leadership in the school.
- Engagement rating during Professional Learning Communities.
- Committed to professional development in the areas of teaching and learning.
- Participate/Involved in:
 - Extra-curriculars
 - Academic Committees
 - Leadership Committees

Protocol

Demonstrated occurrences of teacher leadership in the school: Teacher contributes to the overall growth and betterment of the school. The teacher analyzes and uses local, state, and national data to develop goals and strategies in the school improvement plan that enhances student learning and teacher working conditions. Teachers provide input in determining the school priorities and the selection of professional development that meets the needs of students and their own professional growth. Teacher participates in the hiring process and collaborates with colleagues to mentor and support teachers to improve the effectiveness of the curricular area/grade level.			
1	2	3	4
<input type="checkbox"/> Displays awareness of the goals of the school improvement plan	...and <input type="checkbox"/> Participates in developing and/or implementing the school improvement plan	...and <input type="checkbox"/> Collaborates with school personnel on school improvement activities. <input type="checkbox"/> Maintains a commitment to professional ethics.	...and <input type="checkbox"/> Assumes a leadership role in implementing school improvement plan throughout the building. <input type="checkbox"/> The teacher effectively uses researched best-practices and shares strategies and outcomes with other faculty members and at the district level

Engagement rating during Professional Learning Communities: Teacher works collaboratively with school personnel to create a professional learning community. Teacher shares student data and provides feedback to others based on student data.			
1	2	3	4
<input type="checkbox"/> Attends professional learning community	...and	...and	And...

meetings	<input type="checkbox"/> Participates in professional learning community.	<input type="checkbox"/> Collaborates with colleagues to improve student learning.	<input type="checkbox"/> Assumes a leadership role in their professional learning community. <input type="checkbox"/> Contributes to the development of others and the well-being of the school.
----------	---	--	---

Committed to professional development in the areas of teaching and learning: Teacher functions effectively in a complex, dynamic environment. Understanding that change is constant, teacher actively investigates and considers new ideas that improve teaching and learning. Teacher adapts practices based on research and data to best meet the needs of students.

1	2	3	4
<input type="checkbox"/> Is knowledgeable of current research-based approaches to teaching and learning.	...and <input type="checkbox"/> Considers and uses a variety of research-based approaches to improve teaching and learning.	...and <input type="checkbox"/> Actively investigates and considers alternative research-based approaches to improve teaching and learning and uses such approaches appropriately.	...and <input type="checkbox"/> Adapts professional practice based on data and evaluates impact on student learning.

Participate/Involved in:

- Extracurriculars
- Academic Committees
- Leadership Committees

Teacher becomes involved with students or peers in a manner that extends beyond the scope of the classroom.

1	2	3	4
<input type="checkbox"/> Participates in planned professional development and scheduled PLC meetings.	...and <input type="checkbox"/> Coaches/advises a sport or student organization. <input type="checkbox"/> Actively participates on an SST, district PLC,	...and <input type="checkbox"/> Coaches/advises a sport or student organization. <input type="checkbox"/> Actively participates on an SST, district PLC,	...and <input type="checkbox"/> Coaches/advises multiple sports or organizations or actively participates on multiple SST, RtI, STEM, ACP, or another curricular/academic

	STEM, ACP, or another curricular/academic committee. <input type="checkbox"/> 1 extracurricular or committee.	STEM, ACP, or another curricular/academic committee. <input type="checkbox"/> 2 extracurriculars or committees.	committees. <input type="checkbox"/> 3 extracurriculars or committees.
--	--	--	---

Reduction in Hours Resulting in Non-Renewal

Employees who have a reduction in hours as a result of a non-renewal shall not lose any benefits they have accrued. Benefits are defined as the length of service and sick leave earned as an employee. Reduced in time employees shall be treated as part-time employees under this Handbook.

Re-Application Process

Teachers non-renewed due to reduction in force, positions, and hours are welcome to apply for any future vacancy. The district will fill vacant positions based on the determination of its needs and which applicant best fits those needs.

Insurance Benefits Following Non-Renewal

Teachers who are non-renewed for the following school years may apply to continue their benefits at their own expense per Federal and State continuation laws.

Accrued Benefits During Re-Employment Period

Non-renewed employees shall suffer no loss of sick leave, or other accrued benefits when rehired. Sick leave days shall not accrue for an employee during the reemployment period.

In-Services/Professional Development and Other Training

- A. The District may require teachers to attend in-service and other training, either of which may occur outside of an employee's regular hours of work. Additional compensation (if any) for such training shall be determined by relevant law [Fair Labor Standards Act FLSA], District policy, and pertinent employment contracts.
- B. The administration team is responsible for planning and conducting in-service education of all professional/certified personnel with final approval by the District Administrator.

Appendix B Support Staff

B-1 Hours of Work and Schedule

Letter of Assurance

Should the district anticipate a continuing need for an employee's services during the next school year, it will issue a letter of assurance that shall be consistent with, but subservient to, this Handbook and board policy, before the last student contact day of the school year.

A letter of appointment for returning employees will be provided at the beginning of the academic year. The letter of appointment will include: the date of hire, the position(s) that the employee is employed for, the length of the work year, the hours per week assigned, and the pay rate for the position. Specific assignments and hours cannot be guaranteed but an effort will be made to place the employee in a similar position (i.e., assignment, wages, and hours) as the one currently held.

A new letter of appointment shall be issued in cases of transfers, promotions, demotions, and partial or full layoff. In the case of a change of assignment the employee shall be provided with at least ten (10) workdays' notice of the change of assignment, if practicable, as determined by the administration.

Hours of Work

- A. The normal workday for all employees shall be designated by the District.
- B. Employees who work more than forty (40) hours per week during a given week shall receive one and one-half (1 ½) times their regular pay for work beyond forty (40) hours per week. Further, the employees agree that all reasonable overtime assignments will be accepted. All overtime worked must be pre approved by the direct supervisor.
- C. All regular employees who are scheduled to work six (6) or more hours shall receive an unpaid thirty (30) minute duty-free lunch period.
- D. All employees will receive a 15 minute break for every four (4) hours worked.
- E. Employees called to return to work after their normal work shift by their immediate supervisor shall be paid for one (1) hour of work, or the actual hours worked, whichever is greater.
- F. Custodians called to work on a holiday, holiday weekend, or any SATURDAY or Sunday, their rate of pay will be one and one-half (1 ½) times their normal rate.
9-20-23 approved by School Board
- G. Additional work within classifications shall be offered on the basis of seniority according to the following procedure:

- i. Employees interested in additional work shall notify their supervisor at the beginning of each semester. Interested employees will be placed on a list, in order of seniority, and that list shall be used to offer additional work when available.
- ii. An event schedule for additional work shall be prepared on a quarterly basis. Events that are scheduled with at least forty-eight (48) hours notice shall be added to the event schedule as they occur.
- iii. Additional work shall be offered on a rotating seniority basis, with the most senior employee on the list having the first choice for additional work. Once the employee has selected a job from the event schedule, his/her name shall move to the bottom of the list and the next most senior employee shall have the next opportunity to select additional work from the event schedule,
- iv. The provision will be applied District-wide within the classification.

Regular Workday and Starting and Ending Times

A regular full-time workday is eight (8) hours, excluding lunchtime. Because of different schedule requirements, employee's starting, lunch, and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods.

Regular Work Week

A regular workweek is forty (40) hours or less. The regular workweek is five (5) consecutive days unless the immediate supervisor assigns the employee to a different work schedule. This section shall not be construed as a guarantee or limitation on the number of hours per day or hours in a workweek, which may be scheduled or required by the District.

Part-Time Employees

A regular schedule of hours shall be prepared for part-time employees. Such a schedule shall be made known to the affected employees by their immediate supervisor with a shared report to Human Resources.

Additional Hours and Overtime - Approval and Assignment

- A. Approval: In order for an employee to work beyond his or her contract hours in any week, **prior approval must be obtained from the immediate supervisor.** Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/principals/immediate supervisors are unavailable and such pre-approval may cause harm to students, staff, the community, or District property.
- B. Assignment: Non-emergency scheduled overtime assignments will be filled using volunteers first, with as much notice as possible, and if insufficient volunteers are found, the work will be assigned to a qualified employee(s) as determined by the District. If no one volunteers to perform the overtime, the District may assign the

work on a rotating basis within the applicable job classification. Emergency overtime assignments shall be assigned at the discretion of the District.

1. Pay Rate for Overtime: Time worked over forty (40) hours per week is paid at one and one-half (1 ½) rate. Time over forty (40) hours per week does not include sick, vacation, holiday, or personal leave time. 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 Sunday and ending at 11:59 p.m. on Saturday.

Lunch Period

All employees who work six (6) hours or more per day will be entitled to an unpaid half-hour lunch period, which shall be duty-free.

Breaks

Employees scheduled to work at least four (4) hours per workday shall receive one (1) fifteen (15) minute paid break. Employees scheduled to work at least eight (8) hours per workday shall receive two (2) fifteen (15) minute paid breaks. Breaks shall be scheduled by the immediate supervisor.

Pay for Snow, Distance Learning Days, or Inclement Weather Days⁸

All hourly employees will be paid for up to two (2) snow days per year (to be used only if the school is canceled due to the weather).

Attendance at Meetings

When directed or approved by the District to attend a meeting, conference, or training outside of regular working hours, employees shall be paid at their regular rate of pay for hours in attendance at such meetings, conferences, or training sessions.

Instructional Assistants and Food Service staff may exchange up to two additional sick days for school closures due to weather.

B-2 Assignments, Vacancies, and Transfers

Determination of Assignment

Employees will be assigned or transferred by the District Administrator of the District and/or his/her designee.

⁸

Job Posting

When a position becomes vacant or a new position is created, a notice of such available position shall be posted on the District employment page for a minimum of five (5) working days, unless exigent circumstances as determined by the District require a shorter posting period. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period.

District Ability to Select the Most Qualified Applicant

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

District Ability to Determine Job Description

The District retains the right to determine the job descriptions needed for any vacant position.

Trial Period

A District employee who is selected for a vacancy, will serve a trial period in the new position. The trial period will be for twenty(20) working days. Prior to the expiration of the trial period, either the employee or employer may declare the trial period unsatisfactory and the employee shall return to his/her former position. The decision to return the employee to his/her position is not subject to the grievance procedure.

B-3 Support Staff Wage and Compensation

Wage Schedule

F2025 SB Approved June 18-2025	2025-26	2025-26	2025-26	2025-26	2025-26
Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistants	18.50	19.07	19.59	20.12	20.90
Library/Media Associate	17.25	17.51	18.03	18.54	19.31
Instructional Assistant, reclassified job title	17.75	18.25	18.70	19.20	19.75
Custodian-F2025*	19.31	19.41	19.67	20.18	20.96
Food Service-2025*	16.55	16.74	17.10	17.66	18.18

- Lead Custodian: \$2400
- Night Differential: \$.65/hr

- Lead Cook: additional \$1.00/hr

Employee Wage Schedule Placement

- A. New employee placement: New employees shall be placed on the wage schedule at the discretion of the District.
- B. Step movement after the first year of employment: Employees beginning employment prior to December 31st who have provided satisfactory service, as determined by the District, will advance to the next step the ensuing fiscal year on July 1st **provided funds are available as determined by the District**. Employees who begin employment after January 1st will remain on the same step for the ensuing fiscal year.
- C. Step movement after the first year: An employee may be held to the previous year's step for less than satisfactory performance. An employee may be frozen at his/her previous year's wage rate for more serious nonperformance.
- D. Promotion or transfer: When an employee is permanently promoted or transferred to a higher-paying job classification, the employee shall be placed on the lowest step on the wage schedule for that job classification which results in an increase in the employee's hourly wage rate. If this provision results in the employee not being placed at the top of the schedule, the employee shall be required to earn the additional required years of service prior to advancing through the schedule. When an employee voluntarily transfers to a lower-paying job classification, the employee shall be placed on the wage schedule for that job classification according to his/her years of service.

Health Examinations

Health examinations required by the Board shall be paid for by the Board.

Fees for Certification

All fees for certification and licenses required by the District will be the responsibility of the District. In the event the employee terminates employment before one (1) year, the cost of certification fee(s) will be deducted from the employee's last paycheck.

In-Service/Professional Development Days Wages

Employees who are required by the District to work on inservice/professional development days shall be paid their regular hourly rate of pay for such hours. Employees shall complete a "timesheet" with the appropriate number of hours worked and submit it to the supervisor for approval and payroll processing.

Professional Standards for Nutrition Staff

Any staff member that is handling food will be required to take the ServSafe class within 6 months of the hire date. The Prescott School District will pay for 8 hours of training and the cost of the exam. Passing the exam and becoming certified will result in extra pay according to the pay scale. If the employee does not pass the test, the employee may choose to retake the class and/or test at any time at their own expense. Certification must be renewed every 5 years to continue to receive the pay differential. The Prescott School District will pay for the cost of the class/exam for the renewal, but not for the hours of training.

USDA Requirement:

Director – must have at least 12 hours of annual continuing education training.

Employees working at least 20 hours per week must have at least 6 hours of annual continuing education/training.

Employees working less than 20 hours per week must have at least 4 hours of annual continuing education/training.

Note: If hired on January 1st or later, an employee must only complete half of the above-required training hours.

B-4 Support Staff Benefits

To be eligible for District paid insurance (Life, LTD, and Short-term Disability) an employee must work a minimum of 20 hours per week.

Dental Insurance

The District will provide group dental insurance for employees who work a minimum of 1,520 hours per year. The insurance carrier(s), programs(s), and coverages will be selected and determined by the Board. The District's contribution toward the dental insurance premium shall be 95% of the premium.

Health Insurance

The District will provide group health insurance for employees who work a minimum of 1,520 hours per year. The insurance carrier(s), programs(s), and coverages will be selected and determined by the Board.

- A. The District shall pay 95% of the family or single premium for health insurance for eligible employees working full-time twelve (12) months per year (i.e. 2,080 hours per year).
- B. The District shall pay 87.5% of the family or single premium for health insurance for eligible employees working at least 1,520 hours per year, but less than 2,080 hours per year.

- C. Deductible: Plan Deductibles will be provided during orientation, open enrollment or may be requested from Human Resources.
- Board will contribute \$1,750 for single health insurance and \$3,500 for family health insurance to a Health Savings Account (H S A) for each employee with health insurance coverage to defer the cost of the deductible to the employee.

Life Insurance

- A. Term Life: The Board shall provide life insurance to permanent employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board. Each employee under the contract shall receive a \$25,000 term life insurance policy. Premiums are to be paid in full by the District.
- B. Securian: Through the Wisconsin Retirement System (WRS) employees have the option of enrolling in an insurance policy with Securian with an insurance value equal to an employee's WRS salary at employee expense. Additional spouse and dependent coverage are also available at employee expense. The District will pay the employer's share of Securian's premiums for the post-retirement benefit for those who elect such coverage.

Long-Term Disability

The Board shall provide long-term disability insurance to permanent employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board. Employees under the contract shall receive a long-term disability insurance policy that would become effective after being out of work for ninety (90) calendar days. The District will pay the long-term disability insurance premium.

Short-Term Disability

The Board shall provide employees with the opportunity to enroll in optional short-term disability insurance at employee expense to cover the first ninety (90) days prior to the implementation of long-term disability. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

Vision Insurance

The Board shall provide eligible employees with the opportunity to enroll in optional vision insurance at employee expense. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

Wisconsin Retirement System (WRS) Contributions

The Board agrees to contribute the employer's share of retirement. The employee agrees to pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution.

B-5 Post Employment Benefits Support Staff

Voluntary Retirement and Payout of Sick Leave for **Support Staff** Hired *Prior* to January 1, 2000

- A. **Support staff** hired prior to January 1, 2000, who retire at age 57⁹ or above are eligible for a District payment of \$250 per month (prorated for part-time employees) as follows:
- Fifteen (15) years or more of service: Thirty-six (36) months 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 that 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 plan shall be subject to the following provisions:

1. The retiring employee must notify the Administration in writing on or before April 15th of the year in which the employee intends to retire. Employees eligible for early retirement will be given the option to transfer or retire in the event of any layoffs after April 15th.
 2. Payments to the employee would begin in the month following retirement from the District.
 3. Payment shall be made through payroll with applicable taxes withheld.
- B. Employees **hired prior** to January 1, 2000, who have accumulated ten (10) years or more of continuous service will receive eighteen dollars (\$18.00) per day for each day of unused sick leave, up to a maximum of one thousand six hundred twenty dollars (**\$1,620.00**) upon retirement.

Sick Leave Payout at Retirement for Support Staff Hired **After** January 1, 2000

- A. Employees hired after January 1, 2000, and have fifteen (15) or more years of continuous service in the District will receive ninety dollars (\$90.00) for each unused sick leave day up to a maximum of eight thousand one hundred dollars (\$8,100.00) at time of retirement. Part-time employees

⁹ Age 57 for support staff is consistent with prior year Employee handbooks and is not a change
PSD Employee Handbook

working less than seven hours a day will receive a prorated sick leave payout at time of retirement.

B-6 Leaves

Sick Leave: To be eligible for sick and personal leaves, employee must work a minimum of 20 hours per week.

Employees shall earn one day per working month accumulative to a maximum of ninety (90) days. A “day” of sick leave is a prorated day based on actual hours per day each employee works.

Unused Sick Leave Per Year

Payment for unused sick days over ninety (90) cumulative days shall be made to employees at the rate of \$18.00 per unused day to a maximum of twelve (12) days with payment to be made at the end of the current school year (June).

Personal Leave

Administrative Assistants receive three (3) personal days per academic year. Administrative Assistants may carry a maximum of five (5) personal days in any one academic year. Support staff may be granted up to two (2) days of paid personal leave per year with prior approval of the Superintendent. A maximum of two (2) paid personal days can be carried over into the following year providing for no more than four (4) paid personal days in any one (1) school year. The length of a personal day shall be equal to the number of hours typically worked by the employee.

Paid Vacation

- A. All twelve (12) month employees who are regularly scheduled to work at least twenty (20) hours a week shall accrue vacation as follows:
 - a. One (1) week vacation during the first year of service to the District.
 - b. Two (2) weeks vacation during the second year of service to the District.
 - c. Three (3) weeks vacation after five (5) years of service to the District.
 - d. Four (4) weeks vacation after fifteen (15) years of service to the District.
- B. All vacation days shall be added July 1 of each year, mid-year hires shall have prorated vacation days.
- C. All vacation shall be scheduled with the prior approval of the employee’s immediate supervisor. Employees are encouraged to take vacation days during the summer but they will be allowed to take vacation days during the school year for special situations.
- D. Five (5) days of unused vacation days may be carried over into the next year but must be used within the year carried over into.

Holidays

Support Staff employees shall not work on the following holidays:

- a. Independence Day
 - b. Labor Day *
 - c. Thanksgiving Day *
 - d. Day after Thanksgiving Day *
 - e. The day before Christmas *
 - f. Christmas Day *
 - g. The day before New Year's Day
 - h. New Year's Day *
 - i. Good Friday
 - j. Memorial Day *
- B. All school year and 10-month employees will be paid for those holidays that are marked with and "*" in Section A above.
- C. All 12-month employees will be paid for holidays as listed in Section A above.
- D. In order to be paid for the holidays, the employee must work or be on paid leave the last scheduled workday before the holiday and the first scheduled workday after the holiday.
- E. If a holiday falls on a Saturday the proceeding workday will be the paid holiday if the holiday falls on a Sunday the following workday shall be considered the holiday. If a holiday falls during the employee's vacation or approved leave, the employee shall receive another day off in lieu thereof.

B-7 Unpaid Leave

Extended Unpaid Leave

- A. The Board may, in its sole discretion, grant unpaid leave to an employee for medical or personal reasons. The Board's decision regarding a request for unpaid leave shall not be subject to review under the grievance procedure. The Board shall provide the employee with written reasons for the denial in the event the Board denies the request. While on such leave, the employee shall not receive or accrue any fringe benefits, including sick leave. The employee shall, however, continue to accrue seniority while on such leave.

- B. While on extended unpaid leave, the employee shall be permitted to remain in the District's group health insurance plan, at his/her own expense, for the time required by state and federal law.

B-8 Support Staff Employee Evaluations

Evaluation

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

Frequency

The frequency of evaluations shall be evaluated at a minimum of once per year.

Receipt of Evaluation

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation but only to acknowledge receipt of the same.

Comments, Disputes

The employee may respond in writing with his or her comments attached to the completed evaluation.

Evaluators

The Employer shall have the right to determine which supervisory personnel will conduct the evaluation. When a teacher works with an instructional assistant, the teacher may be requested to provide objective input for consideration by the administrator who is evaluating the instructional assistant.

B-9 Discipline and Discharge

Standard for Discipline and Termination

The District Administrator is solely responsible for implementing any or all disciplinary measures, including, but not limited to, suspension and/or dismissal from employment. Such discipline or termination shall be subject to the grievance procedure provisions of this *Handbook*.

Representation

In the event an employee is called to a meeting with representatives of the Employer for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances that may lead to discipline or discharge, the Employer shall advise the employee of his or her right to representation prior to the meeting. In the event the employee chooses to have representation, the meeting shall be delayed until appropriate representation may be obtained. Nothing in this provision shall prevent an Employer from removing an employee from the workplace if immediate action is required.

Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

B-10 Student Discipline

Student Discipline

The employee shall be responsible for enforcing the District's student conduct rules. The employee shall also be responsible for timely reporting serious breaches of student discipline to the immediate Supervisor and/or Administrator in charge in accordance with District policies.

Appendix C-Bus Drivers

C-1 Seniority

Seniority Definition

Seniority is the continuous service of an employee with the District since the last date of hire.

Seniority Forfeiture

The period of seniority of any employee shall be forfeited for the following reasons:

- A. Quit;
- B. Discharge, unless subsequently reinstated;
- C. Failure to notify the District of availability for work within three (3) working days, or failure to report to work within ten (10) working days after having been recalled from layoff;
- D. Absence from work for three (3) consecutive days without notification to the District unless unable to do so for physical or other legitimate reasons;
- E. Failure to report to work at the termination of a leave of absence;
- F. Retirement.

Seniority List

The District shall compile a list of all transportation employees covered by this Appendix and their respective dates of employment and job classification. The District will notify the employee group of any changes in employment or classifications of employees. Any dispute over seniority shall be settled between the Supervisor, HR, and the Employee in question. Should two or more employees be employed on the same date and hour, seniority shall be determined by arranging said employees or group of employees in order of hiring by the Board of Education on the seniority list starting with the last name and then the first name.

Vacant Route Posting

All positions that are newly established or become vacant during the school year shall be shared with all drivers. Current employees shall be allowed to request an open route and be given consideration prior to new hires. The final discretion of hiring and filling routes reside with the Director of Transportation.

Extra-Curricular Trips Posting

The assignment of extra-curricular trips shall be on a weekly basis. The postings shall be available by 8:00 AM on the last day of school of the week prior to trips, and drivers shall sign that day after returning from their morning route. Selection of trips shall be as follows:

- A. Employees that had a trip canceled during the prior week will have the first pick. Any Driver whose trip was canceled should have the first choice the following week (in line with seniority) until all cancellations have been filled.
- B. All trips shall be selected, starting with the high seniority Driver and ending with the low seniority Driver. This method of selection shall continue until all trips have been filled.
- C. Extra-curricular trips must not interfere with any of the employee's regular route(s). (Regular routes include 4K routes and daycare shuttles, as well as the daily routes). The Employer has the right to assign a trip to a regular Driver after trips have been offered to substitute drivers.

C-2 Layoff and Recall

Reasons for Layoff

In the event the Board determines to reduce the number of positions (full layoff) or the number of hours in any position (partial layoff), the provisions set forth in this Article shall apply.

Selection for Reduction - Steps

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

- 1. 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.
- 2. Step Two – Criteria: The District shall utilize the following criteria in order of application for determining the employee for layoff or reduction in hours:
 - a. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
 - b. Qualifications as established by the Board: Including, but not limited to specific job skills, certification (if applicable), training, district evaluations, etc.

- c. Qualifications of the Remaining Employees: Relevant qualifications will be those experiences and training that best relate to the positions(s) to be maintained and District needs as determined by the Board. These experiences shall include, but not be limited to current and past assignment and practical experience in the area of need; and
- d. Length of Service of the Employee:
 - 1. Length of Service: This is defined as the length of service with the District commencing on the most recent date of hire. No distinction will be made between full-time and part-time employees in calculating the length of service.
 - 2. Tie Breaker on Length of Service: In the event, two or more employees start on the same date, the employee who is senior shall be determined by the District.

Recall

Rehiring employees who have been laid off shall be in reverse order to that of lay off, provided the recalled employees are qualified to perform the available work. Laid-off employees shall retain seniority rights for a period of nine (9) months from the day of layoff. The notice shall be sent by certified mail to the last known address of the employee. Employees on layoff shall forward any change of address to their immediate supervisor.

C-3 Discipline

School Bus Discipline

The bus driver shall be responsible for enforcing the District's student bus rider rules. The bus driver shall also be responsible for timely reporting serious breaches of bus rider discipline to the Building Principal following District policy. Failure to enforce bus rider rules and/or failure to timely report serious breaches of discipline shall subject the driver to disciplinary action.

Standard for Discipline and Termination

The District Administrator is solely responsible for implementing any or all disciplinary measures, including, but not limited to, suspension and/or dismissal from employment. Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook.

Representation

In the event an employee is called to a meeting with representatives of the Employer to issue discipline or discharge or to investigate circumstances that may lead to discipline or discharge, the Employer shall advise the employee of his or her right to representation before the meeting. In the event the employee chooses to have representation, the meeting shall be delayed until appropriate

representation may be obtained. Nothing in this provision shall prevent an Employer from removing an employee from the workplace if immediate action is required.

C-4 Leaves

Sick Leave

All regular employees shall earn one (1) sick day per working month (maximum of twelve (12) per year) cumulative to seventy-five (75) days. Unused sick leave in excess of seventy-five (75) days shall be paid out at the rate of \$12.00 per day in June at the end of each school year to a maximum of twelve (12) days.

Sick Leave Payout at Retirement or Resignation

Employees who have accumulated ten (10) years or more of service to the District will receive \$17.50 per day of each day of unused sick leave up to a maximum of \$1,312.50 upon retirement or resignation-

Personal Leave

All regular bus drivers shall be granted two (2) days of paid personal leave per year for personal business that cannot be conducted outside of the regular workday. Such leave shall be non-cumulative and shall not be deducted from sick leave. A maximum of two (2) paid personal days can be carried over into the following year providing for no more than four (4) paid personal days in any one (1) school year.

Extended Unpaid Leave

The Board may, in its sole discretion, grant unpaid leave for up to 12 months to an employee for medical or personal reasons. The Board's decision regarding a request for unpaid leave shall not be subject to review under the grievance procedure. While on such leave, the employee shall not receive or accrue any fringe benefits, including sick leave. After 12 months of unpaid leave, the employee would be asked to resign. This does not preclude the employee from reapplying to an open position or being added to the sub-pool.

C-5 Physical Requirement

Physical Requirement

The Board shall have the right, at any time, to require any employee to submit to a physical and medical examination at the Board's expense. If the examination shows the employee not to be

physically fit, he/she may be laid off for up to one (1) year without loss of seniority until another physical and medical examination shows him/her physically fit to return to work. In case of any dispute, the employee may go to a doctor of his/her choosing at his/her expense.

C-6 Compensation

Compensation for Meetings

Bus drivers shall not receive any additional compensation for meetings with the transportation supervisor immediately before or immediately after his/her routes. For all other meetings, bus drivers shall be paid at the rate specified in the 6.02 Wage Schedule for the actual time at the meetings required by the District. The District shall provide transportation for District required meetings, which are held outside of the District; however, such travel time shall not be treated as hours worked.

Bus Drivers Wage Schedule

Route Type

Trip Mileage: Trip mileage shall be determined by the Administration during the second week of each school year and shall be adjusted during the school year to compensate for routes detoured due to construction.

Measuring Time for Compensation

Excluding regular trips, bus drivers' time shall be measured from the time they are required to report until they are relieved of duty.

Extra-Curricular Trip Cancellations

Extra-curricular trips and summer daycare field trips canceled after the driver arrives shall be paid a minimum of two (2) hours pay at the extra-curricular driving rate. This section shall not apply to overnight trips.

Extra-Curricular Trip

On bus trips for school-sponsored extracurricular activities (such as athletic contests, concerts, etc.), the bus driver shall be paid for the driving time, and in addition, for the time during which the students are participating in the activity. This section shall not apply to overnight trips.

Overnight Trips

Overnight trips shall be compensated at the “Extra-Curricular Driving” rate for the number of hours driving plus an additional \$60 stipend for the overnight. The driver’s hotel room will also be paid for.

Physical Examinations

The Employer will contract for all required physicals and pay the cost of such physicals directly to the provider. The District will only provide full payment for the examination required by the physical examination form provided by the District. Any expense for services charged beyond the scope of the required physical examination form shall be paid by the employee.

Drug Testing

This is conducted onsite following WI-Statute Random Pool testing every quarter. The District contracts with a third party to complete all of these mandated assessments, Employees shall be compensated \$10 per occurrence for mandatory drug testing.

Meal Reimbursement

Upon submission of receipts, employees will be provided a meal allowance to follow for meals outside of the District while on extra-curricular trips occurring during regular meal times.

Meal Per Diem: Food reimbursement will be reimbursed at:

- \$13.50 per meal

Meals that fall at the start or end of travel will not be reimbursed; for example a staff member attending a conference from 9 am to 3 pm an hour away will be reimbursed only for lunch, not breakfast and dinner. If the conference or hotel provides a meal there will be no per diem for that meal; example, hotel provides free breakfast. This will be reimbursed through payroll.

Snow or Distance Learning Weather Days

There shall be no pay deducted for the first two (2) snow or Distance Learning days, provided the days are not made up on-site as instructional days.

Holidays

Employees shall be paid for six (6) holidays. The pay for each holiday shall be equal to the driver’s regular daily rate of pay. The holiday pay shall be paid on the first paycheck in January each year.

CDL Renewal

The District shall pay 100% of the cost of CDL renewal licensing for each employee. The District shall pay 100% of the cost of CDL licensing for new hires, provided the employee remains employed with the District for a minimum of one (1) year.

Paid Days

For this section, any paid days covered under this Handbook shall be paid to the employees at the employee's regular route rate of pay.

Appendix D: Definitions

Definitions

- A. Administrator: “Administrators” are defined as persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.
- B. Certified Staff: “Certified Staff” are defined as Licensed persons hired under a contract under § 118.22, Wis. Stats. Teachers, Licensed Staff, School Psychologists, Counselors, and Nursing Staff, who are included under the Teacher group.
- C. Supervisor: The District will identify the individual employee’s supervisor on the employee’s job description.
- D. Support Staff: All Non-Licensed staff including District Office, Administrative Assistants, Instructional Assistants, Food Service, Technology, Community Education/Recreation, Custodial, and Communications.
 - a. Full-time Support Staff: “Regular full-time employees” are defined as one who works forty (40) or more hours per week for a school year or more per year.
 - b. Part-time Support Staff: “Regular part-time employees” are defined as one who works in a school year or more, but less than forty (40) hours per week for a school year or more per year.
 - c. Exclusions: A full-time or part-time support staff employee does not include casual, substitute, or temporary employees as defined in this Section.
- E. Bus Drivers: employees working in the transportation department are required to hold a valid CDL &/or Driver’s License (eg., cars & vans).
- F. Seasonal/Summer School Employees: “Seasonal employees” are those employees who are hired for a specific period of time usually related to the seasonal needs of the District. A “summer school employee” is defined as an employee who is hired to work for the District during the summer school session. “Summer school session” is defined as the supplemental educational program offered for District students pursuant to the Department of Public Instruction rules and regulations.
 - a. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employees. The District is free to use outside providers to perform such work.
 - b. The terms and conditions of employment for seasonal/summer school sessions shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service, or wage/salary levels.
- G. Substitute Employees: “Substitute Employees” are defined as persons hired to replace regular employees during the regular employee’s leave of absence.

- H. Temporary Employees: “Temporary Employees” are defined as persons hired for a specific project for a specific length of time. A temporary employee does not expect continued employment.

END

Employee Acknowledgement

(To be signed in paper and returned to district office, or on the [Google Form](#) sent out by district office)

I hereby acknowledge that it is my responsibility to access the Prescott School District Employee Handbook online. My signature below indicates that I agree to read the Handbook and abide by the standards, policies, and procedures defined or referenced in this document. It is also important to know that additional regulations, and policies are located on the district website www.prescott.k12.wi.us. The Employee Handbook can be located through the District in the school building and district offices, and on the district website. Board Policies Manual, and Administrative Regulations can be found under the heading "policies" on the district website. The information in this Handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this Handbook does not constitute an employment contract or alter my status as an at-will employee (Unless specifically addressed for those employees covered by Appendices A, B or C). I understand that nothing in this Handbook is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any). I understand that I have an obligation to inform my supervisor, and the human resources office, of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation. My signature on this form is an acknowledgment that I agree that I am legally responsible for any fines or fees charged to the School District incurred by me (an example may be a traffic citation, e.g. a parking ticket, received as a result of my operation of a District motor vehicle) or reduction in salary for breach of contract. If any contractual relationship between the District and an employee (or group of employees) conflicts with any provision of this Handbook, the contract shall govern with respect to that issue.

Printed Name

Signature

Date Signed

The District Office will maintain this page in the employee's personnel file. After the employee ceases employment with the District, the District will maintain this record pursuant to its records retention schedule, or if none, for a period of no less than 7 years.