

**HURLEY SCHOOL DISTRICT**

**EMPLOYEE HANDBOOK**

**for**

**Support Staff**

**and**

**Teacher**

**Associates**

**September 1, 2022**

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## INTRODUCTION

### INTRODUCTORY STATEMENT

**This Employee Handbook has been prepared for teacher associates, custodians, cleaners, kitchen workers, and secretarial support staff. The provisions described herein are the terms and conditions governing employment in the HURLEY SCHOOL DISTRICT and compliance with them is required.**

This Employee Handbook is a collection of selected employment policies and procedures, as well as rules and regulations of the Hurley School District ("District"). It has been prepared to acquaint all Support Staff members and Teacher Associates with these policies and procedures, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each staff member's responsibility to read and become familiar with this information and to comply the policies adopted by the Board and/or the administrative guidelines promulgated by the District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board policies and/or District Administrator's administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

### DISCLAIMER STATEMENT

**This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's employees are employed "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the employee. The District's staff employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract and consistent with Board Policy.**

Furthermore, any staff members who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with *Policy 4139-Staff Discipline*.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, memorandums of understanding, policies and procedures, rules, or regulations given to employees, whether verbal or written.

### **THE ROLE OF MANAGEMENT:**

Certain rights and responsibilities are imposed by state and federal laws and regulations. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the District reserves and all management rights regarding employees' employment status.

General Guidelines: The role of management includes, but is not limited to, the right to:

- A. Manage and direct employees;
- B. Hire, promote, schedule, transfer and assign employees;
- C. Lay off and recall employees;
- D. Discharge employees or take disciplinary action;
- E. Schedule overtime as required;
- F. Develop job descriptions;
- G. Assign work duties;
- H. Introduce new or improved methods or facilities or change existing methods or facilities;
- I. Contract out for goods and services;
- J. Discontinue certain operations;
- K. Determine financial policies;
- L. Direct all operations of the Hurley School District

### **EMPLOYEE CODE OF CONDUCT**

All staff are expected to conduct themselves in accordance with the District's Staff Ethics Policy-*Policy 4210- Staff Ethics*

### **CHAIN OF COMMAND – ORGANIZATIONAL CHART**

The chain of command is the formal line of authority, communication, and responsibility within the District *Policy 4112- Board-Staff Communications*

## **II. EMPLOYMENT**

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate in the employment of staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or 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.

If the employee has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

*Policy 4122 Nondiscrimination and Equal Employment Opportunity*

*AG 4122 Nondiscrimination and Equal Employment Opportunity*

*AG 4122A Federal Regulations for Section 504 34 CFR Ch. 1 (7-1-88 Edition) Subpart B – Employment Practices*

*AG 4122B Complaint Procedures for Nondiscrimination and Equal Opportunity/Access*

### **ANTI-HARASSMENT POLICY**

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, "School District Community" means: individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest

record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee to employee, student to employee, male to female, female to male, male to male, or female to female.

The District Administrator has prepared written administrative guidelines for employees to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these guidelines.

For more information, employees shall refer to:

*Policy 4362 Employee Anti Harassment,*  
*Policy 4362.01 Threatening Behavior Toward Staff Members,*  
*AG 4362 Employee Anti-Harassment,*  
*AG 4362A Reporting Threatening Behaviors.*

### **JOB DESCRIPTIONS**

The Board of Education recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for support staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, support staff employees shall refer to *Policy 4120.01 – Job Descriptions*. Further, if a copy of a job description is required or desired, the employee shall ask their immediate supervisor or go to the District Office and request a duplicate copy.

### **HIRING OF IMMEDIATE RELATIVES (NEPOTISM)**

The District has established clear rules regarding the employment of relatives (nepotism) that can be found in *Policy 4120 - Employment of Support Staff*

## **IMMIGRATION REFORM ACT NOTICE**

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

For more information regarding this compliance, please refer to the following *Policy 4111 - Creating a Position*

## **CONFLICT OF INTEREST**

Employees are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Employees are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes *Policy 4210 - Staff Ethics* and *Policy 1130 - Conflict of Interest-Private Practice*

## **OUTSIDE ACTIVITIES OF STAFF**

It is imperative that employees avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If an employee is involved in an activity that threatens a staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, support staff employees should review the following *Policy 4231 - Outside Activities of Support Staff*

## **COMMUNICATIONS AND SUGGESTIONS**

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Support staff members should refer to the detailed procedure regarding communication set forth in *Policy 4112 - Board-Staff Communication*



## **POLITICAL ACTIVITIES**

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all school buildings and at all school sponsored activities.  
*AG 4231A – Participation in Political Activities*

### **III. EMPLOYMENT STATUS AND RECORDS**

#### **EMPLOYMENT CATEGORIES**

The Board establishes the specific categories of employment by which staff are identified as administrators or members of the professional staff if they fall into a category established in *Policy 3120 – Employment of Professional Staff*, or are identified as members of the support staff if they fall into a category established in *Policy 4120 – Employment of Support Staff (Including Office, Custodial, Cleaner, Kitchen) and (Teacher Associates)*.

#### **PERSONNEL FILES**

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records and grant access to inspect or review the record in accordance with *Policy 8320 – Personnel Records* and State law.

#### **PERSONNEL FILE RECORD CORRECTION**

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in *Policy 8320 – Personnel Records* to either have a correction made to the information in question, or to have the content in question removed from the file.

#### **PERFORMANCE EVALUATION**

The District Administrator has established and will implement a program of staff evaluation.

This program shall focus upon the early identification of specific areas in which the support staff member's performance needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with the following:

- a. *applicable State Statutes*
- b. *Policy 4220 – Staff Evaluation*
- c. *AG 4220 – Evaluations of Staff*

### **STUDENT SUPERVISION AND WELFARE**

The Board requires each staff member to maintain a standard of care for supervision, control and protection of students commensurate with the employee’s assigned duties and responsibilities.

For the Board’s expectations with regard to student supervision and welfare, refer to *Policy 4213 - Student Supervision and Welfare*.

### **ASSIGNMENT AND TRANSFERS**

The District Administrator is responsible for the proper assignment of all staff members in conformance with any legal requirements or certification requirements. Assignments for the forthcoming school year will be made in accordance with *AG 4130 – Assignment and Transfer of Support Staff*.

Further, staff may be transferred between schools when the District Administrator determines that the needs of the students, the school or District so require.

In the event a student requiring a one-to-one associate is absent from school, the school representative will notify the associate providing the service before school starts, informing them that their services are not needed for the day. The associate will not be paid for any days in which their services are not needed at school. If the student requiring a one-to-one associate leaves the district or is not longer attending school in the district, administration will meet with the associate providing services and the associate will be either reassigned or terminated, depending on the district’s need at that time.

### **STAFF DISCIPLINE**

Staff discipline and required investigations regarding potential wrongdoings of a support staff member shall be consistent with *Policy 4139 – Staff Discipline*.

### **REDUCTION IN STAFF**

The Board may abolish support staff positions and/or reduce the support staff as necessary. Such support staff reductions will be made in compliance with *Policy 4131 – Reduction in Staff*.

## **TERMINATION AND RESIGNATION**

Individual employment may be terminated for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law.

Finally, a staff member may submit a letter of resignation and, if accepted by the Board, will be separated from employment at the date specified by the Board *Policy 4140 – Termination and Resignation*

Any decision to terminate a staff member's employment contract shall be subject to review consistent with *Policy 4340 - Grievance Procedure*.

Finally, a staff member may resign in accordance with *Policy 4140- Termination, Non-Renewal and Resignation*

## **IV. EMPLOYEE PAY AND BENEFITS**

### **PAY PERIODS**

All staff members shall be paid in accordance with the provisions established in *AG 6510B – Payroll Authorization*.

All support staff members shall be paid accordingly:

1. Year round support staff shall be paid across 26 pay periods.
2. Nine month support staff/associates shall be paid across 22 - 21 pay periods. The District reserves the right to alter pay dates.

The Pay scale for support staff members can be found as (Appendix B)

### **BENEFITS**

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action. Benefit package details for each group will be available in the district office.  
**(See Appendix A)**

## **EMPLOYEE LEAVES**

Staff members may request leave for several qualifying circumstances. Those circumstances include the following:

Personal Leave/Vacation Leave (Where applicable)

Bereavement leave in the event of the death of a relative.

Military leave so that the employee can perform obligations to the United States Armed Forces.

Leave for jury duty when called to perform their civic responsibility as a potential juror or to serve on a jury, or

Medical leave

If a staff member has approved leave under these specific circumstances they may be provided compensation or job protection during such absence from their assigned job duties for the District. These leaves will be granted pursuant to *Policy 4431 - Employee Leaves*

### **LEAVES OF ABSENCE (extended leave)**

Any staff member may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave.

If the leave is approved, the Board action will also provide the conditions applicable for the employee to return to work.

Leaves will be granted in accordance with *Policy 4430*

### **EMPLOYEE SICK LEAVE**

Staff members who are employed as Support/Associate employee may use paid sick leave and are expected to follow the protocol established in *Policy 4432- Employee Sick Leave*.

Individual sick time allowance days shall accumulate as follows:

SUPPORT: shall accumulate at a rate of six (6) days per year up to ninety (90) days. (Year Round Employees)

ASSOCIATES: shall accumulate at a rate of six (6) days per year up to ninety (90) days. (School Year Employees)

- A. Employees absent from duty on account of personal illness shall, upon return to duty, file with the administration, an absence report which shall serve as an application for full salary due during absence.
- B. Support staff employees will be responsible to provide a statement from a doctor with the absence report if required by administration.
- C. Support staff shall be subject to deduction of wages and benefits equal to the daily wage and benefit disbursement for everyday beyond the sick leave allowance.
- D. Employees that have accrued more than 90 days of sick leave prior to July 1, 2012 will maintain accrued leave.

### **VACATION/PERSONAL LEAVE**

**Support Employees will be granted vacation time as follows:**

- A. Completion of one (1) year of service - One (1) week of vacation.
- B. Completion of two (2) years of service - Two (2) weeks of vacation.
- C. Completion of seven (7) years of service - Three (3) weeks of vacation.
- D. Beginning with the completion of the eleventh (11th) year of service, Employee shall receive one (1) additional day of vacation for each additional year of service completed through the fifteenth (15th) year. Four (4) weeks vacation is the maximum amount that can be earned.
- E. Vacation time is not cumulative. No compensation will be paid in lieu of Vacation.
- F. Full-time school year office employees will receive pro-rated vacation based on the above criteria.
- G. All vacation time will be allocated each July 1st for all full time 12 month employees.

**Associates and School Year Support Employees will be granted personal time as follows:**

- A. Employees will be granted two (2) personal leave days each year.
- B. Employees can accumulate up to a maximum of five (5) personal leave days.
- C. Part time employees will have prorated personal leave.

### **HOLIDAYS**

All 12 month employees shall receive the following (12) twelve Holidays with pay at the regular rate: 1. Day before New Year; 2. New Year's Day; 3. Good Friday; 4. One day at Easter; 5. Memorial Day; 6. Independence Day; 7. Labor Day; 8. Thanksgiving Day; 9. Day after Thanksgiving; 10. Day before Christmas; 11. Christmas Day; and 12. One day following Christmas. Part-time employees hired prior to July 1, 2015 shall receive the same paid holidays as do full-time employees on a pro-rated basis.

In the event any of the above listed Holidays fall on a weekend, either the preceding Friday or succeeding Monday shall be considered the Holiday.

Employees required to work on a holiday listed above, they shall be paid Holiday pay- the regular rate of pay plus the rate of one and one-half times the regular rate of pay- for the actual hours worked.

All staff will be paid prorated holiday pay during the school year.

### **BEREAVEMENT LEAVE**

Employees absent from duty on account of death in the immediate family shall be entitled to a maximum of three (3) days leave at any one time at full pay. This absence shall not be deducted from accumulated sick leave. Immediate family shall include: father, mother, son, daughter, wife, husband, brother, sister, father-in-law or mother-in-law.

Employees will be entitled to one (1) day leave of absence at any one time for death of "other relatives". Other relatives shall include: grandfather, grandmother, uncle, aunt, nephew, niece, grandchild, brother-in-law, sister-in-law or first cousin.

Critical illness may be filed under *FMLA procedure*.

### **FAMILY AND MEDICAL LEAVE**

In accordance with Federal and State law, the Board of Education will provide family and medical leaves of absence. The provisions of both the Federal and State family and medical leave require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to *Policy 4430.01-Family and Medical Leave of Absence (FMLA)*.

## **HEALTH INSURANCE BENEFITS**

Health Insurance will be provided to support staff members in accordance with the (District's Health Insurance Plan) and *Policy 4420 – Health Insurance Benefit*. Employees who qualify for health coverage under the Affordable Care Act will be eligible for health insurance through the District plan. (See Appendix A)

## **PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS**

Eligible support staff employees who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law. See also *Policy 4419.0-Privacy Protections of Fully Insured Group Health Plans*

## **V. WORKING CONDITIONS AND HOURS OF WORK**

### **DRESS CODE**

The Board has exercised its authority to specify dress and grooming guidelines for staff members. When on duty, staff members are expected to dress in a manner that is consistent with the expectations described in *Policy 4216 Dress and Grooming*.

The District shall provide uniforms for custodians, cleaners and kitchen staff. The District shall purchase the uniforms, and the uniforms shall remain the property of the District. In the event an employee leaves the District, all uniforms must be returned to the District. The uniforms must be worn by employees. The replacement of uniforms shall be as necessary and shall be on a schedule as determined by the District.

Office and Associates will follow the following dress code:

All Office and Associates will maintain at a minimum a “business casual” dress in order to work comfortably while projecting a professional image for our students, parents, and community members.

#### **Procedure:**

1. “Business casual” is a generally accepted dress code for the professional workplace.
2. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing.
3. Inappropriate clothing items will include jeans, shorts, t-shirts, and “flip flop” sandals.
4. Fridays will be considered Hurley Pride Day. Staff should wear appropriate Hurley wear on these days.

## **ATTENDANCE AND REPORTING ABSENCES**

Staff members are expected to report for duty on all scheduled workdays; however, when a staff member must be absent, the following procedure shall be followed:

Associates should call the substitute coordinator at extension 212 to report absences due to sickness. These absences should be reported by 6:30 a.m.

## **WORK SCHEDULES/DAILY TIME SHEETS**

Staff members are expected to adhere strictly to their established work schedules, unless their immediate supervisor approves a deviation from it..

## **BREAK AND MEAL PERIODS**

Breaks will be provided in accordance with Federal and State law.

1. All full time staff will receive an unpaid meal period.

All support staff members are expected to adhere strictly to the length of time designated for breaks and meal periods which will be communicated by the supervisors.

## **OVERTIME**

The Board shall comply with provisions of State and Federal Law and their respective implementing regulations relating to minimum wages and overtime. Any overtime must be approved by employee's supervisor.

For further information regarding overtime eligibility and approval of overtime work refer to *Policy 6700 - Fair Labor Standards*.



## **PERFORMANCE EVALUATION**

The District Administrator has established and will implement a program of staff evaluation. This program shall aim at the early identification of specific areas in which the staff member needs help so that appropriate assistance may be provided or arranged for. The evaluations shall be consistent with applicable State statutes, *Policy 4220 - Staff Evaluations, and AG 4220 - Evaluation of Staff.*

## **PERSONAL COMMUNICATIONS**

During work hours, personal communications made or received, regardless of whether on a Wireless Communication Device (WCD), regular telephone, or network computer, can interfere with employee productivity, distract others, and/or set a bad example for students. Employees are expected to use discretion in using personal WCDs while at work. Employees are expected to limit personal communication to breaks and lunch period and to inform friends and family members of the Board's policy in this regard.

## **USE OF EMPLOYER PROPERTY/EQUIPMENT**

Personal use of District equipment or facilities by employees will be in accordance with the following policies:

*Policy 7530 – Lending District-Owned Equipment*  
*AG 7530 – Personal Use of District Equipment/Facilities*

## **USE OF PERSONAL PROPERTY AT SCHOOL**

Employees may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property *Policy 4281 – Personal Property of Staff*

## **EMERGENCY CLOSINGS**

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with *Policy 8420-Emergency Evacuation of Schools.*

All associates will be paid for up to 2 days of any school closings at their per diem rate.

## **TRAVEL EXPENSES**

The Board of Education may provide for the payment of the actual and necessary expenses, including travel expenses, of any support staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines *Policy 4440 – Job-Related Expenses*

## **VI. SAFETY AND HEALTH**

### **SMOKING**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits support staff members to use tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events *Policy 4215 - Use of Tobacco by Support Staff*

### **TRAINING**

Employees for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

- A. the use of automated external defibrillators (*Policy 8452 – Automated External Defibrillators*),
- B. the control of blood borne pathogens (*Policy 8453.01-- Control of Casual Contact Communicable Diseases*)
- C. the control of casual-contact communicable diseases (*Policy 8450 -- Control of Casual Contact Communicable Diseases*), and
- D. understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (*8453 – Direct Contact Communicable Diseases*).

### **REPORTING WORK RELATED INJURY**

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Business Office in compliance with *Policy 8442 – Reporting Accidents*. The injured employee

shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

## **VII. EMPLOYEE COMMUNICATION & TECHNOLOGY**

### **ACCEPTABLE USE OF DISTRICT TECHNOLOGY, THE INTERNET, AND THE DISTRICT'S NETWORK**

Staff use of the District's Network will be governed by *Policy 7540.04 – Staff Network and Internet Acceptable Use and Safety and the related administrative guidelines*,

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

#### **EMAIL**

When available, the District's e-mail system must be used by employees for any official District e-mail communications.

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other emails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with *Policy 8310 – Public Records*.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of e-mail established in *Policy 7540.06 – Electronic Mail and the District Administrator's established guidelines regarding e-mail*.

## **SOCIAL MEDIA**

In accordance with *Policy 4213-Student Supervision and Welfare*, staff members are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, MySpace, etc.

## **VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

### **STAFF DISCIPLINE**

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with *Policy 4139-Staff Discipline*.

### **GRIEVANCE PROCEDURE**

Each employee of the District shall be provided an opportunity to resolve matters affecting employment that the employee believes to be unjust as provided for in *Policy 4340-Grievance Procedure*.

The grievance procedure 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.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance. The procedures detailed in *Policy 4340- Grievance Procedure* shall be followed when a grievance has been filed.

### **DRUG AND ALCOHOL USE**

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates *Policy 4122.01-Drug-Free Workplace* shall be subject to disciplinary action in accordance with *Policy 4139-Staff Discipline* and the District Administrator's guidelines, as well as any applicable terms of any collective bargaining agreements

## **Appendix A**

# **SUPPORT STAFF/ASSOCIATE Benefits**

This page will detail the benefits you will receive as an employee of the Hurley School District. These benefits may be subject to change with Hurley School Board action.

### **Health Insurance:**

Employees who qualify for health coverage under the Affordable Care Act will be eligible for health insurance through the District plan.

Any employee covered by the District health insurance prior to July 1, 2015, can remain on the District plan. This is typically referred to as 'grandfathered in' and only applies to the following employees: Support Staff /Teacher Associates working 50% or more hours per day in their primary bid job.

The Hurley School District will pay 87.4% of the premium for the District's group health insurance plan for eligible staff members. Family coverage will be supplied provided that the employee has dependents.

### **Cash in Lieu of Insurance:**

Effective July 1, 2012 any other full time employees who are eligible for participation in the Districts group health insurance plan, but who choose to waive coverage under this plan, the District will make a monthly contribution to the employers Section 125 in an amount equal to \$7500 annually. Employees who are eligible for and take the cash option under Section 125 plan shall have the cash payment added to their regular salary. The payment shall be subject to state and federal withholding and FICA, but not WRS contribution.

### **Dental Insurance:**

The District will pay the full premium for Dental Insurance Coverage, either single or family.

### **Life Insurance:**

The District will provide, without cost to the employee, Group Life Insurance Coverage equal to one (1) times their salary.

## Appendix B

### Salary Schedules:

The following are the salary schedules:

#### SUPPORT Group:

Cleaner:	\$15.00
Building Secretary:	\$16.00
Part-time Cook:	\$14.00
Associates:	\$14.52

**IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT**

I acknowledge that I have received and read Hurley School District's Employee Handbook for Support Staff and Teacher Associates and understand the provisions contained herein. I understand that the terms described in the Employee Handbook may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the Employee Handbook for Support Staff and Teacher's Associates and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is "at-will," and that my employment may be terminated at any time for any reason, with or without cause, and with or without notice, unless otherwise provided by individual contract and consistent with Board Policy.

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Employee Signature  
Date

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