



Support Staff Handbook

This handbook pertains to all
Two Rivers Public School District
support staff employees.

Revised August 12, 2019

TABLE OF CONTENTS

BOARD OF EDUCATION AUTHORITY	2
MISSION STATEMENT	3
EMPLOYEE CLASSIFICATION: CUSTODIAL/SECRETARY/COTA/INTERPRETER	4
BENEFITS	4
Health and Dental Insurance	4
Employee Contribution for Health Insurance.....	4
RETIREMENT	5
Employee Classification: Custodian/Secretary/COTA/Interpreter	5
EMPLOYEE CLASSIFICATION: AIDES	6
BENEFITS	6
Health and Dental Insurance	6
Employee Contribution for Health Insurance	6
RETIREMENT	7
Employee Classification: Aide	7
BENEFITS FOR ALL SUPPORT STAFF	8
Wisconsin Retirement System	8
Tax Sheltered Annuity	8
Disability Insurance	8
Group Term Life Insurance	8
EMPLOYEE CLASSIFICATION	8
EMPLOYEE LEAVE	8
Sick Leave	8
Personal Leave	9
Funeral Leave	9
Emergency Leave	9
Medical Leave of Absence.....	9
Jury Duty	9
SALARY	10
HEALTH/DENTAL INSURANCE	10
DISABILITY	10
Group Term Life Insurance	10
VACATION	11
HOLIDAYS	11
GRIEVANCE PROCEDURE	11
SUBCONTRACTING	11
LAYOFF	12
WORK SCHEDULE	12
CALL TIME	12
EVALUATION	12
CUSTODIAN DRESS CODE	12
ADDENDUM "A": GROUP HEALTH , DENTAL, AND VISION PLANS	13
ADDENDUM "B": LONG-TERM DISABILITY INSURANCE	14
ADDENDUM "C" – Policy 4340 - GRIEVANCE PROCEDURE	15-17
ADDENDUM "D" - POLICIES THAT GOVERN SUPPORT STAFF	18
ADDENDUM "E" – SCHOOL CALENDAR	19
ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK	20

BOARD OF EDUCATION AUTHORITY

The Board of Education of the School District, under authority specifically conferred by the Wisconsin Statutes, exercises all rights of possession, care, control and management of the property, affairs, and operations of the School District, and may do all things reasonable to promote the cause of education in the District, including, but not limited by enumeration to the following:

1. To direct all operations of the District;
2. To establish reasonable work loads, work rules, and schedules of work;
3. To hire, promote, transfer, schedule and assign employees in positions within the school system;
4. To place employees on layoff from employment;
5. To maintain efficiency of school system operations;
6. To take whatever action is necessary to comply with State and Federal law;
7. To create new positions or departments and to introduce new or improved operations, work practices, methods or facilities and to permanently or temporarily terminate, consolidate, transfer or modify existing positions, departments, operations or work practices;
8. To select employees, establish job criteria and evaluate employee performance;
9. To determine the methods, means and personnel by which school system operations are to be conducted;
10. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
11. To contract out for goods or services as the Board of Education may determine appropriate;
12. To create, combine, modify and eliminate positions within the School District;
13. To warn, reprimand, suspend, demote, discharge and take other disciplinary action against employees;
14. To determine the size and composition of the work force, to determine the work to be performed by work force and each employee; and to determine the competence and qualifications of employees;
15. To establish or alter the number of shifts, hours of work and work schedules and to schedule overtime when required.

MISSION STATEMENT – POLICY #2105.01

The School district shall assist each student, commensurate with his/her abilities, to achieve the following:

- A. Competence in the basic skills: reading, writing, communication (speaking and listening), and mathematics.
- B. Competence in analytical thinking, problem solving, decision making, and creativity.
- C. Understanding and appreciation of the fine arts, Humanities, natural sciences, social sciences, and developing technology.
- D. Preparation for post-secondary school experiences, including the world of work, further formal education, direct education for employment, and appreciation of continuous learning.
- E. Development that promotes successful human relationships, including family and parenting skills; that promotes personal responsibility encourages social ethics, citizenship and sensitivity to community responsibility and that enhances the Student's ability to function cooperatively in society.
- F. Development of pride and motivation in personal effort and achievement.

The School District shall work towards continuous improvement to insure that all students have the appropriate educational opportunities to learn and meet the standards of the District.

EMPLOYEE CLASSIFICATION: CUSTODIAL/SECRETARY/COTA/INTERPRETER

The following employees will fall into this classification:

- Full-Time Maintenance
- Full-Time Stock Clerk
- Full-Time Custodian/Building Lead
- Computer Support Person
- School-Year Building Secretaries
- Full-Time Building Secretaries
- Full-Time Guidance Secretary
- Central Office Secretary
- Full-Time Benefits/Billing Clerk
- Bookkeeper

Employees that are not 12-month employees will work the following days during each fiscal year:

Building Secretaries	221 days (holidays included as described in handbook)
COTA's/Interpreters	190 days (holidays included as described in handbook)

BENEFITS

Health and Dental Insurance: The deductibles run per calendar year; premium changes are made per school fiscal calendar.

- A. The Board of Education will pay 100% of the monthly dental insurance premium for all full-time employees.
- B. The Board of Education will pay 75% of the monthly health insurance premium for all full-time employees. Full-time employees will be responsible for 25% of the premium. Ten percent will be deducted bi-weekly through payroll. Employees may earn up to 15% credit toward the employee premium contribution by meeting certain wellness requirements. Employees will have an additional payroll deduction from the November and December payrolls for the percentage they did not complete. Required premium share for employees will be a percentage of the annual health insurance premium. Employees can qualify for a reduction in premium based on the wellness program criteria that are completed as outlined below:

For 5% Reduction:

Employee and spouse (Family) or just employee (Single) must do a biometric screening either through the school district or through their family physician annually. The screening must occur between July 1 and February 28 to qualify for the reduction.

For 5% Reduction:

Employee and spouse (Family) or just employee (Single) must complete a Health Risk Assessment between July 1 and February 28. The HRA is an online health assessment.

For 5% Reduction:

Reaching Silver Status through the Humana Vitality Program prior to February 28 will earn 5% toward your Premium Share Waiver.

RETIREMENT

Employee Classification: Custodian/Secretary/COTA/Interpreter

Employees with 20 years of full-time service to the District will receive a retirement benefit of \$48,000 to be used for insurance or can be withdrawn as cash per District guidelines. Employees will receive \$1,000 per month until this pool of money is exhausted. (48 months)

All employees who retire must begin taking the retirement benefit immediately upon retirement.

If a former employee dies while receiving a benefit under this Agreement and is survived by a spouse or dependent, such person(s) shall be eligible to receive any unused portion of the former employee's benefit including the right to remain in the group plans at the group rate.

EMPLOYEE CLASSIFICATION: AIDES

The following employees are classified as aides:

- IMC Aides
- Special Education Aides
- Study Hall Supervisors
- In-School Suspension Supervisors
- Discipline Coordinator
- Office Aides
- Locker Room Supervisor
- Student Services Support
- Food Service Employees

BENEFITS

Health and Dental Insurance

Aides who work at least 30 hours per week will be eligible for health and dental insurance based on the following:

- A. The Board of Education will pay 65% of the monthly dental insurance premium for all aide classification employees.
- B. The Board of Education will pay 50% of the monthly health insurance premium for all aide classification employees. Aide-classification employees will be responsible for 50% of the premium. Thirty-five percent will be deducted bi-weekly through payroll. Employees may earn up to 15% credit toward the employee premium contribution by meeting certain wellness requirements. Employees will have an additional payroll deduction from the November and December payrolls for the percentage they did not complete. Required premium share for employees will be a percentage of the annual health insurance premium. Employees can qualify for a reduction in premium based on the wellness program criteria that are completed as outlined below:

For 5% Reduction:

Employee and spouse (Family) or just employee (Single) must do a biometric screening either through the school district or through their family physician annually. The screening must occur between July 1 and February 28 to qualify for the reduction.

For 5% Reduction:

Employee and spouse (Family) or just employee (Single) must complete a Health Risk Assessment between July 1 and February 28. The HRA is an online health assessment.

For 5% Reduction:

Reaching Silver Status through the Humana Vitality Program prior to February 28 will earn 5% toward your Premium Share Waiver.

RETIREMENT

Employee Classification: Aide

Employees eligible for retirement at the end of the 2012-13 school year are grandfathered in for retirement benefits at the 2012-13 level. These are employees with 15 years of consecutive district experience, and were purchasing or were eligible to purchase health insurance for the entire 2012-13 school year. Employees will receive \$1,000 per month until this benefit is used up. The payment for retirement will be pro-rated based on employees' FTE percentage times the retirement amount of \$48,000.

Employees not eligible to retire, who purchased or were eligible to purchase health insurance for the entire 2012-13 school year, are grandfathered in as eligible for a \$12,000 pool of money to be used for insurance at the time of retirement. Employees will receive \$500 per month for 24 months. These employees must work 20 consecutive years in the district to receive this benefit.

If a former employee dies while receiving a benefit under this Agreement and is survived by a spouse or dependent, such person(s) shall be eligible to receive any unused portion of the former employee's benefit including the right to remain in the group plans at the group rate.

Retirement benefits are no longer available for aides.

BENEFITS FOR ALL SUPPORT STAFF:

Wisconsin Retirement System: The District will pay 50% of the total required WRS contribution; the employee will pay the remaining 50% through payroll deduction.

Tax Sheltered Annuity

Upon written authorization from the employee, the Board will deduct and transmit an authorized amount of salary to a tax sheltered annuity plan (TSA). Please work with the finance department for established procedures. The District retains the right to determine which TSA companies will be available to employees.

Disability Insurance

Employees who work 5.5 hours or more per day will receive disability insurance.

Group Term Life Insurance: Employees who qualify under the Wisconsin Retirement System are eligible to purchase group life insurance through the District. There are several plans available. If interested, contact the finance office. Life insurance is also available for spouses and dependents.

Long-Term Disability (LTD): Employees who work half time or more are enrolled in long-term disability insurance. The full premium is paid by the Board of Education.

LTD benefits will commence after the employee has had 30 working days or 60 calendar days of disability. LTD benefits are based on 90% of the employee's salary for the first 2 years and 70% thereafter.

Benefit Continuation During Sick Leave: An employee who is on sick leave or LTD will be considered to have uninterrupted employment for one year from the date of disability. During this period of time, the Board will pay its share of dental insurance premiums, LTD premiums, and health insurance premiums; the employee will be responsible for his/her share of premiums.

The School District will establish and maintain a "Cafeteria Plan" under section 125 of the Internal Revenue Code, through which to offer and manage School District employment benefit programs. To the extent permitted by law, all School District employment benefit programs will be incorporated with the plan.

EMPLOYEE CLASSIFICATION

If an employee works more than 30 hours per week and has a split assignment, the employee will be moved to the custodial/secretary classification, if at least 50% of their time is in that area.

EMPLOYEE LEAVE

Sick Leave:

- A) Employees will accumulate one day of sick leave per month worked. These days may be used for personal illness or illness of a spouse, child, mother, father, mother-in-law, or father-in-law.
- B) Unused sick leave may be accumulated to a total of 90 working days with the understanding that sick leave benefits are intended solely for sick leave and not severance/retirement pay. Any employee who has more than 90 sick days will retain those days until the total goes below 90, at which time they will begin earning one day per month.
- C) Employer reserves the right to have doctor verification of sick leave use. The employer reserves the right to have an employee examined by a physician of its choice after three or more consecutive personal days of illness.

Personal Leave:

Employees will get 1 day of personal leave each year. Personal leave days must be mutually agreed upon between the employee and supervisor. Personal leave days are not accumulative.

Funeral Leave

Death in Family: Five days of paid leave shall be allowed for the death of any employee's spouse or child. Three days shall be allowed for the death of any immediate family member, which includes father, mother, father-in-law, mother-in-law, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, grandchildren, and grandparents and great-grandparents (of either teacher or spouse).

One day funeral leave will be allowed to attend the funeral of any other blood relative of the teacher or spouse.

Funeral leave may be granted by the District Administrator/designee in situations not covered above.

Emergency Leave: Employees may request legal or emergency leave from the District Administrator for appropriate absences due to attendance at legal proceedings or other unforeseen circumstances.

Medical Leave of Absence: Leave under the Family and Medical Leave Act statutes will be authorized as required by law. Contact the finance office for more information, if needed.

Jury Duty: Employees who serve on jury duty will be excused; however, they must pay to the District the jury fee they receive. Employees on jury duty must report back to school if jury duty ends during work hours.

Salary: Salary will be based on the 2018-19 school year salary

HEALTH/DENTAL INSURANCE: Coverage for employees will begin with the first day of work for both health and dental insurance. Insurance premiums owed to the District will be deducted two payrolls per month. This payment will be a pre-tax payment. For any employee who retires or resigns, the insurance coverage runs until the end of the month the employee resigned or retired.

New employees must enroll within 30 days of their first day of work in order to receive health and dental insurance coverage. Employees opting out of health insurance will receive a \$1,000 opt-out if eligible for family insurance or \$500 if eligible for single insurance. Employees choosing to receive the opt out payment instead of health insurance will receive this amount based on their contract percentage (pro-rated amount). Employees will have to sign a form indicating they are opting out, and the payment will be the first paycheck in October. The finance department will issue the forms for signing.

After the 30-day time limit is up, there are no open enrollment dates available to employees. After the initial 30-day window, employees may only access health and dental insurance coverage as a result of a special enrollment event. Contact the finance office for a description of special events.

Health benefits are outlined in the Summary of Benefits and Coverage (SBC) as well as Certificate of Coverage and dental benefits can be obtained by contacting District Office.

Employees who are laid off may continue coverage in the group plan at the group rate through electing COBRA coverage. Affected employees will receive a separate COBRA notice from the insurance company.

DISABILITY

Group Term Life Insurance: Employees who qualify under the Wisconsin Retirement System are eligible to purchase group life insurance through the District. There are several plans available. If interested, contact the finance office. Life insurance is also available for spouses and dependents.

Long-Term Disability (LTD): Employees who work half time or more are enrolled in long-term disability insurance. The full premium is paid by the Board of Education.

LTD benefits will commence after the employee has had 30 working days or 60 calendar days of disability. LTD benefits are based on 90% of the employee's salary for the first 2 years and 70% thereafter.

Benefit Continuation During Sick Leave: An employee who is on sick leave or LTD will be considered to have uninterrupted employment for one year from the date of disability. During this period of time, the Board will pay its share of dental insurance premiums, LTD premiums, and health insurance premiums; the employee will be responsible for his/her share of premiums.

The School District will establish and maintain a “Cafeteria Plan” under section 125 of the Internal Revenue Code, through which to offer and manage School District employment benefit programs. To the extent permitted by law, all School District employment benefit programs will be incorporated with the plan.

Vacation: Full-time 12-month employees are eligible for vacation; school-year positions are not.

A) Employees shall earn vacation as follows:

<u>Completed Years of Service</u>	<u>Vacation Days Earned</u>
1	5 days
2-6	10 days
7-12	15 days
13-20	20 days
21+	25 days

B) Vacation schedule will be established by the designated supervisor.

C) All earned vacation for custodians must be used within the following year (12 months) the vacation was earned. All other support staff may carry over 5 days into the next year.

D) Employees who retire shall receive prorated pay for earned and unused vacation.

Holidays

Custodial/Secretary classification and aide classification will receive holiday pay for the following holidays, providing they work the day before and after each holiday. If an employee has a paid leave the day before or after, it will count as a day worked.

New Year’s Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, Christmas Day, New Year’s Eve.

When a holiday falls on a Saturday or Sunday, it will be celebrated on the District-designated day.

Grievance Procedure: A Grievance Procedure is available to employees as set forth in Board Policy #4340, Addendum “C.”

Subcontracting: The Board reserves the right to subcontract as needed. The Board will not lay off any current employees in the Custodial/Secretary/COTA/Interpreter group as a result of subcontracting.

Layoff

The Board of Education will take into consideration the following factors for layoff

purposes: Performance issues including unsatisfactory work performance documented through performance evaluation and documented disciplinary action. The Board also reserves the right to exempt any employee from layoff based on specific district needs.

Employees placed on layoff do not have the right to displace or "bump" another employee. Employees on layoff will not have any recall rights.

The District will provide the employee, subject to a reduction in force, with sixty (60) days written notice whenever possible.

Work Schedule: All work performed by hourly employees in excess of 40 hours per week shall be paid at a rate of time and one-half (1 ½). Work schedules can be adjusted Monday through Friday to meet this requirement; however, the District has the right to adjust work schedules to cover District-sponsored events on weekends. All Non-District-sponsored events will be paid out at the rate of time and one half on Saturdays and double time on Sundays. All work over 40 hours per week performed on Saturdays, Sundays and holidays shall be paid for at the rate time and one half (1 ½). A shift differential of twenty-six cents (\$.26) per hour shall be paid to employees starting work at 2:30 p.m. or later. An employee who does the work of a position which is rated at a higher pay grade for eight (8) consecutive hours or more shall receive the pay rate of the higher pay grade at the same step of the employee doing the work. Maintenance personnel assigned to custodial/building head positions will be compensated at the custodial/building head rate for those days.

Additional days may be added as needed by the supervisor.

All employees have a 30-minute unpaid lunch period. Work schedules will typically be 8 hours per day 5 days per week; however, the District reserves the right to schedule work as needed.

Call Time: Employees are subject to call in in addition to regular work hours. Such call time is to be paid for at the rate of double time for the first hour worked and one and one-half (1 ½) for all time beyond the first hour. A minimum of one hour of time will be paid for all call time.

Evaluation: Employees will be evaluated at least once every three years. Employees with evaluation/discipline concerns may be evaluated annually. Employees with poor evaluations will be placed on Intensive Assistance. The supervisor will provide a plan to be followed to improve performance. Satisfactory improvement must be seen within six months or the employee will be dismissed.

Custodian Dress Code: The District will provide four uniform shirts annually for full-time permanent custodial staff. Shirts are expected to be worn year-round.

ADDENDUM “A” - HEALTH INSURANCE

The Health Insurance Carrier for the Two Rivers Public School District as of July 1, 2016 is Humana. The insurance carrier will provide a Summary of Benefits and Coverage (SBC) as well as a Certificate of Coverage which will outline health plan eligibility, age requirements, hour requirements, definitions, open enrollment, special enrollment, rules for late enrollments, when coverage ends, COBRA rights, etc. that apply to the Two Rivers Public School District Health Plan. Please refer to the carrier SBC, Certificate of Coverage or contact the carrier at the 800 number included on your ID card should you require any additional information on the Two Rivers Public School District Health Plan.

Required Wellness Activities for premium share reduction:

Required premium share for employees will be a percentage of the annual health insurance premium. Employees can qualify for a reduction in premium based on the wellness program criteria that are completed as outlined below:

For 5% Reduction:

Employee and spouse (Family) or just employee (Single) must do a biometric screening either through the school district or through their family physician annually. The screening must occur between July 1 and February 28 to qualify for the reduction.

For 5% Reduction:

Employee and spouse (Family) or just employee (Single) must complete a Health Risk Assessment between July 1 and February 28. The HRA is an online health assessment.

For 5% Reduction:

Reaching Silver Status through the Humana Vitality Program prior to February 28 will earn 5% toward your Premium Share Waiver.

DENTAL INSURANCE

The Dental Insurance Carrier for the Two Rivers Public School District as of July 1, 2016 is Humana. Please contact the District Office for information on the plan benefits.

VISION INSURANCE

The Vision Insurance Carrier for the Two Rivers Public School District as of July 1, 2016 is Humana. Please contact the District Office for information on the plan benefits.

ADDENDUM "B"
LONG TERM DIABILITY INSURANCE

Group Policy Number: 0029

Group Effective Date: February 1, 1990

Benefits Revised: May 1, 2008

Monthly Benefit	Age at Disablement	Duration of Benefits (in years)	Elimination Period
90% of salary for the first two years	61 or younger	To age 65	Lesser of 30 Working Days or 60 Calendar Days
	62	3-1/2 years	
	63	3 years	
	64	2-1/2 years	
75% thereafter	65	2 years	
	66	1-3/4 years	
	67	1-1/2 years	
	68	1-1/4 years	
	69 and over	1 year	

Maximum annual covered salary: \$85,000.00

Maximum monthly benefit: \$6,375.00 for first two years/\$5,313.00 thereafter

First Stage: 24 Consecutive Months

ADDENDUM “C” - POLICY #4340 - GRIEVANCE PROCEDURE

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 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 not covered by a collective bargaining that contains a grievance procedure.

This 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.

A grievance shall mean a dispute concerning an employee's discipline or termination of employment, or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievant;
- C. the issue involved;
- D. the relief sought;
- E. the date the incident or violation took place;
- F. the specific section of the Policy Manual alleged to have been violated;
- G. The signature of the grievant and the date.

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 following procedures shall be followed:

A. **Principal:**

Any employee that believes s/he has a matter subject to the grievance procedure shall present the grievance to his/her immediate supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal shall, within five (5) working days, inform the employee in writing of his/her decision.

B. **District Administrator:**

In the event the Principal's decision does not resolve the problem, the employee may, within five (5) working days of the date the Principal's written decision is issued, present his/her grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) working days. This step does not apply to any grievance related to action by the Board of Education that directly affects the grievant.

C. Hearing Before an Impartial Hearing Officer:

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) working days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative. Any employee representative selected shall be at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. The Impartial Hearing Officer shall have authority to run the hearing, including administering oaths, admitting evidence into the record, providing for transcription, etc. The oral or written statements of students, which might otherwise be hearsay, will be considered by the impartial hearing officer without the direct testimony of students, if other, non-hearsay information is presented. The Officer may not modify any board policy and may not issue decisions on matters not presented to the Administrator in the initial grievance. Any costs incurred by the impartial hearing officer shall be paid by the District.

D. Board of Education:

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) working days, present the grievance in writing to the Board, who shall consider the matter within thirty (30) working days after its receipt, unless postponed by mutual agreement. The Board shall revise the decision of the impartial hearing officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose. The Board's decision shall make a decision by majority vote, which shall be final.

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

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

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

- A. "Workplace safety" refers to any condition of employment or duty, responsibility, or environmental hazard that may reasonably be viewed to affect an employee's health or the health of other employees. Workplace safety matters expressly include workplace harassment, including sexual harassment. In the event that an employee believes the safety of the workplace is compromised by harassment, s/he must first make a complaint concerning the matter and follow the procedures outlined in the District's Harassment Policy [3362](#). Grievance timelines associated with workplace harassment do not begin to run until completion of an investigation and final action on the complaint by the administration.
- B. "Termination" does not include the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats., nor does it include termination of an employment contract due to reduction in force. Reduction in force notifications will be issued to teachers no later than May 15th.
- C. "Employee discipline" refers to unpaid suspensions and written reprimands, but excludes performance conferences/evaluations, staff assignments, oral reprimands (unless a written record of the reprimand is placed in the employee's file).

**ADDENDUM “D”
POLICIES THAT GOVERN SUPPORT STAFF**

- ❑ [4112](#) Board-Staff Communications
- ❑ [4120.01](#) Job Descriptions
- ❑ [4120.09](#) Volunteers
- ❑ [4121](#) Criminal History Record Check
- ❑ [4122](#) Nondiscrimination and Equal Employment Opportunity
- ❑ [4122.01](#) Drug-Free Workplace
- ❑ [4139](#) Staff Discipline
- ❑ [4160](#) Physical Examination
- ❑ [4161](#) Unrequested Medical Leaves of Absence
- ❑ [4170](#) Substance Abuse
- ❑ [4170.01](#) Employee Assistance Program (EAP)
- ❑ [4210](#) Employee Code of Conduct
- ❑ [4213](#) Student Supervision and Welfare
- ❑ [4215](#) Use of Tobacco by Support Staff
- ❑ [4216](#) Support Staff Dress and Grooming
- ❑ [4217](#) Weapons
- ❑ [4220](#) Evaluation of Support Staff
- ❑ [4340](#) Grievance Procedure
- ❑ [4362](#) Employee Anti-Harassment
- ❑ [4419.02](#) Health Information Privacy Protection
- ❑ [4430.01](#) Family & Medical Leaves of Absence ("FMLA")
- ❑ [4437](#) Military Leave

Two Rivers Public Schools

2019-2020 School Calendar

August 2019				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2019				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2019				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

*End of Quarter

1-Nov. 1
2-Jan.17
3-March 27
4-June 5

Graduation Day

Sunday, June 7

November 2019				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2019				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2020				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Parent Conference Weeks

Nov. 11
April 6

Assigned Nights

M-Koenig
T-Magee
Th-LBC
M&W-TRHS

February 2020				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2020				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2020				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Staff Mtg

1st Wednesday

Department Mtg

3rd Wednesday

May 2020				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2020				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

July 2020				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31



First Day of School



No School Students ½ day Teacher In-service/Record



No School Students Parent Teacher Conference



School Closed/Holiday



No School Teacher In-service



Last Day of School Early Release



Summer School

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

The District employee handbook describes important information about the Two Rivers Public School District. I understand that I should consult the District Administrator if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be changes to the information, policies, and benefits discussed in this handbook. I understand that the Two Rivers Public School District may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that as an employee of the Two Rivers Public School District, I am subject to all of the policies of the Board and that this handbook is a guide as to those policies. I understand and acknowledge that only the Two Rivers Board of Education has the authority to adopt revisions to the policies in this handbook

I understand and acknowledge that this handbook is not a contract of employment or legal document. I understand and acknowledge that my employment with the Two Rivers Public School District is at-will and that this handbook does not alter my employment status or guarantee employment for any definite period of time nor does this handbook constitute a guarantee of any benefits described herein.

I have received this handbook and I understand that it is my responsibility to read and follow the policies contained or referenced in the handbook and any changes made to it. I will sign two copies of this Acknowledgement of Receipt, retain one copy for myself, and return one copy to the District Office no later than August 30, 2019.

Signature of Employee

Date

Employee's Name – Printed

