

**Hurley School District**

**EMPLOYMENT HANDBOOK**  
**for**  
**PROFESSIONAL STAFF MEMBERS**

**September 1, 2023**

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## **INTRODUCTORY STATEMENT**

This Employee Handbook has been prepared for professional staff members including the Hurley Education Association. 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 administrative guidelines, as well as rules and regulations of Hurley School District ("District"). It has been prepared to acquaint all professional staff members with the policies and administrative guidelines, 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 professional staff member's responsibility to read and become familiar with this information and to comply with 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 administrative guidelines, 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 professional staff members 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 professional staff member 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 3139 -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, policies and administrative guidelines, 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. Develop job descriptions;
- F. Assign work duties;
- G. Introduce new or improved methods or facilities or change existing methods or facilities;
- H. Contract out for goods and services;
- I. Discontinue certain operations;
- J. Determine financial policies;
- K. Direct all operations of the Hurley School District

## **CHAIN OF COMMAND - ORGANIZATIONAL CHART**

The chain of command is the formal line of authority, communication, and responsibility within the District. *Policy 3112 -Board-Staff Communications*

## **II. EMPLOYMENT**

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate in the employment of professional 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, Wisconsin Statutes), 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 professional staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

*Policy 3122 - Nondiscrimination and Equal Employment Opportunity*

*AG 3122 - Nondiscrimination and Equal Employment Opportunity*

*AG 3122B - 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 professional staff members 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 administrative guidelines.

For more information, employees shall refer to:

*Policy 3362 - Employee Anti-Harassment*

*Policy 3362.01 - Threatening Behavior Toward Staff Members*

*AG 3362 - Employee Anti-Harassment*

*AG 3362A - Reporting Threatening Behaviors*

## **JOB DESCRIPTIONS**

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

For more information regarding job descriptions, professional staff members shall refer to *Policy 3120.01 - Job Descriptions*. Further, if a copy of a job description is required or desired, the professional staff member shall ask their immediate supervisor or go to the District Office and request a duplicate copy.

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

The District has established clear rules regarding the employment of relatives (nepotism) that can be found in: *Policy 3120 - Employment of Professional Staff*

### **IMMIGRATION REFORM ACT COMPLIANCE**

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 3111 - Creating a Position*

### **CONFLICT OF INTEREST**

Professional staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes. *Policy 1130 - Conflict of Interest -Private Practice, Policy 3210 - Staff Ethics*

### **OUTSIDE ACTIVITIES OF STAFF**

It is imperative that professional staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a professional staff member is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional 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, professional staff members should review the following: *Policy 3231 - Outside Activities of 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.

Professional staff members should refer to the detailed procedure regarding communication set forth in *Policy 3112 -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 3231A -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 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*.

### **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 of professional staff members and grant access to inspect or review those records 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 professional staff member 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 3220 - Staff Evaluation*
- C. AG 3220A - Evaluation of Staff*



## **PROFESSIONAL GROWTH REQUIREMENTS**

Professional staff members are expected to comply with the Professional Development Plan requirements of their license and provide timely verification of progress towards fulfilling this responsibility. (See Appendix D) *Policy 3242 -Professional Growth Requirements*

## **STUDENT SUPERVISION AND WELFARE**

The Board requires each professional 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 in this regard, administrators should refer to *Policy 1213 -Student Supervision and Welfare*, and other professional staff members should refer to *Policy 3213 - Student Supervision and Welfare*.

## **ASSIGNMENT AND TRANSFERS**

The District Administrator is responsible for the proper assignment of all professional staff members in conformance with any legal requirements or certification requirements. Assignments for the forthcoming school year will be made in accordance with *AG 3130 -Assignment and Transfer of Professional Staff*.

Further, professional staff members may be transferred to different positions when the District Administrator determines that the needs of the students, the school or District so require. *AG 3130 - Assignment and Transfer of Professional Staff*

## **STAFF DISCIPLINE**

Staff discipline and required investigations regarding potential wrongdoings of an administrator or a professional staff member shall be consistent with the terms established in *Policy 3139 - Staff Discipline*

## **REDUCTION IN STAFF**

The Board may abolish professional staff positions and/or reduce the administrative and/or professional staff as necessary. Such staff reductions will be made in compliance with *Policy 3131 -Reduction in Staff*

## **TERMINATION AND RESIGNATION**

Individual employment contracts may be terminated or non-renewed upon a majority vote of the full membership of the Board.

Employees may be terminated or non-renewed for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law. *Policy 3140 - Termination and Resignation*

Any decision to terminate a staff member's employment contract shall be subject to review consistent with *Policy 3340 - Grievance Procedure*

Finally, a staff member may resign in accordance with the terms of his/her individual employment contract. *Policy 3140 - Termination, Non-Renewal and Resignation*

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

##### **PAY PERIODS**

With written request by employee, the District will pay employee their contracted salary in twenty-six equal payments less such deductions as are required by law and such further deductions authorized by the teacher and approved by the District.

The District reserves the right to alter pay dates.

The Pay scale for the professional staff 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. (See Appendix A) *Policy 3425 - Benefits*

##### **EMPLOYEE LEAVES**

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

- A. Personal leave/medical leave
- B. Bereavement leave in the event of the death of a relative,
- C. Military leave so that the employee can perform obligations to the United States Armed Forces, or
- D. Leave for jury duty when called to perform their civic responsibility as a potential juror or to serve on a jury.

If a professional 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 3431 -Employee Leaves*.

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

Any professional 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 3430 - Leaves of Absence*

### **EMPLOYEE SICK LEAVE**

Professional staff members may use paid sick leave and must follow the protocol established in *Policy 3432 -Employee Sick Leave*.

Individual sick time allowance days shall accumulate at a rate of eight (8) days per year up to ninety (90) days.

Employees with prior accrual of more than ninety (90) days will maintain their days. Should they fall under the ninety days in the future they will only be able to accrue up to ninety days at that time.

Eight (8) days of sick time allowance will be advanced to the teacher upon signing of a new contract. In the case of a teacher new to the district, the teacher must report on the first day of the school year, and complete one day of service before the eight (8) days of sick leave allowance is advanced.

Teachers 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.

Teachers will be responsible to provide a statement from a doctor with the absence report if required by the administration.

Teachers shall be subject to deduction of wages and benefits equal to the daily wage and benefit disbursement for everyday beyond the sick leave allowance.

If a teacher is out for 20 or more consecutive days and has the same substitute teacher in the classroom, after day 20, the substitute teacher will be paid at a daily rate of \$140.

## **PERSONAL LEAVE**

Teacher will receive three (3) personal days per school year that can accrue up to 40 hours.

A total of three (3) teachers district-wide per scheduled vacation break or holiday may use the days before or after said vacation break or holiday.

Personal time will not be allowed to be used on in-service days unless under an emergency approved by administration.

Unused personal leave may be accumulated up to a maximum accumulation of five (5) which may be carried over from one year to the next. At the end of the each school year, any days over the (5) allowed to carry over will be paid out at the current substitute teacher daily rate.

## **BEREAVEMENT LEAVE**

Teachers 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.

Teachers 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, brother-in-law, sister-in-law or first cousin.

Critical illness may be filed under FMLA procedures.

## **FAMILY AND MEDICAL LEAVE**

In accordance with Federal and State law, the Board of Education will provide family and medical leave for professional staff members. The provisions of both the Federal and State family and medical leave provisions 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 3430.01-Family and Medical Leave of Absence (FMLA)*.

## **HEALTH INSURANCE BENEFITS**

Health Insurance will be provided to all full-time professional staff members in accordance with the (District's Health Insurance Plan) and *Policy 3420 - Health Insurance Benefit*. (See Appendix A for list of benefits offered.)

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

Eligible Professional Staff members who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law. *Policy 3419.02 - Privacy Protections of Fully Insured Group Health Plans.*

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

The teachers school day shall be from 7:30 until all school buses have left the school. There will also be a 30-minute lunch break scheduled.

The prior timeframe does not relieve teachers of the responsibility of attending after school meetings that require their attendance after the regular school day. Attendance at general staff meetings, IEP or committee meetings called by the District Administrator or Principals is part of the duties accepted by teachers under contract to the employer.

The District Administrator, in collaboration with the Principals will establish daily schedules for the respective schools.

Teachers in grades 7-12 shall be assigned to six (6) classes, a preparation period, and a duty or a study hall.

Elementary teachers will also be assigned preparation time of up to 52 minutes.

A preparation period shall be used for correcting papers, preparing plans, doing research, meeting with parents, meeting with students, consulting with other teachers, supervisors, and administrators, or other duties essential to good instruction.

Three inclement weather days will be allowed where staff do not have to come to school. After the third day, all further inclement weather days, staff will be required to be at school by 9:00 a.m. unless directed otherwise by administration.

If the district does have a two (2) hour delay for any reason, staff will be required to be at school by 9:00 a.m.

## **DRESS CODE**

The Board has exercised its authority to specify dress and grooming guidelines for staff.

When on duty, professional staff members are expected to dress in a manner that is consistent with the expectations described in *Policy 3216-Staff Dress and Grooming.*

All teachers 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:

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

### **ATTENDANCE AND REPORTING ABSENCES**

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

Staff members are to call sub-coordinator at extension 212 to report absences due to sickness. These absences should be reported by 6:30 a.m.

All professional leave requests should be filed with sub-coordinator at least 72 hours in advance of absence.

### **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, and *Policy 3220 -Staff Evaluations and AG 3220A - 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 District Administrator's guidelines. *Policy 7530 -Lending of 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.

### **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*.

### **TRAVEL EXPENSES**

The Board of Education may provide for the payment of the actual and necessary expenses, including travel expenses, of any professional staff member that is 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

*Policy 3440 -Job-Related Expenses*

*AG 3440A -Job-Related Expenses*

*AG 3440B-Use of Private Car for School Business*

## **VI. SAFETY AND HEALTH**

### **SMOKING**

The Board of Education is committed to providing students, professional staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits professional staff members from using 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 3215-Use of Tobacco by Professional Staff*

### **TRAINING**

Professional staff members 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*)

A. the control of blood borne pathogens (*Policy 8453.01 - Control of Blood-Borne Pathogens*)

A. the control of casual-contact communicable diseases (*Policy 8450 -Control of Casual Contact Communicable Diseases*)

A. understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (*Policy 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.

### **EMAILING**

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 emails 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 email.

### **SOCIAL MEDIA**

In accordance with *Policy 1213 - Student Supervision and Welfare* and *Policy 3213 - Student Supervision and Welfare*, professional staff members are discouraged from engaging students in



social media and online networking media, such as Facebook, Twitter, MySpace, Instagram, Snapchat 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 3139 -Staff Discipline*

### **GRIEVANCE PROCEDURE**

Each professional staff member of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust as provided in *Policy 3340 -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 3340 -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 and tobacco, by any member of the District's administrative and/or professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates *Policy 3122.01 -Drug-Free Workplace* shall be subject to disciplinary action in accordance with *Policy 3139 -Staff Discipline* and the District Administrator's guidelines.

## **Appendix A**

### **Employee Benefits**

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 working four or more hours per day in their primary bid job; Teachers working 50% contracts or more.

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

### **Health Insurance:**

The Hurley School District will pay 87.4% of the premium for the District's group health insurance plan for eligible teachers. Family coverage will be supplied provided that teacher has dependents. The District will make two deposits into a HSA account for employees on the district health coverage, January 1<sup>st</sup> and July 1<sup>st</sup>. For family coverage each deposit will be \$1,250 and for single coverage the deposits will be \$500.00.

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

Effective July 1, 2018 any other employees who are eligible for participation in the District's group health insurance plan, but who choose to waive coverage under this plan, the District will make a monthly contribution to the employer's 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 on (1) times their salary.

### **Post-Retirement Benefits:**

The Post-Retirement Benefits for employees of the Hurley School District is structured as follows:

At retirement, unused sick leave, up to 100 days will be paid out at \$45 per day. This distribution will be used for future health premiums from the employee.

Effective July 1, 2012 employees will be categorized according to years of consecutive, full time service to the District. Based on where each employee is categorized, the post retirement benefit structure

#### **A. 25+ Years of Consecutive Service in the District:**

For a period of 60 months or up to the age of eligibility for Medicare, whichever occurs first, the District shall make a monthly contribution toward group health insurance coverage (single or

family, as applicable) in an amount equal to 87.4% of the monthly premium (single or family, as applicable) in effect at the time of the employee's retirement.

**B. 20-24 Years of Consecutive Service in the District:**

For a period of 60 months or up to the age of eligibility of Medicare, whichever comes first, the District shall make a monthly contribution toward group health insurance coverage (single or family, as applicable) at the following percentages per year based on the monthly premium (single or family, as applicable) in effect at the time of the employee's retirement:

Year 1:	87.4%
Year 2:	77%
Year 3:	67%
Year 4:	57%
Year 5:	44%

**C. 15-19 Years of Consecutive Service in the District:**

For a period of 36 months or up to the age of eligibility of Medicare, whichever comes first, the District shall make a monthly contribution toward group health insurance coverage (single or family, as applicable) at the following rates for each year:

Year 1: Monthly payments equaling a yearly contribution of \$10,000.  
Year 2: Monthly payments equaling a yearly contribution of \$8000.  
Year 3: Monthly payments equaling a yearly contribution of \$6000.

**D. 14 Years and Less:**

No Post Retirement Benefit will be offered.

In the situation where both spouses are employed by the District and one or both of them are entitled to Post Retirement Benefits, the spouse who retires first will have his/her Post Retirement Benefits postponed for so long as the spouse who continues employment with the District carries family coverage as an active employee. Upon retirement of the second spouse, the Post-Retirement Benefits of the first spouse to retire will commence, followed by the Post-Retirement Benefits of the second spouse, if any.

Approved summer curriculum work will be paid at \$20 per hour.

**Appendix B**  
**Extra Activity Schedule**

1. Staff substitution - \$15 per 1/2 hour time period, \$25 full class period
2. Teachers assigned as official timers, scorers, ticket sellers, ticket takers or supervisors at school events will be paid \$40 per afternoon or evening.
3. For assignments which are pre-approved by the Administration, or designee, to extend beyond two hours, the payment shall be \$40.
4. MS/HS staff will receive a stipend for class advisor duties.

**Extra Activity Schedule**

Season	Position	Wage
Spring	Advise-Vocal Music	\$1,616
Spring	Advisor, Yearbook	\$1,990
Spring	Advisor, Band	\$3,463
Fall	Advisor, Cheerleading-Fall	\$1,500
Winter	Advisor, Cheerleading-Winter	\$2,500
Spring	Elementary School Singers	\$870
Winter	Forensics	\$1,368
Spring	National Honor Society	\$1,209
Spring	Advisor, Prom	\$1,119
Spring	Advisor, Shop (Each)	\$565
Spring	Advisor, Silver Express	\$2,860
Spring	Advisor, Student Council Elementary	\$769
Spring	Advisor, Student Council Middle School	\$995
Spring	Advisor, Student Council High School	\$1,244
Winter	Coach, Boys Basketball Head	\$5,225
Winter	Coach, Boys Basketball JV	\$2,923
Winter	Coach, Boys Basketball Middle School (2)	\$1,742
Winter	Coach, Girls Basketball Head	\$5,225
Winter	Coach, Girls Basketball JV	\$2,923
Fall	Coach, Girls Basketball Middle School (2)	\$1,742
Winter	Elementary Sports Organizer	\$905
Fall	Quiz Bowl	\$848
Fall	Coach, Cross Country	\$3,483
Fall	Coach, Cross Country Assistant	\$1,742
Fall	Coach, Football Head	\$5,225
Fall	Coach, Football Assistant-Varsity	\$2,923
Fall	Coach, Football JV	\$3,483
Fall	Coach, Football Assistant-JV	\$1,742
Fall	Coach, Football Middle School	\$1,742
Fall	Coach, Football Assistant-Middle School	\$1,742
Fall	Coach, Volleyball Head	\$3,483

Fall	Coach, Volleyball Assistant	\$2,923
Spring	Teacher Mentor	\$339
Spring	Coach, Baseball Head/Softball Head	\$3,483 ea
Spring	Coach, Track Boys/Girls Head	\$3,483 ea
Winter	Middle School Volleyball/7 <sup>th</sup> and 8 <sup>th</sup> Grade	\$1,742 ea
Spring	Coach, Baseball Assistant	\$1,742
Spring	Coach, Softball Assistant	\$1,742
Spring	Event Supervisor	\$2,700
Spring	School-To-Work	\$1,296
Spring	Middle School Track	\$1,742
Spring	Coach, Golf	\$3,483
Yearly	District E-Newsletter Advisor	\$1,130

## **Appendix C**

### **Professional Advancement Requirements**

Beginning July 1, 2012 teachers will receive annually \$50 for each MA Semester Credit by the Administration and while engaged in study related to their field of teaching, or to improve their capability as teachers, or to prepare for other positions within the system requested by administration.

The teacher is responsible for credit tuition payment personally. Credit tuition payment through grants outside the school district budget will be accepted as teacher credits earned, provided they are approved by administration before being earned.

To merit compensation, courses taken must carry a grade of "B" or "pass", or better.

Credits beyond the BA degree and credits beyond the MA degree shall be capped at a 35 credit maximum.

Credit compensation earned prior to July 1, 2012 will remain at the same level. Any further credits toward the 35 credit maximum will be compensated at the new \$50 per credit rate.

Teachers who earn a Master's Degree will receive a merit pay increase of \$3,000.

Teachers who attain National Board Certification will receive a merit pay increase of \$3,000.

## **IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT**

I acknowledge that I have received and read Hurley School District's Employee Handbook for Professional Staff and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Professional Staff 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 Professional Staff 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.

\_\_\_\_\_  
(Employee Signature) (Date)

\_\_\_\_\_  
(Printed)