



**The School District of
West Allis-West Milwaukee, et al**

**Professional Educator
Handbook**

Effective Date August 1, 2011

The School District of West Allis-West Milwaukee et al. does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's gender, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or disability.

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MESSAGE FROM THE SUPERINTENDENT

Dear Professional Educator:

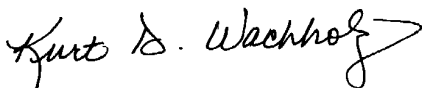
On behalf of the West Allis-West Milwaukee School District, I would like to take this opportunity to personally welcome each of you as we partner together on behalf of the children in the West Allis-West Milwaukee School Community. Whether you are new to our School District or a long-time employee, I extend our gratitude for your commitment to nurturing the learning of our students, your professionalism, your commitment to a professional environment characterized by safety, respect, collaboration, productivity, growth and satisfaction, accompanied by your professional commitment to the job you do.

The work of this organization is accomplished through you, our employees. **Educating our students to become successful and providing them with a world-class education focused on next generation learning and 21st Century skills will require the dedication, passion, and innovation of all of our professional employees.** Through professionalism centered in the areas of collaboration, commitment, communication, and a constant focus on improvement through innovation, we will build on the successes of the past to create a future of which we all can be proud.

Our goal is to attract and retain a staff of talented, dedicated, effective, professional employees. This demands that we create and protect a work environment that values and nurtures these professional characteristics and offers opportunities for growth, success, and satisfaction characteristic of high performing organizations.

The West Allis-West Milwaukee School District is pleased that you have selected our District as your place to dedicate your professional talents and expertise for the success of our learners. Our hope is that our relationship is long, productive, and professionally fulfilling.

Sincerely,



Superintendent of the West Allis-West Milwaukee School District

2011-2012

BOARD OF EDUCATION

Daniel Bailey

Kristi Bonaparte

Annette Frymark

Patricia J. Kerhin

Gail Radonski

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Superintendent of Schools

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Director of Instructional Services

Johnna Noll

Director of Student Services

Dan Weast

Director of Human Resources

Kristen M. Gurtner

Mission Statement

The mission of the School District of West Allis - West Milwaukee, et al, in partnership with family and community, is to provide challenging curriculum and engaging instruction so that every student may attain academic success.

Vision Statement

The School District of West Allis-West Milwaukee, et al., provides a learning environment where all students will achieve academic excellence in schools in which teachers are involved in continuous professional development so that they can provide exciting, relevant instruction in a school setting that fosters respect, integrity, and character.

Beliefs

1. Student achievement is the primary responsibility of the district.
2. Instruction must be delivered to reflect that learning occurs in different ways and at different rates.
3. Learning is the shared responsibility of students, staff, family and community.
4. A positive, supportive environment contributes to an individual's success.
5. Respect for diversity is essential.
6. Every student is entitled to a safe and secure learning environment.
7. Each student is entitled to an equitable education that maximizes his/her potential.
8. On-going professional development and staff collaboration are vital to student success.

Career Opportunities

It is our desire to see each and every employee achieve their highest potential. Opportunities for career advancement are posted internally at the central administration building and at each school as well as on WECAN if external applicants will be considered. We will do our best to provide opportunity and offer training, education and guidance whenever possible for our current employees to advance within the organization or within the field. Questions concerning position postings or position descriptions will be addressed by Human Resources. See School Board Policy 533, located on the District website.

Open Door Policy

It is our objective to provide a work environment free from distractions that would deter employees from doing their best work. Any concerns you have may be expressed through our open door policy. The Administration of the District maintains this open door policy to discuss any issues you may have pertaining to your professional duties and assignment. Feel free to express yourself about professional duties and assignment to your direct supervisor. We welcome your input, however, the expectation is for all staff to support and present our District, Mission, Vision, and Beliefs as well as our District Initiatives in a positive and professional way to our students, parents, community and other staff.

Professional Expectations

Attendance

Punctual attendance is mandatory for efficient job performance. In cases of absence for any reason notify SubFinder 1-877-279-0771 or <https://wawm.subfinderonline.com/> two hours prior to your start time. Excessive absence, unacceptable patterns of absence, absence without notification and/or habitual tardiness will be subject to appropriate disciplinary action, up to and including termination. Professional educators are expected to be present and ready to begin working at their identified start time. Any deviation from assigned hours must have prior approval from the employee's supervisor.

Teacher-Student Contact Days

There are generally one hundred eighty (180) teacher-student contact days and additional professional development days. The schedule and calendar may vary from year to year as determined by the School Board. Teachers who are employed for periods extending beyond the normal school year will be compensated on a pro-rated basis, using the base salary. Extended contracts will be issued by the District when extended pay is provided. Hourly employment at an established rate may also be offered for individual activities and those offered by the Recreation Department. A copy of the 2011-2012 District Calendar is located in the Appendix and is available on the District web site. Also, see School Board Policy 322, located on the District's website.

Schedule

All full time professional educators are expected to work a minimum eight hour day. That eight hour day will be scheduled between 6:30 a.m. and 8:30 p.m. in a continuous eight hour day and will be determined by the District. Individual professional educator schedules will be influenced by student, school site and scheduling need. Flexibility in work day and work weeks that meet student needs but still meet expectations of full time employment will be considered on an individual professional educator basis. Adequate notice of change to individual professional educator schedules will be provided so accommodations to day care or other personal responsibilities can be made. See the included MOU for specifications relevant to the 2011-2012.

Lunch Break

Thirty minute duty free lunch breaks within the work day will be scheduled for all employees working six hours or more. Schedules may vary from employee to employee based on educational needs and may vary from one Department to another. It is the responsibility of your immediate supervisor to assign your lunch break.

Assignments

All professional educators will be provided teaching assignments within their licensure. Tasks beyond classroom teaching including student enrichment and remediation, homeroom or supervision will be assigned as needed by site, program or student. While no specific class size or load is guaranteed, the District is committed to creating environments that are the most conducive for learning, provide the greatest opportunity to respond to student needs and work within the District's fiscal means. Seniority/longevity will not be a consideration in professional educator assignment. Please see the Memorandum of Understanding (MOU) specifically covering 2011-2012. Also see School Board Policy 343.2, located on the District website.

Intervention and Enrichment

Each professional educator is expected to participate in intervention or enrichment planning, and implementation and evaluation on a regular basis. Interventions that respond to inadequate student learning or enrichments that increase a proficient student's depth of learning are essential to meeting individual student needs. This is expected by our parents and community. Many enrichment or intervention experiences will occur during the school day and should be considered a part of the professional educator's daily assignment. In addition, **helping students for at least 30 minutes or as needed before and after school is an expectation of the professional educator.** (Professionally encouraged in the 2011-12 Memorandum of Understanding. Professional expectation for 2012 and beyond.)

In addition, planned and regularly scheduled enrichment or intervention experiences may occur before and/or after school, during summer or on weekends. Examples of these may be Summer School, PASS or Saturday Academies. Each professional educator is expected to contribute to these learning experiences. Additional compensation may be provided for these planned and/or regularly scheduled activities.

Collaboration

The District recognizes that proficient instruction demands quality planning and preparation. That planning and preparation includes significant time working with colleagues in collaboration focusing on student assessment data and designing impactful engaging learning opportunities that relate to individual student needs, as a team. That collaboration is expected to occur on a daily basis. Professional educators are expected to utilize that collaboration time effectively either collaborating on specific tasks assigned by administration connected to student learning and school improvement or working on professional learning projects connected to increasing student engagement and levels of student achievement. As with all professional positions, additional time may be necessary outside of the work day for adequate preparation.

Active collaboration, either formal or informal, is expected every day. Formal time is currently scheduled prior to the beginning of the school day for children. If you are provided an assignment during the before school time collaboration, you will be provided time for collaboration with other like professional educators during the work day.

Preparation

Preparation is provided for during the school day. Preparation outside of the school day is also expected. Preparation time may vary between professional educators according to their assignment. The district does not identify a specific amount of minutes for preparation to allow for flexibility to meet student, program, department and site needs.

Lesson Plans

Professional educators are expected to have high quality lesson plans that identify student learning targets, engaging learning opportunities that are tiered for student need, and checks for understanding aligned to the learning target, available in written format each day. Your immediate supervisor may request that these plans be submitted for review the week prior to use. Regardless, the plans should be complete and accessible on your desktop with all required materials prepared and readily accessible prior to each instructional day. Supervisors may identify the format for lesson plans, if necessary.

Curriculum

Each professional educator is responsible for delivering the district adopted curriculum. Curriculum benchmarks, learning targets, and resources are accessible for educators through Build Your Own Curriculum. A variety of tools and resources are available for educators in delivering the District curriculum including text books, learning continua, leveled texts, resource kits and on-line resources. It is essential that all educators prepare students for instruction by sharing and posting class learning targets or establishing individual learning goals. It is the full expectation that professional educators utilize district adopted resources with fidelity. Also see School Board Policy 331, located on the District's website.

Data Based Instruction

Each professional educator is expected to use data as a basis in planning and differentiating instruction. Data is a central part of the collaborative process. During collaboration, professional educators are expected to analyze student work samples and review classroom and district assessment data. This data analysis is used to develop instructional plans for individuals and groups of students. Student achievement data is monitored across the District. It is the responsibility of the professional educator to submit required data points on a timely basis.

Literacy Instruction

Each professional educator is expected to contribute to the literacy development of each child, regardless of subject or service area. This will be evidenced by adhering to the District model of balanced literacy or literacy embedded planning and/or literacy embedded content specific lessons. The balanced literacy block is expected to include opportunities for students to participate in guided reading, shared reading, independent reading, read-a-loud, word work, shared writing and independent writing. Literacy embedded instruction is expected at all levels using the gradual release of responsibility in explicit instruction of reading comprehension strategies and non-fiction writing.

Next Generation Learning

The District is committed to preparing students for success in our global and ever changing world. Professional educators are expected to aspire toward instruction of 21st Century skills and to demonstrate a commitment to personalization that engages today's learners in developing core academic knowledge while thinking critically, problem solving, collaborating and communicating in a digital world. This will be evidenced by personal learning plans and differentiation according to each student's Learning Profile. Each professional educator is expected to be keenly aware of individual learning and social emotional needs; should be expected to articulate how those needs are being addressed in that professional educator's practice and how the growth toward students' goals is being monitored. Next Generation Learning will also involve access for students to various modes of learning, including computer based instruction, blended learning opportunities and teaching for learning.

Substitute Teacher Plans

Professional educators are expected to have high quality lesson plans ready for use by substitutes in the event of an emergency absence. The expectation is that three days of plans will be available with all necessary materials and that both plans and materials are complete and easily accessible. In the occasion that these plans are used during an emergency absence, it is the expectation that the plans be renewed or replaced for future emergency as soon as reasonably possible upon the professional educators return to work.

Field Trips

Field trips represent a conscious effort to extend the classroom walls to include community elements that effectively assist the teaching and learning process. Field trips should be related to classroom study and come and integral part of the total education effort. It is the professional educator's responsibility to follow all Board policies and site directives concerning field trips. See School Board Policy/Rule/Exhibit 352, located on the District's website.

Record Keeping

Each professional educator is expected to keep accurate and timely records including grades, report cards, phone call logs with both positive and correctional parent/guardian contacts, lesson plans, assessment results, and behavior intervention logs. These records must be in the format as defined by the District or school site and must be readily accessible in the professional educator's absence. All records must be accessible, accurate, timely, and available for review by supervisors at all times. Also, see School Board Policies 345.1, 345.2, 346, and 347, located on the District's website.

Customer Service Standards

Each employee of the District is expected to perform their duties in accordance with the District Customer Service Standards. Please familiarize yourself with the standards found on the District intranet under Human Resources. (see Appendix)

Communication

All communication with students, families, staff, and administration are expected to be positive and focused on solutions.

Clear, concise communication with parents is expected. The minimum District expectation is one phone call or email to the parent/guardian/home per month per student by each professional educator for both positive recognition at the elementary level and one phone call or email per quarter at the secondary level. Specialists should contact parents as necessary trying to communicate with as many parents as possible per semester.

In addition, each classroom professional educator in K4-5 is expected to send a weekly newsletter to parent/guardians. Each secondary team, department or service area is expected to send a monthly communication to parent/guardians. Communicating upcoming events, project expectations, current learning targets and other information that allows parents to have meaningful conversations with their student should be included.

Maintaining Positive Relationships with Students

Each professional educator is expected to contribute to the social and emotional success of every child. This will be evidenced by implementation of strategies identified by each site through their Positive Behavioral Interventions and Supports (PBIS). Tier one strategies will include either Capturing Kids Hearts strategies at the secondary level and FISH, TRIBES or other district approved programs at the elementary level for building community and setting expectations for the learning environment. Evidence of site adopted strategies such as social contracts should be displayed and the use should be observable on a regular basis. This expectation would also be evidenced by tier two interventions such as mentoring individual students.

In addition, professional educators are expected to participate in school level expectations that promote positive relationships with students and parents including positive phone calls or emails home, mentoring individual students, and other actions identified as required at each school site.

Meetings

Group meetings of several employees as well as meetings of all employees beyond normal collaboration time may need to be scheduled by the District. Every effort will be made to schedule these meetings during normal hours of work. Notification of mandatory meetings will be distributed in advance of the meeting. All employees are required to attend, without additional compensation, when requested, even if it is not during their normal scheduled work hours.

All professional educators are responsible for attending Individual Education Plan (IEP) meetings as assigned without additional compensation. While the best effort will be made to hold these meetings during the regular school day, it is our goal to best serve student and parent/guardian needs. If these meetings must be held beyond the normal school day, assigned professional educators are expected to attend. Notification for such meetings will be provided.

Participation Beyond the Regular School Day

Professional employees are expected to contribute to the overall educational environment, climate and service to our students and families as needed. Examples include, but are not limited to, participation in forms and fees days, information and orientation nights, parent nights, parent professional educator conferences, graduation and other special events. In addition, occasional attendance at student performance events, and/or athletic events is expected and may be required each semester as identified by your site administrator.

Professional Educator Learning and Growth

Each professional educator is expected to participate in learning opportunities and demonstrate his/her learning as it relates to student achievement and social emotional growth. Attendance and full, active participation in collaboration and District professional learning opportunities including District Professional Development Days and Wisconsin Educator Initiative are essential pieces to the commitment to professional learning connected to student learning. The District encourages other networking and learning opportunities that are connected to increased positive impact on student learning.

Mentoring and Other Leadership

Professional educators that have obtained proficient or distinguished practice and have at least five years of successful teaching experience are expected to mentor new or struggling colleagues. Training for best practices in mentoring will be available and contribution to mentoring will be recognized as part of the mentor's professional responsibilities.

The district also supports professional educators who contribute to the development of pre-service teachers through field work, internships and student teaching. All such work must be approved by the professional educator's site supervisor and all pre-service participants must complete the district criminal background check. Other leadership including committee work, department chairs, and curriculum work is expected. All leadership work is recognized utilizing the Professional Educator Performance Rubric.

Feedback

The District utilizes an electronic platform, iObservations, to provide immediate feedback via all types of observations including walkthroughs, complete clinical supervision and unannounced observations. Professional educators are provided an account to access feedback from classroom visitors.

Each professional educator is expected to have identified goals for professional improvement that are either related to the school improvement plan or developed in response to the feedback received from observations. An action plan to reach those goals and a method to review attainment of those goals each year are also expected. This reflective practice is documented on the Professional Growth Plan document and reviewed yearly either with your administrator or peers and placed in your personnel file at the end of a goal cycle.

A formal evaluation with clinical observation(s) including a pre-observation conference and post observation conference followed by a summative evaluation written by an administrator will occur every four years at minimum for professional educators with more than three years service in the district. Professional educators with less than three years service in the district will be observed and evaluated every year.

All Performance Reviews and Professional Growth Plans will become a permanent part of your personnel file. The management of the District has the right and duty to evaluate all employees as often as necessary for the success of students and for professional growth of employees. See School Board Policy 526 and 537, located on the District website and (s121.02, Wis. Stats).

Employment Evaluation

All employees are expected to be evaluators of their own performance and seek ways to be more effective and efficient. In addition, all professional educators will be evaluated by administration at least annually and in compliance with state statutes. Your immediate supervisor and other administrators in the District or qualified/trained individuals assigned by the District will be responsible for evaluating your performance, aptitude and compatibility with co-workers and the District's mission.

The Framework for Professional Development created by Charlotte Danielson is the rubric utilized to provide feedback on professional educator practice. Professional educators will be provided feedback multiple times throughout the school year from administrators and other instructional leaders to adequately assess overall performance.

The Professional Educator Performance Rubric will serve as a basis to determine each professional educator's overall performance. Each component is further defined in separate documents including the Framework for Professional Development, the District Literacy, Mathematics and Collaboration Rubrics and other forthcoming documents on Professional Educator Learning and Growth. Each professional educator will be able to contribute to the review of his/her overall rating with artifacts demonstrating their achievement including student work samples and videotaped lessons. Letters of support and other similar type items will not be considered valid artifacts for overall professional educator performance rating.

Professional Educator Performance Rubric

Criteria	Unsatisfactory	Basic	Proficient	High Proficient	Distinguished
Domain One Planning and Preparation* Knowledge of Content/Subject Area, Knowledge of Students, Setting Instructional Outcomes, Knowledge of Resources, Designing Coherent Instruction, Designing Student Assessments.	Unsatisfactory or Basic in more than two areas	Mostly Proficient with more than one area being Basic or not consistently proficient	Proficient in all areas	Consistently Proficient with two or more areas demonstrated as Distinguished	Consistently Distinguished in the majority of areas
Domain Two Classroom Environment* Creating and maintaining an Environment of Respect and Rapport, Establishing a Culture for Learning, Managing Classroom Procedures, Managing Student Behavior, Organizing Physical Space	Unsatisfactory or Basic in more than two areas	Mostly Proficient with some Basic Area or not consistently proficient	Proficient in all areas	Consistently Proficient with two or more elements demonstrated as Distinguished	Consistently Distinguished in most areas
Domain Three Instruction* Communicating with Students, Using Questioning and Discussion Techniques, Engaging Students in Learning, Using Assessment in Instruction, Demonstrating Flexibility and Responsiveness	Unsatisfactory or Basic in more than two elements	Mostly Proficient with some Basic Area or not consistently proficient	Proficient in all elements	Consistently Proficient with two or more areas demonstrated as Distinguished	Consistently Distinguished in most elements
Domain Four Professional Responsibilities* Reflecting on Teaching, Maintaining Accurate Records, Communicating with Families, Participating in a Professional Community, Growing and Developing Professionally, Showing Professionalism	Unsatisfactory or Basic in more than two areas	Mostly Proficient with some Basic Element or not consistently proficient	Proficient in all areas	Consistently Proficient with two or more elements demonstrated as Distinguished	Consistently Distinguished in most areas

*These Domains are further defined in the Framework for Professional Practice by Charlotte Danielson and in Rubrics specific to District Practice, e.g. Collaboration Rubric, Literacy Rubric, Mathematics Rubric.

Professional Educator Performance Rubric (continued)

Criteria	Unsatisfactory	Basic	Proficient	High Proficient	Distinguished
Professional Educator Learning and Growth**	Learning and growth are limited to the defined path in Performance Improvement Plan and/or professional educator does not actively participate in collaborative work/learning.	Professional educator actively participates in collaborative work/learning process but demonstrates little growth, creativity or innovation without peer or administrative guidance.	Professional educator actively participates in collaborative work/learning processes and personally creates or innovates practice to better meet student needs.	Professional educator actively participates in collaborative work/learning processes and personally creates or innovates personal and team practice to better meet student needs.	Professional educator facilitates collaborative work/learning processes and personally creates or innovates personal and team practice to better meet student needs. Professional educator facilitates other professional educator learning.
Community, District and school site events beyond the school day.	Fails to meet defined expectation.	Meets expectations in a minimal fashion.	Meets expectations	Meets and sometimes exceeds expectations	Exceeds expectations
Student Achievement**	Does not meet District expectations as documented, is not improving significantly and little commitment to improve is evidenced.	Almost meets District expectations as documented but is improving significantly and commitment to improvement is evidenced.	Meets District expectations as documented.	Meets District expectations and exceeds District expectations in some elements as documented.	Exceeds District expectations as documented.

** These areas will be further defined through collaborative work with staff and administration throughout the 2011-2012 school year and finalized through the work of the Board of Education.

Personnel File

The District maintains a confidential personnel file for each employee. Files are controlled by the Human Resources Department. An employee may view his or her personnel file by contacting the Human Resources Department with twenty four hour notice. Personnel files are the property of the District and may not be reviewed outside of the Human Resources office. No documents may be altered or removed by the employee. Every reasonable effort is made to keep the information confidential. Access is limited to staff members who require access to perform their job functions. Copies will not be distributed to any third party unless mandated to do so by court of law, valid subpoena, a legal public records request or with signed consent of the employee. Each employee will be notified if an authorized third party requests access to your personnel file. See School Board Policy 526, and 526.1, located on the District website (s19.35, Wis. Stats).

Work Environment

All professional employees are expected to keep all areas of work safe, clean, clutter free and accessible to other employees. Should your work areas be unacceptable, your supervisor will indicate so in writing and provide you a timeline to correct the situation without additional compensation.

Workplace Dress Code

It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed and professional appearance. Be considerate of the District's image as well as your own. The District will not tolerate dress or attire that the administrator or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere. On days of student attendance, the wearing of t-shirts, unless related to Spirit Wear Days is unacceptable. Visible piercings must be limited to the ears. Hair color and hair styles or make up that draws undue attention are discouraged. Clothing or apparel that violates state statute regarding campaigning on school property or exposes minors to harmful material is expressly prohibited (s.948.11, Wis. Stats).

Compensation

Salary Schedule

The salary schedule for 2011-2012 is included in the appendix. The District will negotiate base wage for subsequent years in accordance with State Law. In addition, the District will establish a professional educator performance rubric with differentiated wage increases for 2012-2013 and beyond. The current year salary is included on the individual professional educator contract.

A professional salary is provided for all professional services outlined in the Professional expectations portion of this handbook that are provided by the professional educator within a calendar year. No additional compensation will be provided unless a separate supplementary contract is defined for the activity by the District. Supplementary Contracts are defined by the District and are subject to change at the District's discretion.

Compensation for Part-Time Employees

Part-time employees are paid based on the partial FTE equivalent of the salary paid to a full time employee using the base wage compensation structure. Part-time employees continuing in employment are eligible for the same percentage of wage increase as a full time employee. Such advancement will be based on performance measured with the Professional Educator Performance Rubric.

Benefits

Benefits provided to professional educators are provided at the will of the District and the District reserves the right to modify or eliminate benefits without notice under conditions of law. The benefits listed herein are intended to be a general description only. Details of specific benefits are outlined in the documentation for the benefit program included in the appendix or may be obtained by contacting the Executive Assistant-Employee Benefits.

Benefits Eligibility

Full time professional educators are eligible for the benefits as identified in this handbook. Part time employees who are less than full-time but .5 FTE or above are provided pro-rated sick days, personal and/or holidays only.

Group Health Insurance

The District provides a comprehensive health insurance plan for each full time employee who elects coverage for single or family whichever should apply. Effective October 1, 2011 the District will offer a three-tier plan of health benefits with the employer paying 90% of the Base Tier and allowing employees the choice to buy up to the Mid Tier or the High Tier by paying the additional difference in premium. The Base Tier is based on a \$1,000 single/\$2,000 family deductible, the Mid Tier is based on a \$500 single/\$1,000 family deductible, and the High Tier is based on a \$100 single/\$200 family deductible. Please see the attached addendum which provides benefit summaries for each tier. The District's health insurance plan will be reviewed annually by the Board of Education.

Dental Insurance

The District provides dental insurance to all full time employees who elect coverage for single or family whichever should apply. Specific details of the plan including carrier, premium share, deductibles, and co pays are communicated in the Summary of Benefits.

Group Life Insurance

The District provides life insurance (basic level) to all full time employees who elect coverage. Life Insurance premiums are provided in full for a value of their annual salary rounded to the nearest \$1,000. Employees may purchase four additional levels of coverage at their own expense.

COBRA

The District in accordance with federal law offers continued medical benefits to employees who lose eligibility for coverage via termination or other circumstances. COBRA (Consolidated Omnibus Budget Reconciliation Act) provides employees and their qualified beneficiaries the opportunity to continue health coverage under the School District's health plan. The employee pays full cost for coverage at our group rate.

The Business Services Department/Benefits will provide details of COBRA coverage and procedures for applying at the time an employee loses eligibility for District benefits.

Short-Term Disability Insurance

The District provides the opportunity to enroll in a short term disability insurance policy at the cost to the employee.

Long-Term Disability Insurance

The District provides to full-time employees (eligible if 50% full-time equivalency) a long-term disability program which provides coverage for an extended illness or disability. This coverage provides a partial salary replacement. Specific details of the plan including carrier, premium share, deductibles, and co pays are communicated in the Summary of Benefits.

Long-Term Care

A Long Term Care (LTC) plan will be provided to all professional educators and their spouses (subject to eligibility). The maximum cost to the District will be set by the Board of Education and the remaining cost will be paid for by the professional educator (currently \$70.00 paid by the District and \$20.80 paid by the professional educator each month).

Wisconsin Retirement System (WRS)

A full time employee of the District will be enrolled in the State of Wisconsin Retirement Plan in accordance with the provisions of the Wisconsin State Statutes. The District will pay the employer's share, fifty percent (50%) of Wisconsin State Retirement. The remaining employee share of fifty percent (50%) will be deducted through payroll procedures and submitted to Wisconsin State Retirement in accordance with State Statutes.

Part time employees may be enrolled in WRS in accordance with the provisions of the Wisconsin State Statutes. Under no circumstances shall the District pay the employee's required WRS contributions.

Section 125 Plan (Flex)

The District encourages employees to participate in this type of plan which allows employees to set aside pre-tax dollars for reimbursement of dependent care expenses and/or health care flexible spending accounts. Information is sent out by the Executive Assistant-Employee Benefits prior to calendar-year enrollment. Please contact the Business Services Department/Benefits for more information, if needed.

403(b) Tax Sheltered Annuity (TSA) Plans and 457 Plans

The District encourages employees to plan for retirement. Tax Sheltered Annuity (TSA) 403(b) and 457 saving programs offer advantages for retirement as well as tax savings at the time of purchase. Further information about our approved providers may be obtained through Business Services/Benefits 414-604-3035.

Retirement

The District offers a retirement plan to qualifying, eligible employees. Employees must have met the minimum years of service, age qualifications to be eligible and who retire within the timelines provided below. Professional educators must notify the District of the intended retirement date by February 1. Failure to do so may risk penalties or loss of benefits.

A full time teacher who, prior to June 30, 2011, has met the date of hire, years of service and age requirements for retirement (who are vested) as set forth in the Appendix, Retirement, and who retires during the 2011-12 school year, will receive the applicable Early/Regular retirement benefits delineated in the Appendix. A full time teacher who, after July 1, 2011, meets the date of hire, years of service and age requirements for retirement and who retires during the 2011-12 school year, will receive the applicable Early/Regular retirement benefits provided for in the Appendix with the exception that premiums paid for health insurance prior to Medicare eligibility are reduced from 110% of the previous base year to 90% of the previous base year to coincide with the provision that all employees pay 10% of the health care premiums. In addition, for premiums paid for health insurance after Medicare eligibility, the benefit is reduced from 50% of premium for life to 50% of premium for ten years. A modified graduated retirement plan will be provided by the District for subsequent years, ALL as identified in the Memorandum of Understanding.

Worker's Compensation

State and federal law governs eligibility requirements. All premium costs are paid by the District. Approved claims are paid through the District. All employees are expected to return to work immediately upon release by their physician.

Employees are required to report job-related injuries immediately. Failure to comply could result in difficulty with the employee's claim. You must report all accidents or injuries to your immediate supervisor immediately. Upon reporting of an injury you will be provided with specific information on employee return to work policies.

Holidays

The following four (4) holidays are included in the professional educator year: Labor Day, Thanksgiving Day, New Year's Day, Memorial Day.

Mileage - Reimbursement

Employees who are eligible for mileage reimbursement will be compensated at the mileage allowance rate determined by the Internal Revenue Service. Charts identifying mileage to and from District sites are available on the District intranet. Forms to claim mileage are available at each site or from payroll. The rate for mileage reimbursement is published periodically by the Business Services Department.

Employee Assistance Program

The District provides at no cost to the employee, an employee assistance program. This program can provide support for employees during difficult life events. Services such as grief counseling, financial/debt counseling, crisis management and other services that assist employees balance work and life. Our employee assistance provider is Symmetry. You may access services by contacting them at www.symmetryeap.org or (414) 256-4800 or (800) 236-7905. All services accessed and provided remain confidential between you and the service provider unless participation is directed by the District. The District encourages all employees to access the services provided for continued health and wellness.

Policies and Procedures

Equal Opportunity Employment

Employees are hired based solely on the District's personnel requirements and the qualifications of each individual candidate. We will not tolerate nor condone discrimination due to age, race, color, religion, gender, national Origin, disability, pregnancy, marital status, sexual orientation, and military service. We will comply with the spirit and letter of all local, state and federal laws pertaining to employment. Furthermore, we will not discriminate due to age, race, color, religion, gender, national origin, disability, pregnancy, marital status, sexual orientation, or military service when making decisions regarding termination of employees. See School Board Policy/Rule 511, located on the District website.

Criminal Convictions

Criminal convictions are taken seriously at the District. The District reserves the right to disqualify any applicant for employment that has been convicted of a criminal offense as provided by law. All District employees shall notify his/her immediate supervisor or administrator as soon as possible, but not more than five calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, crimes involving school property or funds, crimes in relation to certification, crimes that occur on school property or at school sponsored activity, and/or misdemeanors that involve moral turpitude or violate public trust.

Adult criminal records are public records and may be reviewed by the District. The District will investigate possible misconduct and employees may be questioned concerning such conduct. Failure to answer questions may result in discipline up to and including termination. Conviction of a crime may result in termination. See School Board Policy 533, located on the District website.

Pre Employment Physical Examination

Each professional educator employed by the District must complete a pre employment physical that examines fitness for duty, drug and alcohol screening and a TB test. Employees shall be subject to physical and mental health evaluations at the request of the employer during service should the District determine need. In addition, any professional educator may be subjected to testing for drugs and alcohol if there is reasonable suspicion that said employee has reported to work while under the influence. Failure to comply with this request will result in discipline, up to and including termination. See School Board Policy 523, 523.1, and 526.1, located on the District website.

Eligibility of Employment

Federal law requires both new employees and re-hires to provide documentation of eligibility to work in the United States plus proper identity. A properly submitted Federal I-9 form is required for employment within three days of the start date of employment.

Questions or concerns regarding any aspect of this policy should be directed to the Human Resources Department. Please see School Board Policy 511, 511R and 531 located on the District website.

Attendance at Conferences, Seminars, Meetings, and Classroom Visits

Professional educator attendance at conferences, seminars, and meetings, along with classroom visits that directly related to District initiatives and positively impact teacher performance is

supported and encouraged within fiscal, logistical, programmatic, and staffing parameters. This approval process is directed through the site administrator and/or the Director of Instructional Services. Fiscal support for attendance is limited to the provision of a substitute teacher. Should the District direct attendance, further financial support would be provided and may include registration, mileage, and lodging.

Employment of Family Members

The District does allow family members and relatives of employees to be considered for employment, provided they are qualified for the position and no other conflict of interest exists. Supervisors and Administrators may not directly supervise or evaluate family members or relatives as consistent with state and federal law.

Identification Badges

The District will provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. Identification badges are an important part of providing a secure environment for our students. Employees are expected to wear their employee identification badges in a visible spot during their work time and when representing the District at any school event on or off campus.

Bulletin Boards

Bulletin boards placed in designated areas throughout the District's facilities display notices and announcements for employees to review. It is the responsibility of each employee to review the bulletin boards weekly to be aware of information posted. Information such as position postings, federal labor and wage requirements, and safe work environment information are available on these bulletin boards. It is the discretion of building supervisors to allow employees to post materials that are directly connected to employment or professional development. These materials will have prior approval by the building supervisor and will be consistent with District policy and applicable law.

Code of Conduct

Employees of the District are to conduct themselves in a responsible, professional and ethical manner with a focus on the children and families we serve. Please review the School Board Policy concerning staff conduct available on the District website under the Board of Education. Report suspected unethical or dishonest behavior to your immediate supervisor. Reported activities will be investigated by appropriate District management team members. The management team will determine appropriate means for proper resolution. Employees found to be conducting themselves in an unethical manner may be subject to appropriate disciplinary action, up to and including termination. See School Board Policy 522, 522.1, 522.5, 522.5R, 522.6 and 522.6R, located on the District website.

Use of Social Media

The District respects the rights of employees to use social networking sites as a medium of self-expression during non-work time. Employees are permitted to use the social networking sites for incidental personal use and/or communications during work time provided that such use shall not interfere with or conflict with District business, and such use does not occur during student contact time. Employees shall exercise good judgment regarding the reasonableness of personal use.

Personal Use of Social Networking Sites – Guidelines

In general, what an employee does on his or her own time outside of work will not be regulated by the District. No personal social networking with students is allowed. The District may monitor and regulate employee postings/activities if:

- The employee chooses to identify him/herself as an employee of the District.
- The activity occurs through use of any District technology.
- The activity affects the employee’s job performance or the performance of other district employees.
- The activity involves or relates to District students.

The District may monitor employee use of social networking sites, especially when such sites are accessed through District-provided technology resources. Employees should be aware that posting on websites, including social networking sites, should not be presumed to be private. Accordingly, employees may be subject to discipline for violating any of the above-referenced conditions.

Professional Use of Social Networking Sites

The District understands that technology is constantly changing and encourages employees to use technology to assist with student learning. Employees may use social networking sites for educational purposes under the following guidelines:

The appropriate administrator (principal or athletics/activities director or designee) must approve all social network sites and groups prior to use by the employee with students. The building administrator or designee must be a part of the social network site and group between any employee and student. Employees are strongly encouraged to document and retain all electronic communication between themselves and students.

Alcohol, Drugs & Illegal Substance Abuse

Possession, use or distribution of alcohol, illegal drugs or other illegal substances is not permitted on school District property, or while on duty in the employment of the District. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, illegal drugs or other illegal substances. Employees failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination. Report any suspicious activity to your immediate supervisor or the Human Resources Department. All employees are subject to drug testing. See School Board Policy 522.1, located on the District website.

Confidential Information Security

As a matter of course employees of the District will have access to confidential information. This information includes, but is not limited to, student information, intellectual property and employee information. It is a condition of employment that you not disclose this information to third parties during or after employment. Any request for District records shall be referred to the appropriate administrator. Any employee subpoenaed to provide testimony or produce documents containing confidential District information must report the order to the Department of Human Resources. Employees are prohibited from providing confidential information without expressed permission and supervision by the District. See School Board Policy 522, located on the District website.

Facilities Security

It is the responsibility of all employees to make sure the facilities and work areas are secure. Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to leave. See your immediate supervisor if you will be left with this responsibility. This may include, but is not limited to, turning off appropriate lights, closing and locking all doors and windows and setting the security alarm. Report any potential security risks to your immediate supervisor. See School Board Policy 522.5 and 522.5R, located on the District website.

Child Abuse Reporting

The District recognizes its legal and ethical obligation in the detection and reporting of suspected child abuse and neglect. When there is reasonable cause to believe a child has been abused or neglected, school personnel must act in accordance with Wisconsin statutes and report incidents to duly constituted authorities. As a matter of policy, if there is any doubt or question of whether to report such cases, the matter will be resolved in favor of the child's safety and will be reported to the Bureau of Milwaukee Child Welfare (BMCW). Contact your direct supervisor with reporting information. See Wisconsin State Law under the Children's Code s.948.981(2) and State Statute 48.981.

Harassment

All School District employees have the right to work in an environment where they are treated with respect and dignity and are free of all forms of harassment. The School District will not tolerate, condone, or allow harassment by any employee or non-employee who conducts business with the School District. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, sex, religion, age, disability, sexual orientation, or national origin.

The School District considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the School District shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this policy can lead to discipline up to and including termination. See School Board Policy/Rule 512, located on the District's website.

Definitions:

Verbal Harassment

Unsolicited or unwelcome verbal conduct, including but not limited to innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes, unwelcome flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to or submit to unwelcome conduct.

Non-Verbal Harassment

Unsolicited or unwelcome non-verbal conduct, including, but not limited to sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, electronic messaging, email, the internet or other such sources as a means to express or obtain sexual or discriminatory material, printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures. Any material which inappropriately raises the issues of sex or discrimination.

Physical Harassment

Unsolicited or unwelcome physical contact, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.

Unwelcome Harassment

For the purpose of this policy, conduct is unwelcome when the person subjected to the conduct did not solicit or incite the conduct and regarded the conduct as undesirable or offensive. Conduct may be unwelcome despite participation by the offended employee and despite the fact that the offended employee does not tell the accused the conduct is unwelcome.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term of condition of employment; or

Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Any verbal, written, visual or physical act that creates a hostile, intimidating or offensive work environment or interferes with an individual's job performance.

Other Forms of Harassment

Persistent and unwelcome conduct or actions on the basis of race, color, religion, national origin, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve, or use or nonuse of lawful products away from work and other protected categories under federal or state law is prohibited under this policy.

Complaint Procedures

Any employee encountering harassment is encouraged but not required to inform the person that his or her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment in order to provide the fullest basis for investigation.

Any employee who believes that he or she is being harassed shall report the incident(s) as soon as possible to a supervisor or the District Administrator so that an investigation can be conducted and, if necessary, steps may be taken to protect the employee from further harassment, and so that appropriate remedial action, where appropriate, may be initiated.

The supervisor or designee shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s) and the date(s) on which it occurred and shall report their findings to the District Administrator.

The District Administrator or designee shall be responsible for investigating any complaint alleging harassment or discrimination promptly and thoroughly. In the event the complaint is substantiated, the District Administrator will take prompt and effective action to address the problem.

In the event the District Administrator is the subject of a harassment complaint under this Policy, the School Board President or his designee shall conduct the investigation and take action to address any concerns arising from the investigation.

Confidentiality

Any harassment complaint filed under this policy will be promptly investigated in a confidential manner so as to protect the privacy of persons involved. Confidentiality will be maintained throughout the investigatory process, and records will be released only if required by state or federal law. All harassment complaints should be reported to the Director of Human Resources, however, in the event the Director of Human Resources is the subject of a harassment complaint under this policy, the report should be made to the District Administrator or designee.

Retaliation

The School District will not permit or condone retaliation against an employee who files a harassment complaint, makes a report of harassment, or participates in an investigation. Retaliation is a violation of this policy and shall be reported immediately. Any employee found to have retaliated against another employee for filing a harassment complaint, reporting harassment, or participating in an investigation will be subject to the same disciplinary action as provided for harassment offenders. Complaints for retaliation shall be reported and processed in the same manner as complaints for harassment.

Office Supplies, Postage & School District Accounts

The District's postage, postage systems, shipping accounts and accounts with various vendors and suppliers are to be used for School District business purposes only. Improper use of these items may result in appropriate disciplinary action, up to and including termination.

Phone Systems, Voice Mail, Personal Calls and Personal Devices

District telephone systems, equipment and receptionists are in place to provide business services of the School District. Employees are to limit the personal use of these items. Lengthy calls should be made during breaks. Long distance calls for personal use are prohibited. Professional educators need to limit use of personal cell phones or other electronic communication devices during the work day. Phone calls, texting or other forms of communication for personal reasons during assigned time with students is unacceptable.

Recycling and Conservation

Conserving energy and resources is a priority at the District. Employees are required to conserve power and water in all reasonable ways. Recycling containers are provided throughout the facility for collection. Containers are marked for various materials. Please be certain to separate all recyclables and put them into the appropriate containers. No personal electronic appliances that utilize District energy resources should be used without administrator consent.

School District Equipment and Resources

School District property, such as laser printers, copiers, computers and all production tools are to be used for the District operations purposes only. Use of School District equipment in an unauthorized manner or use of unauthorized equipment may result in appropriate disciplinary action, up to and including termination. Please review the District's acceptable use policy and rule for technological equipment and resource use yearly. Failure to utilize District resources in a responsible professional manner in alignment with the acceptable use policies may result in discipline up to and including termination. Your designated work area, desks and cabinets are not to be locked with personal locks. If you need assistance securing School District property see your immediate supervisor. See School Board Policy 522.6 and 522.6R, located on the District website.

Employee Directory

The District prepares an employee directory each academic year to allow for efficient communication intra-District. Each employee name, assignment, address and home phone is included. If you would like to keep your address and/or phone confidential please contact Human Resources prior to September 1 of each school year.

Reporting Personal Information Changes

Employees must notify the Business Services/Payroll and Benefits whenever there is a change in their personal information on file with the District. This includes name, address, phone number, income tax withholding information, emergency contacts and if applicable, any information which may impact your insurance coverage. See School Board Policy 526, located on the District website.

Wage and Salary Disclosure

As a public school District we are obligated to report salary and licensure to the Department of Public Instruction for the State of Wisconsin and are obligated to comply with open records laws.

Payroll Schedules

Employees are paid every two weeks. Regardless of shift schedule, the work week begins Monday and ends Sunday. Payday is every other Thursday. In the event payday falls on a holiday, paychecks will be distributed before the holiday. (See Appendix for 2011-2012 schedules)

Paychecks/Direct Deposit

All new employees are required to establish direct deposit for their paychecks. This is done through the Business Services/Payroll Department. Payroll documents verifying pay will be distributed to employees on a biweekly basis.

Tax, FICA and Medicare

As required by law, the School District of West Allis-West Milwaukee, et al. withholds taxes from employee earnings, as well as social security (FICA) and Medicare. The School District of West Allis-West Milwaukee, et al. also participates in matching programs as required.

Reimbursement of Expenses

Expenses to be reimbursed by the District must be approved by the budget supervisor prior to expenditure. To receive reimbursement you must furnish the Business Services/Accounts Payable Department with two items: Receipts for all expenses and a properly completed form (available from your immediate supervisor). Purchases that are not documented accurately or preapproved will not be reimbursed.

Personal Property

The District does not assume any liability or responsibility for loss, theft or damages to personal property. The District is not liable for vandalism, theft or any damage to personal vehicles parked on school property. Any personal items brought on premises deemed inappropriate by the District will be removed without notice. As always, be considerate of the school District's image as well as your image with customers and co-workers. In addition, undue energy load is a concern and the District requests that personal appliances such as coffee makers, refrigerators etc. that are not necessary for instruction not be utilized without expressed permission from the site administrator. A place to adequately secure your personal items will be provided by the District. Please alert your supervisor immediately if you have not been provided a secure area for personal items.

Personal Safety

At the District, the safety of our employees is a top priority. We will make every effort possible to ensure the safest working environment possible. If you have suggestions or concerns discuss them with your immediate supervisor or the Human Resources Department. If you feel you are in danger performing your job duties report the hazard to your immediate supervisor. See School Board Policy 522.1, located on the District website. See School Board Policy 523, located on the District website.

Food & Beverage

Without exception, food and beverage is strictly prohibited within immediate proximity of any computers, servers, related hardware, application storage areas or production equipment. In all other areas, employees should be mindful of potential visitors, students or equipment within the work area. Meals should be eaten in the specified lunch area.

Smoking

Use of tobacco products is prohibited on District property and/or while on duty as an employee of the school District. See School Board Policy/Rule 831, located on the District's website.

Medical Attention

The District requires employees to notify a supervisor when medical attention is required for any reason, accident or illness. Employees requiring transportation to a medical facility must be taken by trained medical personnel. Transportation and medical costs are the responsibility of the employee. If injured at work, the District has a Return to Work policy which requires you to return to service in an assignment capable of your medical limitations due to injury as soon as possible. If you are injured at work you need to keep in close contact with your supervisor to determine the best course of action for your safety, health and welfare and to assure continuation of exemplary service to our customers. See School Board Policy 523, located on the District website.

Visitors

All visitors to our school District buildings must sign in at the main office. Please review any invitations to visitors with your immediate supervisor. Student safety is always our number one concern. Monitoring the entry of persons who are not students and/or employees is an important element to that safety. See School Board Policy 860, located on the District's website.

Violence

Threats of violence and acts of violence including all forms of intimidation are strictly prohibited. Employees threatening or committing acts of violence will be subject to appropriate disciplinary action, up to and including termination. Report any such activity to your immediate supervisor or the Human Resources Department.

Weapons

Weapons are generally defined as guns, knives and other objects universally considered a weapon by the vast majority of society. Weapons include all those defined by state law (s939.22(10), Wis. Stats.). A "weapon" can also be any object which would do harm to another when used as such. The District shall deem any such object a "weapon" for the purpose of enforcing of this policy. Possession of weapons is prohibited on school District property and while on duty performing school District business at any location. Any employee on duty or on school District premises in possession of a weapon will be subject to appropriate disciplinary action, up to and including termination. Report any weapon possession to your immediate supervisor or the Human Resources Department. See School Board Policy 832, located on the District's website.

Freedom of Speech

It is the expectation that when acting as an employee or where audiences regard you as a representative of the district, all speech is aligned with district expectations, policies and norms. When expressing personal opinions outside of your role as an employee regarding District policies or practices, each employee shall clearly communicate that the opinion is his/hers, not the Districts, shall refrain from statements disrupting the maintenance of discipline by the District, refrain from threats towards and defamatory statements about other employees and officials in the District, and shall refrain from making statements about the District that he/she knows are false or are made without regard for truth or accuracy.

Political Activity

Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:

No school employee shall, during hours for which pay is received, use any time for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

No school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. The teacher has a responsibility to show objectivity and neutrality in order that various sides of an issue are presented in a balanced manner. While it is recognized that the teacher has a right to maintain and express a particular point of view, the teacher has an obligation to inform students that the position is a personal opinion and to present in a fair manner the alternate views of the issue.

No school employee shall make use of school equipment, technology, or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. See School Board Policy 835, located on the District's website.

Copyright

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law and Board of Education policy. Unless otherwise allowed as a "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

Outside Employment

Professional educators may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of the District. Unless an alternative work schedule has been approved by the District, employees will be subject to the District's scheduling demands, regardless of any existing outside work assignments.

Leaves of Absence

Eligibility

Paid and non-paid leave of absence is a benefit of working in the District. To qualify for these leaves of absence benefits the employee must be a full time employee and may need to have completed a minimum amount of hours with the District.

Sick Leave

Sick leave benefits are earned at a rate of one day of paid sick leave for every one completed calendar month worked. Eligible employees earn up to ten days of sick leave per year. Sick leave must be used in one-half day or whole day increments. Unused sick leave may be carried to the next year. At the end of employment with the School District of West Allis-West Milwaukee et al., retiring employees may be paid for unused sick leave days if eligible within the definitions of the current retirement benefits.

All professional educators must register with Subfinder upon hire. Your employee identification number for Subfinder purposes is your social security number. Notify SubFinder at 1-877-279-0771 or <https://wawm.subfinderonline.com/> in advance when you plan to use sick leave for scheduled medical procedures or doctor's appointments that cannot be scheduled outside of your work schedule.

If you must leave before the end of your shift because of illness, notify your immediate supervisor as early as reasonably possible and call SubFinder at 1-877-279-0771 or <https://wawm.subfinderonline.com/>. Employees who are absent for longer than three days, or when otherwise determined by the District, must submit a physician's statement of illness and/or fitness to return to work prior to returning to duty.

Personal Leave of Absence

The District will make every reasonable effort to consider requests for personal leave of absence. Apply for unpaid personal leave of absence authorization from the Human Resources Department via a written request that identifies the need for leave and the length of leave being requested. Many factors are considered when determining eligibility for personal leave of absence and personal leave is granted or denied solely at the discretion of the District. Personal leave of one day per year will be allowed as a paid absence. A second day may be provided at the expense of the individual employee sick pay bank. All other personal leaves, if approved, will be unpaid.

Incentive Days

The District provides incentive to professional educators for excellent attendance in the form of an incentive day. Professional educators who utilize only two (2) days (16 hours) of sick time within a contract year are awarded an incentive day to be applied the following contract year. Professional educators who utilize one (1) or no (0) sick days (<8hours) of sick time within a contract year are awarded two incentive days to be applied the following contract year.

Restrictions on Personal and Incentive Days

Personal and incentive leave days shall not be used to extend a holiday, vacation or school recess period. The leave day will not be granted during the first or last week of a semester, on a parent professional educator conference day, or on a professional development day. Leaves during these periods may be granted at the sole discretion of the District for personal business that can be rescheduled to any other time.

Family & Medical Leave

The Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA) provide employees with the right to take unpaid leave when employees need time off from work to care for themselves or a family member who is seriously ill, to care for a newborn or newly adopted child or to attend to the affairs of a family member who is called to active duty in the military.

Eligibility

WFMLA:

Employee must have worked for the Employer for more than 52 consecutive weeks.

Employee must have worked for the Employer for at least 1,000 hours during the 52-week period preceding beginning of the leave.

FMLA:

Employee must have worked for the Employer for at least 12 months.

Employee must have worked for the Employer for at least 1,250 hours of service during the 12-month period preceding the beginning of the leave.

Leave Entitlement

Leave under the WFMLA and FMLA will run concurrently under circumstances where an employee's use of leave qualifies under both laws. Leave under the FMLA/WFMA may be taken intermittently or on a reduced leave schedule when necessary.

WFMLA:

Employees are allowed up to ten workweeks of unpaid leave in a 12-month period as follows:

Up to six weeks of unpaid leave for the birth or adoption of a child.

Up to two weeks of unpaid leave for the care of a child, spouse, domestic partner or parent with a serious health condition.

Up to two weeks of unpaid leave for the employee's own serious health condition that makes the employee unable to perform his or her duties.

FMLA:

Employees are allowed up to 12 workweeks of unpaid leave in a 12-month period for any combination of the following:

Birth, adoption or foster care placement of the employee's child.

To care for the employee's spouse, child or parent who has a serious health condition.

For the employee's own serious health condition.

Due to any qualifying exigency arising as a result of the employee's spouse, son, daughter or parent serving on active military duty in a foreign country. The U.S. Department of Labor defines eight circumstances that constitute a "qualifying exigency":

Short-notice deployment (7 days notice or less)

Attend military events/ceremonies and related activities related to active duty or call to active duty

Attend military events/ceremonies and related activities related to active duty or call to active duty

Childcare and school activities

Financial and legal arrangements

Counseling

Spend time with a military member who is on temporary rest and recuperation leave

Post-deployment activities

Additional activities not encompassed in the other categories, but agreed to by the employer and employee

Employees are allowed up to 26 workweeks of unpaid leave in a single 12-month period to care for their parent, spouse, child or next of kin who, is a current member of the Armed Forces, including a member of the National Guard or Reserves, or a veteran, and who has a serious injury or illness incurred or aggravated in the line of duty within the last five years that may render the servicemember medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list.

Serious Health Condition

Under the FMLA/WFMLA, a “serious health condition” is defined as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

Notification of leave

In the event of foreseeable FMLA/WFMLA leave, the employee must notify the Employer at least 30 calendar days before the date on which leave is to begin, or as soon as practicable. In the event of unforeseeable leave, notice must be provided to the Employer as soon as practicable after the commencement of leave.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Employer’s operations.

Substitution Of Paid Leave During FMLA And/Or WFMLA Leave

Under WFMLA, employees may elect to substitute any type of Employer-provided paid leave (vacation, sick leave, etc.) during WFMLA leave.

Under FMLA, an employee may be eligible to substitute, or the Employer may require that the employee substitute, some forms of Employer-provided paid leave during FMLA leave.

Certification

An employee taking leave involving the serious health condition of the employee or the employee's family member will be required to provide medical certification completed by a health care provider within 15 days of requesting leave.

An employee taking leave due to a qualifying exigency arising as a result of the employee's spouse, son, daughter or parent serving on active military duty in a foreign country may be required to provide documentation verifying the need for such leave.

Employees returning to work after the completion of FMLA/WFMLA leave for their own serious health condition may be required to submit a fitness-for-duty certification verifying their ability to perform the essential functions of their position.

The Employer may require additional certifications from those employees taking FMLA/WFMLA leave as it deems necessary, and as permitted by law.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, the Employer requires that employees not provide any genetic information when responding to requests for medical information associated with FMLA leave. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Benefits

During any period of FMLA/WFMLA leave, an employee will be retained in the employee's elected group benefit plans on the same basis as if the employee had been continuously employed during the employee's leave period. To continue group coverage, the employee must continue to make any contributions that the employee made to the plan before taking leave.

Return to Work

Generally, an employee taking leave under the FMLA/WFMLA will be restored to the job position the employee held prior to taking leave, or to a position with equivalent pay, benefits and other terms of employment.

Employer Responsibilities

The law requires that employers covered under the FMLA inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

It is unlawful for any employer to: (1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or (2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer for violation of the FMLA. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Funeral Leave

The District will provide reasonable time off for employees to attend funerals for immediate family. Immediate family members include the employee's spouse, parents, domestic partner, children, brother, sister, grandchildren, grandparents, and step relatives of the same relationship provided above of the employee or his or her spouse. In the event of a death in the immediate family of the employee, up to three days paid time off may be granted to attend to family matters and funeral arrangements. Additional unpaid time off may also be granted by the Superintendent or designee. Contact the Human Resources Department concerning your specific needs.

Jury Duty

Notify your immediate supervisor if you are summoned for jury duty. Time off from work will be granted as necessary in compliance with applicable law. Any payment provided for jury duty services must be submitted to the Business Services Department/Payroll. Fees reimbursed for parking by the municipality are exempt.

Uniformed Service Leave

An employee who is a member of a United States Military Reserve and who may be called upon for reserve training shall be paid his or her regular weekly (40 hours) earnings. The amount of pay received by the employee will be offset by any military pay received.

Benefits due employees while on voluntary or involuntary military leave will be determined by applicable State and Federal laws and only those benefits as required by such laws will be provided. If State and Federal laws are not applicable to a specific benefit no such benefit will be provided.

Child Rearing Leave

Child Rearing leave is available for any employee immediately following the birth or adoption of a child. Childrearing leave is limited to one academic year and must be applied for and approved prior to the end of any FMLA taken in conjunction with the related birth or adoption or applied for prior to July 1 for summer birth/adoption events. The request will include acceptable medical or legal verification and the anticipated date of beginning of leave and return to work. Upon return from the leave, the employee will be placed in an assignment for which they are licensed.

District Closings

In the event the District must close for the day due to severe weather or other emergency, the District will make every reasonable effort to notify you through your site's phone chain. Notice is also listed on area media sites and the District website. Professional educators will be compensated for emergency closing days, however, professional educators are expected to work additional days unpaid, if a student attendance day must be made up. All efforts will be made to make up student attendance days within the identified school calendar. If weather conditions are so severe that you feel unable to travel to work and the District has not closed for the day, contact SubFinder immediately.

Continued Employment

Non Renewing Limited Term Contracts

The District chooses to offer a limited term contract to some professional educators. This limited term contract is for the period identified in the contract and the issuance of this type of contract provides no guarantee of future employment.

Renewing Contract

All professional educators that were hired under a renewing contract are issued a new contract for the subsequent school year no later than March 15. Each professional educator must return one signed copy of the contract to administration prior to April 16 in order to be assured of his/her position in the District.

Layoff and Recall

At times it may be necessary to reduce the number of staff employed by the District. In the event that the District, in its' sole discretion, determines that it is necessary to reduce the number of staff, the following will be utilized.

For certified staff, when determining who will be laid off as part of a reduction in force, the District will consider the following:

- Consideration for the Distinguished professional educator
- Type, quantity, and quality of service made to the teaching profession, contribution to the school community beyond the classroom and the school system.
- Adaptability to other assignments (academic and extracurricular) and multiple licenses
- Evidence of professional growth as well as specialized or advanced training; previous history of service

Although the length of service in the District will be considered when laying off employees it will not be the sole deciding factor in any decision regarding lay off. Employees who are laid off do not have right to replace or "bump" another employee. The elimination of a position does not necessarily mean the teacher occupying the position will be laid off.

When possible, the District will provide the employee subject to layoff thirty (30) days written notice; however, based on the circumstances, the District expressly reserves the right to notify an employee of layoff with less than thirty (30) days written notice.

An employee who is laid off will retain original date of hire for purposes of determining wages should the employee return to employment with the District for a period of one (1) year from the date of layoff; however, the time spent on layoff shall not be counted towards years of service in the District.

An employee who has been laid off by the District may apply for any open position for which he/she is qualified, but he/she does not have any right to be recalled to a position.

Non-Renewal

The District has the obligation to retain only the best professional educators who are able to engage students in the highest quality service for our students. Any professional educator who is being considered for non renewal will receive a preliminary notice prior to March 1. The District will follow the procedures of Section 118.22, stats. and Section 118.23, stats., if applicable.

Resignation

Employees of The School District of West Allis-West Milwaukee et al. may choose to terminate employment at any time. Such request for termination must be submitted in writing with an original signature. Adequate notice is requested in order to provide continuous quality of service to our students and families. Late resignation fees will be assessed as identified in the handbook.

Employees choosing to terminate their employment with The School District of West Allis-West Milwaukee et al. are required to return all School District property to their immediate supervisor before leaving the premises on their final day of employment. Upon receipt of all School District owned property, the employee will receive their final paycheck.

The Human Resources Department will provide opportunity to all employees leaving The School District of West Allis-West Milwaukee et al. through resignation to have an exit interview/survey. Request for in person exit interviews must be made with reasonable time for the Human Resources Department to schedule the interview.

The School District of West Allis-West Milwaukee et al. considers personnel files confidential. Any request for employment confirmation will be provided only with employment dates and positions held.

Breach of Contract

Should professional educator breach his/her contract by resigning during its term, a liquidated damage in the respective amount set forth below shall be either paid or forfeited by the professional educator. The acceptance of the employee's resignation by the Board does not relieve the individual from the liquidated damages set forth herein.

1. If the professional educator resigns the following years' contract after April 15 and prior to June 1, the professional educator will incur liquidated damages in the sum of five hundred dollars, \$500.00.
2. If the professional educator resigns the following years' after June 1 and prior to July 1, the professional educator will incur liquidated damages in the sum of one thousand dollars, \$1000.00.
3. If the professional educator resigns after July 1 and prior to August 1, the professional educator will incur liquidated damages in the sum of fifteen hundred dollars, \$1500.00.
4. If the professional educator resigns after August 1 or anytime throughout the term of the existing contract, the professional educator will incur liquidated damages in the sum of two thousand dollars, \$2000.00.

Violation of School District Policy

Every attempt has been made to clearly communicate District policy that may affect employment through this manual and the School Board Personnel Policies updated and posted on the intranet. All District policies are also available in each building and through the Human Resources Department or the Superintendent's office.

Employees found to be in violation of School District policy will be given official notice of the infraction. If the result of the violation results in discipline that may be grieved, the professional educator may access the grievance process.

Employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline, or workplace safety issues.

Discipline

Discipline may result when a professional educator's actions fall short of generally accepted standards of professional behavior or violates a policy or rule, when a professional educator's performance is not acceptable, or the professional educator's conduct is detrimental to the interests of the School District. Typically, disciplinary action will involve any of four steps: verbal warning, written warning, suspension with or without pay, and termination of employment. Specific disciplinary actions will depend on the behavior and frequency of occurrences. Serious unacceptable employee behaviors may lead to suspension or termination without following progressive discipline steps. The District reserved the right to impose disciplinary action as may be appropriate in particular circumstances.

Problem Resolution

The solution to most problems is often found through communication. We will make every reasonable effort to assist in solving problems or disputes amongst employees when the issue is work related and pertains to their particular assignment/duties. The following is expected: For disputes between employees, first discuss the problem between the two employees and make every attempt to resolve it. If no resolution is reached, both employees together should approach a supervisor and allow the supervisor to participate in the resolution. If a resolution is not reached, it should be turned over to the Human Resources Department. The Human Resources Department will gather and review all information and provide a solution with the best interest of all parties.

Grievance Procedure

Employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline, or workplace safety issues.

Grievance Timelines

Step One- Informal Grievance Submission: The employee must discuss any grievance related to discipline or workplace safety with the employee's immediate supervisor prior to filing a formal written grievance in order to informally resolve the issue. The discussion shall occur within five (5) work days after the facts upon which the grievance is based first occur. Grievances related to termination may proceed straight to Step Two. "Work day" is defined as any day that the District Business office is open.

Step Two - Formal Grievance Submission: The employee must file a written grievance within fifteen (15) work days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. The grievance must be in writing. The supervisor has ten (10) work days to respond to the grievance in writing. If the matter has not been resolved, the grievant may file an appeal within ten (10) work days of the receipt of Step Two answer, to move to Step Three.

Step Three-Administrative Response: The Director of Human Resources (or designee) will meet with the grievant within fifteen (15) working days of receipt of the written grievance. The Administration will provide a written response within ten (10) work days of the meeting.

Step Four - Impartial Hearing: The grievant may file an appeal to the Impartial Hearing Officer by giving written notice to the Director of Human Resources within ten (10) working days of the Administrative Response.

Impartial Hearing Officer Selection: The Administration shall select the Impartial Hearing Officer (IHO). The IHO may be an employee of another District, a retired school administrator, a lawyer, a professional mediator/arbitrator, or other qualified individual. The cost of the IHO will be the responsibility of the District.

Impartial Hearing Officer Standard of Review: The IHO will adhere to specific guidelines set forth by the District regarding hearing procedures. The standard of review for the IHO is whether the decision of the Administration was arbitrary or capricious. A decision will not have been arbitrary or capricious if it was made in the best interest of the District. If the decision was not arbitrary or capricious then the IHO is required to find on behalf of the Administration. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence.

The Impartial Hearing Officer's written recommendation to the grievance must contain:

- A statement of the pertinent facts surrounding the nature of the grievance.
- A recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.
- A statement outlining the timeline to appeal the recommendation.

- The IHO must sustain or deny the decision of the Administration. Authority is not given to modify the decision as made by the Administration. Authority is not given to grant in whole or in part the specific request of the grievant.

Step Five - School Board Review: The non-prevailing party may file a request for School Board written review within ten (10) working days of receipt of the Impartial Hearing Officer Response. The School Board shall not take testimony or evidence; it will only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the written record before the hearing officer. The matter will be scheduled for the School Board's next regular meeting. The School Board will inform the parties of its findings and decision in writing within ten (10) business days of the School Board meeting. The School Board shall decide the matter by majority vote and this decision shall be final and binding.

If the employee fails to meet deadlines set forth above, the grievance will be considered resolved. All timelines may be extended by mutual agreement.

Grievance General Requirements

- A. An employee may only initiate a grievance in writing regarding employee termination, employee discipline or alleged workplace safety issues.
 - 1. The term "employee termination," as used in this section, shall not include the following:
 - a. Layoffs;
 - b. Workforce reduction activities;
 - c. Voluntary termination including, without limitation, quitting or resignation;
 - d. Job abandonment;
 - e. End of employment due to disability;
 - f. Retirement;
 - g. Non-Renewal under Wis. Sec. 118.22; or
 - h. Any other cessation of employment not involving involuntary termination including but not limited to completion of assignment of a temporary, seasonal, contract, daily assignment, substitute, or replacement employment relationship.
 - 2. The term "employee discipline," shall include any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, or disciplinary demotion.

The term "employee discipline," as used in this section, shall not include the following:

- a. Plans of correction or performance improvement;
- b. Performance evaluations or reviews;
- c. Documentation of employee acts and/or omissions in an employment file;
- d. Oral or written warnings;
- e. Administrative suspension with pay;
- f. Administrative suspension without pay pending investigation of alleged misconduct or non performance;

- g. Non-disciplinary wage, benefit or salary adjustments; or,
- h. Other non-material employment actions.

3. The term "workplace safety" is defined as an alleged violation of standards established under state law or rule or federal law or regulation relating to workplace safety.

B. The written grievance must contain:

- 1. A statement of the pertinent facts and issues surrounding the nature of the grievance.
- 2. The date the incident occurred.
- 3. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion;
- 4. The specific requested remedy; and,
- 5. Must include the workplace safety rule alleged to have been violated, if applicable.
- 6. The grievance must be signed and dated by the grievant.

C. The Administration's written response to the grievance must contain:

- 1. A statement of the date the meeting between the Administration and grievant was held.
- 2. A decision as to whether the grievance is sustained or denied.
- 3. In the event the grievance is denied, a statement outlining the timeline to appeal the denial.

D. The School Board's written decision regarding the grievance must contain:

- 1. A decision as to whether the grievance is sustained, denied or modified.

Grievance Process

A. Grievances will be processed per the provided timelines.

- 1. An employee may advance a grievance to the next step if a response is not provided within the designated timeframes.
- 2. An employee may not file or advance a grievance outside of the designated timeframes.
- 3. The Director of Human Resources may advance a grievance to the next step at the written request of either the employee or the supervisor.
- 4. Failure of the employee to adhere to any of the specified timelines within the process shall result in the grievance being denied.

B. Grievance meetings/hearings held during the employee's off-duty hours will not be compensated.

C. Granting the requested or agreed upon remedy resolves the grievance.

D. The decision of the School Board is final and not subject to further review except as provided by state and federal law.

Purpose/Information

This handbook has been prepared to acquaint our professional staff with the West Allis – West Milwaukee School District’s policies, procedures, rules and regulations. Please read and become familiar with this information and to follow the District’s policies, procedures, rules, and regulations. Most of your questions should be answered in this handbook. However, if you have any questions regarding the handbook, or matters which are not covered, please direct them to the Director of Human Resources. For any questions regarding benefits, please contact the District’s Director of Business. The District also has other policies that apply to staff and students that are available on the District’s website.

This handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of any other rights or benefit, or a contract of employment, expressed or implied. All of the employees are employed “at-will,” and employment is not for any definite period except as provided by applicable law. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the School District or the employee, except as provided by applicable law.

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

Appendix Section

The School District of West Allis-West Milwaukee, et al.

MEMORANDUM OF UNDERSTANDING

Salary Schedule – 2011-2012 School Year

Payroll Dates – 2011-2012 School Year

Payroll Dates

August 25, 2011

September 1, 15 and 29, 2011

October 13 and 26, 2011

November 10 and 23, 2011

December 8 and 22, 2011

January 5 and 19, 2012

February 2 and 16, 2012

March 1, 15 and 29, 2012

April 12* and 26, 2012

May 10 and 24, 2012

June 7,** 2012

Note: This school year it is not necessary to mail checks due to Winter Break.

*Checks for Spring Break, April 12, will be mailed.

**Teachers selecting the 22-check option will receive one check. Teachers selecting the 26-check option will receive one check plus one check equal to four checks.

All teachers will receive their last paycheck on June 7th.

Calendar - 2011-12 School Year

WAWM School District						
2011-2012 School Calendar						
August 2011						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
September 2011						
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30	31					
November 2011						
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27	28	29	30			
December 2011						
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January 2012						
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29	30	31				
February 2012						
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March 2012						
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April 2012						
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29	30					
May 2012						
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27	28	29	30			
June 2012						
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31
						<div style="display: flex; align-items: center; gap: 5px;"> <div style="width: 15px; height: 15px; background-color: #cccccc; border: 1px solid black;"></div> Inservice Day <div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, #cccccc 2px, #cccccc 4px); border: 1px solid black;"></div> Teacher Work Day <div style="width: 15px; height: 15px; background-color: #cccccc; border: 1px solid black;"></div> No School </div>
						1st Quarter Ends - Nov. 4 (44 days) 2nd Quarter Ends - Jan. 20 (46 days) 3rd Quarter Ends - Mar. 28 (46 days) 4th Quarter Ends - June 9 (45 days)
Aug. 25, 26, 31 - Inservice Days				Jan. 16 - (MLK Day) - Inservice Day		
Aug. 30 - Teacher Work Day				Jan. 27 - Teacher Work Day		
Sept. 1 - First Day for Kids				**Mar. 2 - Inservice Day		
Sept. 5 - Labor Day				Mar. 5 - Mid-Winter Break		
**Oct. 10 - Inservice Day				Apr. 5 - Conf. Compensation Day		
Oct. 27-28 - Teacher's Convention				Apr. 6 - April 13 - Spring Break		
Nov. 23 - A.M. - Conf. Elem Only (No Students)				May 28 - Memorial Day		
Nov. 23 - A.M. - Regular Student Day (Int/Sec)				June 9 - A.M. - Last Day for Kids		
Nov. 23 - P.M. - Conf. Compensation Day				June 9 - P.M. - Teacher Work Day		
Nov. 24-25 - Thanksgiving Break						
Dec. 23-Jan. 3 - Winter Break						

CUSTOMER SERVICE STANDARDS

Customer Service Philosophy

As an employee of the School District of West Allis-West Milwaukee, et al., I share with other Employees, the responsibility of providing important services to people:

- I believe that students, parents, staff, visitors and my fellow employees are my customers.
- I know that the way people are treated contributes to the perception of an efficient and effective school District.
- I strive to balance technical skill and personal attention.
- I find value and support in myself and in my fellow employees.
- I know that my actions are important to our ability to achieve success through high levels of customer satisfaction.

Customer Service Guidelines/Expectations

The School District of West Allis-West Milwaukee et. al., Administration and Staff, are dedicated to being a world class service center for students, parents, staff, and the community.

To accomplish this, we will;

Reach out. Welcome people immediately to your work area. Acknowledge their presence.

Make eye contact and smile. Introduce yourself in a pleasant tone of voice. When the opportunity is available, use the person's name to address him/her. Be attentive, genuine and positive.

Be friendly. If you are unsure if someone needs help...ask. Share information willingly and honestly. If you cannot help, personally find someone who can. Know what services are available and how to get them.

Be timely. Take time to listen. Give the person your full attention. Listen to the person's message: What is said and what is not said.

Provide safe, clean, and attractive surroundings. Maintain a neat, safe, pleasant work area. Take responsibility to keep all areas clean. Respect the need for a clean, quiet, and efficient environment.

Show courtesy. Put yourself in the other person's place. Respond quickly. Allow others to go first. Be polite and helpful in person, or on the phone.

Demonstrate your competence. Confidence comes from competence in your job skills and knowledge. Stay current. Express confidence by performing tasks accurately and with ease. Be "response able." While knowing the limits for your practice (job), solve problems within your authority. If resolving the person's problem to the fullest is beyond your reasonable limits, know how to get help.

Explain what you are doing. Make explanation brief and easy to understand. Answer questions honestly and kindly. Be willing to explain it again. Use language that the other person can understand.

Look for an opportunity to serve. You are "Multi-care" to every person you encounter. Go out of your way to be helpful to others. Care enough to do your very best.

Remember to say good-bye. Be sure the person has the information he/she needs before leaving. End on a friendly note. Say thank you.

Care for each other. Treat each other as we would treat our guests. We need to experience nurturing to be able to nurture. Feeling good at work helps keep us healthy. By using these caring actions, we please ourselves and our customers.

Group Health Policy Proposal Summary Base Tier

Group Health Policy Proposal Summary Mid Tier

Group Health Policy Proposal Summary High Tier

Early Retirement

Regular Retirement

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have read the West Allis-West Milwaukee School District Professional Educator Handbook and I understand its provisions. I understand that the School District may modify or eliminate the terms described in the Employee Handbook at any time, with or without prior notice.

I further understand that the West Allis-West Milwaukee School District's Professional Educator Handbook and any provisions contained in the Professional Educator Handbook do not constitute a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, express or implied. I understand that my employment may be terminated for performance, misconduct, or district financial concerns.

Print First and Last Name

Employee Signature

Date