

**KENOSHA UNIFIED SCHOOL DISTRICT NO. 1**

**PERSONNEL GUIDEBOOK**



## **INTRODUCTORY STATEMENT**

This Employee Guidebook is a summary of some of the employment policies, procedures, rules, and regulations of Kenosha Unified School District. It has been prepared to acquaint all employees with these policies, procedures, rules and regulations, and to provide for the orderly and efficient operation of the School District. It is your responsibility to read and become familiar with this information and to follow the policies, procedures, rules, and regulations contained herein. Most of your questions should be answered in this Guidebook. However, if you have questions regarding the Guidebook, or matters, which are not covered, please direct them to your immediate supervisor. For complete information on these policies, please contact Human Resources. Please be advised that where policies, procedures or benefits language differ from those set forth in your collective bargaining agreement, the collective bargaining agreement shall govern.

## **DISCLAIMER STATEMENT**

This Employee Guidebook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefits, or a contract of employment, expressed or implied.

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

EMPLOYEE ACKNOWLEDGEMENT

I, \_\_\_\_\_, hereby acknowledge receipt of the Kenosha Unified school District Employee Guidebook on \_\_\_\_\_. I understand that the Guidebook has been developed for the general guidance of Kenosha Unified Employees and that it is my responsibility to read and acquire an understanding of the information contained in the Guidebook. I have been advised that the Office of Human Resources is available to answer any questions I may have concerning the Guidebook or any District policies, benefits and/or procedures. I acknowledge that the procedures and rules described in the Guidebook can be unilaterally changed at any time. Furthermore, I acknowledge that employment and benefits are not guaranteed.

I recognized that the Guidebook, although assigned to me, is considered the property of the District and I will return it upon separation from the District.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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# SECTION I.

# EMPLOYMENT



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Work Rule/Procedure/Policy:	<b>Equal Opportunity Employer</b>
Number of Pages:	1
Reference:	School Board Policy/Rule 4110 Equal Opportunity

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The District is an equal opportunity employer. Personnel administration in the District shall be conducted so as not to discriminate on the basis of age, race, creed, color, sex, pregnancy, sexual orientation, national origin, disability, political affiliation, handicap, marital status, ancestry, citizenship, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, use or non-use of lawful products off school premises during non-working hours, or any other reason prohibited by state or federal law. This policy shall apply to hiring, placement, assignment, , seniority, transfer, promotion, lay-off, recall or termination. Similarly, all salaries, wages, benefit programs and personnel policies shall be administered in conformity with this policy.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the District.

Any employee who believes he/she has been discriminated against in violation of this policy may file a complaint. Responsibility for overseeing the District's equal employment opportunity and affirmative action programs and investigating discrimination complaints is assigned to the Executive Director of Human Resources.

All employees will receive information and training regarding rights and responsibilities regarding discrimination considerations as they relate to employment. For additional information or information regarding complaint procedure, see the Policy 4110 Equal Employment Opportunity and Affirmative Action and Rule 4110 Employee Discrimination Complaint Procedure.

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Work Rule/Procedure/Policy:	<b>Anti-Harassment</b>
Number of Pages:	1
Reference:	School Board Policy 4111 Employee Harassment

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The Kenosha Unified School District No. 1 seeks to provide fair and equal employment opportunities and to maintain a professional work and academic environment comprised of people who respect one another and who believe in the District's high ideals. Harassment is a form of misconduct that undermines the integrity of the District's employment and academic relationships. All employees and students must be allowed to work and learn in an environment that is free from intimidation and harassment.

Harassment or similar unacceptable activities that could become a condition of employment or a basis for personnel decisions, or which create a hostile, intimidating or offensive environment are specifically prohibited by the District. Intimidation and harassment can arise from a broad range of physical or verbal behaviors (by employees or by non-employees, such as outside contractors or members of the community), which can include, but is not limited to, the following:

- Physical or mental abuse;
- Racial, ethnic or religious insults or slurs;
- Unwelcome sexual advances, touching or demands for sexual favors, accompanied by implied or overt promises or preferential treatment or threats concerning an individual's employment or academic status;
- Sexual comments, jokes or display of sexually offensive materials;
- Sex-orientated name calling or bullying;
- Inappropriate staring at another individual or touching of his/her clothing, hair or body
- Asking personal questions about another individual's sex life; and
- asking out an employee who has stated that he/she is not interested.

These activities are offensive and inappropriate in a school atmosphere and in the workplace. This is a serious issue not just for the District also for each individual in the District. It is the responsibility of administration and all employees to ensure that these prohibited activities do not occur. Any employee who engages in harassment or similar unacceptable behavior, or retaliates against another individual because the individual made a report of such behavior or participated in an investigation of a claim of harassment or similar unacceptable behavior, is subject to immediate discipline, up to and including discharge.

Any person who believes that he or she has been the subject of prohibited harassment or similar unacceptable behavior or retaliation should report the matter immediately to the Director of Human Resources or, in the alternative, the Superintendent/designee. All such reports will be investigated promptly and will be kept confidential within the bounds of the investigation and the law. Please see policy/rule 4111 – Employee Harassment for further information and complaint procedures.

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Work Rule/Procedure/Policy:	<b>Electronic Communication</b>
Number of Pages:	1
Reference:	School Board Policy 3535 – Electronic Communications

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The District provides and maintains voice-mail, facsimile machines, computers, Internet access and e-mail for employees' use in order to provide a high quality, efficient environment in which to fulfill District responsibilities. To that end, these systems should only be used for valid work-related purposes. Your communications and use of these systems shall be held to the same standards as all other professional communications, including compliance with anti-discrimination and anti-harassment policies. Employees who use the systems inappropriately can be subject to loss of access privileges and other appropriate discipline, up to and including discharge. Inappropriate uses include, but are not limited to:

- Communications that contain ethnic slurs, inappropriate racial references, sexually explicit, obscene or harassing messages that would constitute harassment of others
- Unauthorized attempts to access, retrieve, read or listen to another person's computer, e-mail or voice-mail account without prior authorization
- Transmission of sensitive, confidential or proprietary information to unauthorized persons or organizations
- Downloading, displaying or printing distasteful or offensive materials, including without Limitation “adult”, racist or hateful materials, or visual depictions that are obscene, or child pornography
- Illegal or unethical activities or other activities that could adversely impact the District

In accordance with Board Policy 3535 and its implementing rules, the District reserves the right to review, audit, intercept, monitor, access, disclose, copy and/or download any communication created, transmitted or maintained on any of the District's computer or electronic communication systems. Deleting an e-mail message does not guarantee that it has been erased from the Internet server system. The District is obligated to notify employees when electronic communication systems have been accessed.

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Work Rule/Procedure/Policy:	<b>Confidentiality</b>
Number of Pages:	1
Reference:	School Board Policy 4224 – Employee Code of Ethics

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Employees shall use confidential information appropriately and with respect for the rights of individuals. Privileged information shall not be used for personal gain or to the detriment of the District.

Violation of this policy will result in progressive discipline, up to and including termination.

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Work Rule/Procedure/Policy:	<b>Conflict of Interest</b>
Number of Pages:	1
Reference:	School Board Policy/Rule 4331 – Conflict of Interest

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In order to ensure sound management policies and procedures and in order to avoid actual or potential conflicts of interest, no close relative of an employee of the District or a member of the Board of Education shall be appointed to and/or assigned to a position having conflicting interests with a position held by a close relative. Close relative is defined as mother, father, brother, sister, son, daughter, aunt, uncle, niece or nephew, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law.

Positions of conflicting interest are defined as follows:

1. Any administrative, supervisory position having immediate or partial supervisory responsibilities on other than an occasional basis.
2. Any teaching position having quasi-supervisory responsibilities such as a teacher consultant or department chairperson, or any teaching position having an educational assistant position.
3. Any secretarial position having supervisory responsibility within a given school or department.
4. Any building service employee having supervisory responsibilities such as head custodian, assistant head custodian, foreman or head cook.
5. Any Recreation Department position having supervisory responsibility within any program.

In addition, employment of the following relative of the members of the School Board is not to be considered: (1) father and father-in-law, (2) mother and mother-in-law, (3) brother and brother-in-law, (4) sister and sister-in-law, (5) son and son-in-law, and (6) daughter and daughter-in-law.

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Work Rule/Procedure/Policy:	<b>Employee Resignation/Retirement</b>
Number of Pages:	1
Reference:	School Board Policy 4361 Collective Bargaining Agreement/Employment Agreement

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Employee resignation/retirements shall be made in writing to the Superintendent of Schools and shall be in accordance with contracts and agreements. Resignations shall contain a specified effective date and should include a reason for separation/termination.

Resignations that are not in accordance with District policy may be accepted for administrative purposes only.

For additional information regarding resignation or retirement, please refer to the appropriate collective bargaining agreement or employment agreement.

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Work Rule/Procedure/Policy:	<b>Inclement Weather</b>
Number of Pages:	2
Reference:	School Board Policy 3643 Administrative Regulation 3643

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The following procedures shall apply when deciding whether buses will run and if schools will be closed due to inclement weather:

Early in the morning, on days of inclement weather, the Supervisor of Transportation Services shall drive the streets and roads in the District checking to see if they are safe for buses to travel. He/she shall also check official weather forecasts and with the County Highway Department, the Sheriff's Department, the Police Department, the school bus company (Laidlaw Transit, Inc.), and with the City Transit Office. He shall then report his findings to the Maintenance and Operations Supervisor.

The Maintenance and Operations Supervisor shall check to see that all school sidewalks and parking lots can be plowed or made safe by the time staff members are scheduled to arrive, and shall report all findings and recommendations to the Superintendent of Schools by 5:00 a.m. The Superintendent shall then determine which of three set inclement weather procedures will be followed that day. Student and staff safety is the primary consideration in the decision to close schools.

Procedure 1: "All schools in the Kenosha Unified School District No. 1 will be open today. Students and personnel will be expected to attend as normally scheduled."

Procedure 2: "All schools in the Kenosha Unified School District No. 1 will be open one hour later this morning, and buses that transport students will be running approximately one hour late. Personnel are expected to report as normally scheduled. Dismissal will be at the regular time."

Procedure 3: "All schools in the Kenosha Unified School District No. 1 will be closed, and no students are expected to report. The Senior Citizens Center will be closed. Secretaries should not report to work, with the exception of secretaries assigned to the Educational Support Center, Department of Recreation, and 12-month school secretaries, who may report to work. The only persons required to report to work today are: full-time custodial employees; full-time food service workers; maintenance personnel; carpenters and painters; warehouse personnel; administrative, supervisory and technical personnel."

Radio stations WLIP (1050 AM), WIIL (95.1 FM), WEXT (104.7 FM), WRJN (1400 AM), WEZY (92.1 FM) and WGTD (91.1 FM) shall be notified as to the procedure to be followed. If the stations are not contacted by District personnel, it means Procedure 1 is in effect – that schools are open as normally scheduled. If schools are closed as per Procedure 3, radio stations WISN, WLTQ, WKKV, WTMJ, WKTI, WMIL, WOKY, WMYX, WEMP, WRIT, WXXS, WJBX, WJZI, and WLUM shall be contacted, as well as, Milwaukee television stations Today's TMJ 4 (Channel 4), FOX 6 (Channel 6), WISN (Channel 12), CBS 58 (Channel 58), and the Chicago area's Emergency Closing Center (which notifies the Chicago media). The procedure being followed shall also be placed on the Cable Channel 20 message bulletin board. Cable Channel 20 is available to local Time Warner Cable subscribers. The correct procedure shall also be placed on the District's Internet website; [www.kusd.edu](http://www.kusd.edu). A message outlining the inclement weather procedure shall also be available by calling 653-SNOW (653-7669) after 5:30 a.m.

If weather conditions deteriorate during the day, local and Milwaukee radio and television stations shall be contacted and advised of any early closings or events/activities cancellations. Information shall also appear on Cable channel 20 and on the District's website.

The District shall use as a guideline for closing schools, sustained temperatures of -20° Fahrenheit or lower and/or sustained wind chills of -34° Fahrenheit or lower. When the weather is questionable, it is always a parent/legal guardian's decision if, for safety reasons, their child or children should attend school that day. The parent/guardian must notify the child or children's school of the absence, and the absence shall become part of the student's permanent record.

## **Section II.**

# **Employment Records**



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Work Rule/Procedure/Policy:	<b>Personnel Data Changes</b>
Number of Pages:	1
Reference:	None

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The District maintains personnel records and files for each employee. Maintaining these files with up to date information is very important as it provides the district with contact information in case of emergency, address mailings, data for payroll purposes, and information required for reporting purposes and benefit programs.

All employees must promptly notify Human Resources of any changes in:

1. Address
2. Marital status/name change
3. Party to be notified in case of emergency
4. Phone number
5. Dependent(s)

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Work Rule/Procedure/Policy:	<b>Access To Personnel File</b>
Number of Pages:	1
Reference:	Policy 4260 – Personnel Records Rule 4260 – Guidelines for Maintenance of Personnel Records Collective Bargaining Agreement

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It is the District's policy to protect the privacy of each employee and therefore the district is committed to the confidential handling of every employee's personnel information.

Records of all personnel shall be considered confidential to the extent required by law and shall be kept in the Human Resources Office. Records shall be maintained in accordance with all applicable federal and state laws and regulations and retained in accordance with the District's record retention schedule.

Employee information may be made available to anyone to the extent authorized by law. Any employee wishing to review his or her file may do so by providing a written request to the Human Resources Office. Files will be made available within seven working days of written request. Please see policy and rule 4260 for additional information.

**Guidelines:**

1. Personnel records may be examined in the presence of the Executive Director of Human Resources or designee and ordinarily by appointment.
2. Materials shall not be removed from the personnel files without permission of the Executive Director of Human Resources or designee.
3. The Human Resources Office may duplicate post-employment file materials for the employee and the individual employee will pay the cost.
4. Transcripts and licenses may, if requested, be returned to the individual upon termination of employment provided a receipt is signed.
5. Pre-employment references, credentials and evaluations are not available to employees. Confidential pre-employment credentials shall be sent to the supply agency only.
6. Personnel files will not be available to former employees, except to the extent authorized by law.
7. Employee information may be made available to any to the extent authorized by law. Ordinarily, employee information available to the public shall be limited to the name of the employee, assignment, the dates of employment and compensation.

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Work Rule/Procedure/Policy:	<b>Employee Evaluations</b>
Number of Pages:	1
Reference:	School Board Policy/Rule 4380 – Employee Evaluations Teacher Salary and Welfare Agreement

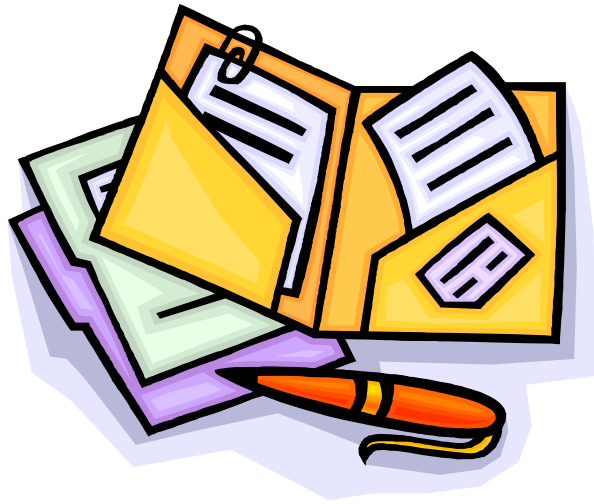
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Personnel shall be evaluated periodically and the Superintendent of Schools or designee shall make recommendations for further employment. Employee evaluations shall be conducted in accordance with applicable state laws, provisions of current employee bargaining agreements and established District procedures.

The Office of Human Resources shall establish the evaluation period for all employees including any necessary evaluation schedule, forms, processes and filing. Please refer to your collective bargaining agreement for additional information regarding employee evaluations.

# **Section III.**

## **Employee District Benefits and General Leaves**



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Work Rule/Procedure/Policy:           **Family and Medical Leave**

Number of Pages:                           1

Reference:                                   School Board Policy 4323.1 – Family and Medical Leave  
Rule 4323.1 – Family and Medical Leave Guidelines  
School Board Policy 4323.1 Adm. Reg. – Family and  
Medical Leave Notice of Rights  
Collective Bargaining Agreement

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Employees will be allowed up to 12 weeks of unpaid leave during a calendar year as a result of a birth or placement of a child for adoption or foster care or when a serious health condition is suffered by the employee or the employee's parent(s), son, daughter or spouse. This leave will run concurrently with any other leave which is available to the employee under other District leave and absence policies, provisions of employee agreements, or state and federal family and medical leave laws. All or a portion of this period may be paid in certain instances. The taking of leave under this policy and its accompanying guidelines will not be used against an employee in any employment decision, including in the determination of raises or discipline. For additional information regarding this policy or rule, please refer to School Board Policy 4323.1, Family and Medical Leave and Rule 4323.1, Family and Medical Leave Guidelines.

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Work Rule/Procedure/Policy: **Family and Medical Leave Notice of Rights**

Number of Pages: 2

Reference: School Board Policy 4323.1 Adm. Reg.  
Collective Bargaining Agreement

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The following information concerns your rights and obligations under the family and medical leave law and will explain the consequences of your failure to meet these obligations. Please read the information carefully, and if you have any questions, please contact the Office of Personnel.

**1. Leave Entitlement.** The actual amount of time you spend on family and/or medical leave will be subtracted from your federal and Wisconsin law leave entitlements. Under federal law, you are entitled to 12 workweeks of unpaid leave for qualifying reasons. Under Wisconsin law, you are entitled to six (6) weeks of leave on a birth or adoption of a child by you, two (2) weeks of leave as a result of your serious health condition and two (2) weeks of leave as a result of your parent, child or spouse experiencing a serious health condition. If you are eligible for both federal and Wisconsin leave, and/or leave under the policies of the District, your leave rights will run concurrently.

**2. Medical Certification.** If your leave is based on your serious health condition or the serious health condition of your child, spouse or parent, you must provide the District with a medical certification prepared by your health care provider, the Health Care Provider Certification. The Certification must be provided to the District within fifteen (15) days of the request, or in cases of medical emergency of unforeseen circumstances. If you fail to provide a timely Certification, your leave request, or your continuation for leave, may be denied until the required Certification is provided.

**3. Additional Certification.** If the District has any doubts about the accuracy of your initial medical certification, you must submit to another examination, at the District's expense, by a health care provider selected by the District. If the second opinion differs from the initial certification, a third opinion may be required. The third opinion is final and binding.

**4. Re-certification.** You must provide the District with re-certifications on a periodic basis that your serious health condition still prevents you from performing your job functions or that you are still needed to care for a family member with a serious health condition.

**5. Intent to Return to Work.** You must provide the District with a periodic report on your status and intent to return to work.

**6. Fitness for Duty Certification.** If you are on medical leave because of your own serious health condition, you must provide the District with a Fitness for Duty Certification signed by your health care provider, before you can return to work. If you fail to provide the District with a Fitness for Duty Certification, your reinstatement will be denied until certification is provided.

**7. Substitution.** You may have the option of substituting certain types of paid leave for unpaid family and/medical leave or you may be required to substitute such paid leave pursuant to the District's FMLA Policy. When paid leave is substituted for your unpaid leave, the paid leave will not be available to you later. Under no circumstances will you be entitled to additional family and/or medical leave as a result of the substitution of paid leave.

**8. Maintenance of Health Insurance Coverage.** In order to maintain your group health coverage during your family or medical leave you must continue to pay any employee required contributions towards the health insurance premiums, as you did prior to your leave. If you elect to substitute paid leave, or if the District requires the substitution of paid leave, your share of premiums, if any, will be paid through the District's normal payroll deduction method. Otherwise, the District will designate a method for collecting premiums when your leave is unpaid.

**9. Employment Protection.** Upon returning to work from family or medical leave, you will be reinstated to the position you held prior to leave or, if your position is no longer available, to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment unless your employment would otherwise have ceased. You will have no greater right to employment at the end of your leave than you would have had with the District if you had not taken leave.

In the case of instructional employees, your reemployment may be delayed until the commencement of the next school semester if your leave begins in the last five weeks of the semester. Please see the Personnel Office for additional information on your reinstatement rights.

**10. Recovery of Premiums.** If you fail to return to work after your family or medical leave, you will be liable to the District for any health coverage premiums paid on your behalf during your leave.

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Work Rule/Procedure/Policy:	<b>Sick Leave</b>
Number of Pages:	1
Reference:	School Board Policy 4323.1 – Family and Medical Leave Rule 4323.1 – Family and Medical Leave Guidelines School Board Policy 4323.1 Adm. Reg. – Family and Medical Leave Notice of Rights Collective Bargaining Agreement

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Sick leave may be used for an employee's personal illness, well-care and sick medical and dental appointments. If the employee is on leave under the Family and Medical Leave Act (FMLA), sick leave must be used initially as part of the FMLA leave.

Sick is accrued as outlined in each collective bargaining agreement. Sick leave may not be used prior to accrual. The District reserves the right to require employees to provide a note from the doctor verifying that an absence was caused by a medical situation. The District also reserves the right to require documentation from the doctor authorizing the employee to return to work. If sick leave is exhausted, employee may refer to collective bargaining agreement for any additional leave as outlined in the agreement.

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Work Rule/Procedure/Policy:	<b>Voting Leave</b>
Number of Pages:	1
Reference:	Wisconsin Statutes (Sec. 6.76)

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In compliance with state law, Kenosha Unified School District allows employees three (3) consecutive hours of leave during polling hours in order to vote in federal, state or local elections, both primary and general elections.

Employees wishing to take time off to vote must request time off for voting in writing or via e-mail five (5) business days in advance. The request for leave must clearly state that the employee needs leave in order to vote. The district will designate what time of day the employee takes time off to vote. Employees taking time off will not be paid for the time he or she is absent to vote.

If you have any questions regarding your right to vote, please contact Human Resources.

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Work Rule/Procedure/Policy:	<b>Jury Duty</b>
Number of Pages:	1
Reference:	Collective Bargaining Agreement

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Upon receipt of the notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify his or her supervisor. The employee is required to provide copies of the subpoena or jury summons to his or her supervisor and Human Resources.

The supervisor will verify the notification and making scheduling adjustments to accommodate the employee's obligation.

Employees appearing as a plaintiff, defendant or for non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for these instances.

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Work Rule/Procedure/Policy:	<b>Employee Assistance Program</b>
Number of Pages:	1
Reference:	School Board Policy 4233 – Employee Assistance Program

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The District recognizes that a wide range of problems not directly associated with job functions can have an effect on job performance. Employee problems can stem from emotional disorders, alcohol or other drug dependency, family or marital problems, financial problems or societal pressures and changes. The District is concerned with job performance, including attendance, conduct and activity during employment hours.

It is recognized that many personal problems can be successfully treated or resolved if assistance is offered at an early stage and referral is made to an appropriate form of assistance.

The District will offer an Employee Assistance Program (EAP), which will serve as a practical and constructive mechanism for dealing with employees' personal problems, which may affect the work situation, or as an aid to those employees and their family members who voluntarily wish to use the program as a means of resolving personal problems.

The purpose of the Employee Assistance Program (EAP) is to improve the quality of human life. It has the potential to help marriages, families, and possibly even save lives. Other benefits include: increased productivity, improved work quality, decreased turnover, more favorable public opinion, greater employee identification with the District, improved moral and cost savings to the District.

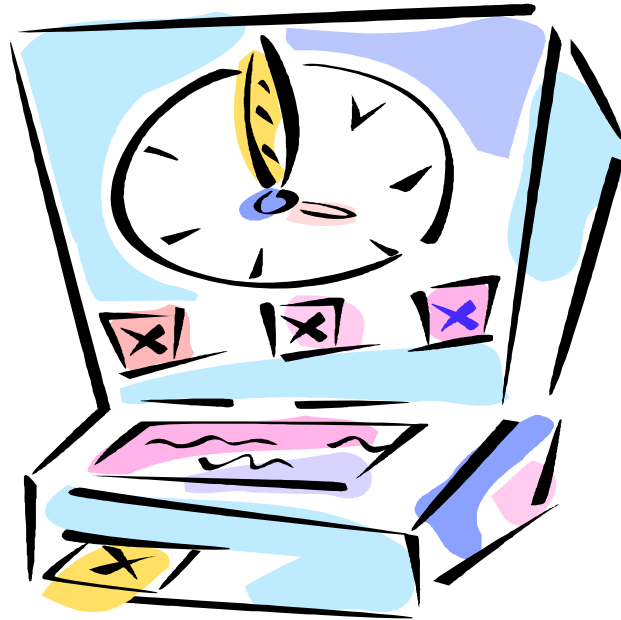
The program will operate within the following guidelines

1. The decision to request or accept assistance through the EAP is the voluntary and personal choice of the individual employee.
2. Voluntary self-referred employees or family members seeking assistance will be able to do so with anonymity and confidentiality.
3. Job security will not be jeopardized by a request or acceptance of help through the EAP.
4. Referrals to the EAP agency can be by self-referral, family referral, union referral and supervisory referral.
5. The EAP will function through a District EAP resource person and contracted community agency that will provide services under the EAP concept. The Superintendent of Schools shall appoint the EAP resource person.
6. The EAP does not alter existing contractual provisions, work rules or disciplinary procedures. It serves as a supplementary program to offer appropriate assistance to those who need or desire it.
7. When necessary, sick leave shall be granted for treatment or rehabilitation on the same basis as other health problems. Leave without pay shall also be considered when determined to be necessary.

For additional information, please see Policy and Rule 4233, Employee Assistance Program.

# Section IV.

## Conditions of Employment



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Work Rule/Procedure/Policy:	<b>Required Medical Documentation- Non Certified Positions</b>
Number of Pages:	1
Reference:	District Conditions of Employment Agreement Collective Bargaining Agreements

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All non-certified employees must adhere to the following conditions of employment:

1. Employee must furnish the District a completed physical examination within 30 days of the start date.
2. Employee must furnish the district with a completed tuberculin skin test prior to employment start date.
3. Agree that the appointment is contingent upon Board of Education approval regardless of whether I have been placed on the District's payroll.

Non-compliance in any of these three areas will result in immediate revocation of the offer and/or termination of employment.

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Work Rule/Procedure/Policy:	<b>Required Transcripts, Certification and Medical Documentation – Instructional</b>
Number of Pages:	1
Reference:	District Conditions of Employment Agreement

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The following conditions of employment apply for all instructional staff:

1. Office college transcripts must reflect a 2.75 Grade Point Average (GPA) in overall undergraduate coursework OR 3.0 in major or 3.0 in a Master’s program (all GPA’s based on a 4.0 scale). If the position is at the secondary level, employee must have a major or minor in the subject area(s) being taught.
2. Employee must provide the District with an official transcript(s) denoting graduation, or if a graduating senior, a letter from the Dean or advisor verifying the anticipated graduation date prior to employment with Kenosha Unified School District. If a graduating senior, employee must provide an official transcript denoting graduation within 30 days of graduation.
3. Employee must furnish the District a copy of his/her instructional certification or proof of Wisconsin Department of Public Instruction application (e.g. copy of application and proof of payment) prior to employment with Kenosha Unified School District.
4. Employee must furnish the District a completed physical examination within 60 days of start date.
5. Employee must furnish the District a completed tuberculin skin test prior to employment start date.

Non-compliance in any of these areas will result in immediate revocation of the offer and/or termination of employment.

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Work Rule/Procedure/Policy:	<b>Staff Physical Examinations</b>
Number of Pages:	1
Reference:	School Board Policy 4231/Rule 4231 Conditions of Employment Agreement

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Upon initial employment, all employees of the District shall have a physical examination including a tuberculin skin test and/or chest x-ray, in accordance with state law.

Upon initial employment, each employee shall furnish a certification of freedom from tuberculosis. Food service employees shall furnish such certification annually. Food service employees shall have other periodic health exams as required by the District. The District may also require other employee health exams consistent with state and federal laws and provisions of current employee bargaining agreements.

An employee may be exempt from the health examination requirements listed in this policy if an affidavit has been filed with the District claiming such exemption in accordance with state law. No employee shall be discriminated against by reason of his/her filing of an affidavit.

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Work Rule/Procedure/Policy:	<b>Employee Attendance and Punctuality</b>
Number of Pages:	1
Reference:	Policy 4280 Attendance and Punctuality Collective Bargaining Agreements

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Regular attendance is an essential job function. In the event of illness or other absences, the employee shall notify the automated substitute assignment system and/or his or her immediate supervisor prior to the employee's work starting time accordance with District procedures.

An employee who is absent from work without notifying the District as required will be subject to disciplinary action up to and including discharge.

Guidelines/Procedures:

1. An employee is responsible for notifying the automated substitute assignment system and/or his/her supervisor of his/her absence no later than 60 minutes prior to the employee's work starting time.
  - a. The employee must indicate the reason for the absence and advise when he/she will report back to work.
  - b. If the length of time of the absence is unknown, the employee shall provide this notification each day of the absence.
  - c. Employees absent from work due to an illness or injury may be required to submit a doctor's certificate or other appropriate medical authorization as deemed appropriate by the employee's supervisor.

Employees should follow additional department guidelines where appropriate.

2. Tardiness, unexcused absences, patterns of absenteeism (same days over a period of time) and excessive excused absences (other than FMLA) are cause for progressive corrective action. Any disciplinary action taken shall be consistent with District policies, rules and applicable collective bargaining agreements.
  - a. An employee is considered absent if he/she is not present for work as scheduled, regardless of the cause.
  - b. An employee is considered tardy if he/ she reports to work after the scheduled start time (unexcused).
3. Department managers and principals will develop and communicate work schedules to reflect a start and end time that is in compliance with applicable collective bargaining agreements.
4. Supervisors are to give special attention to absence patterns such as:
  - a. Absences before or after the weekend;
  - b. Absences the day before and/or the day after a scheduled holiday or day off;
  - c. Calling in sick as rapidly as sick time is accrued; and
  - d. Calling in sick or tardy after the scheduled start time.

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Work Rule/Procedure/Policy:	<b>Absence Reporting/Sub Finder Procedures</b>
Number of Pages:	2
Reference:	Policy 4280 Attendance and Punctuality

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All employees are responsible for reporting absences to SubFinder (district absence reporting system). This will require registration with the SubFinder system.

**Employee Registration with SubFinder:**

1. Using a touch-tone, phone SubFinder at 866-515-1030.
2. SubFinder will identify itself and ask you to enter your PIN (Personal Identification Number) followed by the # key. Your PIN will be your Employee Number. Enter your PIN using the touch pad of your telephone.
3. Once you have entered your PIN and pressed the # key, SubFinder will acknowledge that this is the first time you have called and ask you to voice your name. Please say your name clearly, as you want to be heard by other people using the system. When you are done speaking, press the # key. After pressing the # key, SubFinder will play your recorded name back to you for verification. If it is correct, press 1. If you want to record your name, press 2 and repeat this step again.
4. Once you have recorded your name and accepted it, SubFinder will play your Main Menu. Please choose option 4 – To Review Personal Information. If any of the information is incorrect, contact Sub Service at 359-6355.

**Reporting Absences:**

There are two ways to report absences to SubFinder. Absences can either be reported via a touch-tone phone at 866-515-1030 or via the web at <http://kUSD.subfinderonline.com>

**Important SubFinder Information**

**SubFinder's Phone Number:**

**(866) 515-1030**

**SubFinder's Calling Times:**

Morning Call Out: 5:30 AM until 11:30 AM

Evening Call Out: 4:00 PM until 10:00 PM

**Absence Reporting Deadline for employees:**

No later than **90 MINUTES** prior to the scheduled start of the job.

**Absence Cancellation Deadline for employees:**

No later than **18 HOURS** prior to the scheduled start of the job.

**For assistance, please call:**

**SUB SERVICE** at (262) 359-6355 between the hours of 6:30 AM and 3:30 PM

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Work Rule/Procedure/Policy:	<b>Reporting Work Related Injuries</b>
Number of Pages:	1
Reference:	School Board Policy 3631 – Accident Reports

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It is essential that all accidents occurring on school property concerning students, employees or members of the public, and casualty losses be reported promptly to the Office of Human Resources. Accidents shall be reported in accordance with established District procedures.

**Reporting Procedure:**

In the event of a work related injury, all employees must report the injury by calling the Insurance Claims Management Specialist at 653-6317. This should be done immediately if you must leave work or by the end of the work shift if you do not leave work. In cases where the employee is not able to call, the immediate supervisor must report the accident or injury.

After reporting the injury, please fill out the “Employee Accident Prevision and Investigation” Form. Make sure to complete the backside of the form including all the appropriate signatures. Also, make sure that the corrective action section of the form has been completed in and return the form to the Claims Management Specialist in Human Resources

If appropriate, a written report from the treating physician must be completed within 24 hours of the incident. If you are able to return to work, any pertinent work restrictions must be indicated on the Workers’ Compensation Work Status Report Form. Forms are available at each site office. If work restrictions exist, all attempts will be made to place you in the Transitional Return to Work Program. If you are unable to work, the anticipated return to work date and expected duration of the injury must be indicated by the treating physician on the Workers’ Compensation Work Status Report Form.

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Work Rule/Procedure/Policy:	<b>Light Duty</b>
Number of Pages:	1
Reference:	School Board Policy 3631 – Accident Reports

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The District strives to promote successful recovery from any work related or personal injury and has set up these guidelines for managers to following when an employee returns to work with restrictions.

- If an employee has three days or more unscheduled time off, their absence must be accompanied by a detailed doctor’s report specifying exact restrictions, the nature of the injury or illness, and dates the employee will be away from work.
- When an employee returns to full duty, they must provide a doctor’s note with a full release to return to normal job duties.
- The company will accommodate, as much as reasonably possible, an employee’s work restrictions. However, 8 hours of productive work must be available and scheduled for an employee to work within their restrictions. If an employee’s restrictions are so great as to prevent the employee from working a productive 8 hours, they shall not return to work until they receive a full release or the company can accommodate their revised restrictions for the treating physician.
- If an employee completes an accident report because they believe their injury of illness is work related, they may be sent to the worker’s compensation doctor. If, after evaluation, the insurance company or company doctor deems the injury or illness is not work related, unless otherwise provided by law. The company will only be responsible for the medical costs arising out of or directly related to the determination of non-coverage. All other medical costs associated with the employee’s claim will be the responsibility of the employee.

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Work Rule/Procedure/Policy: **Employee Personal Appearance**

Number of Pages: 1

Reference: School Board Policy 4229

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All District employees must comply with the following personal appearance standards at all times during scheduled working hours:

1. Employees are expected to dress in a manner that is normally acceptable in a professional environment. Employees should not wear suggestive or revealing attire, spaghetti straps, backless clothing, shirts or tops that reveal an exposed midriff; clothes printed with slogans, inappropriate or offensive comments; *blue* jeans, athletic clothing, shorts, T-shirts, baseball hats, flip-flop sandals and similar attire that do not present a professional appearance.
2. Certain employees may be required to wear special attire, depending on the nature of their job.
3. At the discretion of the Superintendent and his/her designee, an employee may be allowed to dress in a more casual fashion than normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear or similarly inappropriate clothing.

Any employee who does not meet the personal appearance standards outlined above will be required to take corrective action, which may include leaving work to change into appropriate clothing. Violations may also result in disciplinary action.

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Work Rule/Procedure/Policy:	<b>Alcohol and Drug Free Workplace</b>
Number of Pages:	1
Reference:	School Board Policy/Rule 4221 – Alcohol and Drug Free Workplace Policy 4362 – Employee Discipline

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The District recognizes alcohol and other drug abuse as a potential health, safety and security problem, and it is the District's intent and obligation to provide a drug-free, healthful, safe and secure work environment. Therefore, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance on District premises or while conducting District business off premises is absolutely prohibited by the District.

Employees must, as a condition of employment, abide by the terms of this policy and notify the District of any criminal drug statute conviction for a violation occurring on District premises or while conducting District business off premises. Anyone violating this policy shall be subject to disciplinary action in accordance with established procedures.

For additional information regarding this policy or for a copy of this policy in its entirety, please refer to school board policy and rule 4221 – Alcohol and Drug Free Workplace.

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Work Rule/Procedure/Policy:	Reasonable Suspicion <b>Drug Testing</b>
Number of Pages:	1
Reference:	School Board Policy/Rule 4221 – Alcohol and Drug Free Workplace Policy 4362 – Employee Discipline

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Kenosha Unified School District is a drug-free workplace. As such, we prohibit the use of non-prescribed drugs or alcohol during work hours. If the employee comes to work under the influence of drugs or alcohol or uses drugs or alcohol during work time, the employee will be disciplined in accordance to the policy up to and including termination.

Kenosha Unified School District's policy is intended to comply with all state laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

If there is reason to suspect that an employee is working while under the influence of an illegal drug or alcohol, the employee will be asked to submit to a drug test. The employee will be suspended with pay until the results of a drug and alcohol test are made available to the District by the testing laboratory. Before being asked to submit to a drug test, the employee will receive written notice of the request or requirements. The employee must also sign a testing authorization and acknowledgement form confirming that he or she is aware of the policy and employee's rights.

A laboratory licensed by the state will conduct any drug testing required or requested by Kenosha Unified School District. The District will incur all expenses related to the test.

If the employee receives notice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result. In addition, the employee may have the same sample retested at a laboratory of the employee's choice.

All testing results will remain confidential. Employee must sign a consent form prior to the release of results. Test results may be used in arbitration; administrative hearings and court cases arising as a result of the employee's drug testing. Results will be sent to federal agencies as required by federal law. If the employee is to be referred to a treatment facility for evaluation, the employee's test results will also be made available to the employee's counselor.

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Work Rule/Procedure/Policy:	<b>Tobacco Use on School Premises</b>
Number of Pages:	1
Reference:	School Board Policy 1310 – Tobacco Use on School Premises

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Smoking and the use of tobacco products in any form, by anyone, is prohibited on District premises. “Premises” is defined as all property owned by, rented by or under the control of the District, including grounds, schools, offices, work areas, school buses and other school vehicles.

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Work Rule/Procedure/Policy:	<b>Employee Right To Know (Toxic Substances ad Infectious Agents)</b>
Number of Pages:	1
Reference:	School Board Policy 4235- Employee Right To Know

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The District shall strictly carry out state law provisions relating to the rights of employees to obtain information on toxic substances and infectious agents present in the workplace.

In addition to providing such information upon request of an employee or an employee's representative, the Superintendent of Schools and designees shall provide information concerning toxic substances and infectious agents and provide education and training programs to those employees who may routinely be exposed to toxic substances and infectious agents while at work.

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Work Rule/Procedure/Policy:

**Employee Training Policy**

Number of Pages:

1

Reference:

Collective Bargaining Agreements

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Kenosha Unified School District maintains training and development programs to assist staff in acquiring new knowledge and skills and enhancing current skills. As a condition of employment, depending on the type of position, employees will be required to participate in mandatory training modules.

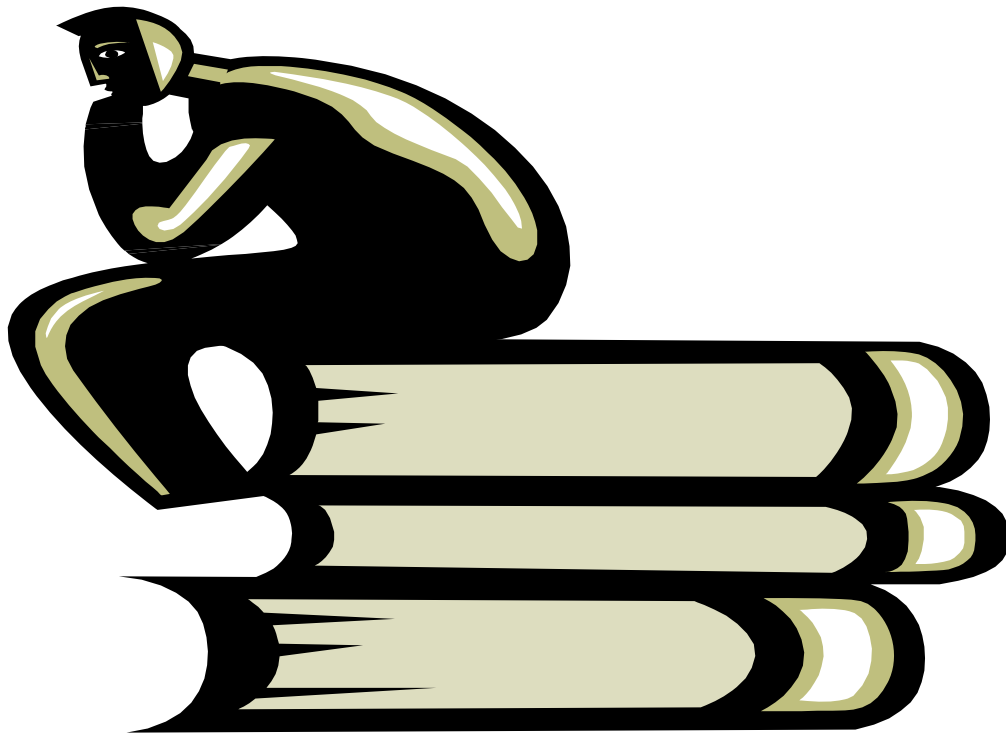
It is understood that career development and job skills acquisition are the joint responsibility of the employee, the supervisor and the employing department. Supervisors are expected to consult annually with direct reports to develop an appropriate staff development strategy. This might include wellness, job training and personal enrichment. The accomplishments of the staff development strategy should be incorporated into the annual performance evaluation process.

In order to support the concepts of lifelong learning for our employees, Kenosha Unified School District will provide opportunities for employees to participate in such training programs. Participation by employees in development opportunities should be scheduled so that disruptions to the delivery of service and normal work processes are minimized.

Training requirements specific to individual positions are beyond the scope of this policy. Supervisors and employees are responsible for insuring that any requirements specific to a particular position are met.

# **Section V.**

## **Employee Conduct, Code of Ethics and Disciplinary Action**



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Work Rule/Procedure/Policy:	<b>General Rules of Conduct</b>
Number of Pages:	3
Reference:	School Board Policy 4224 – Employee Code of Ethics School Board Policy 4111– Harassment Policy School Board Policy 4280 – Attendance and Punctuality

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Rules of conduct for employees are not for the purpose of restricting the rights and activities of employees but are intended to help employees by defining and protecting the rights and safety of all persons-employees, students and visitors.

General rules of conduct are essential to the safety and well being of all employees. Employees are expected to acquaint themselves with additional departmental rules of conduct and regulations.

Disciplinary action or termination, depending on the severity of violation, will be recommended for violation of any the following rules:

1. Falsification or unauthorized altering of records, employment applications, time sheets, time cards, student cards, etc.
2. Excessive tardiness or absenteeism.
3. Failure to report absences from scheduled work shift; this should be done at the earliest possible time before the scheduled work shift.
4. Unauthorized disclosure of information contained in communications and in personnel, student, or other records of the district.
5. Unauthorized use and/or possession of intoxicating beverages on district property.
6. Unauthorized use and/or possession of narcotics or dangerous drugs.

7. Fighting, gambling, horseplay, or using profane, obscene or abusive language toward any manager, employee or student, threatening, intimidating or coercing others on district premises or carrying unauthorized weapons.
8. Insubordinate conduct toward a supervisor.
9. Refusal to comply with district policies and procedures and/or carry out the instructions of a supervisor.
10. Sleeping while on duty
11. Creating unsafe or unsanitary conditions.
12. Leaving the job without permission during regularly assigned working hours.
13. Theft or unauthorized use of district equipment or possessions
14. Loss, damage, destruction or unauthorized removal or use of property belonging to the district, employees, or students.
15. Negligence in observing fire prevention or safety regulations, or failure to report on-the-job injuries or unsafe conditions.
16. Unwillingness or inability to work in harmony with others, discourtesy or conduct creating discord.
17. Engaging in acts of sabotage; willfully or with gross negligence causing destruction or damage of district property, or the property of fellow employees, students or visitors, in any manner.
18. Violating a confidentiality agreement; giving confidential information to others; breach of confidentiality of student or personnel information.

19. Any act of harassment (see school board policy 4111), sexual, racial or other towards anyone; telling sexist or racial-type jokes, making racial or ethnic slurs.
  
20. Soliciting during working hours and/or in working areas; selling merchandise or collection of any kind for charities or other organizations without authorization during business hours, or at a time or place that interferes with the work of another employee on district premises.
  
21. Subversion: Preparing statements or material detrimental to the well being of the school district.

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Work Rule/Procedure/Policy:	<b>Employee Code of Ethics</b>
Number of Pages:	1
Reference:	School Board Policy 4224 – Employee Code of Ethics

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Employees shall give their support to the education of Kenosha youth and shall faithfully discharge their professional duties to the District in Accordance with the official job descriptions pertaining to their individual assignments.

Channels of communication shall be as defined in the District’s organizational chart and shall be in accordance with the policies, procedures, rules and regulations of the District.

Employees shall use confidential information appropriately and with respect for the rights of individuals. Privileged information shall not be used for personal gain or to the detriment of the District.

Employees who choose to engage in any remunerative activity other than that of their position shall avoid any activity that interferes with the execution of the responsibilities of their District position.

Employees shall not solicit or receive anything of value, which involves an expressed or implied advantage or influence on any District judgment or decision.

Any complaint about the ethical behavior of an employee or a request for an investigation into the conduct of any employee shall be presented to the Superintendent of Schools and shall bear the signature of the person making the request.

Employees found in violation of this code may be subject to suitable corrective or disciplinary action.

For additional information, please refer to School Board Policy 4224, Employee Code of Ethics.

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Work Rule/Procedure/Policy:	<b>Employee Discipline Procedures</b>
Number of Pages:	1
Reference:	Policy/Rule 4362 – Employee Discipline

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Employees shall abide by District policies and procedures, applicable rules and regulations, local, state and federal laws and regulations, and the expectations set forth in employee position specifications.

It is the responsibility of the District’s administrators and supervisors to discipline employees for violations of District policies and procedures, applicable rules and regulations and the expectations set forth in the position specifications.

Discipline will not be imposed arbitrarily or capriciously. Discipline may be imposed by oral reprimand, written reprimand, suspension with or without pay or discharge. Dismissal of any personnel shall be in accordance with established procedures and state law. Other forms of discipline may be imposed when appropriate. The concept of progressive discipline will be utilized, if appropriate.

Employees who have been disciplined have access to either general employee complaint procedure in the policy manual or grievance procedures specified in employee bargaining agreements.

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Work Rule/Procedure/Policy:	<b>Staff Gifts</b>
Number of Pages:	1
Reference:	School Board Policy 4240 – Staff Gifts

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Purchase of gifts for District employees with funds contributed by students and parents are to be discouraged. Collection of funds from students and/or their parents through organized solicitation on school property for the purpose of purchasing gifts for teachers or other District employees is prohibited. Parent or student groups collecting any such funds should do so outside of school.

Use of class time for the presentation of gifts to school personnel shall be discouraged.

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Work Rule/Procedure/Policy:	<b>Staff Misconduct Reporting</b>
Number of Pages:	1
Reference:	School Board Policy & Rule 4223 – Staff Misconduct Reporting

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**Policy:**

Any employee who has engaged in specific misconduct shall be reported to the State Superintendent of Public Instruction. The District’s Superintendent of Schools or designee shall make such reports in accordance with state law and established procedures. If a report concerns the Superintendent, the Board President shall file the report.

**Guidelines:**

A Department of Public Instruction-licensed employee shall be reported to the State Superintendent of Public Instruction if he/she:

1. has been discharged with a crime against children, a felony with a maximum prison term of at least five years of a crime in which the victim was a child;
2. has been convicted of a crime described in (1) or of fourth degree sexual assault;
3. has been dismissed by the District or his/her contract has been non-renewed, based in whole or in part on evidence that the employee engaged in immoral conduct (for the purposes of state law, “immoral conduct” means conduct or behavior that is contrary to commonly acceptable moral or ethical standards and that endangers the health, safety, welfare or education of any students); or
4. has resigned and the Superintendent or designee (or Board President if applicable) has reasonable suspicion that the resignation related to the employee having engaged in immoral conduct. If the employee has been requested to resign by the Superintendent or designee, and immoral conduct is suspected, the Superintendent or designee shall inform the employee that he/she has a duty to report the resignation to the State Superintendent.

Any non-licensed District employee who is convicted of a crime described in item (1) above or of fourth degree sexual assault shall be reported to the State Superintendent.

Reports shall be made within 15 days after the Superintendent or designee (or Board President if applicable) becomes aware of the charge, conviction, dismissal, non-renewal, or resignation. The employee who is the subject of a report shall be given a copy of the report.

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Work Rule/Procedure/Policy:	<b>General Employee Complaints</b>
Number of Pages:	1
Reference:	School Board Policy and Rule 4270 – General Employee Complaints

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## **Policy**

The District shall provide a method for prompt and full discussion and consideration of matters of personal dissatisfaction and concern of an employee or an employee's representative with some aspect of employment.

General employee complaints shall be made and processed in accordance with established procedures. Formal employee grievances shall be dealt with accordance with provisions of current collective bargaining agreements or other District procedures as applicable.

All employees will receive information and training regarding rights and responsibility regarding harassment and discrimination considerations as they relate to employment.

## **Procedures**

General employee complaints shall be processed in accordance with the following procedures. A complaint is any matter of dissatisfaction or concern of an employee with an aspect of employment that does not involve a formal grievance. Complaints involving alleged discrimination or harassment and complaints related to decisions or actions by other school personnel shall be dealt with in accordance with procedures found elsewhere in the policy manual.

The district promotes the voluntary resolution of complaints at the level closest their sources and, as such, encourages informal resolution of complaints.

Step 1: The complainant shall bring the complaint to the attention of the employee's immediate supervisor either orally or in writing within twenty (20) working days after the complainant knew or should have known of the event or condition which has caused the complaint, in attempt to resolve the issue.

Step 2: If the complainant is dissatisfied with the resolution at Step 1, he/she should, within ten (10) working days, submit the complaint to the Superintendent of Schools in writing. The Superintendent/designee shall meet with the complainant to attempt to resolve the dispute and respond in writing.