

GERMANTOWN SCHOOL DISTRICT



PROFESSIONAL & TECHNICAL EMPLOYEE HANDBOOK (EXEMPT)

2009-2010

Introduction

The Germantown School District's Professional and Technical Employee Handbook summarizes some of the employment policies, procedures, and rules and regulations of the Germantown School District. It has been prepared to provide a convenient source of information about our employment practices. It is the employee's responsibility to become familiar with and follow the policies, procedures, rules and regulations contained in this handbook. Most questions should be answered by this handbook; however, if there are any additional questions regarding this handbook or matters not contained in it, contact the department administrator.

This handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained in this handbook constitutes a guarantee of employment, compensation or benefits, express or implied. Please understand that circumstances may arise requiring changes in the policies, practices and benefits described in this handbook. Accordingly, Germantown School District reserves the right to amend the contents as it deems appropriate.

Should any provision in this handbook be found to be unenforceable or invalid, such finding does not invalidate the entire handbook, but only that particular provision.

This handbook supersedes all previous handbooks, statements, procedures, rules or regulations given to employees, whether verbal or written.

This handbook applies to the staff as identified in Appendix A.

Equal Employment Opportunity

Personnel hiring and administration in the Germantown School District shall be conducted so as not to unlawfully discriminate against an employee or applicant on the basis of sex, sexual orientation, race, national origin, ancestry, color, age, creed, religion, pregnancy, marital or parental status, or physical, mental, emotional or learning disability, arrest record, conviction record, membership in the national guard, state defense force, or any other reserve component of the military forces of Wisconsin or the United States, use or nonuse of lawful products off the employer's premises during nonworking hours, or any other reason prohibited by state or federal law.

It is the intent of the Germantown School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. In keeping with the requirements of federal and state law, the Germantown School District shall strive to remove any vestige of discrimination in employment, assignment, and promotion of personnel. The district administrator/designee shall notify applicants for employment and employees of district nondiscrimination policies and established complaint procedures, and shall annually publish a notice to that effect.

Complaints regarding the interpretation or application of this policy shall be processed in accordance with established procedures. All complaints of discrimination will be investigated in a prompt and thorough manner. Complaints and their resolution shall be kept confidential to the extent possible. If it is determined that discriminatory conduct has occurred, the District will take all appropriate action necessary to end the discriminatory conduct and to prevent such conduct from reoccurring. This action may include discipline up to and including termination of employment.

I. EMPLOYMENT

A. Employment Classifications

Work Year

Employees either work a 10 or 12-month work year. 10-month employees work during the academic school year with the specific number of days worked (for example, 200 days) being specified in advance by the employee's supervisor.

Non Exempt and Exempt Employees

All employees are classified as either "exempt" or "non-exempt." This is necessary, because, by law, "non-exempt" employees are entitled to overtime compensation for hours worked in excess of forty (40) per work week, not including vacation, sick, or holiday hours. Exempt employees duties and responsibilities allow them to be exempt from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws.

Employee classifications are listed in Appendix A of the handbook. All employees subject to this handbook are considered exempt employees.

B. Work Schedule

Work schedules for employees vary throughout the District. Operational demands may make it necessary for occasional changes in starting and ending times and in the total hours that may be needed each day and week to meet the varying demands of our organization. Supervisors will inform employees of hours and schedules. Flexible work schedules may be mutually agreed upon between employees and supervisors.

Scheduling Procedures

All employees are required to record their days worked. Please comply with all requirements to ensure pay is accurate and on a timely basis.

Employees are prohibited from engaging in any conduct to falsify their own or another employee's hours worked. Tampering, altering or falsifying time records is a serious infraction of policy and may result in disciplinary action, up to and including termination.

C. Job Responsibilities

Duties and responsibilities are listed per position in each job description on file in the Department of Human Resources.

D. Assignment and Transfer

Employees are subject to assignment and transfer at the discretion of the District. The wishes of the employee will be considered in making assignments and transfers.

Promotion/Reclassification:

A promotion is an authorized reassignment from one position to another position in a higher salary grade. Upon promotion, an employee is eligible for a salary increase. Promotion increases are determined on an individual-case basis. Factors generally considered when determining a promotion increase are previous experience or education which might now be relevant, the salary range of the new position, internal salary relationships, and length of service.

E. Evaluation

Each employee shall receive a Performance Evaluation annually. A conference regarding performance shall be held between the supervisor and employee at the Performance Evaluation. At this time specific goals and objectives shall be established by the supervisor for the employee.

Each employee will receive a copy of their evaluation document when they are evaluated by their supervisor. The employee shall sign the evaluation document to indicate his/her reading same, but does not necessarily indicate agreement with its content. The employee may write a response to the evaluation, which will be attached to the evaluation document.

A copy of the evaluation document shall be given to the employee and placed in the personnel file.

F. Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with the District. If the District determines an employee's outside work interferes with performance or the ability to meet the requirements of the District, the employee may be asked to terminate the outside employment if he or she wishes to remain with the District. Outside employment that constitutes a conflict of interest is prohibited.

G. Guidelines for Conduct and Disciplinary Action

Every organization requires a set of rules so the group as a whole may operate smoothly and safely to accomplish its goals. This is particularly true, where any failure to adhere to high standards of conduct may affect the well being of students, employees and the community. The District's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of several steps: verbal warning, written warning, suspension without pay, or termination of employment. The action depends upon factors such as the severity of the problem and the number of occurrences. There is no precise formula for determining discipline in any particular instance. The District recognizes that there are certain types of problems that are serious enough to justify either a suspension or termination of employment, without going through progressive discipline steps.

Additional standards of conduct are contained elsewhere in this Employee Handbook. Obviously, it is not possible to list every type of conduct which may result in disciplinary action. Employees should, therefore, talk to a supervisor if he/she is unsure of what to do in a given situation. We ask the cooperation of all employees in the observance of these policies. The following actions are strictly prohibited:

1. Abuse, mistreatment, or threatening of a student or another employee, either physical, verbal, or psychological
2. Falsification of employment application or other employee records
3. Insubordination
4. Using foul and/or abusive language
5. Gambling on District premises
6. Sleeping on the job during the employee's working hours

7. Disregard of one's appearance, uniform, dress or personal hygiene
8. Commission of a crime
9. Negligent or deliberate violation of any and all safety rules
10. Signing in or reporting time of arrival or time of departure for another employee, or requesting another employee to register time in the timekeeping system or sheet other than your own
11. Tardiness, absenteeism, or unauthorized absences by an employee from his or her work station during an employee's working time
12. Unauthorized use and/or possession of narcotics, dangerous drugs, intoxicating beverages or substances, or being under the influence of intoxicants or drugs on premises or during working hours
13. Threatening, intimidating, coercing or fighting with another employee or students by word or deed, whether on or off District premises
14. Possession of firearms or any other type of weapon while on District property
15. Negligent or deliberate destruction of or misuse of property belonging to the District or to another staff member
16. Unauthorized possession, use, copying or reading of District records, or disclosure of information contained in such records to unauthorized persons
17. Poor attitude or disrespect to administration, supervisors, students or other staff members
18. And any act of misconduct, incompetence, or any violation of this Employee Handbook which may, in the District's sole discretion, be grounds for disciplinary action and/or termination of employment

II. COMPENSATION AND RELATED BENEFITS

A. Salary

1. Pay Classifications

See Appendix A for salary grades levels.

2. Pay Increases

Pay increases are recognized through a variety of mechanisms. Within annual budgetary parameters as approved by the Board of Education, allocations for salary increases may include any or all of the following: merit increases, market adjustments, general increases, promotions, equity increases, special recognition payments, and group incentive payments. Total package compensation cannot exceed Board approval, therefore the pool for salary distribution will be determined after benefit costs are calculated.

Annual increases for employees are effective at the beginning of each fiscal year on July 1. Employees hired after April 1 are not eligible for an annual increase until the following fiscal year.

3. Payroll

Employees will be paid bi-weekly. If a payday falls on a holiday, employees will be paid on the last work day preceding the holiday. Employees will have the option of having his/her check deposited directly into the banking institution account of their choice.

Paychecks will include earnings for all work performed through the end of the previous pay period as established by the annual payroll schedule. Pay is subject to all deductions required by law, federal tax, social security payment, Medicare, and state and local income taxes, as applicable. The amount of the deductions will

depend on earnings and information furnished on individual W-4 forms regarding the number of exemptions claimed. If an employee wishes to modify the number of exemptions, he/she must request a new W-4 form from the Payroll Office. Only employees may modify his/her own W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. Please check pay stubs to ensure that it reflects the proper number of withholdings.

The annual W-2 form reflects how much of an employee's earnings were deducted for these purposes. Any other mandatory deductions to be made from paychecks, such as court ordered garnishments, will be explained whenever the District is ordered to make such deductions. Questions about pay and deductions should be discussed with the Payroll Office.

Should there be an underpayment of any kind, the District will make every effort to repay the amount as quickly as possible. In the event that there is an overpayment of any kind that the District has not noticed, it is the employee's responsibility to bring this to the attention of the Payroll Office.

B. District Benefits

Eligibility:

These benefits apply to employees regularly scheduled a minimum of 35 hours per week. Employees new to the district must enroll in coverage within 30 days from the date of hire. Any employee that enrolls after the 30 days from the date of hire will be considered a late applicant and subject to applicable provisions of the plan.

1. Health Insurance:

The Board shall pay 97% of the single or family premium cost, as appropriate, of the District's health insurance plan including routine physical examinations. Benefits will be determined under the terms of the current health care plan. In the event of an Employee's death during employment, the Board shall provide 12 months of additional paid coverage for the Employee's spouse and/or dependents beyond the month in which the death occurred.

Employees who can demonstrate that they have other health coverage may elect through the Section 125 cafeteria plan to receive additional payment of cash compensation in an amount equal to 25% of the annual family plan premium of the Employee's health plan or \$5,600 whatever is greater.

The health care plan design and benefits may be modified at any time at the discretion of the Board.

2. Dental Insurance

The Board will pay monthly premiums not to exceed 97% of the single or family premium cost. Benefits will be determined under the terms of the District's current dental plan. In the event of an Employee's death during employment, the District shall provide 2 months additional paid coverage for the Employee's spouse and/or dependents beyond the month in which the death occurred.

The dental plan design and benefits may be modified at any time at the discretion of the Board.

3. Vision Care Plan

The Board will pay 97% of the monthly premium for a single or family vision care plan. Benefits will be determined under the terms of the District's current vision care plan.

The vision care plan design and benefits may be modified at any time at the discretion of the Board.

4. Long Term Care (LTC)

LTC benefits will be provided for all Employees and their spouses will full premiums paid by the District.

5. Life Insurance

The Board will provide group term life insurance of 2 (two) times the Employee's salary at no cost to the Employee and without medical examination. The Board reserves the right to amend the provisions of this article; however no changes to this article will adversely affect the Employee's life insurance coverage.

6. Long-Term Disability Insurance

The Board shall pay 100% of the full premium cost of the District's Long-term Disability Plan (Plan = 90% of salary after sixty (60) calendar days).

7. Retirement

The Board shall pay 100% of the required employee and employer contributions to WRS to a maximum of 13%.

8. Tuition Reimbursement

Upon successful completion, the Board will pay 100% of the tuition cost (not to exceed the current graduate credit rate at UW-Madison) for any college credits taken at a state accredited university to a maximum of nine (9) credits during any fiscal year. Reimbursement is contingent upon receiving a minimum grade of "B" or "P" for pre-authorized courses. The courses must be professionally related and have the prior approval of the Superintendent or in case of the Superintendent's credits, the prior approval of the Board of Education. If the Employee earns a higher degree at District expense, and then voluntarily terminates employment with the District within one year after attaining said degree, the Employee agrees to repay the District 100% of the tuition monies paid to the Employee for the prior year.

9. Mileage Reimbursement

Authorized use of the Employee's personal car for work will be reimbursed at the current IRS rate.

10. Bereavement Leave

Up to 5 days leave may be granted for a funeral upon approval of the superintendent. The first two days used per year are supplemental and will not be subtracted from

annual leave. Any additional bereavement leave taken as bereavement leave will be charged against sick leave.

11. Professional Dues

Up to \$800 annually is available for membership in professional organizations at the discretion of the superintendent.

12. Workers' Compensation

All employees are entitled to workers' compensation benefits. This coverage is automatic and immediate and protects employees following a work related injury. A work related injury is defined as an accidental injury suffered in the course of work, or an illness which is directly related to performing assigned job duties. If an employee cannot work due to a work-related injury or illness, workers' compensation insurance pays medical bills and provides a portion of income until an employee can return to work.

Employees, who because of an illness or injury, which occurred on the job and is covered by workers compensation, and are unable to perform their duties as an employee shall be paid their full salary for the period of such absence up to the maximum number of sick days accumulable without deduction from actual, accumulated sick leave. Such salary continuation shall be contingent upon the employee's endorsement of his/her workers' compensation payment for this period to the District. Should the employee's worker compensation related absence exceed the maximum number of sick leave days accumulable, then at such time the employee may elect to utilize his/her remaining accumulated sick leave or receive the worker compensation benefit.

All injuries or illnesses arising out of the scope of employment must be reported to the supervisor immediately. Prompt reporting is the key to prompt benefits. Employees returning to work after being absent due to a work-related injury must report to their supervisor and bring a medical release prior to returning to work.

13. Legal Protection

Employees covered by the District's liability policy when acting within the scope of their defined duties and responsibilities. Employees may request and be provided with legal counsel in the event they are named as a defendant in any action or special proceeding because of acts committed while carrying out duties within the scope of their employment (excluding any action or proceeding commenced by the District). Such employees shall be provided with legal counsel at the expense of the District in accordance with Section 895.46 of the Wisconsin Statutes.

14. Tax Sheltered Annuity

Employees have the opportunity to participate in a tax sheltered annuity program approved by the District. All deductions and TSA programs must be in compliance with the requirements of the Internal Revenue Code and the District reserves the right to discontinue any deductions that are not in compliance.

15. IRS Section 125 Flexible Benefit Plan

Employees regularly scheduled a minimum of 35 hours per week have the opportunity to participate in a Section 125 Flexible Benefit Plan. The plan allows employees to pay for certain qualifying health or dependent care expenses with pretax dollars. The plan will be offered once a year for employees to enroll during the annual open enrollment window. If enrollment is elected, the deductions will be taken on a pretax basis as a payroll deduction. All expenses will be subject to applicable rules and regulations as determined by the carrier selected by the District.

16. Adjustments

Nothing herein shall limit the Board of Education from making appropriate adjustments in this program, including, but not limited to changes to the Hospital/Medical insurance plan design or benefits.

III. TIME OFF AND LEAVES OF ABSENCE

Working as a team is an effective way to conduct our business, and thus, the District feels that absenteeism and tardiness adversely affect our collective performance and place a burden on co-workers.

Employees will be at work promptly every workday. Employees that cannot avoid being late to work, or are unable to work as scheduled, must notify his/her immediate supervisor within two hours of his/her starting time or as soon as possible. Excessive absenteeism and/or tardiness may be grounds for disciplinary action, up to and including termination.

For purposes of absence and leave time, a “day” shall mean the number of authorized hours per week divided by five. If an employee requests to take hours off during his/her workday, an employee may flex the workday with mutual agreement between the employee and supervisor. However, an employee cannot utilize paid time off to exceed his/her number of authorized hours per day.

A. Absences

General Leave

Employee shall be granted one and one half days paid leave per month of contract service. Annual leave shall accrue at the start of each new contract year cumulative to a maximum of 120 days. Employee shall be allowed to use up to six (6) of such leave days annually for personal leave. Use of such personal days shall be pre-arranged between the Employee and his/her immediate supervisor. On an annual basis, any of an Employee’s six (6) personal days which have not been used may (a) be added to their leave bank, (b) paid out at the rate of one-hundred dollars (\$100.00) per day, or (c) contributed to another school district employee for catastrophic health care needs when the employee has exhausted their own bank. The determination of option (a), (b) and/or (c), and any combination thereof, is at the sole discretion of the Employee. In addition to the annual leave days, one (1) day of emergency leave may be granted to an employee at the discretion of the Superintendent.

Severance Pay

When the Employee retires, the Employee shall receive a severance payment. Severance pay shall be computed on the basis of one-half (1/2) of the then current daily rate of pay for the Employee for all unused accumulated sick leave days up to a maximum of thirty-five (35) days of accumulated sick leave. Payment of the severance pay under this provision shall be made at the next payroll after the date of termination of the employment contract and shall be subject to the appropriate tax

withholdings. This payment shall be in addition to any payment authorized under other provisions of this policy and for services rendered while working in the Germantown School District as an employee.

Regulation

Illness leave may only be taken for the employee's personal illness or injury, or for the personal illness or injury to a member of the employee's immediate family. Immediate family is defined as including a husband, wife, father, mother, son, daughter, and those individuals to whom the employee is legal guardian.

An employee shall give reasonable notice to the supervisor of the need to use illness time. Failure to notify the supervisor will result in the loss of illness leave for that day or days.

The District reserves the right to request medical confirmation of illness leaves requests.

B. Jury Duty and Witness Duty

Where an employee is absent from work as a result of performing jury duty or acting as a witness pursuant to subpoena, the employee will be paid their full salary for the period of such absence; provided, however, that all payments less mileage due the employee for performing jury duty shall be endorsed to the District. Employees shall report to work if released from jury duty or the witness stand when at least four (4) hours remain in the scheduled workday. Employees are required to submit proof to verify the amount of the payment and/or their requirement/request to appear.

C. Family and Medical Leave Act

The Germantown School District complies with both the Wisconsin and Federal Family and Medical Leave Acts. Employees may request use of the Family and Medical Leave Act by completing the Employee Request Form. Employees should contact the Human Resources office for more information.

D. Unpaid Leaves of Absence

Under emergency circumstances, for medical, personal, or other reasons, employees may need to be temporarily released from his/her position. The District may allow eligible employees to apply for and be considered for a leave. This type of leave is beyond any leave available by federal and/or state law.

Time off for any reason during the working day will count first against applicable allotted paid time off. Thereafter, unless specifically exempted, any time off will be without pay.

Failure to return to work as scheduled from an approved leave of absence or to inform the supervisor of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for a leave of absence shall be submitted in writing to the supervisor. Each request shall provide sufficient detail such as the reason for the leave and the expected duration of the leave.

Employees who have completed one year of service are eligible for an unpaid personal leave of absence of thirty (30) calendar days. During that time, employees will remain covered under the District insurance plans if applicable.

A request for a personal leave will be evaluated on a number of factors, including operation and staffing requirements during the proposed time of absence.

In the case where thirty (30) calendar days are insufficient, consideration may be given for an extension. Any extension beyond the initial 30 days will require employees to pay the full cost of insurance benefits. The District will resume coverage when an employee returns to active employment.

E. School Cancellation Days

Whenever school is closed or classes are cancelled, because of adverse weather conditions or any other situation beyond the control of the District, employees are to report to work unless directed otherwise by the supervisor. In the event of an employee absence, employees may use the following types of time to account for normal scheduled hours lost due to weather cancellation: personal business, emergency, vacation, compensatory time (non-exempt).

Any school day or days cancelled as a result of a school or schools being closed pursuant to such an order may be rescheduled by the Superintendent limited to the hours of instruction specified under Wisconsin statute for purposes of a school district qualifying for state aid. This may extend the school year for students.

F. Vacation

All employees regularly scheduled on a full-time twelve (12) month basis shall be eligible for vacation with pay (at the normal hourly base rate of each employee) on the following schedule (twelve-month part-time employees on a prorated basis).

After Years Of

Continuous Employment

One (1) year
Five (5) years
Ten (10) years

Fifteen (15) year

Days Of Paid Vacation

Ten (10) days
Fifteen (15) days
One (1) additional day for each year after 10 years and including the fifteenth year

Twenty (20) days

Employees who have not attained one (1) full year of employment by July 1st will accrue one (1) day of vacation for each month worked after completion of their probationary period, up to a maximum of five (5) days per fiscal year.

Employees hired prior to July 2009 may have additional vacation days subject to individual agreements.

Vacation Requests

The vacation periods and the number of employees on vacation in any given period shall be determined in advance and approved by the employee's designated supervisor. Vacations may be arranged at any time during the year with the permission of the immediate supervisor.

No Accumulation

Except for new employees who are accruing vacation on a monthly basis vacation shall be taken on a current year basis and shall not accumulate from year to year. Any vacation not taken on a current, fiscal year basis shall be waived unless approved in the sole discretion of the District. If an employee is approved to carry forward vacation from a prior fiscal year, this carryover must be used by December 31st or be forfeited.

Anniversary Date

July 1 shall be the vacation anniversary date for all employees.

Termination

Any employee who is entitled to receive vacation pay upon termination shall receive the vacation pay earned, but not taken during that year on a prorated basis.

G. Holidays

Twelve month full-time employees shall be granted the following paid holidays each year:

- | | |
|------------------|------------------------------------------|
| New Year’s Day | Thanksgiving Day |
| Good Friday | Day after Thanksgiving |
| Memorial Day | Christmas Eve |
| Independence Day | Christmas Day |
| Labor Day | New Year’s Eve/December 31 st |

In addition to the above-listed holidays, twelve-month full-time employees shall be granted one (1) floating holiday to be taken at a time selected by the employee, subject to the approval of his immediate supervisor.

Full-time employees working less than twelve months shall be granted the paid holidays that fall within their annual work schedule.

In the event a holiday falls on a Saturday or Sunday, the previous Friday or following Monday will be recognized as the holiday unless otherwise agreed to by the supervisor and employee.

IV. WORKPLACE POLICIES

Employees are expected to comply with all District policies. The following policies specifically deal with the workplace and need to be reviewed annually.

A. Drug Free Workplace (Board Policy 522.1)

The District is committed to maintaining a drug-free workplace. Therefore, the following activities and conduct by employees shall be strictly prohibited:

- a. The illegal manufacture, distribution, dispensing, selling, possession or use of controlled substances on school premises or during school-sponsored activities;
- b. The possession, use and distribution of alcoholic beverages on school premises or during school-sponsored activities; and
- c. Being under the influence of alcohol or drugs while on duty which inhibits or affects the employee's performance or endangers health and safety.

All employees shall be expected to abide by provisions of this policy. In addition, employees engaged in the performance of a grant received directly from the federal government shall notify the Director of Human Resources of any criminal drug statute conviction occurring in the workplace within the time period specified by law. The Director of Human Resources shall notify the appropriate federal agency of the conviction.

Any employee who violates this policy shall be subject to disciplinary action in accordance with provisions of current employee agreements or other established procedures. Employees may also be referred to law enforcement authorities for prosecution.

A copy of this policy shall be distributed to all employees of the District; published annually and posted in each building in the District. In addition, employees shall be informed annually about: (a) the dangers of alcohol and other drug abuse in the workplace; (b) the District's drug-free workplace policy; (c) any assistance or rehabilitation programs available in the area; and, (d) penalties that may be imposed upon employees for alcohol and other drug abuse violations occurring in the workplace.

The Board shall provide for a biennial review of this policy and any implementing procedures in order to: (1) determine their effectiveness and implement changes if necessary, and

(2) ensure that they are being consistently enforced throughout the District.

B. Harassment (Board Policy 512)

The District is committed to fair and equal employment opportunity for every person regardless of age, race, color, creed, religion, handicap, marital status, sex or sexual orientation, national origin, ancestry, disability, political affiliation, 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, or other nondiscrimination factor as required by law. The District also seeks to provide a work environment that is free from intimidation and harassment. Therefore, the District expressly prohibits any form of harassment relative to or based on the above-listed protected categories.

Harassment or intimidation can arise from a broad range of physical or verbal behavior which can include, but not be limited to, the following:

- Physical, mental, verbal, or written abuse
- Racial insults
- Ethnic slurs
- Religious slurs
- Unwelcome sexual advances or touching
- Sexual comments or sexual jokes
- Requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion or compensation
- Display of sexually explicit or otherwise offensive posters, calendars or materials
- Conduct which has the purpose or effect of interfering with an individual's work performance or creating an unfriendly or offensive work environment

These activities are offensive and are inappropriate in the workplace.

It is the responsibility of the administration, supervisors and all employees to ensure that these prohibited activities do not occur. Accordingly, any employee who believes that he has been the subject of prohibited harassment shall report the matter immediately to his building principal. If the complaint involves alleged improper behavior by the building principal or a Central Office administrator other than the Director of Human Resources, the employee shall report the matter immediately to the Director of Human Resources. If the complaint involves alleged improper behavior of the Director of Human Resources, the employee shall report the matter immediately to the Superintendent. If the complaint involves alleged improper behavior by the Superintendent, the employee shall report the matter to the Board President. All such reports shall be taken seriously, treated fairly, and investigated promptly.

Harassment is a serious issue not just for the District but also for each individual. Any employee who engages in harassment or intimidation shall be subject to immediate discipline, up to and including discharge. An employee or supervisor may also be held individually liable as a harasser and subject to the same penalties which may be imposed upon employers under state or federal law.

There shall be no retaliation against any employee who files a complaint under this policy. Any person who engages in retaliatory conduct against a complainant will be subject to disciplinary action.

C. STAFF USE OF THE INTERNET AND/OR OTHER ELECTRONIC TRANSMISSION AND INFORMATION RETRIEVAL SYSTEMS

Access to any electronic network is a privilege. However, access demands the responsibility to act in a considerate and trustworthy manner.

Users are responsible for their behavior and communications over those networks. They shall comply with district standards for curriculum delivery and development. They shall honor the network agreements the district and/or building has signed.

Network access rights and storage areas, either on a disk, local or wide-area network, remain school property. Development of any materials, instructional or otherwise, with district or school access privileges becomes school property. Any new instructional programs or a major change in an existing program which results from staff accessing the various Internet venues shall be considered school district property.

Network administrators may monitor or review files and electronic communications, without notice, to maintain system integrity and insure that users are using the system responsibly. Network supervision and maintenance may require review and inspection of directories, files, and/or messages. Communication over networks should not be considered private. Any and all communications are property of the Germantown School District.

The district reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system. Network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

Employees are expected to use electronic transmissions in a professional manner. Electronic mail (e-mail), Web access and retrieval, teleconferences and telecommunications are to be utilized to share confidential information about the district, students or other employees only on an as needed basis.

Staff shall secure parent/guardian permission before student use of the Internet is allowed. Staff shall guide and direct the students toward appropriate areas and materials during school. Staff shall inform and receive permission from their administrator to use a school account after school hours.

While using the electronic networks, including resident applications, any representative of the school district must not:

- Use the District's hardware, software or the electronic network for private or personal business
- Send or post offensive messages or pictures
- Use obscene language
- Harass, insult or defame others
- Damage computers, systems, servers or networks
- Violate copyright laws
- Use another's password
- Use a District or school password for private or personal business
- Impersonate another staff member, student or unidentified third party
- Trespass in another's folders, work or files
- Employ the network for commercial purposes or private gain
- Tamper or alter e-mail addresses, passwords
- Write, receive or send viruses
- Violate the integrity of firewalls or similar architecture
- Post anonymous message

The above list is not all-inclusive due to the constant change and rapid advances of technology. Consequently, new parameters of appropriate behavior may be necessary in the future.

Violations of this policy shall result in a loss of access privileges as well as other disciplinary or legal action.

V. SEPARATION OF EMPLOYMENT

The District operates under the principle of employment at-will. This means that neither the employee nor the District has entered into a contract regarding the duration of employment. Employees are free to terminate his/her employment at any time, with or without reason. Likewise, the District has the right to terminate employment, or otherwise discipline, transfer, or change position at any time, with or without reason, consistent with applicable state and federal law.

The District expects that employees will give at least two (2) weeks notice in the event of a resignation. The last day worked by employees who quit, retired, or are terminated shall be the last paid day of employment. Any accrued benefits remaining to the employee on that date shall be paid to the employee on the last paycheck.

Exit Interviews

At termination, the District may request an exit interview to discuss reasons for leaving and any other impressions. Every attempt will be made to keep all information confidential.

Return of District Property

Any property issued, such as computer equipment, keys, cell phones, name badges is the property of the District and must be returned at the time of termination. Employees will be responsible for any lost or damaged items.

Post-Employment Benefits

Professional and Technical Employees are not eligible for post-employment benefits. If Employees hired prior to July 1, 2009, were, during their course of employment with the District, promised post-employment benefits, the District will comply with said benefits upon proper evidence.

VI. COMPLIANCE

Misuse or abuse of the benefits available to employees or violation of the policies and procedures referred to in this handbook can result in revocation of benefits or disciplinary action, including termination.

VII. CLOSING STATEMENT

The District thanks employees for taking the time to thoroughly read the Employee Handbook.

The District expects everyone to abide and follow the policies as set forth and described. However all employees are encourage to bring forward their suggestions and good ideas about how the District can be made a better place to work, our jobs improved, and our services to our clients enhanced. When employees see an opportunity for improvement, please talk it over with the Department Administrator or Human Resources. All suggestions are valued.

Appendix A

GERMANTOWN SCHOOL DISTRICT

Professional and Technical Employees

Exempt: Level 1

Work Year: 12 months

Positions:

- **Director of Maintenance & Plant Operations**
- **Director of Communication and Technology**
- **Comptroller**
- **Network Technician**
- **Assistant Facilities Manager**
- **Desktop Technician**

Exempt: Level 2

Work Year: 10 months*

Positions:

- **Director of Food & Nutrition**
- **School Nurse**

*Specific days worked to be determined by supervisor.