



MERRILL AREA PUBLIC SCHOOL DISTRICT

2024-2025 SUPPORT STAFF HANDBOOK

*(Secretaries, Technicians, Custodians, Aides, Merrill Productions,
Co-Curricular Coaches & Advisors, Substitutes, Lifeguards and any
Non-Certified Staff Members not Covered by the Teacher Handbook)*

Revised: February 21, 2024

[TABLE OF CONTENTS \(CLICK ON THE TITLE TO GO TO THAT PAGE\)](#)

[INTRODUCTION](#)

[OVERVIEW OF DISTRICT](#)

[Mission](#)

[Vision](#)

[Disclaimer Statement](#)

[EMPLOYMENT CATEGORIES AND DEFINITIONS](#)

[Employment Categories](#)

[Work Schedules](#)

[Secretaries](#)

[Aides](#)

[Technology Technicians:](#)

[Custodians:](#)

[GENERAL EMPLOYMENT POLICIES](#)

[Nondiscrimination in Employment](#)

[Title IX Sexual Harassment/Discrimination and Complaint Procedures](#)

[Harassment Complaint Procedure \(for harassment not covered under Title IX\)](#)

[Drug Free Workplace](#)

[Computer and Internet Use](#)

[Use of Internet/Electronic Media/Online Forums](#)

[Staff Ethics and Conflict of Interest](#)

[Staff, Supervisor, and Board Member Relations](#)

[Pre-employment Examination](#)

[Personnel Records](#)

[Work Stoppage](#)

[Rules of Conduct](#)

[Transporting Students](#)

[Personal Appearance/Staff Dress Code](#)

[WORKING ENVIRONMENT](#)

[Position Assignment](#)

[Vacancies and Transfers](#)

[Evaluation](#)

[Remote Work](#)

[Discipline](#)

[Resignations & Retirements](#)

[Reduction for Economic Reasons](#)

[Selection for Reduction](#)

[Workplace Injuries & Reporting](#)

[Grievance Procedure](#)

[EMPLOYEE PAY AND BENEFITS](#)

[Compensation Plan](#)

[Pay Periods](#)

[Payroll Deduction](#)

[Base Wage & Compensation in Addition to Total Base Wages](#)

[Overtime Pay](#)

[Professional Growth Benefit](#)

[Pay For Attendance At Conventions/Conferences](#)

[Shift Differential](#)

[Call In Pay/Building Checks](#)

[License Fees](#)

[403\(b\) & 457 Matching Contributions](#)

[Health Insurance](#)

[Alternative Benefit Arrangement](#)

[Dental Insurance](#)

[Life Insurance](#)

[Long-Term Disability](#)

[Employee Assistance Program](#)

[Early Retirement Benefit - Secretaries, Aides, and Technology Technicians](#)

[Early Retirement Benefit - Custodians](#)

LEAVE BENEFITS

[Absences](#)

[Paid Time Off](#)

[Vacations - 2020-21 Language for 12-Mo. Secretaries & Technology Staff](#)

[Vacations - Transition Language for 2021-22 & Beyond](#)

[Funeral Leave](#)

[Leave of Absence](#)

[Military Leave](#)

[Family and Medical Leave](#)

[Jury Duty](#)

[Emergency School Closings](#)

[Holidays](#)

[Recording of Hours Worked](#)

[Reduction for Economic Reasons](#)

[Reduction in Hours](#)

MISCELLANEOUS PROVISIONS

[Mileage](#)

[Calendar & Professional Work Day](#)

[Parent/Teacher Conferences](#)

[Administratively Called Meetings](#)

[Attendance at School Events](#)

[Activities](#)

[Athletic Passes](#)

[Use of Employer Property/Equipment](#)

[Emergency Situations Disclaimer](#)

[APPENDIX A: SUPPORT STAFF HANDBOOK RECEIPT & ACKNOWLEDGEMENT FORM](#)

[APPENDIX B: MISCELLANEOUS SUPPORT STAFF COMPENSATION](#)

INTRODUCTION

This handbook has been prepared for support staff, which includes secretaries, technology technicians, teacher aides, custodians, and “other support staff” per assignment letter.

OVERVIEW OF DISTRICT

Merrill Area Public Schools (MAPS) provides an exciting and challenging employment opportunity for each member of our educational family. The District values having highly qualified employees. You are cordially welcome to be part of the MAPS community, and you are extended best wishes and success in your future undertakings with MAPS. These endeavors encompass work, social activities, friendships, professional development, and personal satisfaction. Together we will work to provide each student with a positive and safe learning environment.

MAPS covers over 500 square miles in Lincoln County and a small portion of Lantana County. The District's facilities include Merrill High School (grades 9-12); Prairie River Middle School (grades 5-8); Kate Goodrich and Washington elementary schools (grades K-4); Head Start – Early Childhood – 4K program, four community 4K sites; Merrill Adult Diploma Academy (focusing on students between 18 and 21); Bridges Virtual Academy (grades K-12); and the Nel's P. Evjue Memorial School Forest and Lodge services students at all grade levels.

This employee handbook is intended to serve as a general source of pertinent information and is designed to provide you with a framework for the District's employment policies. MAPS is committed to the policies expressed in this handbook. This information is not intended to create an expressed or implied contract of employment with the District. Please read it thoroughly and keep it available for future reference. The District reserves the right to change the handbook and policies linked in this handbook at any time to better meet the needs of students, families, staff, and the community. All handbook updates will be available on the MAPS *Human Resources* web page. You may also call (715) 536-4581 and ask to speak with the Human Resource staff.

Mission

The Merrill Area Public School District, in partnership with our community and families, is committed to providing the best education for every student in a safe environment.

Vision

The MAPS will be a leader in providing a quality education for all students through effective community, family and staff partnerships.

Disclaimer Statement

The contents of this handbook are presented as a matter of information only. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. However, the District will make every effort to maintain the terms of the current handbook through the end of the school year unless legal or legislative changes require revisions sooner. In general, the handbook revision process will begin every January with a review of the current year's handbook and concluding with adoption of the subsequent year's handbook prior to June.

The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guarantee of continued employment, or of continued benefits. Except as may be set forth in provisions of this handbook, Board policy, or individual contract, employment may be terminated at any time, with or without cause.

In case of a direct conflict between this handbook and Board policies or any applicable individual contract, Board policies and any individual contract shall control. This handbook should not be considered all inclusive. Copies of Board rules, regulations, and policies are available on the MAPS website at www.mapsedu.org. If you have questions regarding any of the Board policies, rules or regulations set forth in this handbook, or about matters which are not covered, please direct them to your immediate supervisor or the Director of Business Services.

EMPLOYMENT CATEGORIES AND DEFINITIONS

Employment Categories

Generally, employees will be defined by terms similar to the following:

- **Regular Full-time Employee:** Regular full-time employees are defined as employees whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee. Regular full-time employees will be entitled to all benefits as defined in this handbook. Regular full-time employees are defined as employees who are regularly scheduled to work at least thirty (30) hours per week for a school year or more.
- **Regular Part-time Employee:** Regular part-time employees are defined as employees who are regularly scheduled to work less than thirty (30) hours per week for a school year or more.
- **Limited Term Employees (LTE)** are defined as employees assigned to fill a vacancy created by the absence of a regular full-time employee or regular part-time employee, whose absence is scheduled to be, or is more than one semester. This classification of employment is not eligible for benefits, unless otherwise required by law.
- **Exclusions:** A regular full-time or regular part-time employee does not include casual, substitute, seasonal or temporary employees as defined in this Section. This classification of employment is not eligible for benefits, unless otherwise required by law. Eligibility for health insurance benefits will be determined by federal law. Casual employees are defined as those employees who are not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status. Substitute employees are defined as persons hired to replace a regular employee during the regular employee's leave of absence. Seasonal employees are those who are hired for a specific period of time usually related to the seasonal needs of the District. Temporary employees are defined as persons hired for a specific project for a specific length of time, not to exceed one hundred twenty (120) days.

Work Schedules

Supervisors are responsible for establishing and communicating to employees specific work schedules, including start times, break times, lunch schedules, and normal ending times. As part of new employee orientation, employees and supervisors should discuss the established work schedule requirements for their respective department or unit. The employee is responsible for adhering to that established schedule. When the work schedule must be changed due to business needs, supervisors will give as much advance notice as possible so that employees can make the appropriate arrangements to meet the new scheduling requirements; the Human Resource Department must also be notified to make the reflected changes in True Time for the employee's time sheets.

Employees working more than four (4) hours shall be entitled to a 30 minute unpaid, duty free lunch; a 15 minute break may be used in lieu of a 30 minute lunch upon agreement of employee and supervisor. Employees working less than four (4) hours shall be entitled to one (1) fifteen (15) minute break per shift. Student workers under the age of 18 must have one (1) thirty (30) minute break when working more than six (6) consecutive hours.

The legitimate operating requirements of the department and of the District must be the primary consideration in establishing work schedules and scheduling overtime. For purposes of pay computation, the official District workweek begins at 12:01 a.m. each Sunday, and ends at 12:00 a.m. (midnight) on the subsequent Saturday.

Secretaries

- 12-month secretaries are regularly scheduled to work at least seven and a half (7.5) hours per day and at least 260 days per year.
- 11-month secretaries are regularly scheduled to work at least seven and a half (7.5) hours per day and 230-232 days per year.
- 10-month secretaries are regularly scheduled to work at least seven and a half (7.5) hours per day and 200 days per year.

Aides/Custodians/Technology Technicians/Other:

- 10 Month Staff are scheduled to work all student contact days and assigned MSI days for approximately 185 days per school year.
- 12 Month Staff are scheduled to work year round for 260 or 261 days per year unless otherwise noted in the employment letter.

GENERAL EMPLOYMENT POLICIES

Nondiscrimination in Employment

The MAPS shall not discriminate in any aspect of employment. The MAPS is an equal opportunity employer. Personnel hiring and administration in the district shall be conducted so as not to discriminate against an applicant or employee on the basis of: age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, religious or political affiliation, pregnancy status, parental status, homeless status, membership in the national guard, state defense force or any other United States or Wisconsin reserve component of the military forces or use or nonuse of a lawful product off school premises during non-working hours or any other reason prohibited by state or federal law.

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

The district has selected two Complaint Officers (COs) to handle any claims regarding discrimination. Anyone looking to file a complaint should refer to Board Policy #2260 and/or #4123. The COs are listed below:

Amber Haluska
Director of Special Education & Pupil Services
715-536-4581, ext. 10008
amber.haluska@mapsedu.org

John Hagemeister
BVA Executive Director
715-539-8360, ext. 22001
john.hagemeister@bvaedu.org

[2260 NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY](#)

[4123 SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT](#)

Title IX Sexual Harassment/Discrimination and Complaint Procedures

Employees who wish to file a complaint regarding a violation of the Title IX Sexual Harassment/Discrimination Policy (#2266) should submit a verbal or written complaint to his/her supervisor, the harasser's supervisor, Director of Pupil Services, or the Director of Business Services. These individuals are identified in policy #2266 as Title IX Coordinators and are listed below:

Amber Haluska
Director of Special Education & Pupil Services
715-536-4581, ext. 10008
amber.haluska@mapsedu.org

John Hagemeister
BVA Executive Director
715-539-8360, ext. 22001
john.hagemeister@bvaedu.org

2266 NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

- [WASB Title IX Training Materials.pdf](#)
- [Title 9 - Formal Complaint Form](#)

Harassment Complaint Procedure (for harassment not covered under Title IX)

Employees who wish to file a complaint regarding a violation of the Employee Anti-Harassment Policy (#4362) should submit a verbal or written complaint to his/her supervisor, the harasser's supervisor, the Director of Pupil Services, or the Director of Business Services. These individuals are identified in policy #4362 as Complaint Officers (COs) and are listed below:

Amber Haluska
Director of Special Education & Pupil Services
715-536-4581, ext. 10008
amber.haluska@mapsedu.org

John Hagemeister
BVA Executive Director
715-539-8360, ext. 22001
john.hagemeister@bvaedu.org

1662 EMPLOYEE ANTI- HARASSMENT

4362 EMPLOYEE ANTI-HARASSMENT

4362.01 THREATENING BEHAVIOR TOWARD STAFF MEMBERS

5517 - STUDENT ANTI-HARASSMENT

Drug Free Workplace

All support staff employees are prohibited from unlawfully manufacturing, distributing, prescribing, consuming, possessing, using, dispensing, or being under the influence of alcohol, illegal drugs or the misuse of prescription drugs, while on premises owned or controlled by the District, while performing work for the District or while being transported under District auspices.

4122.01 ALCOHOL AND DRUG-FREE WORKPLACE

Computer and Internet Use

The District has established computer and internet acceptable use policy and guidelines. The District reserves the right to monitor and access an employee's internet activities and email content. The use of the District system and access to the Internet is a privilege, not a right. Users will be held responsible for their actions when using the system.

[7540 TECHNOLOGY](#)

The district has expectations regarding the recording of students. Students should only be recorded when it is part of the curriculum or when demonstrating positive, desirable behaviors. The specific language in policy #7530.02 refers to acceptable recording as “necessary to fulfill their job responsibilities.” The policy also references getting approval from the District Administrator. Recording should never be in relation to student discipline or evidence gathering. There are further guidelines in the Acceptable Use Policy (AUP) and Responsible Use Policy (RUP). While there are multiple technology policies, the following should be reviewed when questioning the application of various forms of technology.

[7530.02 STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES](#)

[7540.04 STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY](#)

Use of Internet/Electronic Media/Online Forums

The District has developed rules regarding employee use of online forums (as such use pertains to the school community) in order to protect the interests of students, parents, the District, and its personnel.

[7544 USE OF SOCIAL MEDIA](#)

Staff Ethics and Conflict of Interest

All support staff employees of the MAPS are held to the highest ethical standards. It is expected that at all times employees' behavior and conduct toward fellow staff, students, parents, school board members and the public portrays respect, trust and integrity.

[4210 SUPPORT STAFF ETHICS](#)

Staff, Supervisor, and Board Member Relations

MAPS has a variety of employees working at a variety of levels within the organization and strives to maintain professionalism and order throughout. MAPS has an organization chart which shows the expected pathway to resolve conflict within the organization. The organizational chart is available in [Administrative Guideline #1120](#).

[4179 - STAFF CONCERNS](#)

Pre-employment Examination

As a condition of employment, the Board may require a physical examination of every school employee of the school district. The Board shall ensure that the physical examination includes a screening questionnaire for tuberculosis approved by the Department of Health Services and, if indicated, a test to determine the presence or absence of tuberculosis in a communicable form. Freedom from tuberculosis in a communicable form is a condition of employment. The school employee shall be examined by a practitioner in the employ of or under contract with the school district.

The Board may not require physical examinations of any school employee who files with the Board an affidavit setting forth that the employee depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization and that the employee is to the best of the employee's knowledge and belief in good health and that the employee claims exemption from health examination on these grounds. Notwithstanding the filing of such an affidavit, if there is reasonable cause to believe that such employee is suffering from an illness detrimental to the health of the pupils, the Board may require a health examination of such school employee sufficient to indicate whether or not such school employee is suffering from such an illness. No school employee may be discriminated against by reason of the employee's filing such an affidavit.

The District shall pay 100% of the fees for the physical examinations and any other applicable testing, provided the employee obtains these services from a physician or medical facility approved by the Board. If a physician or medical facility not approved by the Board is chosen by the employee, the District shall pay an amount equal to the average fee charged by the approved physician/medical facilities and the employee shall be responsible for any additional expense.

Personnel Records

A personnel file shall be maintained for each support staff employee in the District and may contain such information as applications, college credentials, transcripts, references, evaluations, and other pertinent employment information. The personnel file shall be maintained by the Central Office and shall be kept in a secure location. Materials shall not be removed from the personnel file without permission of the District Administrator or his/her designee. A support staff employee may not add items to his/her personnel file without permission of the District Administrator or his/her designee, unless required by law.

Personnel records shall be maintained in accordance with state and federal laws and regulations and shall be retained in accordance with the District's record retention schedule. A support staff employee shall have the right, upon request to review personnel records, in accordance with state and federal laws.

Work Stoppage

Support staff employees of the District shall not engage in, condone, assist or support any strike, slowdown, or withhold in full or in part any services to the District. In the event of a violation of this provision, the District may take whatever disciplinary action it deems appropriate, up to and including termination.

Rules of Conduct

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, district patrons, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations. Violation of any of these items may result in disciplinary action, up to and including termination.

To ensure orderly operations and provide the best possible work environment, the District expects support staff employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Listed below are some rules and regulations of the District. This list should not be viewed as being all-inclusive.

Behavior and conduct that the District considers inappropriate, which could lead to disciplinary action at the sole discretion of the District, up to and including termination of employment without prior warning, includes the following but is not limited to:

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating District-owned vehicles or equipment
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of District-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Possession or the use of tobacco products is prohibited on school property, in school buildings, in vehicles used for school purposes or in any area where people congregate for any school activity in the Merrill Area Public School District.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace. The District strictly prohibits concealed carry by its employees during the course of employment.
- Excessive absenteeism or any absence without notice.

- Unauthorized absences during the workday.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.
- Unauthorized disclosure of proprietary and/or confidential information.
- Engaging in inappropriate personal relationships with students or minors

Transporting Students

All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board (Wis. Stats. § 121.52(2)). This requirement does not pertain to use of a school vehicle for transportation involving one's self or other employees (adults); it is only relative to situations where staff (any employee or volunteer) are going to be transporting students. The sample driving contract can be found [here](#). Contact the Buildings and Grounds Department with questions about using district vehicles and their availability.

Personal Appearance/Staff Dress Code

It is the District's expectation that every staff's appearance is consistent with the high standards we set for ourselves as a District. Support staff are expected to present a well-groomed, professional appearance and to practice good personal hygiene.

The District expects that all staff are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. All staff are required to wear shoes that are safe and professional.

[4216 SUPPORT STAFF DRESS AND GROOMING](#)

WORKING ENVIRONMENT

Position Assignment

Employee locations will be reviewed as needed and may be changed at any time; changes supporting student needs, licensure compliance, and school climate will be the highest priorities. Specific job task assignments will be determined by the building principal or direct supervisor. MAPS will attempt to notify employees of their tentative schedules and assignments for the coming school year no later than the last day of the preceding school year.

Vacancies and Transfers

All employment vacancies shall be filled on the basis of an applicant's qualifications and alignment to student needs. Seniority within the district and/or job classification shall not be a consideration in hiring decisions.

As a position becomes vacant as determined by the district or when a new one is created, the Director of Business Services may post the position internally without an external posting, if an adequate pool of qualified candidates exists within existing staff. Support Staff currently employed within MAPS may apply for the posted positions. The District retains the right to select any applicant for a posted position and may also, in its discretion, transfer staff to positions based on the needs of the District. To follow are some definitions and guidelines administration will strive to operate by:

- Transfer happens when...
 - an employee is moved to the same type of position AND same task (could be different grade level too), but a different building
 - This is formally shared with the Board
 - The authority to do this lies with the principals involved and central office
- Scheduling happens when...
 - Same building AND same task, but a different grade level
 - Not shared with the Board
 - Principals have the authority to move their staff within their building
- Hiring Process happens when...

- The task is new to an individual and/or the individual was not asked by an administrator to "move."
- This is formally shared with the Board
- The authority to do this lies with the principals involved and central office
- Hiring of new employees is also subject to specific Board approval

Since licensing for support staff is highly flexible, specifically special education aide licenses, the administration reserves the right to move and/or recommend aides to be moved in and out of special education and regular education aide roles either as a "transfer" or "scheduling" situation.

Evaluation

The District recognizes the importance and value of a procedure for assisting and evaluating the progress and success of both newly employed and experienced personnel for the purpose of improving instruction and service. Such evaluation will occur at the discretion of the District. In general, support staff employees will be evaluated at least once per year.

4220 EVALUATION OF SUPPORT STAFF

Conferences and Conventions

The Board encourages attendance at conferences and conventions which will improve the likelihood of increased student achievement outcomes. Employees who wish to attend such conferences and conventions on work days must request approval from his/her supervisor in advance.

Remote Work

MAPS has adopted a remote work policy that allows for flexibility with the appropriate employee types. Remote work must be approved by the Superintendent.

4120.02 REMOTE WORK

Discipline

Any support staff employee who engages in conduct that is contrary to the good judgment, common sense or decency, or an act that violates MAPS policies, procedures, department processes, or administrative guidelines may be subject to discipline, up to and including termination. The nature of the discipline will depend on the nature of the violation and the surrounding circumstances. Discipline is defined as a verbal reprimand, written reprimand, or suspension [unpaid or paid]. Employment with the District is at-will and may be terminated at any time, by the employee or the District for any or no reason.

Resignations & Retirements

Letters for resignations or retirements should be dated, state the last day of physical work, and include a signature from the employee. The letter can be given to the employee's direct supervisor, District Administrator, or Director of Business Services. A signed copy of the letter must be given to the Director of Business Services.

Reduction for Economic Reasons

In the event the Board determines to reduce the number of employee positions or the number of hours, the Board shall determine the number of positions or hours to be eliminated and shall follow the process provided below to select employees to be reduced for economic reasons. In general, employees will receive notification of reduction via letter on or before the last day of scheduled work.

Selection for Reduction

The District retains the right to reduce employees, in whole or in part, and to retain those employees who are most qualified (as defined by administration) to perform the available work, regardless of their previous length of employment.

The needs of the District shall be the prime consideration used in the District's determination of which employees shall be reduced. The needs of the District shall be determined by the administration and names regarding reduction will be determined by administration.

Workplace Injuries & Reporting

MAPS works with an insurance company (Church Mutual Insurance) and third party vendor (Medcor) to manage workplace injuries. In the event an employee is injured at work, s/he is required to call Medcor (1-844-322-4662) and work through a nurse to triage the situation. If an employee has a question about whether or not something should be reported, s/he should contact the Human Resources Department for assistance. It is always best to err on the side of safety and report regardless of the significance. An employee should do the following when an injury occurs:

- Call the phone number above to work through the triage process with a nurse
- Inform BOTH the direct supervisor AND the Human Resources Office
- Complete the [First Report of Injury](#) form
- Follow up with HR office regarding any work missed and/or medical treatment

Failing to report an injury could result in discipline up to and including termination as well as potential denial of future claims which could mean the employee is responsible for expenses related to a workplace injury. For questions about workplace safety, you should contact your direct supervisor or the Human Resources Department.

Grievance Procedure

A support staff employee with a complaint related to employee discipline, employee termination, or workplace safety should follow the grievance procedure and timelines outlined in Board Policy.

[4340 - GRIEVANCE PROCEDURE](#)

EMPLOYEE PAY AND BENEFITS

Compensation Plan

The support staff compensation plan is available on the District's website specifically on the [Human Resources page](#). The compensation guidelines specify criteria that must ALL be met in order to advance an individual's salary.

Pay Periods

Payroll dates shall be on the 15th and 30th of the month. Support staff employees will be paid by direct deposit only. An employee will not receive his/her pay unless a properly executed direct deposit payroll form has been received by the payroll office not less than ten (10) days before the normal pay date as set forth above, indicating the proper financial institutions routing number and account number to which the deposit is to be made. It is the employee's responsibility to inform the payroll office of payroll changes not less than ten (10) days before the change becomes effective. Changes to banking information must be either done in person through the Payroll Specialist (xt. 10010) or by mailing the completed form through inter-school mail. Email will be accepted when followed up with a phone call.

[6112.01 FRAUDULENT IMPERSONATION CONTROLS](#)

[PROCEDURES ON FRAUDULENT IMPERSONATION CONTROLS](#)

Payroll Deduction

Required deductions are federal and state income tax, WRS and FICA. Support staff employees may elect tax-sheltered annuities (limited to what is allowed by law), or additional insurance protection upon application to the Business Office. For additional information regarding tax sheltered annuities, refer to the [TSA Consulting Group](#) website or contact the Payroll Specialist (xt. 10010).

Base Wage & Compensation in Addition to Total Base Wages

From time to time, the District reserves the right to provide support staff employees with salary increases based upon merit, longevity, educational achievement, and/or any other measures that it deems appropriate. Such salary increases shall be in addition to the employees' total base wages. Base wages are defined as the initial wage of each employment category. Placement of staff on the salary schedule is at the discretion of administration.

Overtime Pay

Any support staff employee with hours worked or working in excess of forty (40) hours in any week shall be paid at the rate of time and one-half the regular rate for all overtime hours worked. All overtime hours must be approved by the Building Principal or Supervisor or his/her designee in advance. The approval should be in the form of an email to the employee for record keeping purposes.

Professional Growth Benefit

Full-time support staff employees are eligible to receive college credit reimbursement for approved areas of study that support the improvement of the employee in his/her current position or help the support staff member work towards attaining teacher licensure. The district will pay up to \$1,800 per calendar year regardless of whether it is undergraduate or graduate work. This does not include expenses such as textbooks, travel, or other expenses related to the coursework; this is not required for employment. The course of study must be approved in advance by the District Administrator or designee; credits will not be retroactively paid.

To claim reimbursement, documentation of approval for the course, course completion, grade(s), and university invoice must be submitted to the Director of Business Services.

[Professional Growth Request Form](#)

Pay For Attendance At Conventions/Conferences

Support staff employees attending approved conventions/conferences shall be paid for a normal work day unless time for attendance and travel exceeds the normal work day/work week. If attendance and travel time exceeds the normal work day/work week the employee shall be paid for the additional hours (under 40 hours per week is at straight time and over forty (40) is time and a half). There is guidance from both policy and administrative guidelines about eligible expenses that are reimbursable related to travel. See the policy below.

[4440 JOB RELATED EXPENSES](#)

[AG4440A JOB RELATED EXPENSES](#)

[AG4440B USE OF PRIVATE CAR FOR SCHOOL BUSINESS](#)

[AG4440C USE OF SCHOOL VEHICLE FOR SCHOOL BUSINESS](#)

Call In Pay/Building Checks

Support Staff who are required to make periodic building checks on their off-duty hours shall receive no less than one (1) hours pay for each building check or the hours worked, whichever is greater. Building checks will be assigned by the supervisor and a rotation shall be established in advance to allow employees to plan.

License Fees

All Special Education Teacher Aides shall obtain Department of Public Instruction certification. The District shall pay this fee.

403(b) & 457 Matching Contributions

The Board is willing to match up to \$500 of support staff contributions each fiscal year for full-time support staff; this does not have to be done in equal increments, but cannot exceed the portion earned at any point of fiscal year completion. The simplest way to ensure a support staff member receives the full amount is by entering \$20.83 on the salary reduction agreement form for the twenty-four (24) scheduled payrolls. Support staff may select a vendor of their choice from the approved list of vendors on the [TSA Consulting](#) website. Once the vendor is selected and the employee has created an account with the vendor, the employee needs to complete a [Salary Reduction Agreement](#) and turn that in to start the deduction cycle. Contact the Payroll Specialist (xt. 10010) for help with completing the set-up of this process.

Health Insurance

The Board will offer either single or multi-person health insurance coverage options to employees who meet the eligibility requirements. The percentage of premium cost paid by the Board shall be at least eighty percent (80%) and voted on annually.

Alternative Benefit Arrangement

The Board will provide an alternative benefit arrangement as determined by the Board and as described in the Section 125 plan for the District. The current payment in lieu of health insurance is \$4,000 annually. This amount will be prorated for any who qualifies to leave the health plan outside of the enrollment period. Anyone on a district health plan is not allowed to take both the insurance and alternative benefit arrangement. To qualify for this benefit the employee must be scheduled to work at least 1,380 hours per school year (July 1st through June 30th).

Dental Insurance

The Board will offer either single or multi-person health insurance coverage options to employees who meet the eligibility requirements. The percentage of premium cost paid by the Board shall be at least seventy percent (70%) and voted on annually.

Life Insurance

The Board will provide one hundred percent (100%) of the premium cost of a term life insurance policy as determined by the Board.

Long-Term Disability

The Board will provide one hundred percent (100%) of the premium cost of a long-term disability insurance program as determined by the Board.

Employee Assistance Program

MAPS has an employee assistance program (EAP) through a contracted insurance vendor (currently The Standard) to all full time employees eligible for benefits. The service is free, confidential, and intended to support employees through a variety of challenges whether they are personal or professional in nature. There is a handout for the services on the Human Resources webpage ([EAP Handout](#)) and the phone number is 888-293-6948. Contact the Human Resources Department with questions.

Early Retirement Benefit - Secretaries, Aides, and Technology Technicians

All support staff employees who actually retire from District service at the age allowable by the Wisconsin Retirement System or over, and who apply (within 60 days of the last date paid) for a retirement annuity from the Wisconsin Retirement System shall have their paid time off credits (at the time of retirement) converted to a monetary value

(days of accumulated paid time off times normal daily rate of pay received immediately prior to retirement) which total shall be placed in a Board established HRA until the funds are depleted. In the event the retired employee shall precede his/her spouse in death, and there remains at that time to the retiree's credit a balance, such balance shall be used to purchase such health insurance for the surviving spouse, so long as the spouse is alive and there remains a balance in the fund. Except as provided herein, when both the retiree and his/her spouse are deceased, or when the retiree takes full-time employment where group insurance is available the Board's obligation shall cease.

Anyone retiring under this provision after June 30, 2020 will only be allowed to stay on the District's health and dental plan through COBRA for the minimum duration required by law provided they make the necessary payments to the insurance company or COBRA administrator for the desired coverage.

Early Retirement Benefit - Custodians

All custodians who actually retire from Board service at the age allowable by the Wisconsin Retirement System or older, and apply (within 60 days of the last date paid) for a retirement annuity from the Wisconsin Retirement System shall have their paid time off (at the time of retirement) converted to a monetary value. This value shall be computed as follows: (days of accumulated paid time off times the normal daily rate of pay received immediately prior to retirement). Upon retirement, the Board shall establish a Health Reimbursement Arrangement ("HRA") for the retiring employee and shall credit the HRA with the amount equal to the monetary value of the retiree's paid time off credits as computed above. The retiree may submit evidence of medical expenses as defined in IRC § 213(d) that are paid by the retiree for the retiree, the retiree's spouse and the retiree's dependents as defined in the IRC, including health insurance premium payments. The District shall reimburse approved medical expenses from the retiree's HRA, until the balance is exhausted. Reimbursement shall be made by the 15th day of the month following the month in which the reimbursement request is submitted. In the case of an unmarried (single) retiree, the HRA balance shall be available until: (1) the credit is exhausted; or (2) the retiree's death; whichever occurs first. Upon the retiree's death, any remaining credit shall revert to the District. In the case of a married retiree, the HRA balance shall be available until: (1) the credit is exhausted; or (2) the retiree and his/her spouse have died, whichever occurs first. Upon the retiree's death and the retiree's spouse's death, any remaining HRA balance shall revert to the District. In the event the retiree and/or his/her spouse (if married) qualifies for Medicare at the time of retirement, or any time thereafter, while there remains an HRA balance, such balance may, at the retiree's discretion, be used to purchase the supplement insurance to Medicare. If the retiree is married to a current District employee, the HRA balance may be used to pay the portion of the premiums for District health insurance, single or family as applicable, that would otherwise be paid by the spouse. If the retiree is married to a retired District employee and the retired spouse is eligible for District health insurance in retirement, the HRA balance may be used to pay the portion of the premium that would otherwise be paid by the retired spouse. However, the rules regarding death and Medicare qualification, as described above, still apply. After the first 120 paid time off days are accumulated, then for employees of record as of July 1, 1992, employees shall be allowed to accumulate additional days of credit, up to a maximum of an additional one hundred twenty (120) days. These additional days shall be converted at the time of retirement to a monetary value (the normal daily rate of pay received immediately prior to retirement) and also credited to the retiree's HRA for use as described above.

Anyone retiring under this provision after June 30, 2020 will only be allowed to stay on the District's health and dental plan through COBRA for the minimum duration required by law provided they make the necessary payments to the insurance company or COBRA administrator for the desired coverage.

LEAVE BENEFITS

Absences

Support staff employees must immediately report absences to their immediate supervisor. Any support staff employee who is absent due to personal or business reasons are subject to full deduction in pay. Any support staff employee absent for more than three (3) consecutive days, may be required to provide a doctor's statement before returning to work.

Paid Time Off

All 10-month employees shall receive 10 paid leave days per year, 11-month employees shall receive 11 paid leave days per year and 12-month employees shall receive 12 paid leave days per year. Any unused paid leave days at the end of a school year may be rolled over into the next year, however, no employee may accumulate more than 90 days of paid leave. Paid time off (PTO) can be used for the employee's illness, the illness of an immediate family member, or for medical/dental appointments. Scheduled PTO for personal reasons other than illness or health related appointments may not exceed 3 consecutive days and is at discretion of supervisor approval based on sub availability building or district limits. PTO of more than three (3) consecutive days may require a medical excuse; administration reserves the right to restrict PTO usage when there is suspected abuse. All PTO must be used by an employee before taking any unpaid time off unless s/he is absent without a medical excuse. In cases where an employee is absent and/or there is either no PTO remaining or PTO is not allowed (i.e. exceeded the 3 day limit without a doctor's note), the employee will receive a dock in pay.

An administrator may require verification of illness to be submitted at the supervisor's discretion in cases of suspected PTO abuse, but typically such verification will not be required for absences of three consecutive work days or less.

An employee who experiences a reduction or increase in their full time equivalency (FTE) shall have their accumulated paid leave days adjusted to reflect their new FTE.

Part-time employees who are classified as technicians, secretaries, aides, or custodians will receive PTO on a prorated basis based upon the number of hours they are scheduled to work.

Scheduled PTO cannot be taken on a parent-teacher conference day or on an in-service day that the employees are required to work. In general, no scheduled PTO will be granted the first five (5) days or last five (5) days of the student school year. If an emergency circumstance arises, a request may be granted at the discretion of the District Administrator. Scheduled PTO will be approved once a substitute is secured for your absence. PTO may not be used to engage in activities for which the employee will receive compensation from any source. Compensation shall not include payment or reimbursement of expenses. In addition, PTO shall not be used to attend Association membership meetings or legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District.

In general, the number of support personnel that may use scheduled PTO per day is limited to one per building that has seven (7) or fewer support personnel. Buildings with eight (8) or more support personnel may have two (2) individuals from different departments on scheduled PTO. In general, the total number of support employees that may use scheduled PTO district-wide is a maximum of six (6) per day. Administration reserves the right to ensure "black out" days for scheduled PTO.

For support staff who had accrued more than 90 PTO days prior to the Board changing from 120 days down to 90 days, an emergency paid time off bank may be used in the event that an employee exhausts his/her 90 days. This bank will address the number of paid time off days that have been earned in excess of 90 days but not greater than 120 days. This means that an employee who has earned greater than 90 days prior to July 1, 2014, will not lose those days and paid time off will not be deducted from those days unless an employee has exhausted his/her 90 days of paid time off.

Vacations

All ten month employees: None.

All full-time 11 month employees will receive 5 days of vacation after the completion of one year of service, and each year thereafter.

All 12 month employees:

- Vacation is allocated at the beginning of each school year meaning that it is not accrued.

- Vacation days will not be eligible for any rollover provisions; days not used will be lost.
- Everyone's cycle for allotment will be the same: July 1st every year. Staff will receive vacation at the start of the following years as outlined below:
 - Year 1: one week
 - Year 2: two weeks
 - Year 5: three weeks
 - Year 8: four weeks
 - Hired before July 1, 1992 with 25 years of service: five weeks
 - Part-time employees will receive vacation on a prorated basis based upon the number of hours they are scheduled to work.
 - Vacation will be prorated for anyone retiring prior to June 30th/end of fiscal year.

Staff hired during a school year will have their vacation time allocation prorated and "Year 1" won't start until the following July 1st unless hired before January 1st of the current school year.

Finally, any transitions between employee groups will not automatically consider the years of experience from the first employee type to the new employee type.

Funeral Leave

Support Staff may be granted up to three (3) days paid leave per death at the discretion of the Director of Business Services for death in the staff member's immediate family. Immediate family is defined as a support staff's: spouse, father, step-father, mother, step-mother, child (including miscarriage), step-child, father-in-law, mother-in-law, brother, step-brother, sister, step-sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, spouse's aunt/uncle, grandparents, spouse's grandparents, and grandchildren. If additional time off for funeral leave becomes necessary and is requested by the support staff, and approved by the District Administrator, then the additional time off shall be deducted from the staff's accumulated PTO.

Leave of Absence

The administration will consider requests for a leave of absence without pay or benefits, on an individual basis, wherein it would be of mutual benefit to the school system and the employee. When an approved leave is due to the extension of an FMLA related matter, the individual will be required to use any accrued paid leave remaining. When the leave is not related to a prior FMLA matter, any available paid leave accrued will be suspended until the employee returns to work. All benefits accrued at the time the leave commenced may be restored to the employee upon resumption of duties. A request for leave should be submitted to the Director of Business Services.

Military Leave

Leave of absence without pay shall be granted for the purposes of registration or examination for induction into either the Wisconsin National Guard or into any branch of the Armed Forces. A military leave of absence, without pay, shall be granted to any employee inducted into the Armed Forces. Upon return to civilian life, the individual must prove that the period of service has been satisfactory, and that he/she can still do the job. Such application for re-employment must be made within ninety (90) days from the date of discharge of the employee from the Armed Forces.

Family and Medical Leave

The District provides family and medical leave as required by the state and federal Family and Medical Leave Acts (FMLA). State calculations are based on a calendar year. Federal leave calculations are based on a 12-month period measured forward from the first date an employee takes FMLA leave. The following are some clarifications with how MAPS chooses to administer FMLA:

- The Board has chosen a leave cycle based on a 12-month period measured forward from the first date an employee takes FMLA leave; the next 12-month period would begin the first time the employee takes FMLA leave after the completion of the prior 12-month period.
- FMLA designation is controlled by the employer. The Board will give the administration discretion about when and how soon to invoke FMLA. While five (5) days will be a general rule under normal circumstances, the District Administrator may choose to make reasonable exceptions to this depending on an individual's circumstances.
 - For cases involving worker's compensation, the district will typically designate FMLA after five (5) days of absence (including the day of injury).
- For those who pay for and qualify for short-term disability (STD) coverage during an FMLA leave, they will be allowed to combine accrued paid leave and STD to make their wages "whole."
 - Long-term Disability (LTD) and worker's compensation will not operate this way; individuals will be allowed to use their accumulated leave in conjunction with leave covered by LTD as long as it is a board approved leave qualifying for LTD and fits within the provisions outlined in the insurance policy.
- When taking leave, the employee will not be required to use any accrued paid leave (vacation, PTO, personal leave, etc.) during the period covered by the WFMLA; however, when leave is solely governed by the Federal FMLA, the district requires employees to use all available accrued leave before taking any unpaid leave.
 - When the leave is arranged in advance, administration can work to spread out the available leave so an employee is able to make payments on insurance deductions and benefits as required by policy #4430.01.
- When employees are unable to return to work from an FMLA/WFMLA qualifying event after the twelve (12) weeks of FMLA are used, those individuals seeking additional leave must submit a request for additional leave to the Director of Business Services.
 - Leave needed beyond the FMLA period will require employee payment of all regular and voluntary benefits provided by or made available to employees by the District.
 - Cash-in-lieu payments would stop once FMLA time is exhausted.
 - Employees who still have unused accrued paid leave will be required to use it until it runs out or the employee returns to work.
 - There is no sick bank at this time available for staff use.
- Under the WFMLA, employees are allowed to take intermittent leave for the birth or adoption of a child within sixteen (16) weeks of the birth or adoption; the time in summer when school is not in session does count with regard to the sixteen (16) weeks. This only applies to the first six (6) of the total twelve (12) weeks that are available federally.
- All insurance benefits offered by the district will be protected under FMLA at their normal contribution rates; voluntary benefits will remain fully paid for by the employee.
- PTO used during an approved FMLA period will run concurrently with FMLA.

The Board policy and Administrative Guideline are the extensive resources to review if you have further questions. Please contact the Human Resources Coordinator to apply for Family and/or Medical Leave.

[4430.01 FAMILY & MEDICAL LEAVE OF ABSENCE \("FMLA"\)](#)

Jury Duty

Subject to the provision on "Payment for Time Out on Jury Duty" (see below), a non-accumulative paid leave for as much time as is required will be provided to an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or work days.

Notice. An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. The employee is also expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

Payment for Time Out on Jury Duty: An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will send the check received from serving on the jury to the District Administrator and/or his/her designee. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. PTO, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from PTO or vacation.

6700 FAIR LABOR STANDARDS ACT (FLSA)

Emergency School Closings

All custodial/maintenance, secretarial, and technology support staff are expected to report to work when school is closed due to inclement weather or situations beyond the control of the District, if at all possible; permission to work from home on these days may be granted by the immediate supervisor. All other support staff employees shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the control of the District. Employees shall be required to make days up in the event that the District schedules make-up days.

If employees report to work, and a decision to close schools is made after the time their work day begins, those employees will only be paid for the actual hours worked on such a day.

On emergency closing early dismissal days, all 10 month (aides) are required to remain in the building for a half hour after all students have left.

Employees may utilize PTO or vacation hours for time not worked due to emergency closing or early dismissal. Employees who choose not to utilize PTO or vacation may be subject to a deduction in pay. Special consideration may be given to local, state, and national emergencies

Holidays

Twelve (12) month employees shall be allowed the following paid holidays each year which fall internal within their work year:

- New Year's Eve Day
- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Day before Thanksgiving
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Eve Day
- Christmas Day
- Day after Christmas
- Friday of Spring Break
- Good Friday

If any of the above holidays fall on Sunday, the succeeding Monday shall be considered to be the holiday. If any of the above holidays fall on Saturday, the preceding Friday or succeeding Monday shall be considered the holiday at the discretion of the Employer. Any employee who is required to work on any of the above holidays shall receive time and one-half plus holiday pay.

Eleven (11) month employees covered by this agreement will be allowed the following paid holidays:

- Labor Day
- Day before Thanksgiving
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Day
- Christmas Eve Day
- New Year's Day
- New Year's Eve Day
- Good Friday
- Memorial Day

Ten (10) month employees covered by this agreement will be allowed the following paid holidays:

- Memorial Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year's Day

Recording of Hours Worked

An electronic time card system shall be used by all hourly employees.

If an employee leaves the premises for any personal reason, the time clock is to be used to punch out and punch in upon return. In an effort to be flexible, supervisors may allow an employee to clock out early without the use of PTO

under special circumstances as long as the total time short for the week does not exceed half of a day's time for that employee. If abuse (as determined by administration) is suspected, no such privilege shall be granted. If the time not worked deviates by more than a half day for that employee, s/he will be required to enter PTO for time missed.

Employees may not punch in or out for another employee. If an employee forgets to punch in or out, s/he is to contact his/her immediate supervisor within 24 hours to request an adjustment to his/her time sheet. All corrections to time sheets must be completed by 9:00 am on the Monday before a pay day in order for the corrections to be reflected on that period's paycheck.

Reduction for Economic Reasons

The District retains the right to reduce positions or hours, in whole or in part, and to retain those employees who are most qualified (as defined by administration) to perform the available work, regardless of their previous length of employment.

The needs of the District shall be the prime consideration used in the District's determination of which employees shall be reduced as a result of any reduction in positions or hours. The needs of the District shall be determined by the administration and names regarding reduction will be recommended to the Board.

Reduction in Hours

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as length of service, PTO, and vacation earned as an employee. Reduced employees shall be treated as part-time employees under this handbook. Any employee who is reduced in hours (partial layoff) may choose to be fully reduced.

MISCELLANEOUS PROVISIONS

Mileage

A mileage rate, equal to the current IRS rate, shall be established by the District to reimburse staff for the use of personal vehicles in the performance of service to the District for pre-approved travel for training and other assignments. The IRS mileage rate is allowed for attendance at authorized professional conferences outside the district or other school related business. Reimbursement requests must be submitted to the Finance Department within 90 days of occurrence. It is an expectation that staff members check for the availability of district vehicles before incurring mileage costs; availability should be confirmed with the assistant to the Director of Buildings and Grounds.

Calendar & Professional Work Day

The Board will establish the school calendar. See current calendar in Appendix A of this handbook. Employee work day expectations will be established by the building principal. While start and end times may vary by building, it is a district-wide expectation that employees work his/her scheduled hours per day on regular school days unless PTO has been entered or special arrangements have been made with the building principal.

Parent/Teacher Conferences

Each building will conduct four (4) parent/teacher conferences each year or the equivalent thereof. If support staff are required to work during parent/teacher conferences, additional required work hours are subject to additional compensation at the employee's regular rate and in accordance with the FLSA.

Administratively Called Meetings

Staff Meetings

Employees are required to attend all administratively called staff meetings. The administration shall attempt to provide reasonable notice of all such meetings. Employees who are required to attend administratively called meetings outside of normal working hours will receive additional compensation for attending such meetings.

Attendance at School Events

Employees must attend all administratively required school events. These events, though not limited by enumeration, may be an open house, music programs, art shows, and/or other District or building events that occur after the normal workday. When practicable, employees will be given no less than thirty (30) calendar days notice of such events. Employees who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the District Administrator or his/her designee. Employees must communicate such conflicts to the applicable administrator as soon as possible before the date of the event. Employees who are required to attend such events will receive additional compensation for any hours above their regularly scheduled hours for attending these events.

Activities

It is understood that all activities of the school are conducted in the interest of further developing students and hence, an integral part of the total school program. All activities will be considered as part of the daily employee load and assignments will be made on that basis except for extra pay for certain pre-approved activities; additional pay for pre-approved activities are listed in Appendix B..

The assignment of employees to activities such as recess, detention, bus duty, hall supervision, etc. shall be made by the building principal or designee. Attempts will be made to assign these activities in a fair and equitable manner, taking into consideration teaching load, extra-curriculars, assigned travel, and other activities arranged.

Athletic Passes

Support staff will be allowed to use their identification badge to enter all co-curricular activities.

Use of Employer Property/Equipment

For information regarding Personal use of District equipment or facilities by employee, refer to Administrative Guidelines #7530.

[7530 PERSONAL USE OF DISTRICT EQUIPMENT/FACILITIES](#)

Emergency Situations Disclaimer

During periods of national, state, or local emergency, the Board and/or administration reserve the right to alter any component, process, or understanding created by the language in this handbook in the best interest of students, staff, and/or the community. Emergency notifications of such merit would come from authorities including, but not limited to the president, Center for Disease Control (CDC), Wisconsin Department of Health Services (DHS), Lincoln County Health Department, and other entities or authoritative figures with such authority. This language is not intended to exclude the Board or District Administrator from declaring such an emergency.

Updated information related to COVID-19 is available on the District's website. Other information is available on [Administrative guideline 8420.02](#). While this information is subject to change at any time, contact the Director of Business Services or Pupil Services for further information.

Student Hazing - Policy 5516

The Board believes that hazing activities of any type are inconsistent with the educational process and a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Disciplinary action for staff members may be subject to any applicable terms of a collective bargaining agreement.

[5516 STUDENT HAZING](#)

APPENDIX A: SUPPORT STAFF HANDBOOK RECEIPT & ACKNOWLEDGEMENT FORM

Merrill Area Public Schools

Support Staff Handbook Receipt & Acknowledgement Form

The Merrill Area Public Schools Support Staff Handbook (Handbook) is intended to serve as a general source of pertinent information and is designed to provide you with a framework for the District's employment policies. The contents of this Handbook are presented as a matter of information only. I also understand that these policies and procedures are continually evaluated and may be amended, modified, revoked, suspended, or terminated at any time, in whole or in part, with or without prior notice.

I acknowledge that I have received access to and reviewed a copy of the Handbook. I understand that it is my responsibility to read it thoroughly. If there are any policies or provisions provided to me that I do not understand, I will seek clarification from my immediate supervisor or the Human Resources supervisor. I understand that this Handbook states the District's policies and procedures in effect on the date of publication. A current version of this Handbook will be available on the [MAPS Human Resources page](#). You may also call (715) 536-4581 and ask to speak with the Human Resources staff.

This Handbook should not be considered all inclusive. Copies of Board rules, regulations, and policies are available on the Merrill Area Public Schools [website](#). The Board Policies can be found under "District"—"Board of Education"—"Board Policies." I understand that in case of a direct conflict between this Handbook and any specific provisions of an individual contract, the individual contract will control. I further understand that in the event of a conflict between this Handbook and any of the Board's policies, the Board policy will control.

I understand that nothing contained in the Handbook may be construed as creating a guarantee of continued employment, guaranteed benefits, or an express or implied binding contract with the District for employment or benefits or for any other purpose. Nothing in this Handbook is intended to confer a property interest in my continued employment. I understand that nothing contained in the Handbook may be construed as changing my employment status. I understand that except as may be provided by a contrary individual written employment agreement approved by the Board, my employment is at will, and my employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the District or at my option.

I understand that I must sign and date a copy of this receipt and return it to the Human Resources Office, and failure to do so may result in discipline up to and including termination. I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as my phone number, address, etc. My signature on this form is acknowledgement that I agree that I am legally responsible for any fines or fees charged to the District incurred by me (an example may be a traffic citation, e.g. parking ticket, received as a result of my operation of a District motor vehicle).

PRINT FULL NAME: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

(Human Resources will maintain this page in the employee's personnel file. After the employee ceases employment with the District, the District will maintain this record pursuant to its records retention schedule, or if none, for a period of not less than 7 years.)

MAPS Pre-Approved Support Staff Duties for Pay

ASSIGNMENT TITLE	LOCATION	POSITION COUNT	ASSIGNED SALARY/WAGE	PAYMENT TYPE
AQUATICS DIRECTOR*	DIST-WIDE	1	BASED ON INDIVIDUAL QUALIFICATIONS	HOURLY
HEAD LIFEGUARD**	DIST-WIDE	1	\$17.00	HOURLY
REGULAR LIFEGUARD (>2 YEARS EXPERIENCE)**	DIST-WIDE	BASED ON NEED	\$16.00	HOURLY
REGULAR LIFEGUARD (<2 YEARS EXPERIENCE)*	DIST-WIDE	BASED ON NEED	\$15.00	HOURLY
INTERPRETING SERVICES*	DIST-WIDE	BASED ON FAMILY NEEDS	\$20.00	HOURLY
SUBSTITUTE AIDE, SECRETARY, CUSTODIAN (SHORT- OR LONG-TERM) & NON-STUDENT SUMMER CUSTODIAL	DIST-WIDE	VARIES	\$14.50	HOURLY
SUMMER STUDENT CUSTODIAL WORKERS & MP3 STUDENT WORKERS - 1st Year	DIST-WIDE	BASED ON ENROLLMENT	\$10.00	HOURLY
SUMMER STUDENT CUSTODIAL WORKERS & MP3 STUDENT WORKERS - Returning	DIST-WIDE	BASED ON ENROLLMENT	\$12.00	HOURLY
STUDENT WORKERS (EXCEPT SUMMER CUSTODIAL AND AFTER SCHOOL PROGRAM)**	VARIOUS	BASED ON ENROLLMENT	\$9.00	HOURLY
SUMMER SCHOOL AIDE/SECRETARY/CUSTODIAN*	ELEMENTARIES	BASED ON ENROLLMENT	REGULAR WAGE (if normally in that position in school year)	HOURLY
TECHNOLOGY TECHNICIAN SUPPLEMENTAL PAY for LEAD TECHNICIAN	DIST-WIDE	1 EMPL.	\$2 (ADD TO REG. DAILY RATE)	HOURLY
ACCOMPANIST PAY	DIST-WIDE	AS NEEDED	\$22.00	HOURLY