



**Kiel Area  
School District  
Support  
Staff  
Handbook  
2024-25**

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## **SECTION I. INTRODUCTION**

### **INTRODUCTORY STATEMENT**

This Support Staff Member Handbook has been prepared for support staff members including: paraprofessionals, head cooks, assistant cooks, dishwasher/servers, custodians, maintenance, admin/principal secretaries, level 3 secretaries, and office assistants. The provisions described herein are the terms and conditions governing employment in the Kiel Area School District and compliance with them is required.

This Support Staff Member Handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of the Kiel Area School District (“District”). It has been prepared to acquaint all support staff members with some of the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each support staff member’s responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board policies and/or District Administrator’s administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

### DISCLAIMER STATEMENT

The Support Staff Member Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's support staff members are employed, "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the support staff member. The District's support staff members employed under individual contracts with the Board may be terminated consistent with the terms of the contract and consistent with Board Policy.

Furthermore, any support staff member who violates any of the terms and conditions of employment set forth in the Support Staff Member Handbook may be subject to disciplinary action in accordance with Policy 4139 – Staff Discipline.

The provision set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Support Staff Member Handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines; rules, or regulations given to support staff members, whether verbal or written.

## DISTRICT MISSION STATEMENT

*Dedicated to continuous growth for all*

## DISTRICT BELIEF STATEMENTS

- Everyone deserves the chance to succeed, and there are all kinds of success in life
- Education must be a partnership among families, schools, communities and business, each having unique responsibilities
- Creativity and innovation must be valued and encouraged
- Education must encourage cooperation as well as competition
- People learn in different ways
- Education must be provided in a safe, non-threatening, and supportive environment
- The educational partnership must encourage self-respect, self-discipline, understanding, and respect for all others
- Education should reflect and reinforce our community ethics and values
- Educational programs and practices must be constantly re-evaluated to ensure their effectiveness
- Positive role modeling is important in education
- Everyone must be challenged to reach their full potential
- The educational partnership must address the needs of the whole child
- Everyone has the ability and the right to learn regardless of individual differences
- Learning is a life-long process
- Educational decisions must be student-centered
- Students must be active participants in the learning process
- Schools must prepare students to be productive contributing members of society
- Schools must teach basic skills, critical thinking, problem solving, and conflict resolution
- The student's education must be relevant to the present as well as the future



## **SECTION II. EMPLOYMENT**

### **CRIMINAL HISTORY RECORD CHECK**

Policy 4121

### **EQUAL EMPLOYMENT OPPORTUNITY**

Policy 4122

### **SUPPORT STAFF MEMBER ANTI-HARASSMENT POLICY**

Policy 4362

### **JOB DESCRIPTIONS**

Policy 4120.01

### **IMMIGRATION REFORM ACT COMPLIANCE**

Policy 4122

### **OUTSIDE ACTIVITIES OF STAFF**

Policy 4231

### **COMMUNICATIONS AND SUGGESTIONS**

Policy 4310

### **POLITICAL ACTIVITIES**

Policy 4231

## **SECTION III. EMPLOYMENT STATUS AND RECORDS**

### **EMPLOYMENT CATEGORIES**

Paraprofessionals, head cooks, assistant cooks, dishwasher/servers, custodians, maintenance, admin/principal secretaries, level 3 secretaries, and office assistants

**Regular full-time support staff members:** Those who are regularly scheduled to work forty (40) hours per week, all twelve (12) months of the district's fiscal year. (Referred to as Group 1)

**Regular school year full-time support staff members:** Support staff members who are regularly scheduled to work forty (40) hours per week for less than twelve (12) months per year, but more than eight (8) months. (Referred to as Group 2)

**Regular part-time support staff members:** Support staff members who are regularly scheduled to work less than thirty (30) hours per week for twelve (12) months or less. (Referred to as Group 3)

**Temporary Support staff members:** Temporary support staff members are those hired for a specific period of time and/or specific project who will be removed from the payroll at the end of the time period or specific project. Temporary support staff members shall receive no benefits under this handbook except those which may be required by law.

### **PERSONNEL RECORDS**

The Board will maintain files on each support staff support staff member as outlined in policy 8320.

### **PERFORMANCE EVALUATION**

Performance evaluations will be performed annually by the immediate supervisor.

### **PROFESSIONAL DEVELOPMENT REQUIREMENTS**

All special education paraprofessionals are required to maintain a current WI license and provide the district office with a copy. Failure to maintain licensure may result in immediate termination of employment.

### **STUDENT SUPERVISION AND WELFARE**

Policy 4213

## VACANCIES

Notice of newly created positions or vacancies, as determined by the District, shall be posted for five (5) working days, stating the area of work, qualifications, hours per week and day including duty-free lunch period. When the Board approves increasing the time in a given position, the increase does not require a job posting unless there would be an increase in the level of benefits. The job posting will be distributed to all support staff members. Support staff members interested in the position shall apply in writing to the District Administrator. Support staff members within the school system may be interviewed for the vacancy for which they apply. Time spent in an interview, within the system, shall not be deducted from the support staff members' pay-check. Support staff members must meet requirements and qualifications and have the ability to perform the work stated in the job posting in order to be selected for the position. Final decision will be made by the administration. The support staff member will serve a six (6) week probationary period in the new position; however, the six (6) week probationary period can be extended another six (6) weeks at the discretion of the district administrator.

Former support staff members who have terminated their service with the District and are subsequently rehired will be considered as new support staff members. Policy 4132

## PROBATIONARY PERIOD

All new support staff members shall serve a one (1) year probationary period. Continued employment beyond the first year of employment shall be evidence of satisfactory completion of the probationary period and satisfactory evaluation.

## ASSIGNMENT AND TRANSFERS

When a support staff member is promoted or transfers to a higher classification or position, he/she shall move to the next highest salary rate of the new classification which pays more than the salary rate he/she was paid in the previous position. This may result in a step change on the salary schedule.

When a support staff member transfers to a lower classification or position, he/she will move to the salary rate which pays the same or the next lower salary rate he/she was paid in the previous position. This will probably result in a step change on the salary schedule.

## STAFF DISCIPLINE

Policy 4139

## REDUCTION IN STAFF

It is the responsibility of the Board of Education to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically. Policy 4131

## TERMINATION AND RESIGNATION

Policy 4140

## **SECTION IV. SUPPORT STAFF MEMBER PAY AND BENEFITS**

### SALARY

Salary will be negotiated on a yearly basis based upon the Consumer Price Index (CPI), if required by law.

Each support staff member will be placed on a step and lane of the salary schedule shown in Appendix A according to their assigned position. Support staff members new to the Kiel Area School District will be placed on the salary schedule allowing them credit for past out of district experience. The District Administrator reserves the right to place new support staff members at any step on the salary schedule. Movement from one step to the next will take place on July 1<sup>st</sup> for each support staff member who has received a satisfactory evaluation.

### PAYMENT SCHEDULE

The Board of Education directs the District Administrator to ensure that deductions are made from a support staff members' paycheck as required by law (e.g., State and Federal withholding and employment taxes).

#### A. Pay Periods

Salary payments are made in semi-monthly installments payable on the fifteenth (15th) and thirtieth (30th) of each month. The second payment for February shall be made on the last working day of the month.

Salary payments are made on actual hours worked rather than on estimates. Therefore, there will be a two-week delay in payment for hours worked.

#### B. Tax Shelter Annuity

Upon prior written authorization from the support staff member, the Board will deduct a designated amount for a tax shelter annuity program (a maximum of two [2] different programs per person). Support staff members may revoke, in writing, prior authorizations relative to tax shelter deductions. Such revocations shall only become effective at the next payroll following receipt of the revocation. Support staff members may change the amount of their deduction or institute a new program at any time.

Payment shall be made to the Tax Shelter Annuity (TSA) provider on the date of the deduction.

C. Payroll Deductions  
Policy 6520

RETIREMENT

- A. The Board will evaluate and determine each support staff member's eligibility for WRS participation. Employees will be eligible based on current law.
- B. Support staff members who retire from the District with fifteen (15) or more years of District service shall receive a payment of twenty-five (\$25.00) dollars per day for the number of accumulated authorized leave days. (For purposes of this section one (1) day equals eight [8] hours.) This benefit shall be paid upon retirement if notice of retirement is received by the Board no later than 90 days in advance of the support staff member retiring.

INTERNAL SUBBING

In-House Substitutes

Day 1 or 2 A support staff member who works in a different job classification will be paid at the support staff member's regular rate of pay during the first two days of the assignment.

A support staff member who works in a different job classification for three or more days will be paid at the position's beginning rate of pay or at the support staff member's regular rate of pay, whichever is greater retroactive to day one.

A support staff member who works in more than one job classification will not be scheduled for more than forty hours per week unless assigned by the District Administrator. The overtime rate of pay will be calculated at the rate of pay earned at the time overtime hours are worked.

CUSTODIAL SHOE ALLOWANCE

Custodial staff will be eligible for an annual reimbursement of \$50 for shoe allowance. The custodian must submit a receipt and request for pay for reimbursement.

BENEFITS

Policy 4425

LEAVES OF ABSENCE (EXTENDED LEAVE)

Policy 4430

SUPPORT STAFF MEMBER LEAVES

Policies 4431

## AUTHORIZED LEAVE

- A. Authorized leave shall be granted to all support staff members as follows:
1. Group 1 Support staff members:  
Twelve (12) days per year accumulating to ninety (90) days
  2. Group 2 Support staff members:  
Ten (10) days per year accumulating to eighty (80) days
  3. Proration of Authorized Leave for Group 3 Support staff members:  
Group 3 support staff members will accumulate authorized leave in the same pattern as Group 1 or 2 support staff members in their classification. However, their pay will be based on their assigned number of hours and months of service; i.e., the person who works two (2) hours per day, nine (9) months per year, will receive ten (10) two (2) hour days of authorized leave accumulated to seventy-five (75); a person who works two (2) hours per day with twelve (12) months of service will receive twelve (12) two (2) hour days of sick leave accumulated to ninety (90).

## BEREAVEMENT LEAVE

Support staff members are eligible for three (3) days of bereavement leave in the event of the death of the support staff member's immediate family. Immediate family in this policy shall include spouse, domestic partner, parents, children, step-children, siblings or legal dependents of the support staff member or the immediate family of the support staff member's spouse. These days will not be deducted from authorized leave. Any additional days approved by the immediate supervisor shall be deducted from the support staff member's authorized leave. For absence caused by the death of a person(s) (uncles, aunts, grandparents, grandchildren or friend) other than those stated above, the absence will not exceed two (2) days, and shall be deducted from authorized leave. The building principal shall be notified and the authorized leave provision apply. Policy 4431

## MILITARY LEAVE

Support staff members will be afforded protected leave from employment to perform their obligations to the United State Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law. Policy 4431

## JURY DUTY

Leave may be granted for jury duty or in response to a subpoena. Requests for release time for these reasons are to be made with the District Administrator. Support staff members who are released to respond to jury duty and/or subpoena shall receive full salary and benefits during the period of absence unless their appearance is proven to be due to their personal misconduct, and provided that the support staff member shall remit to the Board an amount equal to the

compensation paid them for such service. Upon receipt of the initial summons or subpoena, support staff members will submit a written request for leave and attach a copy of the summons or subpoena to the district office. Days spent in the performance of jury duty or in court in response to a subpoena shall not be deducted from authorized leave. Policy 4431

### MEDICAL CERTIFICATION

The District Administrator may require a certificate from the physician of the Board's choosing that a support staff member on authorized leave is medically unable to perform his/her normal duties, and the District Administrator may require such medical certification from time to time, at the District's expense, until the support staff member returns to his/her normal duties.

Other reasons for authorized leave will need administrative approval in advance.

The support staff member will be notified when a day is deducted from the accumulated authorized leave days. Policy 4161

### PERSONAL DAYS

#### A. Leave with Compensation

Each support staff member will be granted (2) personal leave days per year. These days are intended to allow support staff members to conduct personal business which cannot be conducted outside a normal business day. Personal days are not intended to be used as vacation days. When used, this day will be deducted from the support staff member's accumulated authorized leave. The maximum number of support staff members who may be absent on personal leave from the District on any one (1) day shall not exceed one (1) per classification per building. There will be no bumping of personal leave days. There will be no borrowing of days from other levels.

- B. Personal leave days may not be taken during the first five (5) student contact days or last five (5) student contact days of the school year, or on the last school day before or the first school day after Labor Day, Thanksgiving, Memorial Day, winter recess, and/or spring recess as scheduled in the calendar. Support staff may use personal leave days to offset (not extend) non-paid holiday breaks such as winter recess and spring recess. Support staff members will notify their direct supervisor and building principal at least two (2) days in advance of the requested leave day. In an emergency, this two (2) day advanced notice may be waived by the building principal.

#### C. Anniversary Year

A support staff member will be provided an additional personal day on their anniversary year (5, 10, 15, etc). If the support staff member does not use the day within that year, the day cannot be carried over. This day will not be deducted from the support staff member's accumulated authorized leave days.

D. Leave without Compensation

Personal leave of absence without compensation may be granted, without precedent, by the support staff member's principal for five (5) school days. A support staff member who wishes a leave of absence beyond five (5) school days for personal reasons, may request such leave in writing to the District Administrator. S/he may grant such leave for a reasonable period of time without precedent and providing it in no way causes injury to the program of the position and/or the instructional program. The conditions under which a support staff member may return from an extended leave of absence of one (1) year shall be determined by the Board of Education upon recommendation of the District Administrator. This should be planned at the time the request is made. A support staff member on extended leave shall be guaranteed no loss of earned support staff member leave and shall have the right to continue in the insurance programs subject to the terms and conditions of the insurance program at the support staff member's expense. The above leave of absence will not be granted for the purpose of working for another employer unless approved by the Board of Education.

Any support staff member who is approved for a non-paid leave day will incur a salary deduction.

SUPPORT STAFF MEMBER AUTHORIZED LEAVES

Policy 4432

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Policy 4430.01

HEALTH INSURANCE BENEFITS

A. Health and Dental Insurance

The Board agrees to carry a group health insurance plan as selected by the board. In addition, the Board agrees to carry a dental insurance plan as selected by the board. Support staff members who are eligible and elect not to take health insurance will be eligible for a \$1,750 bonus each year, which will be distributed on a quarterly basis.

The Board agrees to pay for health and dental premiums according to the following schedule:

	<u>Health</u>	<u>Dental</u>
(1) Group 1 Support staff members, 40 Hours per Week-12 months		
(a) Enrolled in Single Plan	87.5% of Single	Single Premium
(b) Enrolled in Family Plan	87.5% of Family	Family Premium



(2) Group 2 Support staff members, 40 Hours per Week less than 12 months or 30-40 Hours per week.

(a) Enrolled in Single Plan                      87.5% of Single                      Single Premium

(b) Enrolled in Family Plan                      70.00% of Family                      75% of Family

(3) Group 3 Support staff members, 1-29 Hours per Week less than 30 hours per week

(a) Enrolled in Single Plan                      None                      None

(b) Enrolled in Family Plan                      None                      None

D. Life Insurance

The Board will provide a term life insurance policy of one times your salary or a minimum of \$50,000 for each staff member who works twenty (20) hours or more per week.

E. Additional Life & Accidental Death & Dismemberment Insurance

The Board of Education will provide the option of purchasing additional life insurance up to \$300,000 for a support staff member, up to \$150,000 for a support staff member's spouse, and up to \$10,000 for a support staff member's children. Additional Death & Dismemberment Insurance may also be purchased by support staff members up to \$300,000 for employees, up to \$150,000 for a support staff member's spouse, and up to \$10,000 for professional staff members' children. (Staff member must work a minimum of 20 hours per week)

F. Health Savings Account / Flexible Benefits Plan

The Section 125C is a pre-tax, payroll deduction, account that allows the employee to set aside money for dependent, child or adult care and for additional medical, dental, or vision expenses not covered by insurance. The maximum annual amount is set by the federal government and can change annually in January each year. An annual election is made with a July 1 through June 30 benefit period for the Flex Spending Account. Election for a Health Savings Account can be changed at any time during the year as long as you don't exceed the annual maximum set by the Federal Government. Claims can be made during the benefit year and up to ninety (90) days after for the expenses paid by the individual during the previous calendar year. To be eligible for an HSA staff member must be enrolled in district health insurance. To be eligible for an FSA, staff members must work a minimum of 20 hours per week.

PRIVACY PROTECTION OF SELF-FUNDED GROUP HEALTH PLANS

Policy 4419.01

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

### SCHOOL WORK DAY HOURS

Support staff members will not work more than the contracted number of hours per week, unless they have advance approval from their supervisor or the District Administrator.

#### A. Work Day

The work day of individual support staff members will be determined by the Administration. Initial assignment shall be referenced in the support staff member's assignment sheet.

### VACATIONS AND HOLIDAYS

- A. Group 1 support staff members will earn vacation days as listed in B below based on an eight (8) hour day, forty (40) hours per week. Part-time, twelve (12) month support staff members will have vacation pro-rated in relation to B below.
- B. Vacation will be granted according to the schedule below: Effective July 1, 2017, a newly hired support staff employee's work anniversary date will be the effective date on which the support staff members' vacation eligibility will be based. The scheduled vacation must be approved by the support staff member's supervisor at the building level and by the District Administrator for support staff members employed at the district level.

Support staff members will be allowed to carry over five (5) days vacation from one year to another.

- 1. Three (3) days of vacation after 120 days of employment in their first year.
  - 2. One (1) week after one (1) year
  - 3. Two (2) weeks after three (3) years
  - 3. Three (3) weeks after five (5) years
  - 4. Four (4) weeks after ten (10) years
- C. Paid holidays are shown below. If a holiday falls on a Saturday or Sunday, a support staff member is entitled to that holiday will be compensated, with full pay, by having the work day before and/or after the holiday off as designated by the District Administrator. Support staff members who work for less than eight (8) hours per day will have their holiday hours prorated accordingly.
  - 1. Paraprofessionals (Group 2 and 3 support staff members)  
Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, the Friday before Easter, and Memorial Day.

2. Cooks (Group 3 support staff members)  
Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, the Friday before Easter, and Memorial Day.
3. Custodians (Group 1 support staff members)  
Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, the Friday before Easter, and Memorial Day.
4. Custodians (Group 2 and 3 support staff members)  
Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, the Friday before Easter, and Memorial Day.
5. Secretaries (support staff members 40 hrs/wk for 12 months)  
Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, the Friday before Easter, and Memorial Day.
6. Secretaries (Group 2 and 3 support staff members school year employees)  
Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day, New Year's Day, the Friday before Easter, and Memorial Day.

## CALENDAR

2023-24 School Year Calendar

## INCLEMENT WEATHER

Staff and students shall not make up the first snow day but shall make up all other snow days.

### A. School Called Off Prior To Reporting Time

Support staff members will be given as much advance notice as possible when school is called off due to weather conditions or other circumstances. Support staff members who are directed to report to work or those who are required to work due to the nature of their jobs will be paid for actual time worked. Support staff members not working will not be paid.

### B. School Started and Then Called Off

Support staff members who are working when school is called off or delayed and then called off shall continue working until directed to leave work by their supervisor or the district administrator. Such support staff members will be paid for their regular scheduled hours on that day.

C. Second Shift Support staff members

Second shift support staff members shall not report to work when school has been called off unless directed to do so by the support staff member's building principal, supervisor or the district administrator. Support staff members not working will not be paid. Should the second shift support staff member begin working and it becomes evident that an evening storm will make it impractical or unsafe for the support staff member to work a full shift, the support staff member will be governed by Paragraph B, above.

The first snow day will not be a day lost without pay. The membership will receive their normal hourly pay for the day. All other days canceled because of inclement weather or for other emergency reasons shall be made-up.

STAFF DRESS AND GROOMING

Policy 4216

ATTENDANCE AND REPORTING ABSENCES

Policy 4432

TRAVEL EXPENSES

MILEAGE

Whenever possible, school cars will be used by all support staff members. No compensation will be made for support staff members who use their personal cars when a school car is available. When mileage is reimbursed, it will be at the authorized rate established by the Internal Revenue Service as of January 1. The rate will be verified annually on January 1<sup>st</sup> and remain in effect for each calendar year.

**SECTION VI. SAFETY AND HEALTH**

PHYSICAL EXAMINATION

Policy 4160

DRUG-FREE WORKPLACE

Policy 4122.01

**SECTION VII. SUPPORT STAFF MEMBER COMMUNICATION AND TECHNOLOGY**

TECHNOLOGY PRIVACY

Policy 7540.01

STAFF AND STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Policy 7540.03

EMAIL

Policy 7540.06

SOCIAL MEDIA

Policy 4310

PERSONAL ELECTRONIC DEVICES

Policy 4281

BOARD-STAFF COMMUNICATION

Policy 4112

**SECTION VIII. SUPPORT STAFF MEMBER CONDUCT AND DISCIPLINARY ACTION**

STAFF DISCIPLINE

Policy 4139

GRIEVANCE PROCEDURE

The District Administrator will determine if a dispute can be grieved based upon policy 4340

DRUG AND ALCOHOL USE

Policy 4122.01

STAFF ETHICS

Policy 4210

APPENDIX A

Support Staff Salary Schedule

2024-2025

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Paraprofessional	16.56	16.93	17.29	17.67	18.03	18.40	18.78	19.09
Special Ed. Paraprofessional	17.17	17.54	17.93	18.28	18.65	19.02	19.39	19.71
Head Cook					19.05	19.28	19.51	19.82
Assistant Cook	16.56	16.93	17.29	17.67	18.03	18.40	18.78	19.09
Dishwasher/Server	16.17	16.54	16.92	17.28	17.65	18.02	18.39	18.71
Custodians F/T 12 month Custodian	17.70	18.09	18.49	18.87	19.27	19.68	20.05	20.37
Custodians Part-time	16.77	17.13	17.49	17.85	18.22	18.56	18.93	19.24
Admin/Principal Secretary	17.84	18.27	18.71	19.13	19.56	19.99	20.43	20.72
Level 3 Secretary	17.70	18.05	18.43	18.80	19.18	19.54	19.91	20.23