

**SCHOOL DISTRICT OF WHITEFISH BAY
1200 EAST FAIRMOUNT AVENUE
WHITEFISH BAY, WISCONSIN 53217**

The Whitefish Bay School District



An Exceptional Place To Learn

**CONFIDENTIAL STAFF EMPLOYMENT PROVISIONS
HANDBOOK**

Effective July 1, 2017

TABLE OF CONTENTS

INTRODUCTION	P. 2
EQUAL OPPORTUNITY EMPLOYMENT	P. 2
PHYSICAL EXAMINATIONS	P. 3
BENEFITS	P. 3
RETIREMENT	P. 5
PARTICIPATION IN TAX-DEFERRED ANNUITY PROGRAM	P. 6
SICK LEAVE	P. 6
VACATION	P. 6
HOLIDAYS	P. 7
PERSONAL DAY/RELIGIOUS OBSERVANCE	P. 7
LEAVES OF ABSENCE	P. 8
EVALUATION	P. 12
DAYS AND HOURS	P. 12
SCHOOL CLOSING	P. 13
EMPLOYEE NOTIFICATION TO HUMAN RESOURCES	P. 13
LOST TIME DUE TO WORK RELATED INJURY	P. 13
COMPENSATION	P. 14
IDENTIFICATION (ID) BADGE	P. 14

I. INTRODUCTION

The School District of Whitefish Bay's Confidential Staff Employment Provisions Handbook ("handbook") has been prepared for informational purposes only. It is not a contract. It is intended to provide confidential staff employees with information benefits, along with certain policies, procedures, rules and regulations.

None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of any other rights or benefit, or a contract of employment, expressed or implied. All of the employees are employed "at-will," and employment is not for any definite period unless otherwise provided. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the School District or the employee or as otherwise provided.

The provisions set forth in this handbook may be altered, modified, changed, or eliminated at any time by the School Board at its sole discretion with or without notice. This handbook supersedes any and all previous handbooks, statements, policies, procedures, rules or regulations given to confidential staff employees, whether verbal or written. It is the responsibility of the employee to become familiar with the provisions set forth in this handbook as well as all applicable Board policies.

An expectation of employment with the School District of Whitefish Bay includes, but is not limited to, the following requirements for all employees:

- Adhere to school policies, procedures, and administrative rules
- Maintain productive working relationships with colleagues and staff members
- Maintain positive rapport with staff, students, parents, the School Board, and the community

For the purpose of this handbook, the term "confidential employee" shall apply to the following personnel:

Secretary to the Superintendent of Schools/District Administrator
Secretary for Human Resources
Supervisor for Payroll Services (Payroll/Benefits Supervisor)
Payroll/Benefits Specialist

II. EQUAL OPPORTUNITY EMPLOYMENT

In accordance with School Board Policy 511, the School District of Whitefish Bay does not discriminate on the basis of age, sex, national origin, ancestry, creed, religion, marital status, sexual orientation, disability, race, color, arrest record or conviction record, or for any other reason prohibited by state and federal laws.

III. PHYSICAL EXAMINATIONS

Requirement: Upon his/her initial employment, each new employee shall be required to undergo a physical examination, including a tuberculin test. If the tuberculin test is positive, then a chest x-ray shall be required.

All other employees will be required to undergo a physical examination at such time(s) and under such circumstances as the District deems appropriate.

Payment: The District will assume the entire cost of any physical examination, tuberculin test and, when necessary, a chest x-ray, which is required by the District pursuant to this article so long as the employee utilizes a physician designated by the District. While an employee may utilize a physician other than one designated by the District in complying with this article, the District will be required to reimburse the employee only in the amount and only to the extent of the customary charges charged by the District-designated physician.

IV. BENEFITS

Benefits are available to employees who have full-time status or part-time status working more than twenty (20) hours per week. For all benefits, the Board may from time to time change the insurance carrier and plan design if it elects to do so. For specific information regarding insurance and retirement plans, please refer to current benefit summaries.

Employees who do not enroll for insurance coverage within the initial eligibility period are subject to plan guidelines which may include waiting until the annual open enrollment period unless they have a qualifying event. Enrollment must be completed within thirty (30) days of a qualifying event to be eligible for coverage.

Health Insurance. The District will provide a group health insurance plan for benefit eligible employees on either a single or family basis.

The District will pay ninety-two percent (92%) of the health insurance premium for full-time benefit eligible employees and a pro-rated portion of the ninety-two percent (92%) premium payment for part-time benefit eligible employees. Health insurance is not available to part-time employees employed less than one-half time.

Upon initial employment, the employee is eligible to participate in the group health insurance plan available. Initial enrollment for that employee (and his/her family) exists only at the time of employment. If the employee declines coverage when the employee is initially eligible, the ability to enroll at a later date will be seriously affected.

Open enrollment for health insurance as required under ACA regulations occurs every spring.

Cash in Lieu of Health Insurance. If a full-time employee is covered through another source for health insurance or has a legal spouse whose coverage includes the employee, the employee may elect to receive cash in lieu of health insurance under the term of the District's Section 125 plan.

The amount will be the same as the District contributes toward a single premium per month, or \$726.06 per month (\$8,712.72 maximum annually), whichever is less. The employee must complete an *Application For Waiver of Health Insurance* form to receive the cash in lieu benefit.

Section 125 Plan. The District will implement and make available to all employees a Section 125 Plan. The Section 125 Plan will cover (a) employee pre-tax premium contributions for health insurance; (b) deductibles, co-payments and other non-covered medical expenses eligible for coverage; (c) child care expenses; and (d) provide employees who can certify they have alternative health insurance coverage a cash-in-lieu option (if the employee is eligible).

Dental Insurance. The District will provide a group dental insurance plan for benefit eligible employees on either a single or family basis.

The District will pay eighty (80%) of the dental insurance premium for full-time benefit eligible employees and a pro-rated portion of the eighty (80%) premium payment for part-time benefit eligible employees. Dental insurance is not available to part-time employees employed less than one-half time.

A benefit eligible employee is given the opportunity to participate in the dental insurance program upon initial employment. Should the employee desire to take the dental insurance at a later date, it is unlikely that the carrier will allow participation without some proof of insurability.

Open enrollment for dental insurance as indicated in the plan document occurs every spring.

Vision Insurance. The District will provide, on an optional basis, a voluntary vision insurance program at either family or single coverage. The employee will be responsible for the entire cost (100%) of the premium. Once enrolled, employees must participate in the vision plan for 12 full consecutive months before canceling coverage.

Open enrollment for vision insurance as indicated in the plan document occurs every spring.

Long-Term Disability. The District shall provide and pay the cost of long-term disability insurance for all full-time and part-time benefit eligible employees who work a minimum of 600 hours annually. The long-term disability insurance program shall provide for 90% payment of covered base salary to age 65 with an offset for social security, workers' compensation and State retirement. The long-term disability insurance program shall provide for a 60 day waiting period.

Group Term Life Insurance. The District offers group term life insurance to benefit eligible employees based upon 100% of the previous calendar year salary rounded to the next higher \$1,000. This coverage is handled through the Wisconsin Department of Employee Trust Funds (ETF). The premium for this policy is based upon age and Wisconsin Retirement System (WRS) wage. For all employees, however, the District does pay an additional premium which enables the value of this policy to hold one-fourth of its basic coverage value after retirement as permanent insurance without additional premiums being paid.

The group term life insurance is optional. There is a waiting period for this benefit; however, if the employee has had six months previous experience in the Wisconsin Retirement System, the waiting period is waived.

The term insurance referred to above is called the "basic coverage." All employees have the opportunity to participate in the "additional life insurance plan" if they are participating in the basic plan. The additional plan allows the employee to purchase an additional policy for up to three units of additional insurance. Each unit is equal to the basic plan amount. The rates are similar to or lower than those provided by the basic rate. The employee pays the entire cost of this additional insurance and it does not have any residual permanent benefits at retirement.

Optional Legal Spouse and Dependent Life Insurance. Those benefit eligible employees who participate in the basic group life insurance program are eligible to participate in an optional life insurance program which can cover their legal spouse and all their dependents. The employee pays the entire cost of this additional insurance and it does not have any residual permanent benefits at retirement.

Wisconsin Retirement System (WRS) Contributions. The District pays the employer portion of the contribution to the Wisconsin Retirement System (WRS) at the current rate assessed by the WRS. The employee is responsible for the employee portion.

V. **RETIREMENT**

Employees hired prior to July 1, 2004 must have served twelve (12) full-time consecutive years and be fifty-seven (57) years or older to qualify for this benefit. The employee is eligible for post-employment group health insurance coverage with the employer paying 92% of the premium until the lesser of 1) age sixty-five (65) or 2) eligibility for Medicare provided that the dollar amount of the premium to be paid by the employer on the employee's behalf shall not exceed the dollar amount paid by the employer on the employee's behalf during the 2011-12 school year.

Employees hired after July 1, 2004, who retire at age fifty-seven (57) or older with at least twenty (20) years of service are eligible post-employment group health insurance coverage with the employer paying 92% of the premium until the lesser of 1) age sixty-five (65) or 2) eligibility for Medicare provided that the dollar amount of the premium to be paid by the employer on the employee's behalf shall not exceed the dollar amount paid by the employer on the employee's behalf during the 2011-12 school year.

Employees hired January 1, 2009 or after, who retire at age fifty-nine (59) years or older with at least twenty (20) full-time years of service are eligible post-employment group health insurance coverage with the employer paying 92% of the premium until the lesser of 1) age sixty-five (65) or 2) eligibility for Medicare provided that the dollar amount of the premium to be paid by the employer on the employee's behalf shall not exceed the dollar amount paid by the employer on the employee's behalf during the 2011-12 school year.

Employees hired after July 1, 2011 are not eligible for this benefit.

VI. PARTICIPATION IN TAX-DEFERRED ANNUITY PROGRAM

Confidential employees may participate in any TSA program with a vendor on the approved list as per policy. Proper salary reduction agreement and other forms must be filed with the business office and may be changed in June and January of each year.

VII. SICK LEAVE

Confidential employees are eligible for sick leave due to temporary disability, personal illness, or serious illness in the immediate family. When family sick leave is used, the definition of immediate family includes legal spouse, children, mother, father, mother-in-law and father-in-law. When utilizing sick leave, employees must use a minimum of .25 day of sick leave per absence.

At the end of three (3) consecutive days of sick leave, certification of illness by a Health Care Provider may be required.

On July 1st of each year, twelve (12) days of sick leave are granted to full-time employees. Sick leave days are accumulated to a maximum of 90 days.

Once the maximum cumulative days are reached, or if, at the beginning of a school year, an employee's annual sick leave allotment would permit accumulation above the maximum, the employee's annual allotment will be the greater of:

1. The number of days difference between the current total of cumulative days and the maximum cumulative days set forth herein; or
2. Four (4) days per year.

In the event an employee is eligible for long term disability benefits, all sick leave payments shall cease immediately.

Confidential employees hired prior to July 1, 2011 shall receive compensation for unused accumulated sick leave up to and including 25 days at the time of retirement, computed on the basis of a normal full-time work day. This payment will be made at the employee's daily pay rate in effect on June 30, 2012.

VIII. VACATION

Vacation days are allocated on July 1st each year. Confidential employees employed full-time will be eligible for the following paid vacation, based on years of service:

<u>Years of Service</u>	<u>Vacation Allocation</u>
1 up to 4 years	10 days
5 up to 9 years	15 days
10 up to 14 years	20 days

Employees who have not used allotted vacation days for that school year will be allowed to carry over days up to the beginning of teachers' workshops in August/September. At that point, no more than three carryover days can be extended for use during the ensuing school year.

Separation of Service: In the event of separation from employment, vacation benefits shall be pro-rated based upon the actual service during the year of termination by the employee prior to termination. No vacation benefits will be paid if the employee terminates employment prior to the completion of one (1) year of service.

Vacation time may not be taken the last two weeks of employment unless pre-approved.

Holiday During Vacation: If a holiday falls while an employee is absent on vacation, said employee shall not be charged with a day of vacation for that holiday.

IX. HOLIDAYS

All regular full-time employees shall receive the following holidays off with pay:

1. Independence Day (July 4)
2. Labor Day
3. Thanksgiving Day
4. Day following Thanksgiving
5. Christmas Eve (December 24)
6. Christmas Day (December 25)
7. New Year's Eve (December 31)
8. New Year's Day (January 1)
9. Good Friday (Spring Day)
10. Memorial Day

Holidays falling on a Weekend: If any of the above holidays fall on a Saturday or Sunday, the Director of Business Services and Director of Human Resources shall determine which day will be assigned as the day off during the work week allocated to that holiday for pay purposes.

Eligibility: Holiday pay will be paid only to those employees who have worked the scheduled hours the day before and the day after the holiday, except if they have a pre-approved absence.

Holiday Pay: Holiday pay will be computed at the employee's regular rate of pay for the employee's regularly scheduled number of hours.

X. PERSONAL DAY & RELIGIOUS OBSERVANCE

Upon approval of the District Administrator, or his/her designee, a confidential staff employee will be allowed to be absent for personal reasons one (1) full day per year without loss of pay. Personal days may be taken in half (1/2) day increments.

Personal days are not to be used before or after vacation, holiday, recess, break, or sick leave day except in extreme emergencies. The request for a personal day must be received at least one week prior to the anticipated date except in extreme emergencies. Personal days may not be carried over to the next school year.

When a personal day is used, the day will be deducted from the confidential staff employee's sick leave balance.

To attend the funeral of non-immediate family members and/or friends, an employee should use available Personal Days and/or request unpaid time off.

Upon approval of the District Administrator, or his/her designee, any confidential staff employee desiring time off for personal religious observances may utilize a maximum of one (1) personal day and two (2) sick days per school year for such purpose. Days used for personal religious observances will be deducted from the confidential staff employee's personal day allotment followed, if necessary, from their sick leave balance.

XI. LEAVES OF ABSENCE

Employees are responsible for the entire cost of benefits when taking unpaid time off related to an approved Leave of Absence. Only with an approved FMLA leave is there an exception related to the health insurance premium benefit.

(A) Funeral/Bereavement Leave

In accordance with School Board Policy 532.34, an employee shall be permitted a leave, not to exceed three (3) paid days, for attending a funeral when a death occurs to a member of the immediate family. For funeral/bereavement leave purposes immediate family will include legal spouse, children, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren.

An additional two (2) paid days may be granted for travel to a funeral outside the Milwaukee metropolitan area, which shall be charged to regular sick leave (if applicable).

Additional use of regular sick leave (if applicable) for deaths in the immediate family may be granted at the discretion of the District Administrator or his/her designee.

To attend the funeral of non-immediate family members and/or friends, an employee should use available Personal Days and/or request unpaid time off.

(B) Jury Duty

See Board Policy 532.31/542.31 Jury Duty/Court Appearances. An employee shall be granted time off with pay for reporting for jury duty upon presentation of satisfactory evidence relating to this duty. Compensation received for such duty (exclusive of travel pay or pay for jury duty on

non-school days) shall be immediately paid over to the School District.

(C) Military Leave

Reserve Military Duty. Any employee required to take periods of training for the purpose of retaining status as members in the organized units of enlisted reserve corps of the Army, Naval Reserve, Marine Corps Reserve, Coast Guard Reserve and National Guard, and who are ordered to active duty, may be granted leaves with pay for a period not in excess of 15 days annually upon submission of evidence of receipt of competent orders. Pay from the School Board for this period shall consist of the difference between the military base pay as determined from the employee's military record and the employee's normal pay.

Full Military Duty. Any employee who is inducted or who enlists in the Armed Forces or the Nurses' Corps of the Federal Government at a time when the United States is engaged in war, or who has enlisted in any of said services while a conscription law was in effect, is hereby granted a leave of absence during the period of such service, and thereupon Section 17.035 of the Statutes shall apply to all increments which have accrued during such period of absence.

(D) Family and Medical Leave Act (FMLA)

Per Board Policy 532.33 Family or Medical Leave, the School District shall provide for paid and/or unpaid family and/or medical leave according to applicable state and federal laws. (Copies of applicable laws are available in the Human Resources Office.) When sick leave is used for serious illness in the immediate family, family members included are: legal spouse, children, mother, father, brother, sister, mother-in-law, or father-in-law.

Application Procedures: All requests for a medical leave of absence, other than emergencies, must be submitted to the District at least thirty (30) days prior to the anticipated beginning of the leave. In an emergency situation, notice must be given to the District of the need for leave as soon as possible, but not later than 48 hours after the occurrence of the reason for the leave. Such application will be reviewed and processed by the District Administrator or designee and shall be granted or denied. Employees may be allowed up to 12 work weeks of leave per Wisconsin and federal FMLA guidelines and Board Policy #532.33 Family or Medical Leave. Extended leaves beyond 12 weeks without pay may be granted, as indicated in the other unpaid leave of absences listed in this Leave of Absences section.

Benefits During Leave: For an approved FMLA leave, the employee may substitute sick time and/or vacation time (if applicable) per the established State of Wisconsin FMLA guidelines before any unpaid time is approved. In connection with School Board Policy 532.331, additional days beyond the use of sick time and/or vacation time (if applicable) as established through Wisconsin FMLA substituted pay may be covered if the employee is off under care of a Health Care Provider (HCP).

For an approved FMLA leave, the employee will continue health insurance at the same premium cost during the approved leave of absence (not to exceed 12 weeks). If any time during the FMLA period becomes unpaid, the employee will be responsible for 100% of the costs of benefits (all

benefits besides health insurance) not covered through payroll.

Return from Leave: The employee must supply Human Resources with documentation (a return to work note which is also called a fitness-for-duty certificate) from a Health Care Provider (HCP) stating the date the employee can return to work and the documentation should list restrictions, if applicable.

Failure to Return after Expiration of FMLA Leave: In the event the employee does not return to work following the expiration of the FMLA leave, and subject to applicable legal restrictions, the School District of Whitefish Bay will bill the employee for benefits paid by the District during the period of the unpaid FMLA leave. This is consistent with Wisconsin and Federal FMLA guidelines.

(E) Medical Leave (Non-FMLA)

See Board Policy 532.331 Anticipated Absence for Medical Reasons. An employee shall be eligible for sick leave during the period of time the employee is medically unable to perform duties of the position for which he/she is employed. Employees who know in advance that they will be medically unable to perform their assigned duties as of a specific date must notify the District Administrator as soon as they become aware of the anticipated absence.

Such application will be reviewed by the District Administrator or his/her designee who shall retain the final authority to grant or deny the medical leave (non-FMLA). In determining whether the leave should be recommended, the District Administrator may consider, but not be limited to, such factors as the employee's duties, the administrative requirements involved in arranging for a replacement, and review of all other unpaid leaves previously granted. The terms upon which such leave may be granted, including the time of commencement of the leave and the duration of the leave (not to exceed job protection timeframe as established under FMLA guidelines), shall be established by the District Administrator or his/her designee in consultation with the employee.

Benefits during Leave: If benefit eligible and enrolled in benefits, the employee may continue insurance during the approved leave of absence (not to exceed job protection timeframe as established under FMLA guidelines) at 100% employee cost of benefits. Continuation in the School District's insurance programs will be allowed upon the advance payment of the full premiums. Said payments must be made in accordance with the procedures established by the Business Office.

Return from Leave: The employee must supply Human Resources with documentation (a return to work note which is also called a fitness-for-duty certificate) from a Health Care Provider (HCP) stating the date the employee can return to work and the documentation should list restrictions, if applicable.

Failure to Return after Expiration of Leave: In the event the employee does not return to work following the expiration of the Medical (Non-FMLA) leave, and subject to applicable legal restrictions, he/she will be deemed to have voluntarily resigned his/her position with the District.

(F) Child Rearing Leave

Application Procedures: The employee shall make written application for an unpaid child rearing leave to the District Administrator or designee at least thirty (30) days in advance unless the employee is unable to provide such notice due to medical reasons, or in the case of an adoption, the employee is unable to provide such advance notice due to the placement requirements of the adoption process. The application for an unpaid child rearing leave shall include acceptable medical or legal (for adoption) verification and the anticipated date of beginning the leave and return to work. Such application will be reviewed and processed by the District Administrator or designee and shall be granted or denied in his/her sole discretion. The duration of the leave beyond any qualified FMLA protections will be granted by the District Administrator or designee.

Duration of the Unpaid Child Rearing Leave: The maximum length of the leave may be as follows:

- a. Child born or adopted during the summer (school is not in session) – the first grading period of the school year.
- b. Child born or adopted during the first grading period of the school year – the balance of that grading period, plus the second grading period.
- c. Child born or adopted during the second grading period of the school year – the balance of that grading period, plus the third grading period.
- d. Child born or adopted during the third grading period of the school year – the balance of that grading period, plus the fourth grading period.
- e. Child born or adopted during the fourth (or last) grading period of the school year – the balance of that grading period plus the first grading period of the following school year provided the employee's employment status is active/scheduled to be active the following school year.

Benefits during the unpaid child rearing leave: The child rearing leave is an unpaid leave. Sick time and/or vacation time (if applicable) may be utilized during the leave under FMLA provisions or as required medically. If benefit eligible and enrolled in benefits, the employee may continue insurance during the approved unpaid leave of absence at 100% employee cost of benefits. Continuation in the School District's insurance programs will be allowed upon the advance payment of the full premiums. Said payments must be made in accordance with the procedures established by the Business Office.

Failure to Return after Expiration of Leave: In the event the employee does not return to work following the expiration of the Medical (Non-FMLA) leave, and subject to applicable legal restrictions, he/she will be deemed to have voluntarily resigned his/her position with the District.

(G) Time Off Without Pay

Any time off without pay is considered an unpaid leave of absence. It is the expectation that employees do not request unpaid leaves of absence unless it is absolutely necessary to do so for a major event. Any and all time off without pay must be formally requested. All requests for unpaid leaves of absence, other than emergencies, must be submitted to the District at least thirty (30) days prior to the anticipated beginning of the leave. Such application will be reviewed by the District Administrator or his/her designee who shall retain the final authority to grant or deny the leave. In determining whether the leave should be recommended, the District Administrator may

consider, but not be limited to, such factors as the employee's duties, the administrative requirements involved in arranging for a replacement, and review of all other unpaid leaves previously granted. The terms upon which such leave may be granted, including the time of commencement of the leave and the duration of the leave, shall be established by the District Administrator or his/her designee in consultation with the employee. No unpaid leave of absence shall exceed five (5) work days. Any unpaid leave will not be granted at a frequency greater than once every 5 years for a 'once in a lifetime' event(s) or an emergency situation at sole discretion of District Administrator. An employee granted an unpaid leave for other than medical and child-rearing reasons must fully exhaust any available personal days and/or vacation days (if applicable) as part of that unpaid leave. A Time Off Without Pay leave of absence shall be without compensation. If benefit eligible and enrolled in benefits, the employee may continue insurance during the approved unpaid leave of absence at 100% employee cost of benefits. Continuation in the School District's insurance programs will be allowed upon the advance payment of the full premiums. Said payments must be made in accordance with the procedures established by the Business Office.

XII. EVALUATION

Confidential employees shall be evaluated annually by their immediate supervisor.

XIII. DAYS AND HOURS

The hourly rate shall be calculated on the basis of 2,040 hours per year. The normal workday shall consist of eight hours. During the summer months, winter break and spring break the normal workday shall consist of seven hours.

True Time (Payroll Time & Attendance Module through Skyward). Federal and state laws require us to keep accurate records of hours worked by hourly (nonexempt) employees. Every hourly (nonexempt) employee is required to enter his or her hours worked accurately through the True Time system. Clock in no earlier than 14 minutes before your scheduled start time, and clock out no later than seven minutes after your scheduled end time, unless a temporary schedule change is approved by your supervisor (final time sheet approver). Time sheets are to be submitted through True Time at the end of every workweek. A workweek is defined as the period beginning Sunday and ending Saturday. Any changes to your time sheet must be explained and approved by your supervisor. Record any time off in Employee Access prior to submitting the timesheet for that week.

Do not complete payroll information for any other employee or request that they do so for you. Falsification of time records or recording time will result in discipline, up to and including termination of employment.

XIV. SCHOOL CLOSING

All confidential employees shall report to work in the event that schools are closed due to weather conditions unless the District Administrator or his/her designee determines that conditions are unsafe for employees to report to work. . Any confidential employee who chooses not to report to work will have the option of using available vacation time, personal day, or taking a non-compensated day.

If a confidential staff employee is off on a leave of absence prior to the school closing, the leave of absence will take precedence over the school closing designation.

XV. EMPLOYEE NOTIFICATION TO HUMAN RESOURCES

Change in Employee Information. It is the employee's responsibility to update information or notify the Human Resources Office and/or Business Office of changes that should be made to records to keep them accurate and up-to-date. Examples of changes that must be reported would be: name, address, telephone number, or emergency contact.

The Business Office should be notified if you have a change in marital status, number of exemptions for tax withholding, bank information for direct deposit or changes to insurance coverage including dependent information.

Employee Notification Responsibility. Any report of a Federal, State or municipal law, rule or regulation violation may only be used in making employment decisions if the violation is related to job or assigned activity. Employees shall notify the Director of Human Resources immediately upon an arrest, pending charges, or conviction situation change.

XVI. LOST TIME DUE TO WORK RELATED INJURY

In relation to Board Policy 532.38 (Lost Time Due to Work Related Injury), if you are injured while working, witness an incident while working, or become ill from something in your work area, report it to Building Administrator or designee immediately – *even if no medical attention is required*. The incident should also be reported within 24 hours. Incident reports are used to document emergency or other abnormal situations on campus. These reports assist with the investigation of potential safety and/or health hazards and ensure that steps are taken to prevent any recurrence in the future.

Eligibility for workers' compensation can only be determined after an investigation of the circumstances surrounding a reported injury or illness. Failure to report the incident in a timely manner may result in a reduction or loss of workers' compensation benefits.

XVII. COMPENSATION

No pay increase shall be provided for employees on a plan of improvement.

Newly hired employees may not be eligible for a pay increase in their initial year of employment.

XVIII. IDENTIFICATION (ID) BADGE

All employees should obtain a picture ID badge through the Human Resources Office or the photo session conducted at each school building. Each employee is required to wear the picture ID badge to identify himself/herself as a School District of Whitefish Bay employee.