

# administrative guidelines

**BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

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## **HIRING PROCEDURES**

### **I. Posting a Vacancy**

- A. If a vacancy occurs in the areas of teaching, administration, other professional staff, secretarial, paraprofessionals, and custodial/maintenance as covered by a bargaining or contractual agreement, the responsible administrator will submit a vacancy notice/request form and a job description to the Superintendent's office.
- B. The Superintendent's office will then post the position internally via e-mail and/or externally depending on the nature of the position and recommendation from responsible administrator.
- C. All application materials, transcripts, resumes, background check release form, etc. will be sent to the Superintendent's office for filing, organizing and responding.

### **II. Interviews**

- A. The responsible administrator will select an interview team consisting of at least one other administrator and staff members and/or parents as deemed appropriate. The two administrators will review all applications and select the individuals to be interviewed by the team. The administrators may also elect to use other members of the team in the determination of candidates to interview. Note: For hiring administrators, at least one Board member will be on the team.
- B. The interview team will meet prior to interviews, and determine the expected qualities and competency for the position, and develop questions. Also, the interview team will review the legal information from Wisconsin Association of School Boards (WASB) in regard to nondiscrimination and objectivity.
- C. The interview will consist of the following components:
  - 1. Administer and score the perceiver series of questions and the Positive Attitude Survey questions.
  - 2. Ask and score interview committee members' individual questions specifically related to the position.
  - 3. Answer the candidates' questions.
  - 4. Skills test, if appropriate.

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- 5. Tour, if appropriate.
- 6. Other components as determined by the interview team.

- D. After all candidates have been interviewed, the committee will complete an assessment rubric and a recommendation form for the top two candidates. This information will be sent to the Superintendent, or recommend reposting of the position.
- E. The Superintendent, the responsible administrator, and at least one other administrator and/or School Board member will conduct a second interview to select the top candidate.

## III. Reference Check and Recommendation to Hire

- A. The responsible administrator will check references of the two candidates recommended by the committee and request a background check by contacting Karen Dieringer (payroll clerk). Note: The responsible administrator shall have the recommended candidates sign the "District Prospective Employee Background Check Form".
- B. If the background check and references check out, the responsible administrator will send the Interview Team Recommendation form, assessment rubric, and Perceiver and Positive Attitude Survey results to the Superintendent's office, along with returning all folders and materials of all applicants.
- C. The final interview group will review all the information outlined above and the results of their additional questions to assist in determining the top candidate.

## IV. Board Action

- A. A resolution to hire the top candidate will be presented to the Board from the Superintendent. The official start date shall be after Board approval, unless otherwise specified by the Board.
- B. Upon Board approval, a letter of confirmation and a contract (if appropriate) will be sent to the new employee.

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- C. Letters will be sent to the other candidates by the responsible administrator informing them that another candidate has been selected.

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## **SUBSTITUTE CHECK SHEET**

Substitute support staff members shall follow these procedures prior to being employed and all necessary documentation shall be included in their personnel file:

1. Application, including Candidate Responses,  
letter of interest and resume
2. Authorization for Release of Information
3. Employment Eligibility Verification (photo/2 documents)
  - Driver's license
  - SS card
  - Other
4. W-4 Form (Employee's Withholding Allowance Certificate)
5. Employee Card (white)
6. Hazardous Materials/Blood Borne Pathogens material
7. TB Test
8. License (provide photocopy) (check one):
  - Teaching
  - Teaching (applied for)
  - Substitute
  - Substitute (applied for)
9. College Transcripts
10. CESA certificate (unless teaching license provided)
11. Automatic Deposit Authorization
12. Background check completed
13. Letter to DPI required?
14. Welcome letter from Superintendent
15. Add to Substitute List (date)

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## **LONG-TERM SUBSTITUTE PROCEDURES**

Long-term substitute support staff are a vital component of our school district to help our students achieve success. Therefore, it is critical for the continued academic, social, and emotional success of our students that the following procedures be followed in securing long-term substitutes:

- A. All substitute support staff employment paperwork must be completed with the District Office as outlined on the substitute support staff employment checklist.
- B. A long-term support staff substitute is a person who substitutes in the same position for ten (10) consecutive work days.
- C. The principal or supervisor in need of a long-term substitute will review the substitute support staff list and present a written recommendation to the superintendent outlining the criteria used for the recommendation. Examples of criteria the principal/supervisor may use include past successful experience in the district as a regular or substitute support staff; reference checks; an updated background check; personal interview; use of the SRI perceiver and/or positive attitude survey; comprehensive review of the personnel folder; proven instructional success; positive responses from teachers on the “substitute feedback sheets”.
- D. If the recommendation is approved by the superintendent, the principal/supervisor and substitute caller will receive a written approval from the superintendent.
- E. The substitute caller and/or the principal informs the long-term substitute support staff, and the principal/supervisor arranges the schedule.
- F. During the first three weeks, the principal/supervisor will perform a formal classroom observation.
- G. At any time, the principal/supervisor may remove the long-term substitute and place him/her back on the regular substitute list.
- H. Completely removing a substitute support staff from the regular list shall be the responsibility of the Superintendent based on input from principals and/or supervisors.

Approved: 8/18/04

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## FAMILY MEDICAL LEAVE ACT

- I. The school district understands the importance of the Family Medical Leave Act (FMLA) and complies with state and federal laws. The district also recognizes the complexity of the laws and the interplay between both the state and federal laws. Therefore, the following information will serve as a guide for FMLA in our school district. Also, it is recognized that because of the complexity of FMLA, these guidelines cannot cover all aspects of the law. The Superintendent and Director of Business Services have been trained in the implementation of the law and should be contacted for specific questions and additional information. Please note that in order to be eligible for FMLA, state and federal laws require an employee must have worked for fifty-two (52) weeks and one thousand (1,000) hours.
  - A. Qualifications under FMLA include birth, adoption, foster care; serious illness of employee's child, spouse, or parent; and personal serious illness.
  - B. A formal, signed letter of FMLA request must be submitted to the Superintendent within thirty (30) days of the requested leave or as soon as possible under emergency situations.
  - C. The letter must specify the reason for the leave, dates the leave will begin and end, and the amount of accumulated sick leave to be used during the leave.
  - D. Any days absent beyond specified sick leave will be days without salary compensation up to the time specified in the law of either six (6) or twelve (12) weeks.
  - E. FML may be taken intermittently or for the more traditional block of consecutive days as approved by the Superintendent or Director of Business Services.
  - F. Upon review of the letter by the Superintendent, he/she may ask for additional medical information from physicians or health care facilities under federal and state guidelines. The Superintendent will then send the employee a letter outlining the parameters of the leave if approved.
  - G. On rare occasions and under unusual circumstances, the Board of Education may approve FML beyond the minimum required by law. This would be leave without salary or fringe benefit compensation. A letter of request for this extension must be submitted to the Superintendent, and, if appropriate, the Board of Education would consider the request at the next regular Board meeting.

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- H. It is again noted that federal and state FMLA laws differ and the Superintendent and Director of Business Services can assist in choosing the best plan to meet your personal needs.
- II. Federal FMLA Plan Features
  - A. Twelve (12) weeks during any twelve (12) month period (if spouses work for the same employer the total of both spouses leaves with respect to a single event cannot be greater than twelve (12) weeks).
  - B. Return to work with equivalent position if within the time frame of the FMLA leave.
  - C. May substitute paid vacation, personal or family leave and sometimes sick leave\* for days absent. \* *Sick leave can be used for personal medical leave and family leave.*
  - D. Employer continues to pay same share of health benefits.
  - E. Employer may require employee to keep employer informed of employee's status and intention to return.
  - F. Employee needs to inform employer of potential use of plan thirty (30) days in advance, if practical.
- III. State FMLA Plan Features
  - A. Six (6) weeks for birth and adoption
  - B. Two (2) weeks for family member
  - C. Two (2) weeks for own medical care
  - D. Return to work with an equivalent position
  - E. May use paid or unpaid leave of any type (including sick leave and personal days)
  - F. Employee needs to inform employer of potential use of plan within a reasonable and practical period of time
  - G. Foster care placement not included



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## STUDENT SAFETY

### Facility Safety

The safety of students shall be assured through close supervision of students in all school buildings and on school grounds during school hours. Special attention shall be given to the following:

- A. Maintaining a safe school environment which is inspected regularly by the building custodian, the building principal, and the district safety coordinator. School personnel have a responsibility to report suspected safety problems to the proper authority.
- B. Close observation of safe practices on the part of all school personnel and students, particularly in those areas of instruction or extra-curricular activities which offer special hazards.
- C. Special instruction for students as germane to particular subjects such as lab courses in science, shop courses, and health and physical education classes.
- D. Providing, through the services of the school nurse or trained school personnel, such first aid care as needed in case of accident or sudden illness.
- E. School personnel are encouraged to become certified in First Aid and Cardiopulmonary Resuscitation. Courses in both will be offered as needed.
- F. Students are required to wear safety equipment and clothing deemed appropriate to the instructional or extra-curricular activity. Students are expected to conform with established safety procedures when participating in hazardous activities. Safety requirements will be based on national, state and local requirements. Reasonable judgment is expected of supervisory personnel. Failure to comply may result in removal from the respective activity.

### Personal Safety

In addition to the above safety measures, school personnel are expected to be on the lookout for suspicious strangers loitering in or near school buildings. The principal is to be notified and the police should be called if the circumstances seem to warrant it. It is the responsibility of the principal to notify the other principals of the district (public and Parochial) and central administration.

Elementary staff should instruct students not to accept gifts or rides from strangers, and to notify school authorities, their parents, the police, or other adults of any suspicious persons. A protective behaviors curriculum will be established and offered to children in grades K-8.

In the event of a custody situation, the district personnel are instructed not to get involved in family conflict. It will be the responsibility of the parents to provide a copy of any restraining order issued by the courts. This order will be kept in the principal's confidential file.

District personnel are to contact the local police in the event a restraining order is violated.

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## Crisis Manual

The school district crisis manual shall become part of these guidelines to further protect the health and safety of students. The manual is reviewed and revised as needed coordinated by the Director of Student Services.

## Student, Staff, and Department Handbooks

The safety procedures outlined in all other school district student, staff, and department manuals shall be reviewed by the responsible administrator and shall become part of these guidelines.

Approved: 8/18/04

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## SUPPORT STAFF EVALUATION

- I. The primary purposes of evaluation are to improve service to the students and to evaluate the performance of staff members. The process must be one that encourages growth and renewal, challenging all staff members to accomplish identified goals. Administrators, responsible for the evaluation of support staff members, will inform staff members of the evaluation procedures and instruments to be used.
- II. Procedures and instruments to be used, when applicable, during the evaluation cycle will include, but not be limited to, the following:
  - A. Pre-observation – input from the staff member prior to an observation as to their goals and objectives and how those goals support the overall mission of the building and student learning.
  - B. Work assignment and school environment observations – formal and informal observations and walk-throughs (a focused classroom visit or observation for a brief period of time; approximately 3-5 minutes) by the administrator can be scheduled or unannounced.
  - C. Post-conference – this follow-up discussion shares the data collected, evaluates the staff member's performance, and allows for input toward future development. This may also include the final summative evaluation.
  - D. Formal summative evaluation – the formal evaluation document is reviewed by the administrator with the staff member. Completed evaluation forms are filed in the individual personnel file in the Superintendent's office.
  - E. Plan of assistance - as necessary, an individualized plan of remediation will developed by the administrator with input from the staff member. The plan will identify areas of concern and will include improvement recommendations, timelines, resources, and follow up.
- III. The formal evaluation cycle shall include, at a minimum, the following:
  - A. Probationary support staff – support staff members will serve a one-year (12 month) probationary period from the employee's starting date. The following evaluation procedure will be used:
    1. Within one hundred twenty (120) days of the support staff starting date, a formal evaluation will take place by the principal or supervisor.

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2. Sixty (60) days prior to the formal evaluation, the support staff employee shall submit a list of goals to the principal/supervisor and meet to discuss these goals.
  3. The evaluation process for a probationary support staff member will also include announced and unannounced walk-throughs.
  4. Support staff members transferring from one position to another within the District, even though they may have completed their probationary period, shall nonetheless receive a formal evaluation within one hundred twenty (120) days of their transfer start day.
  5. Nothing in this administrative guideline should be construed as a restriction to additional evaluations and observations as needed.
- B. Non-probationary support staff – once a staff member has completed successful probation, they will be placed on a two-year evaluation cycle, unless the administrator determines the need for more frequent observations and evaluations. The following procedure will be followed:
1. A minimum of one formal summative evaluation during the second semester including a follow up conference.
  2. Announced and unannounced walk-throughs will take place throughout the course of the school year.
  3. The walk-throughs and formal observations are tied into identified goals.
  4. An additional goal for the evaluation of non-probationary staff members is as follows: The intent is to take the staff member where they presently are and help them move to a higher level of performance.
- IV. District Office administrators will not generally be involved in support staff evaluations. On occasion, the principal may request their assistance in observing a support staff member for the purpose of assisting the principal in the evaluation process. When this happens, the staff member will be notified of their involvement.
- V. All original evaluation documentation must be submitted to the Superintendent's Office prior to June 20<sup>th</sup> of each school year to be placed in personnel files.

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## FAMILY AND MEDICAL LEAVE ACT

The school district shall follow the state and federal laws related to the Family and Medical Leave Act. Employees must make a formal written request to the Superintendent for leaves of absence covered by this act specifying dates, reason, and possible use of accumulated sick leave. The Superintendent, acting on behalf of the Board, shall make a decision on the request based on the most factual information available related to federal and state laws and employee personal information.

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## JOB-RELATED EXPENSES

- I. School District personnel and officials who incur approved expenses while performing authorized duties shall be reimbursed either partially or fully in accordance with the following guidelines:
  - A. Mileage rate – when approved by the administrative supervisor, the mileage accrued on personal vehicles when performed for official school business shall be reimbursed. The amount paid will be the allowable mileage rate as defined by IRS for business driving expenses to a maximum of \$0.50/mile. Mileage distance is determined from the employee's building to their destination, or from employee's point of origin to their destination, whichever is shorter.
  - B. In-District meal reimbursement – it is recognized that some activities require that personnel be kept intact as a group during mealtime. Reimbursement for meals requires advance approval of the supervising administrator.
  - C. Out-of-District travel – all personnel must obtain written approval from their immediate supervisor and the Director of Special Services, in that order, prior to any extensive planning for out-of-district travel. Approved travel reimbursement is subject to the following:
    1. Mileage and/or transportation – transportation reimbursement shall be at the least cost for the District. Reimbursement shall be based on the least expensive means; i.e. coach airline fare. In addition, mileage from the school to the airport and transportation expenses from the airport to the convention center are a normal part of transportation expenses.
    2. One-day seminars, meetings, and conventions – meal expenses are the responsibility of the attendee unless the meal is included as part of the event cost.
    3. Seminars, meetings, and conventions attended for professional advantage of the employee and the District lasting 2 or more days
      - a. Claims for lodging expense reimbursement may be made by submission of original itemized receipts documenting the expense. Lodging expenses shall be limited to the single occupancy rate of the room and any related room tax. The choice of lodging shall be based on cost with consideration given to accessibility in conducting business. In some instances, the arrangements for lodging are made by

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a convention housing bureau which may impact on the employee's choice of location and cost. Whenever possible, lodging arrangements shall be made using a District purchase order to avoid state sales tax on room charges.

- b. Meals (including tax and 20% maximum gratuity) will be reimbursed to a maximum of breakfast - \$8.00; lunch - \$12.00; dinner - \$22.00. No meal will be reimbursed without an itemized receipt.
  - c. The registration fee for a convention is a reimbursable expense and not part of the per diem limitation. Complete costs of luncheons and/or banquets associated with the convention registration shall be paid in full.
  - d. Hotel expenses will only be reimbursed for locations that are greater than fifty (50) miles from the District. If multiple employees are attending the same conference, the expectation is that same gender employees will double up. If the employees choose not to double up, both employees will be responsible for half of the cost of the rooms.
- 4. For seminars or other meetings where attendance is directed by statute, directive from the Department of Public Instruction or the Board, or specifically requested and/or approved by the Superintendent and/or Board action, expense reimbursement shall be in full.
  - 5. Shuttle transfers, parking costs, and phone calls associated with official school business shall be paid in full with appropriate receipts.
  - 6. Internet service will only be reimbursed if it is necessary to perform District responsibilities and must be pre-approved.

**D. Reimbursement requirements / restrictions**

- 1. All expense reimbursement claims shall be accompanied with receipt justification for expenses. Lack of such receipts is cause for nonpayment, unless authorized by the Superintendent. The accuracy of reimbursement information is the responsibility of the employee and the immediate supervisor.
- 2. The Board will not reimburse employees or officials for liquor or entertainment expenses.

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3. Gaming/casino property lodging and meal expenses will not be reimbursed.

**E. Other compensation**

1. The District will not grant expense reimbursement to an employee if the same costs are also reimbursed by a source outside of the District.
2. Any employee called for jury duty or subpoenaed to serve as a witness in an action arising as a result of employment with the Board shall be paid regular wages. However, the employee shall turn over to the District, any money excluding mileage allowance received as a result of such jury duty or witness service. Employees must return to work as soon as possible, if dismissed from jury duty before the end of the employee's workday.
3. Compensation from other sources (e.g. honorariums) may be accepted by the employee if the day has been approved as a personal leave / vacation day, or the compensation must be submitted to the District.

**F. Traveling with others – travel expenses are reimbursable for designated employees only. With respect to lodging, the amount reimbursable shall be equal to the rate for a single room. This amount shall be entered by the hotel clerk if different from the invoice.**

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## STUDENT AND STAFF PICTURES ON THE DISTRICT WEBSITE

### Website Use of Photographs

In an effort to promote the activities and the efforts of our students and staff members within the District, pictures of individual students and/or staff can be included on the District Website with the following conditions:

- A. No captions will include the name(s) of individual(s) in the picture.
- B. No pictures of students in small group or individual settings will be used if the parent of a student in the photograph has returned the form restricting the use of their student's photo.
- C. No pictures of staff members will be used if the staff member has a letter on file with the Director of Business Services requesting their photograph not be used on the site.

### Website Content

Staff members are responsible for the content of their Web page within the District Website, as well as, the content contained in the links provided. If staff members utilize student work, they also have the responsibility of screening content to make certain that the information falls within District Policy and Administrative Guidelines.

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