

2.04 Fair Labor Standards Act and Wisconsin Administrative Code DWD 274.08

Certain types of workers of public employers in Wisconsin are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act [FLSA] as authorized by Wisconsin Administrative Code DWD 274.08. For non-exempt employees, issues concerning overtime, compensatory time off and minimum wage are found in [Appendix Part I - 2.04A](#). Notification of rights under the FLSA is set forth in the employment poster section in [Appendix Part I - 2.04B](#).

2.05 Family and Medical Leave Act

- A. **Notification of Benefits and Leave Rights:** Since the District has an employee handbook or other written policy concerning employee benefits or leave rights, information concerning FMLA entitlements and employee obligations under the FMLA is included in the *Handbook* as required by federal law. The District shall post the text of the notice contained in the following link in the appendix and in a conspicuous place where notices to employees and applicants are customarily placed:
<http://www.dol.gov/whd/regs/compliance/posters/fmla.htm>. See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1). The notice is posted at the Colby District Education Center. Information concerning leave rights under the Wisconsin Bone Marrow and Organ Donation Leave Law will be posted in a conspicuous place where notices to employees and applicants are customarily placed. Employees can view this notice at: https://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_18114_p.pdf. This notice is also included as Appendix of the Handbook.
- B. **Eligibility Notice.** When an employee requests FMLA leave, or when the employer acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the employer must notify the employee, within five business days, of the employee's eligibility to take FMLA leave, including notice of the employee's ability to take leave intermittently or on a reduced schedule (if eligible), absent extenuating circumstances. 29 C.F.R. § 825.300(b).
- C. **Rights and Responsibilities Notice.** The District shall provide written notice outlining specific obligations of the employee and explaining any consequences of not meeting those requirements. 29 C.F.R. § 825.300(c). The District is satisfying this notice requirement by directing the employee to the following website, which combines the eligibility notice and the rights & responsibilities notice into a single form: U.S. DEP'T OF LABOR, *Notice of Eligibility and Rights & Responsibilities (FMLA)*, available at <http://www.dol.gov/whd/forms/WH-381.pdf>.
- E. **Designation Notice.** The District shall "inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA." U.S. DEP'T OF LABOR, *Designation Notice (Family and Medical Leave Act)*, available at <http://www.dol.gov/whd/forms/WH-382.pdf>. See 29 C.F.R. § 825.300(d).

2.06 Immigration Law Compliance

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

<http://www.uscis.gov/files/form/i-9.pdf>

2.07 Employee Harassment based on a Legally Protected Status Harassment and Bullying

- A. **Policy Statement:** The District is committed to providing fair and equal employment opportunities and to providing a professional work and student learning environment free of all forms of **unlawful employment harassment and bullying**.
- B. **Harassment:** The District shall not tolerate harassment based on any personal characteristic described above in section 2.02. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to

create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

1. Unwelcome sexual advances, comments or innuendos;
2. Physical or verbal abuse;
3. Jokes, insults or slurs based on any personal characteristic (*Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks*);
4. Taunting based on any personal characteristic described above in section 2.02; and/or
5. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

- C. **Employee Responsibility:** All employees are responsible for ensuring that harassment and bullying do not occur. The District intends to comply with both the letter and spirit of the law in making certain that harassment and bullying do not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of harassment or bullying or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures ([Board Policy #512](#)). All reports regarding employee harassment or bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee harassment and bullying. Actions that are determined to be harassment or bullying shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of alleged harassment or bullying to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of alleged harassment or bullying may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

This policy and its accompanying procedures shall be published annually and distributed to all staff. ~~District staff will be required to sign an acknowledgment of receipt of the policy and procedure on an annual basis.~~ Training shall be conducted annually on this policy for all staff in the District.

2.08 Bullying

- A. **Policy Statement:** The District is committed to providing fair and equal employment opportunities and to providing a professional work and student learning environment free of all forms of bullying and harassment prohibited by Wisconsin Criminal Statutes, e.g. Wis. Stats. 947.013 and 947.0125
1. **Bullying:** Bullying is defined as systematic or repeated infliction (or attempted or threatened infliction) of physical harm or psychological/emotional distress on one or more students, staff, or other persons. It involves purposeful or intentional written, spoken, nonverbal, or physical behavior, including but not limited to any threatening, intimidating, insulting, degrading, or dehumanizing conduct, gesture, or communication that has the effect of doing any of the following:
 - a. Substantially interfering with any employee's work or a student's education;
 - b. Substantially interfering with a person's ability to participate in or benefit from any school activity or program;
 - c. Endangering the health, safety, or property of the target(s) of the behavior;
 - d. Creating a threatening, intimidating, hostile, or offensive environment within any District school, activity, or program; or
 - e. Substantially disrupting the orderly operation of the school.

“Cyber-bullying” is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms, and social media (e.g., Twitter™ or Facebook™). Cyber-bullying is prohibited and treated the same as all other types of bullying.

Bullying is deliberate/purposeful conduct, but intent/purpose may properly be inferred from the totality of the circumstances (e.g., where the behavior is persistent/repeated or where the responsible party reasonably should have been able to foresee the consequences of his/her actions and the manner in which his/her conduct would be likely to be perceived by the target(s) of the conduct).

Bullying can involve direct interaction between the aggressor-bully and the target(s), or it can be indirect (such as orchestrating others to engage in acts of bullying; facilitating bullying conduct by others; etc.).

Not all behaviors that (1) hurt another person’s feelings; (2) are a manifestation of an interpersonal conflict; or (3) are in some way unkind amount to acts of bullying. However, such negative behaviors are still a legitimate subject of concern and regulation within the school environment. Further, it shall be a goal of the District’s workplace and educational programs to help staff, students and others recognize and acknowledge that even one-time instances of, for example, name calling, negative teasing, put-downs, or excluding others (when inclusion was readily possible) are inappropriate and problematic for a number of reasons.

- B. Employee Responsibility: All employees are responsible for ensuring that harassment and bullying do not occur. The District intends to comply with both the letter and spirit of the law in making certain that harassment and bullying do not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of harassment or bullying or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures ([Board Policy #512](#)). All reports regarding employee harassment or bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee harassment and bullying. Actions that are determined to be harassment or bullying shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of alleged harassment or bullying to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of alleged harassment or bullying may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

This policy and its accompanying procedures shall be published annually and distributed to all staff. ~~District staff will be required to sign an acknowledgment of receipt of the policy and procedure on an annual basis.~~ Training shall be conducted annually on this policy for all staff in the District.

SECTION 3. GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

3.01 District Expectations

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, 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.

The District expects employees to comply with the standards of conduct set out in Board policies, this *Handbook*, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or

- B. the time that has passed since the offense, conduct and/or completion of the sentence;
- C. the nature of the position to which the employee is assigned; and
- D. (for-non-felonious crimes only) the relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction.

3.13 District Property

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges and the key fob for building entry. District equipment borrowed for short term use should be returned the first work day after project completion.

3.14 Drug-, Alcohol-, and Tobacco-Free Workplace

A. Restrictions on Tobacco, Smoking, Nicotine and Vaping Products

1. Tobacco and Nicotine Products: Employees shall not use tobacco and nicotine products except for nicotine products used as part of a smoking cessation program, as defined below, on District premises, in District vehicles, or in the presence of students at school or school-related activities. [Insert link to applicable local policy]. § 120.12(20), Wis. Stats. In addition, the District prohibits the use of vaping products regardless of whether such products contain tobacco or nicotine. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment.
2. Definitions: A "tobacco product" includes, for example, chewing tobacco, cigarettes, cigars, and snuff. A "nicotine product" means any product that contains nicotine and is not a tobacco product, a cigarette, or a product that has been approved by the U.S. Food and Drug Administration for sale as a smoking cessation product or for another medical purpose and is being marketed and sold solely for such an approved purchase (e.g., nicotine gum, nicotine skin patches). Nicotine products covered by this prohibition might include, for example, electronic cigarettes (e-cigarettes) with nicotine, nicotine vaporizers, and nicotine lollipops.

B. Drug-Free and Alcohol-Free Workplace

1. General Restrictions on Alcohol and Drugs: The District prohibits the following conduct by any person who is on District premises (i.e., property that is owned, leased, or controlled by the District); in a District vehicle; or participating in a District-sponsored activity:
 - a. The unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance (as defined under state or federal law, including all illegal drugs), a hazardous inhalant, or alcohol.
 - b. Being under the influence of a controlled substance (excluding the lawful and medically-appropriate use of medication), a hazardous inhalant, or alcohol in any manner that violates the law, violates a District policy, creates a disturbance, or jeopardizes safety.
 - c. The possession or distribution (including the purchase, sale, or transfer) of any substance that is represented as a controlled substance.
2. Additional Drug and Alcohol Restrictions Applicable to All Employees: District employees are subject to additional restrictions regarding alcohol and controlled substances. Specifically, except as otherwise required by law or specified in this policy, no District employee may possess, manufacture, distribute, dispense, use, or be under the influence of alcohol or a controlled substance, or use or be under the influence of a hazardous inhalant, when the employee is (1) on District-premises; (2) in any vehicle being used for District business; or (3) regardless of location, at any District-authorized activity, event, or function at a time when the employee is acting in the scope of his/her employment, responsible for

District students, or otherwise acting as an agent of the District. For purposes of this provision, being under the influence of alcohol includes having a detectable alcohol concentration of 0.02 or higher.

3. **Drugs and Alcohol Testing Based on Individualized Circumstances (Reasonable Suspicion):** If a supervisor or administrator has actual knowledge of or reasonable suspicion concerning an employee's employment-related possession or use of alcohol or controlled substances in violation of District policy or any applicable law (e.g., use on the job or being under the influence upon reporting for work or while working), the employee may be required to submit to testing for alcohol and/or controlled substances. Any drug and alcohol testing of District employees shall be conducted using procedures that reasonably protect the privacy interests of the employee and the integrity of the test results.

Consequences for Drug and Alcohol Violations: Compliance with the District's policies and rules regarding alcohol and drugs in the workplace is mandatory and a condition of employment. School employees shall cooperate with supervisors and with law enforcement personnel in investigations concerning any possible violations of these provisions. Employees who violate the District's policies or rules regarding these substances are subject to consequences, including referral to drug and alcohol counseling or rehabilitation programs, reassignment, monitoring plans (which, to the extent permitted by law, may include testing), discipline (up to and including termination), and/or referral to appropriate law enforcement officials.

The District seeks to provide a safe drug-free workplace for all of its employees.

- A. **Prohibited Acts – Drugs and Alcohol:** Therefore, the manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.
- B. **Tobacco Products:** Employees shall not use tobacco and nicotine products except for nicotine products used as part of a smoking cessation program as defined below on District premises, in District vehicles, nor in the presence of students at school or school-related activities except as provided for below. ([Board Policy #522.1](#)) Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. §120.12(20), Wis. Stats.
— A “tobacco product” includes, for example, chewing tobacco, cigars, and snuff. A “nicotine product” means any product that contains nicotine and is not a tobacco product, a cigarette, or a product that has been approved by the U.S. Food and Drug Administration for sale as a smoking cessation product or for another medical purpose and is being marketed and sold solely for such an approved purpose (i.e., nicotine gum, nicotine skin patches). Nicotine products covered by this prohibition might include, for example, electronic cigarettes (e-cigarettes) with nicotine, nicotine vaporizers, and nicotine lollipops.
- C. **Drug-Free Awareness Program:** The District shall distribute drug-free awareness information to employees regarding the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations. ([Board Policy #522.1](#)) and 41 U.S.C. § 702(a) (1).
- D. **Reasonable Suspicion Testing:** All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable suspicion exists must be based on specific, contemporaneous, accurate observations concerning the

~~exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. A trained supervisor must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.~~

- ~~E. Consequence for Violation: Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. Compliance with the District's policies and rules is mandatory and is a condition of employment.~~
- ~~F. Notification of Conviction: As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice from the employee or any other source the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a) (1) (D). After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug Free Workplace Act (41 U.S.C. 702)].~~

3.15 Employee Identification Badges

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. They are an important part of providing a secure environment for our students. Employees must wear their employee identification badges in a visible spot during their contracted work time.

3.16 False Reports

Employees may be disciplined for filing false reports or statements including but not limited to the following: accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, student records, tax withholding forms and work reports.

3.17 Financial Controls and Oversight

The employee shall adhere to all internal controls that deter and monitor all fraud or financial impropriety in the District. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the District Administrator or designee, the Board President, or local law enforcement. Reports of suspected fraud or financial impropriety shall be processed in a manner that gives appropriate consideration to the confidentiality of these matters. Limited disclosure may be necessary to complete a full investigation or to comply with law. Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety. Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. See also Part I, [Section 3.40](#).

3.18 Fraud and Financial Impropriety

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

- A. Fraud and financial impropriety shall include but is not limited to the following:
1. forgery or unauthorized alteration of any document or account belonging to the District;
 2. forgery or unauthorized alteration of a check, bank draft, or any other financial document;
 3. misappropriation of funds, securities, supplies, or other District assets, including employee time;
 4. impropriety in the handling of money or reporting of District financial transactions;

3.39 Wellness

- A. **Educational Environment:** District employees are encouraged to facilitate a healthy learning atmosphere for students to promote wellness. The District encourages staff to use foods of a high nutritional value in fundraising activities and to create an educational environment that supports the promotion of healthy food and beverage choices for students. Using food as a learning or behavior incentive should be kept to a minimum. Incentives shall be healthy food choices. The withholding of a meal as punishment is prohibited.
- B. **Employee Wellness:** The District shall encourage healthy behaviors by providing wellness programs, educational opportunities and a healthy work environment for employees.

3.40 Employee (Whistleblower) Protection

- A. **Complaint Procedure:** If any employee of the District reasonably believes that some policy, practice, or activity of the District is in violation of law, a written complaint must be filed by that employee with the District Administrator. If the complaint is about a practice or activity of the District Administrator, the complaint must be filed with the Board President.
- B. **Purpose:** It is the intent of the District to adhere to all laws and regulations that apply to the District, and the underlying purpose of this provision is to support the District's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.
- C. **Anti-Retaliation:** An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the District and provides the District with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the District's chain of command or complaint policies. The protection described below is only available to employees who comply with this requirement. The protection against retaliation that is described below does not limit the District from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy. The District will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the District, or of another individual or entity with whom the District has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy. The District will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any policy, practice, or activity of the District that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. Nothing herein shall limit or diminish an employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if such actions are protected by state and/or federal law.

3.41 Work Made for Hire

"Materials" paid for by the District through the course of regular employment, assigned workload or additional assignment payment that are identified as services performed by the employee under the employee's contract or letter of assignment are owned by the District, except as the District may otherwise agree in writing. Such materials are considered to be "works made for hire" which are the sole property of the District (including all intellectual property rights thereto). Occasionally an employee has questions regarding the use of such materials to be included in books, shared on websites or included in other commercial materials. Such materials created by the employee during the course of employment may include lesson plans, staff development presentations or tests/test items. Any work prepared by an employee within the scope of the employee's employment is owned by the District unless the employee and the District have executed a separate agreement regarding ownership, use and distribution rights. As such, works made for hire should not be disseminated or retransmitted without the express written consent of the District. An employee with questions regarding ownership or copyrights on materials prepared within the scope of his/her employment should consult with his/her supervisor.

~~Occasionally an employee has questions regarding the use of materials to be included in books or other commercial materials. Such materials created by the employee may include lesson plans, staff development presentations or tests/test items. Any work prepared by an employee within the scope of his/her employment is owned by the District. Under federal~~

copyright laws, this is called “work made for hire.” An employee with questions regarding ownership or copyrights on materials prepared within the scope of his/her employment should consult with his/her supervisor.

3.42 Workplace Safety

- A. **Adherence to Safety Rules:** All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment. Employees should know the following:
1. Location of fire alarms;
 2. Location of fire extinguishers;
 3. Evacuation routes; and
 4. Whom to notify in case of fire
- Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.
- B. **Protection of Staff:** An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.
1. “Injury” means physical harm to an employee caused by accident or disease in the performance of duties by the employee.
 2. “Performance of duties” means duties performed within the employee’s authorized scope of employment and performed in the line of duty.
- C. **Notification of Safety and Health Standards:** Section § 101.055 of the Wisconsin statutes requires the Wisconsin Department of Safety and Professional Services to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by federal Occupational Safety and Health Administration (OSHA). A District employee who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the District to conduct an internal review of the matter. Furthermore the employee may request the Wisconsin Department of Safety and Professional Services to conduct an inspection.

The District shall not discriminate against or discharge any employee for exercising any right afforded by this section. An employee may file a grievance under the Part I, section 5 of this *Handbook* and [Board Policy #720](#) to address the workplace safety issues as defined in subsection F, below. The employee may, in his/her discretion also file a complaint with the state Division of Equal Rights within thirty (30) days if the employee believes a violation of the first sentence of this paragraph occurred. See WIS. STAT. § 101.055; Public Employee Safety and Health, available at <http://commerce.wi.gov/sb/docs/SB-PubSectSafEmployeePoster9301.pdf>

- D. **Weapons Prohibition:** Except as otherwise permitted by this section, firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: WIS. STAT. §§ 120.13(1), 948.60, 948.605, 948.61.
1. This prohibition does not apply where state law prohibits a school district from restricting any individual’s right to possess a firearm or other weapon in a location covered by this policy (e.g., law enforcement officers and certain former law enforcement officers possessing a firearm or other weapon on school grounds).
 2. The building principal may allow a weapon on school premises for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.
 3. Firearms or other weapons used for hunting may be allowed on school property for hunter safety classes, but only during non-school hours and after approval, in writing, from the District Administrator. The person(s) conducting the hunter safety class will assume responsibility for the safe handling and care of the firearms/weapons and see to it that all firearms/weapons are removed from the premises promptly after the class.

Colby School District Extra-curricular and Co-curricular Wage Schedule

| | POINTS | \$102.00 PER POINT VALUE |
|-------------------------------|--------|-----------------------------|
| FOOTBALL | | |
| Varsity Head Coach | 26 | \$2,652.00 |
| Varsity Assistant Coach | 23 | \$2,346.00 |
| Varsity Assistant Coach | 23 | \$2,346.00 |
| Ninth Grade Coach | 21 | \$2,142.00 |
| Ninth Grade Coach | 21 | \$2,142.00 |
| Middle School Head Coach | 15 | \$1,530.00 |
| Middle School Assistant Coach | 11 | \$1,122.00 |
| Middle School Assistant Coach | 11 | \$1,122.00 |
| CROSS COUNTRY | | |
| Head Coach | 22 | \$2,244.00 |
| Assistant Coach | 17 | \$1,734.00 |
| Middle School Head Coach | 15 | \$1,530.00 |
| VOLLEYBALL | | |
| Varsity Head Coach | 22 | \$2,244.00 |
| Varsity Assistant Coach | 19 | \$1,938.00 |
| Ninth Grade Coach | 16 | \$1,632.00 |
| Middle School Head Coach | 14 | \$1,428.00 |
| Middle School Assistant Coach | 10 | \$1,020.00 |
| SWIMMING-GIRLS | | |
| Varsity Head Coach | 22 | \$2,244.00 |
| Varsity Assistant Coach | 19 | \$1,938.00 |
| Middle School Coach | 14 | \$1,428.00 |
| Middle School Assistant Coach | 10 | \$1,020.00 |
| BASKETBALL - BOYS | | |
| Varsity Head Coach | 26 | \$2,652.00 |
| Varsity Assistant Coach | 21 | \$2,142.00 |
| Ninth Grade Coach | 19 | \$1,938.00 |
| Middle School Head Coach | 13 | \$1,326.00 |
| Middle School Assistant Coach | 9 | \$918.00 |
| BASKETBALL - GIRLS | | |
| Varsity Head Coach | 26 | \$2,652.00 |
| Varsity Assistant Coach | 21 | \$2,142.00 |

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| | | |
|-------------------------------|----|------------|
| Ninth Grade Coach | 19 | \$1,938.00 |
| Middle School Head Coach | 13 | \$1,326.00 |
| Middle School Assistant Coach | 9 | \$918.00 |

WRESTLING (COOP W/ABBOTSFORD)

| | | |
|-------------------------------|----|------------|
| Varsity Head Coach | 26 | \$2,652.00 |
| Varsity Assistant Coach | 21 | \$2,142.00 |
| Assistant Coach | 19 | \$1,938.00 |
| Middle School Head Coach | 13 | \$1,326.00 |
| Middle School Assistant Coach | 9 | \$918.00 |

TRACK - BOYS & GIRLS

| | | |
|-------------------------------|----|------------|
| Varsity Head Coach | 20 | \$2,040.00 |
| Varsity Assistant Coach | 17 | \$1,734.00 |
| Varsity Assistant Coach | 17 | \$1,734.00 |
| Middle School Head Coach | 13 | \$1,326.00 |
| Middle School Assistant Coach | 9 | \$918.00 |

BASEBALL

| | | |
|-------------------------|----|------------|
| Varsity Head Coach | 22 | \$2,244.00 |
| Varsity Assistant Coach | 19 | \$1,938.00 |

GOLF

| | | |
|-------------------------|----|------------|
| Varsity Head Coach | 17 | \$1,734.00 |
| Varsity Assistant Coach | 13 | \$1,326.00 |

SOFTBALL

| | | |
|-------------------------|----|------------|
| Varsity Head Coach | 22 | \$2,244.00 |
| Varsity Assistant Coach | 19 | \$1,938.00 |

CO-CURRICULAR

| | | |
|------------------------|----|------------|
| Educators Rising | 7 | \$714.00 |
| FBLA Head Advisor | 7 | \$714.00 |
| FBLA Assistant Advisor | 6 | \$612.00 |
| FCCLA Advisor | 7 | \$714.00 |
| FFA Advisor | 8 | \$816.00 |
| Assistant FFA Advisor | 6 | \$612.00 |
| Newspaper Advisor | 10 | \$1,020.00 |
| Pep Band Instructor | 10 | \$1,020.00 |
| Show Choir Advisor | 10 | \$1,020.00 |
| Skills USA Advisor | 7 | \$714.00 |
| Skills USA Ass't | 6 | \$612.00 |

EXTRA-CURRICULAR

| | | |
|---|----|------------|
| Annual Advisor | 13 | \$1,326.00 |
| Annual Assistant Advisor | 6 | \$612.00 |
| Cheerleading/Pom Pon/Dance Advisor - per season | 5 | \$510.00 |
| Chess Team Advisor * | 5 | \$510.00 |
| Drama Advisor | 13 | \$1,326.00 |
| Assistant Drama Advisor | 10 | \$1,020.00 |
| Musical Instrumental Director | 5 | \$510.00 |
| Musical Vocal Director | 5 | \$510.00 |
| Foreign Language Advisor | 7 | \$714.00 |
| Forensics Advisor | 11 | \$1,122.00 |
| Forensics Assistant Advisor | 5 | \$510.00 |
| Madrigal Director | 5 | \$510.00 |
| Math Team Advisor * | 5 | \$510.00 |
| NHS Advisor - HS | 5 | \$510.00 |
| NHS Advisor - MS | 3 | \$306.00 |
| Prom Head | 3 | \$306.00 |
| SADD Advisor | 5 | \$510.00 |
| Special Olympics - Head Coach - per season | 5 | \$510.00 |
| Special Olympics - Ass't Coach - per season | 3 | \$306.00 |
| Student Advisor - Academic Competition * | 5 | \$510.00 |
| Student Council Advisor - HS | 8 | \$816.00 |
| Student Council Advisor - MS | 3 | \$306.00 |
| Water Ballet Head | 8 | \$816.00 |
| Water Ballet Assistant | 3 | \$306.00 |

* Interscholastic Competition

Point Value=\$102, IF Position Points Value is:

Greater than 18, then 1 pt. for every 2 years of service

9-17, then 1 pt. for every 3 years of service

1-8, then 1 pt. for every 4 years of service

| YEAR | Sport | notes | Coaches | Ratio |
|------|-------|-------|---------|-------|
|------|-------|-------|---------|-------|

Track

| | | | | |
|------|----|--|---|--------|
| 2015 | 30 | | 3 | 10 |
| 2016 | 31 | | 3 | 10.333 |
| 2017 | 25 | | 3 | 8.3333 |
| 2018 | 40 | | 3 | 13.333 |
| 2019 | 56 | | 3 | 18.667 |
| 2020 | | | | |

Softball

| | | | | |
|------|----|---------------------|---|-----|
| 2016 | 16 | Varsity only | 2 | 8 |
| 2017 | 17 | Varsity only - Coop | 2 | 8.5 |
| 2018 | 24 | Varsity / JV - Coop | 2 | 12 |
| 2019 | 24 | Varsity / JV - Coop | 2 | 12 |
| 2020 | | | | |

Girls BB

| | | | | |
|---------|----|--|---|--------|
| 2015-16 | 27 | | 3 | 9 |
| 2016-17 | 19 | | 3 | 6.3333 |
| 2017-18 | 22 | | 3 | 7.3333 |
| 2018-19 | 20 | | 3 | 6.6667 |
| 2019-20 | | | | |

Boys BB

| | | | | |
|---------|----|--|---|--------|
| 2015-16 | 33 | | 3 | 11 |
| 2016-17 | 34 | | 3 | 11.333 |
| 2017-18 | 30 | | 3 | 10 |
| 2018-19 | 30 | | 3 | 10 |
| 2019-20 | | | | |

Volleyball

| | | | | |
|---------|----|--|---|--------|
| 2015-16 | 37 | | 3 | 12.333 |
| 2016-17 | 31 | | 3 | 10.333 |
| 2017-18 | 36 | | 3 | 12 |
| 2018-19 | 37 | | 3 | 12.333 |
| 2019-20 | | | | |

Football

| | | | |
|---------|----|---|-------|
| 2015-16 | 52 | 4 | 13 |
| 2016-17 | 55 | 4 | 13.75 |
| 2017-18 | 46 | 4 | 11.5 |
| 2018-19 | 45 | 4 | 11.25 |
| 2019-20 | | | |

Golf

2015-16
2016-17
2017-18
2018-19

COLBY SCHOOL DISTRICT Seasonal Employee Wage Schedule

| | First Season of Employment | Third Season of Employment | Fifth Season of Employment | Seventh Season of Employment |
|--|----------------------------|----------------------------|----------------------------|------------------------------|
| Custodial | \$10.00/Hour | \$10.25/Hour | \$10.50/Hour | \$10.75/Hour |
| Lifeguard* | \$9.50/Hour + 2.00 | \$10.00/Hour + 2.00 | \$10.50/Hour + 2.00 | \$11.00/Hour + 2.00 |
| Summer Recreation Community Ed.** Licensed Teacher Non-Licensed | \$24/Hour \$14-20/Hour | \$25/Hour \$15-21/Hour | \$26/Hour \$16-22/Hour | \$27/Hour \$17-23/Hour |
| Summer CTE Maintenance *** | \$24/Hour | \$25/Hour | \$26/Hour | \$27/Hour |

* Lifeguards must hold proper certification and be eligible for a work permit.

Selection and scheduling of lifeguards shall be based on a priority order utilizing the following criteria (similar to Part III, Section 3.03 (C) 2d).

1. Date of hire.
2. When date of hire is the same, the lifeguard with greater certifications.
3. When hire date and certifications are the equal, the lifeguard with the greatest length of service.

** Wage Based on **required** Education/Licensure in content instructing. Wage may be adjusted to align with class enrollment.

*** Must meet qualifications as specified in the job description.