

**Welcome to
The School District of
New Richmond**



As a steward of public trust and resources, it is the duty and responsibility of the School District of New Richmond to provide a comprehensive educational program and a learning environment which allows for the intellectual, physical, emotional, cultural, social and ethical growth of children in a changing world.

~Adopted 11/16/92~

District's Vision & Mission Statement

- Personal Data Sheet (background check)
- W-4 (tax withholding)
- I-9 (with identification)
- Acceptable use agreement (computer access)
- ACH Direct Deposit (pay check)
- Professional Employee Record (Teachers only)
- Alternate & School Vehicle Drivers (to operate a school vehicle or to be paid mileage)
- Pre-Employment Physical / Tb Test
- New Hire & Benefit Orientation
- Bloodborne Pathogens Training
- Child Abuse and Neglect Training
- Handbook Acknowledgment

Information can be found on the District web page

www.newrichmond.k12.wi.us Programs & Services / Human Resources / New Hire Information & Training

Forms required to complete your personnel file

Part I – All Employees

Part II – Teachers

Part III – Support Staff

Part IV – Administrators, Supervisors

Part V – Confidential's

Part VI – Co-Curricular

Handbook

Equal Opportunity Employer

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Harassment

All employees are responsible for ensuring that harassment and bullying do not occur. It is the intent of the District 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 found in Board policies 3362 and 4362 found on the district website at www.neola.com/newrichmond-wi 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 or bullying. Actions that are determined to be harassment or bullying shall be subject to disciplinary action, up to and including dismissal.

Employment Policies

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.

Attendance

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this *Handbook*. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Communications

District employees are expected to abide by the following rules when using information technology and communication resources.

Employment Policies

Electronic Communications with Students:

Employees are prohibited from communicating with students who are enrolled in the District through electronic media, except as set forth herein. An employee is not subject to this prohibition to the extent the employee has a pre-existing social or family relationship with the student.

For example, an employee may have a pre-existing relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. The following definitions apply for purposes of this section on Electronic Communication with Students:

—Authorized Personnel includes classroom teachers, counselors, principals, assistant principals, directors of instruction, coaches, campus athletic coordinators, athletic trainers, and any other employee designated in writing by the District Administrator or the building principal.

—Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.

—Electronic media includes all forms of social media, such as, but not limited by enumeration to, the following: text messaging, instant messaging, electronic mail (email), Web logs (blogs), electronic forums (chat rooms), video sharing Websites (e.g., YouTube™), editorial comments posted on the Internet, and social network sites (e.g., Facebook™, MySpace™, Twitter™, LinkedIn™), and all forms of telecommunication such as landlines, cell phones, and web-based applications. **Be familiar with Part I, Sec. 3.06 Communications**

Employment Policies

Confidentiality

Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board policies 8330 and 8350 found on the District website at www.neola.com/newrichmond-wi The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information.

Copyright

Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer- programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law.

Criminal Background

Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks. See Board policies 3121 and 4121

Operation of District Vehicles

All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must undergo a driver's license record check every four years. An Alternate Driver Information Request Form must be completed and returned to the Human Resources department if transporting students.

Employment Policies

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.

Personal Appearance / Dress Code

The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere.

Hours of Work

Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats.

Although professionals' work is not limited to any specified number of hours or days per week, the —normal hours of work for full-time employees in positions authorized as —40 hours per week are considered to be eight (8) hours per day Monday through Friday **not** including a duty-free thirty (30) minute lunch period. The actual workday for each building shall be established by the Board. If flex time is needed, prior approval from immediate supervisor is needed.

Employment Policies

Pay Day

Payroll shall be paid every other Friday. The first pay date of the school year for school year employees will be after teachers are required to report for the school year and shall continue every other Friday.

Professional employees scheduled to work the school year may voluntarily request to be paid on a twelve (12) month payroll cycle as set forth in subsection 2, below. Such request shall be made in writing and submitted to the business office by August 31st. (This provision is in the Teacher's contract to be paid 26 bi-weekly payrolls.)

Overtime for hourly staff worked over forty (40) hours per week is paid at one and one-half (1.5) rate.

Direct Deposit

All employees shall participate in a direct payroll deposit plan. Direct deposit statements are available via Skyward Employee Access on each pay day. Direct deposit changes may be made after giving thirty (30) calendar days notice in writing.

Breaks

Employees scheduled to work at least four (4) hours per work day shall receive one (1) fifteen (15) minute paid break. Employees scheduled to work at least eight (8) hours per work day shall receive two (2) fifteen (15) minute paid breaks. Breaks shall be scheduled by the immediate supervisor.

Hours Worked

0 to 3.99 hours

At least 4.0 to 5.99 hours

At least 6.0 to 7.99 hours

At least 8.0 or more hours

Break(s) and Lunch Period Scheduling

0 minutes

15 minutes

15 minutes and 30 minute duty-free lunch

(2) 15 minutes and 30 minute duty-free lunch

Pay and Breaks

Must be received at District Office no later than Monday a.m.

Prefer to have turned in to principal by noon on Friday.

Any questions on how to fill out call HR or Payroll

SCHOOL DISTRICT OF NEW RICHMOND EMPLOYEE BI-WEEKLY TIME SHEET

Please return to your Principal's/Supervisor's office by the ending payroll date. *Note: All lunch break times **MUST** be filled in.

Name **YOUR NAME - ** REQUIRED** Ending Payroll Date **ENDING DATE**

Day of Week	Date	In	Out	In	Out	Overtime		Regular	Time and One Half	Comp Time		WORK DESCRIPTION, TIME AND ONE HALF, ANY SPECIAL CODING
						In	Out			Used	Earned	
MON	7/30/2012	7:00	12:30	1:00	2:30			7:00				
TUE	7/31/2012	7:00	12:30	1:00	2:30			7:00				
WED	8/1/2012	SICK DAY						7:00				
THU	8/2/2012							0:00				
FRI	8/3/2012											
SAT												
SUN												
MON												
TUE												
WED												
THU												
FRI												
SAT												
SUN												
								80:00	8;		4:45	

I certify that I worked the days and hours indicated above. Supervisor Signature **DIRECT SUPERVISOR SIGNATURE**

Employee Signature **MUST BE SIGNED BY EMPLOYEE** Administrator Signature **BUILDING PRINCIPAL**

Hourly Time Sheet

Vacation

Paid Vacation will be provided to Calendar Year Full-time and Calendar Year Part-time employees according to the following schedule:

Number of Years Worked	Vacation Days Earned
After one (1) year of service	10 days
After seven (7) years of service	15 days
After fifteen (15) years of service	20 days

Jury Duty

An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will send a copy of the check received from serving on the jury to the District Administrator and/or his/her designee and will be docked that amount (less any travel expenses received) on the next payroll.

Personal Leave

Emergency/personal leave days shall not be used to extend a holiday, vacation, or school recess period. The emergency/personal leave day will not be granted during the first two or last two weeks of the school year, last week of the first semester or first week of second semester, on a parent-teacher conference day or on an in-service day.

Calendar Year Employees do not receive personal/emergency leave-can use vacation time.

School Year Employees shall be entitled up to 2 day per year cumulative to 5 days. Personal days are charged against an employee's **sick days**.

Vacation/Jury Duty/Personal

Sick Leave

Sick leave shall be paid for any absence from work due to the illness for self, spouse and child under the age of 18. Can be used in increments of half or full day for employees working seven or more hours per day. Employees working less than 7 hours will only be able to take full days. Sick leave for employees will accumulate for full-time and part-time employees to a maximum of ninety days (90). Sick leave and vacation usage can be found on Skyward Employee Access.

Calendar Year Employees: Each employee shall be credited with one (1) day of paid sick leave per month of employment to a maximum of twelve (12) days per contract year.

School Year Employees: Each employee shall be credited with one (1) day of paid sick leave per month of employment to a maximum of ten (10) days per contract year.

Crediting of Sick Leave: Sick leave though credited at the beginning of each fiscal year is vested only upon completion of the work year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed.

Part-time Employees: Part-time employees will receive sick leave on a pro-rated basis based upon the number of hours they are scheduled to work.

Sick Leave Payout

All employees who are at least 57 years old and have been in the district for a minimum of 10 years and choose to retire shall be compensated \$25 for each unused sick day up to a maximum of 90 days.

Sick Leave

Teacher Probation

All teachers new to the District with a start date on or after July 1, 2011 who possess an initial educator license under Wis. Admin. Code PI 34.17 at the time of hire shall serve a three (3) year probationary period.

National Board Certification

An employee who earns certification from the National Board for Professional Teaching Standards subsequent to July 1, 2011, or a Master Teacher designation if the National Board for Professional Teaching Standards is not available in the employee's certification area, shall have his/her salary increased by fifteen hundred dollars (\$1,500.00) (minus applicable taxes and other deductions) for two consecutive years. This shall be a one-time increase in the employee's salary and shall immediately cease if the employee fails to retain such certification. This is not retroactive.

Physical Examination

Upon initial employment and thereafter, physical examinations shall be required of District employees in accordance with section 118.25 of the Wisconsin statutes. Upon initial employment, evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District.

Employment Policies

Violence/Bullying in the Workplace

Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.

Wellness

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.

Personnel – Student Relations

All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace.

Employment Policies

Post-Employment Benefits

Teachers hired on or after July 1, 2007, who retire from the District and are at least 57 years old and have completed at least fifteen (15) years of teaching service to the District will receive a District contribution to an HRA account \$2,000 annually, for each year of local service. Teachers working less than full time shall have their contribution prorated. The amount deposited will reflect the teacher's full-time equivalency on the date the contribution is made to the HRA account.

While employed by the District, each teacher shall receive an annual statement on their HRA account status.

Fully vested upon completion of the school year.

Retiring employees shall, in addition, be paid \$25.00 per day for accumulated unused sick leave. The sick leave payments will be made on or before June 30 of the employee's final year of District service.

Post-Employment Benefits

When School is Closed or Delayed

Automated calls will be placed to student and employee home phone number beginning at 6:00 a.m. or as soon as practicable using the District's Emergency Notification System (ENS) if conditions warrant the closing of schools. Staff may also be notified by the District's email service.

The District will notify the following television stations:

- WCCO-Channel 4
- KSTP-Channel 5
- FOX-Channel 9
- KARE-Channel 11

Please read page 18 of the handbook to see if you are to report to work or not.

School Closing or Delay

Handbook Acknowledgment

Benefit Enrollment Forms

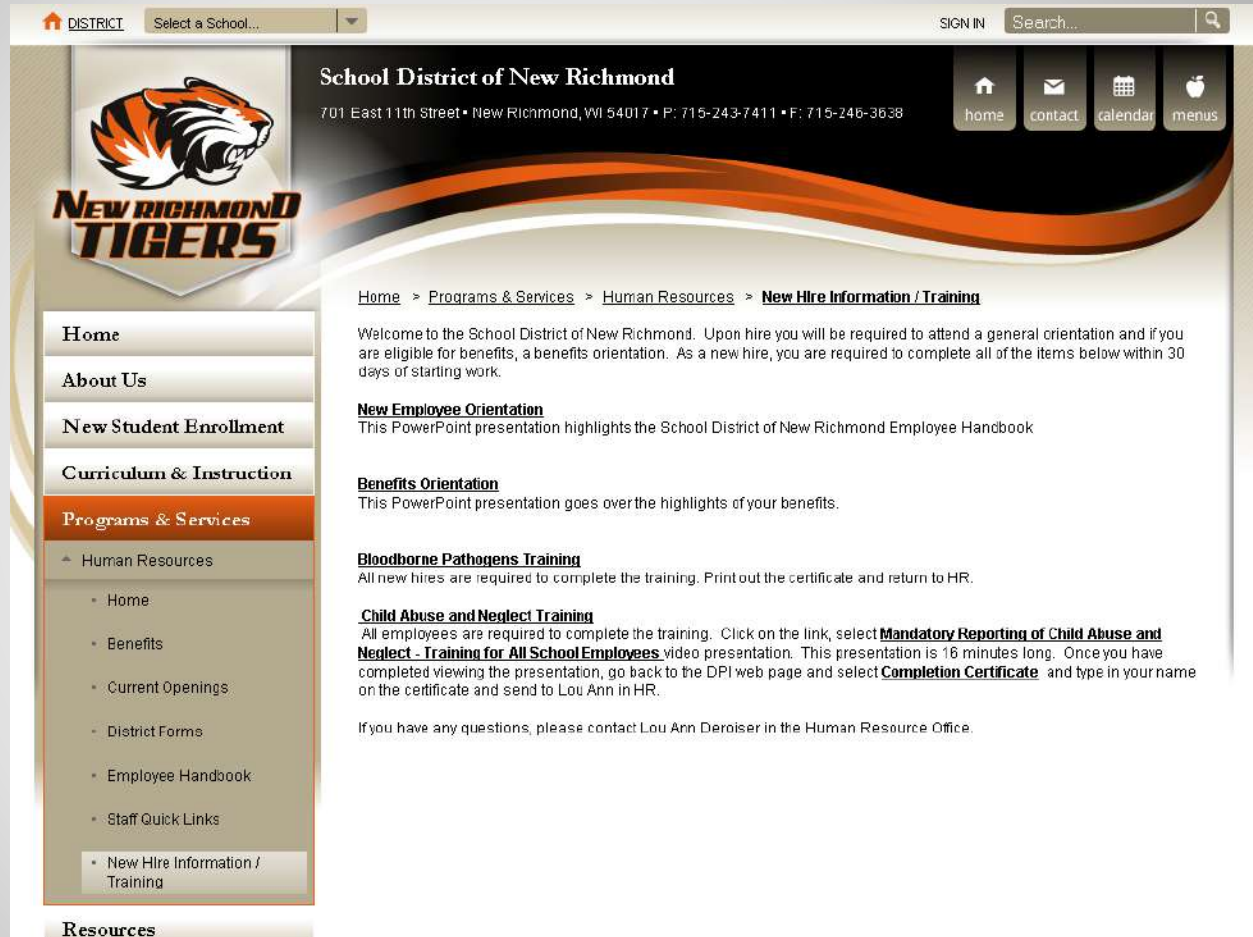
Skyward Employee Access

Bloodborne Pathogens

Child Abuse Training

Training ~ Things to Complete

www.newrichmond.k12.wi.us



DISTRICT Select a School... SIGN IN Search...

School District of New Richmond
701 East 11th Street • New Richmond, WI 54017 • P: 715-243-7411 • F: 715-246-3638

home contact calendar menus

NEW RICHMOND TIGERS

Home > Programs & Services > Human Resources > **New Hire Information / Training**

Welcome to the School District of New Richmond. Upon hire you will be required to attend a general orientation and if you are eligible for benefits, a benefits orientation. As a new hire, you are required to complete all of the items below within 30 days of starting work.

New Employee Orientation
This PowerPoint presentation highlights the School District of New Richmond Employee Handbook

Benefits Orientation
This PowerPoint presentation goes over the highlights of your benefits.

Bloodborne Pathogens Training
All new hires are required to complete the training. Print out the certificate and return to HR.

Child Abuse and Neglect Training
All employees are required to complete the training. Click on the link, select **Mandatory Reporting of Child Abuse and Neglect - Training for All School Employees** video presentation. This presentation is 16 minutes long. Once you have completed viewing the presentation, go back to the DPI web page and select **Completion Certificate** and type in your name on the certificate and send to Lou Ann in HR.

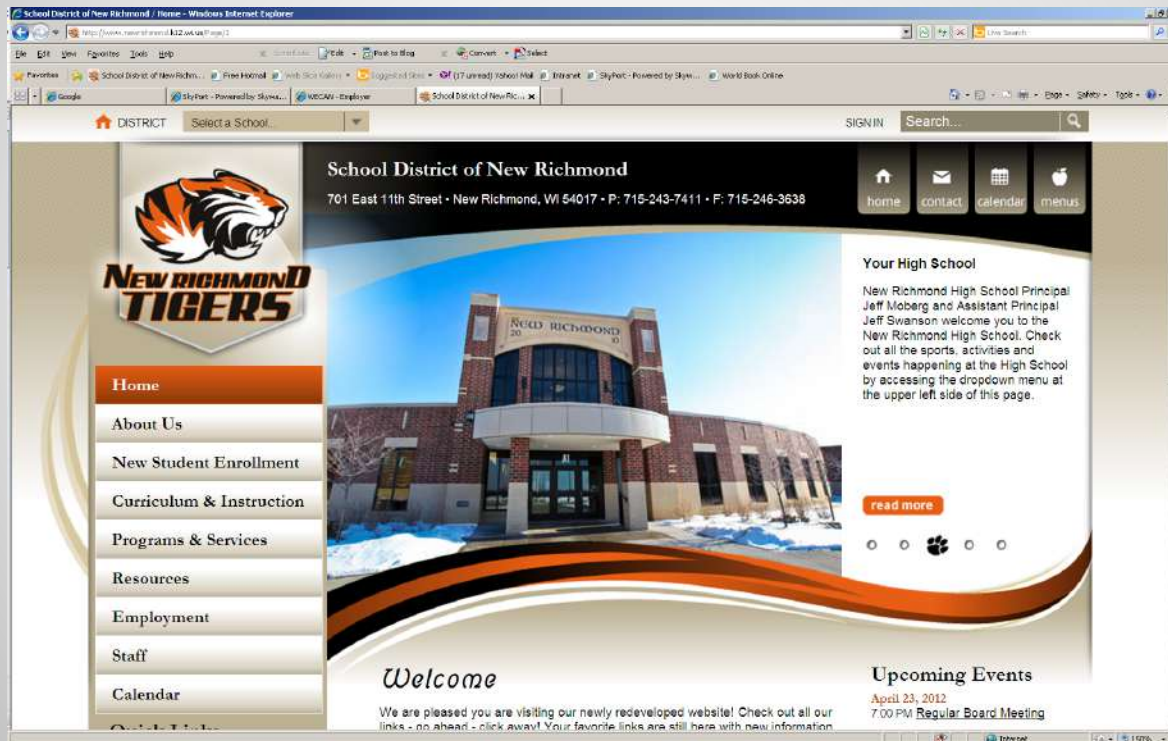
If you have any questions, please contact Lou Ann Deroiser in the Human Resource Office.

Home
About Us
New Student Enrollment
Curriculum & Instruction
Programs & Services
Human Resources
Home
Benefits
Current Openings
District Forms
Employee Handbook
Staff Quick Links
New Hire Information / Training
Resources

District Web Page

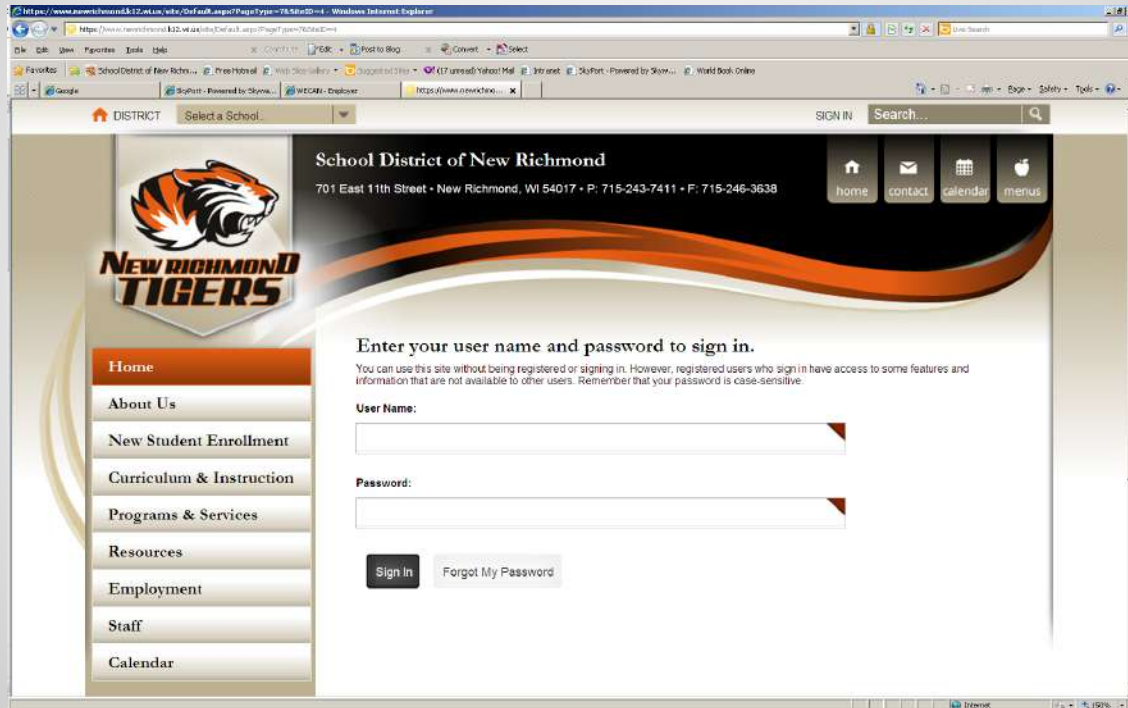
ACCESS TO SKYWARD EMPLOYEE ACCESS FOR ENTERING TIME OFF, VIEWING CHECKS, EMPLOYEE INFORMATION

Go to www.newrichmond.k12.wi.us (bookmark) click sign in



Skyward Employee Access

Enter your Novel login and password.



The screenshot shows a web browser window displaying the School District of New Richmond website. The page features a navigation menu on the left with options: Home, About Us, New Student Enrollment, Curriculum & Instruction, Programs & Services, Resources, Employment, Staff, and Calendar. The main content area is titled "School District of New Richmond" and includes contact information: "701 East 11th Street • New Richmond, WI 54017 • P: 715-243-7411 • F: 715-246-3638". A sign-in section is prominently displayed with the heading "Enter your user name and password to sign in." and a sub-note: "You can use this site without being registered or signing in. However, registered users who sign in have access to some features and information that are not available to other users. Remember that your password is case-sensitive." Below this text are two input fields labeled "User Name:" and "Password:". At the bottom of the form are two buttons: "Sign In" and "Forgot My Password".

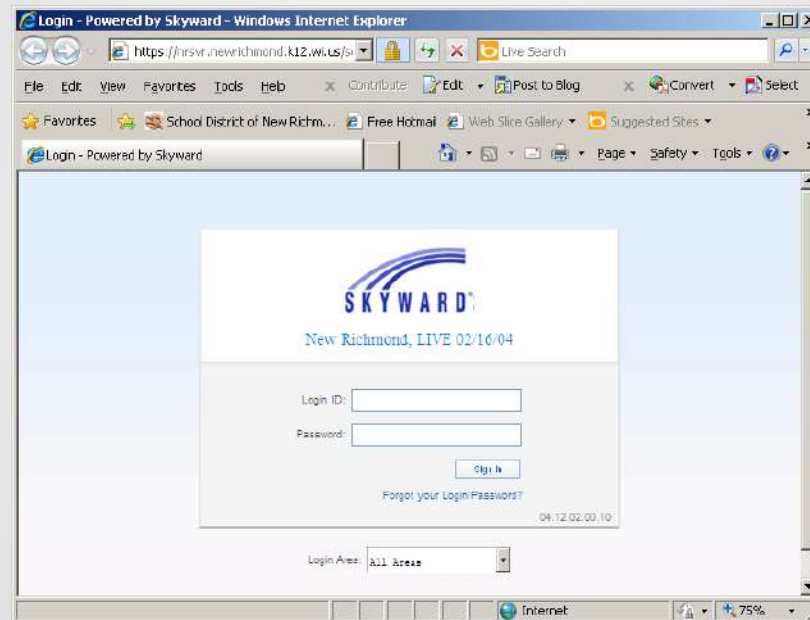
Skyward Employee Access

Under **Quick Links** – Skyward Employee Access






Skyward Employee Access

Login to **Skyward Employee Access** using your login and password from HR



Skyward Employee Access

Go to Time Off Requests/ select ADD from the right side

Add   

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
BANKED PERSONAL DAYS	8 Days			8 Days			
COMP TIME	1h 00m			1h 00m			
EDU/PROF DAY	5 Days			5 Days			
FUNERAL DAYS	8 Days			8 Days			
PERSONAL DAYS	0 Days			0 Days			
SICK DAYS	8 Days			8 Days			
VACATION DAYS	8 Days			8 Days			

Time Off Request

* Time Off Code: **SICK DAYS - Days** Hours per Day: 8h 00m

* Reason: **APPOINTMENT - SELF**

Description: **APPOINTMENT - SELF**

Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: **08/23/2012** **Thursday**

Days: **0.0000**

Start Time: **08** : **00** **am**

Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

[Check Spelling](#)

[Save](#)

[Back](#)

Entering a time off request