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# UNITY

## SCHOOL DISTRICT

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### **District Employee Handbook and Personnel Policies Summary of Changes**

- Table of Contents Adjusted to Reflect Changes.
- Page 20, 3.04, A. Child Abuse Reporting changed to coincide with state statute.
- Page 22, 3.05, C. Removed as redundant.
- Page 23, 3.05, D. Clarity added for social network pages and texting.
- Page 25, 3.08. Copyright removed as already defined by Board Policy.
- Page 27, 3.13. Clarity added for Employee Identification Badges.
- Page 28, 3.15 A, 8. Removed as redundant.
- Page 30, 3.20. Licensure changed to coincide with state statute.
- Page 31, 3.23. Personal Appearance changed to address safety footwear.
- Page 34, 3.33. Teamwork changed to clarify sharing of expertise.
- Page 35, 3.36. Work Made for Hire clarified to be for profit.
- Page 44, 6.04. Pay period further defined for hourly employees.
- Page 54, 2.07. School calendar changed to note compliance with DPI Requirements.
- Page 54, 3.03. Evaluation schedule changed to comply with Educator Effectiveness requirement of frequency.
- Page 56, 3.03, E, F. Changed to comply with DPI PI 34 rule for new teachers.
- Page 57, 4.02. Added table to define breach of contract damages.
- Page 59, 4.07. Removed as redundant to District Compensation Plan.
- Page 61, 7.01. Added flexibility to deduct sick leave for additional bereavement leave.
- Page 61, 7.03. Changed to remove discretion regarding application of sick leave to bereavement leave.
- Page 62, 8.02. Changed to allow the exchange of sick leave over 90 days to personal leave, limited to 3.
- Page 62, 8.04. Addition of personal leave limitations to exclude high stakes testing, fall in-service, and open house.
- Page 63, 10.01. Unpaid leave of absence clarified to allow superintendent to require use of other types of leave.
- Page 65, 12. Removed as redundant to District Compensation Plan.
- Page 70, 13.05. Removal of table.
- Page 71, 14.01. Changed to clarify vesting in the HRA as after 10 contributions.
- Page 75, 1.01. Removal of note regarding input from staff.

- Page 74, 3.01. Further clarification of the content of a letter of appointment.
- Page 75, 3.02. Removal of the minimum amount of hours for bus drivers.
- Page 75, 3.05. Clarification regarding overtime approval from supervisors.
- Page 76, 3.06. Removal of sections of compensatory time section to offer more clarity in its application.
- Page 77, 3.09. Time clock system defined due to changes to employee management system.
- Page 77, 3.11. Removed as redundant to District Compensation Plan.
- Page 78, 3.12. Removed as redundant to District Compensation Plan.
- Page 78, 3.13. Removed as redundant to District Compensation Plan.
- Page 79, 5.04. Change of the trial period for internal transfers to 45 days from 60 days.
- Page 79, 6.01. Change to reflect use of the online employee management system for vacation notification.
- Page 80, 6.02. Change to “number of years worked” from “years of service” and clarity offered for school year employee vacation accrual.
- Page 84, 9. Further definition for jury duty leave.
- Page 84, 10.01. Added flexibility to deduct sick leave for additional bereavement leave.
- Page 85, 11.05. Added department to area for consideration when scheduling personal leave.
- Page 87, 14. Removed as redundant to District Compensation Plan.
- Page 88, 14.05. Change to personal protective wear.
- Page 90, 18.01, D. Change commencement of insurance coverage to first of the month after 30 working days, from 40 days.
- Page 91, 18.02, F. Change commencement of insurance coverage to first of the month after 30 working days, from 40 days.
- Page 97, 1.03. Change to reflect online employee management system practices for timecards.
- Page 99, 1.05, D. Principal’s role in student illness during the absence of the school nurse is further defined.
- Page 106, Salary Payroll Options. Removed as redundant to Individual Contracts.
- Page 113, Compensatory Time Off Form. Added definition for support staff only.
- Page 114, Letter of Appointment. Changed the term “non-instructional” to “support.”

Additional Changes: Dates and days defined throughout to clarify whether business or calendar days.