

Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Admin. Recommendation:
526.1	Employment Referemces and Verifications	526.1	Adopt PRG 526.1 Sample Policy 1	I should have sent this with the last set, but missed it. This is a required policy under the ESEA and Wisconsin law that prohibits assisting someone suspected of engaging in sexula misconduct with a minor. It was on Table 1 of the Quick Check (Table 1 is missing policies that are required or strongly recommended).	agree w/WASB
531	Professional Staff Positions	531	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	agree w/WASB
531.1	Professional Staff Licensure - PI 34	531.1	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	agree w/WASB
	Administration/staff Responsibilities	531.1R	Delete current policy	Your current policy simply restates legal requirements and is not needed.	Repeal
532	Negotiations Legal Status	532	Modify current policy with BF edit.	The PRG does not offer a sample for this topic. I modified the policy to make it comply with the current bargaining law. Note that if district staff has not certified a collective bargaining unit, this policy should be deleted.	agree w/WASB Take off cross ref. to WTA contract
532.1	Negotiations/Contract Management	532.1	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written. Note that if district staff has not certified a collective bargaining unit, this policy should be deleted.	agree w/ WASB

533	Recruitment and Hiring of Professional Employees	533	Replace with PRG 533 Sample Policy 3	I selected sample 3 because it allowed for a separate process for approval of substitute teachers. I think this aligns with your current policies. If you wanted a simpler and less detailed policy, you might take the second paragraph of sample 3 and incorporate it into sample 1.	Agree w/ WASB insert dr. of HR edit * under item 3e
533.1	Criminal Background Checks	533.1	Replace with PRG 533.1 Sample Policy 3	Note there is also a sample exhibit for 533.1. Note that the Fair Credit Reporting Act requires that employers using a 3rd party to conduct background checks comply with FCRA requirements including obtaining written consent from the applicant. See the May 2012 Legal Comment for more information on FCRA application to employment background checks.	Agree w/ WASB insert dr. of HR
534	Substitute Professional Staff Employment	534	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	Per Edits from BG
535.21	Coaches	535.21	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	Agree w/ WASB with edits and comments from AD
535.3	Professional Staff Promotions	535.3	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	agree w/ WASB take off cross ref of WTA contract

535.4	Telework	529	Replace with PRG 535.4 sample policy 1 and sample rule 1	<p>You may choose to incorporate some of the procedures in your current policy in the rule - I noted several places in the rule where you might do that.</p> <p>I looked in the teacher handbook I have for your district for language relating to telework but did not find any. You should review any employee handbooks you have for telework language and align that language with the sample policies.</p>	agree with edits
	Termination of Employment	536	Delete current policy	<p>Your current policy provides an incomplete description of an employee's health plan continuation rights under state and federal law. The PRG does not have sample language on this topic, but it is addressed in the WASB Employee Handbook (a separate subscription publication by WASB). I included sample language on COBRA that you might use in your employee handbook or as a policy.</p>	Repeal
529	Employee Discipline	536.2	Replace with PRG 529 Sample Policy 1 and renumber to align with WASB Policy coding system	<p>Note your current policy addresses both disciplinary suspensions and involuntary leaves for medical reasons while the WASB sample focuses on employee discipline and leaves related to discipline and investigation of misconduct.</p>	Agree w/ WASB

536.3/546.3	Health/Dental Insurance - Early Retirement	536.3/546.3	Review and update policy if needed.	The PRG does not offer sample early retirement benefit policies and your policy is acceptable as written. You should review the policy to make certain it reflects your current benefit package for retirees.	agree w/WASB include BG edits
536.5/546.5	Retirement of Staff Members	536.5/546.5	Keep current policy.	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	agree w/ WASB
537.3	Professional Organizations	537.3	Keep current policy.	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	agree w/ WASB include BG edits
538	Professional Staff Evaluation	538	Replace with PRG 538 Sample Policy 5	You might also look at sample 1. I thought sample 5 was simpler and a better fit as it does not address how you use Educator Effectiveness in the evaluation process.	agree w/WASB include BG edits
538E	Head Coach Evaluation	538E	Keep current exhibit.	The PRG does not offer a sample exhibit for this topic and your exhibit is acceptable as written.	Agree w/ WASB with edits and comments from AD