



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYMENT OF SUPPORT STAFF
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**Technical Correction - Vol. 35, No. 1**

**4120 - EMPLOYMENT OF SUPPORT STAFF**

The Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent support staff.

All employees other than the Superintendent or professional staff members (Policy 0100 – Definitions) are considered support staff **members**.

**DRAFTING NOTE: Choose Only One (1) of the Following Options**

The Board shall approve the employment, fix the compensation, and establish the term of employment for each support staff member employed by this District.

The Superintendent shall approve the employment and establish the term of employment for each support staff member employed by this District. Compensation shall be fixed by an established compensation structure or Board action.

**[END OF OPTIONS]**

**DRAFTING NOTE: Choose One (1) of the Following Options, As Appropriate**

**DRAFTING NOTE: The option selected below must be consistent with the selection made in Policy 4120.01 – Job Descriptions.**

The Board shall provide a description of the work schedule, hours of work per week, a determination of whether the employee is exempt or non-exempt for purposes of overtime eligibility (See Policy 6700 – Fair Labor Standards Act). For non-exempt employees, there shall be a clear statement in the job description and employee handbook which states the following: "No non-exempt employee may perform work for the District outside of the employee's his/her regular schedule without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment," and for overtime eligible employees, there shall be a clear statement in the job description and employee handbook which states the following: "No overtime eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment."

The Superintendent shall provide a description of the work schedule, hours of work per week, a determination of whether the employee is exempt or non-exempt for purposes of overtime eligibility (See Policy 6700 – Fair Labor Standards Act). For non-exempt employees, there shall be a clear statement in the job description and employee handbook which states the following: "No non-exempt employee may perform work for the District outside of employee's his/her regular

schedule without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment," and for overtime eligible employees, there shall be a clear statement in the job description and employee handbook which states the following: "No overtime eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment."

**[END-OF-OPTIONS]****DRAFTING NOTE: Choose one (1) or more of the following if hiring requires Board approval.}**

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

Such approval shall be given only to those candidates for employment chosen by the Board from a group selected by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

**[END-OF-OPTIONS RELATED TO BOARD APPROVAL]**

All applications for employment shall be referred to the \_\_\_\_\_Talent and Culture Department.

Relatives of staff members may be employed ( ) by the Board **[END OF OPTION]**, provided the staff member being employed is not placed in a position in which the support staff member they would be supervised directly by the relative staff member.

The Board will not employ (but may continue to employ) the spouse or child of any Board member.

The Board will not employ (but may continue to employ) the

( ) children, siblings, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member.

( ) children, siblings, parents, in-laws, or bona fide dependents (IRS criteria) of a regular full-time support staff member.

Any support staff member's intentional misstatement of fact material relative to their qualifications for employment or to the determination of salary shall constitute grounds for dismissal.

**DRAFTING NOTE: Choose the following option if hiring is approved by the Board.}**

The employment of support staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board at the next regular meeting.

**[END-OF-OPTION]**

No candidate for employment as a support staff member shall (X) be employed ( ) receive recommendation for such employment **[END OF OPTION]** without having proffered visual evidence of proper certification, when appropriate, or that application for such certification is in process. There must also be verification that a satisfactory background check has been conducted in compliance with District procedures.

The Superintendent shall prepare procedures for the recruitment and selection of all support staff which include reporting newly hired employees to the Wisconsin Department of Workforce Development.

**REQUIREMENTS FOR TITLE I PARAPROFESSIONALS**

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:

1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Existing paraprofessionals – All current paraprofessionals working for a Title I supported program must:

- A. Have a secondary school diploma or its recognized equivalent;
- B. Meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

- A. Who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. Whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;
- D. provide support in a library or media center;
- E. conduct parental involvement activities;
- F. act as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher;
- H. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

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