

**School District of River Falls
Personnel Committee meeting**

Monday, April 8, 2024 - at 7:00 PM or immediately following the 6:00 PM Finance & Facilities meeting
District Office
852 E Division Street
River Falls, Wisconsin 54022

Educational Program Committee members: Alan Tuchtenhagen (Chair), Lindsey Curtis, & Cindy Holbrook
Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at
<https://meetings.boardbook.org/Public/Organization/1447>

- 1. **CALL TO ORDER - 7:00 PM (or immediately after Finance & Facilities Committee Meeting)**
- 2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
- 3. **HEARING OF VISITORS OR DELEGATIONS**

4. **CERTIFIED STAFFING UPDATE** **3**

Description: The committee will discuss the recruitment, selection, and hiring timeline updates.

Recommended Action: None, informational only.

5. **2024-25 STAFFING PLAN** **4**

Description: The committee will review the 2024-25 Certified Staffing Plan.

Recommended Action: Approve the 2024-25 Staffing Plan.

6. **APPROVE SENDING LETTERS OF INTENT TO CERTIFIED STAFF** **5**

Description: Under the terms of Wisconsin Statue 118.22, on or before May 15 of the school year during which a teacher holds a contract, the Board by which the teacher is employed shall give the teacher written notice of renewal for the ensuing school year.

Recommended Action: Approve sending letters of intent to certified staff.

7. **APPROVE REVISIONS TO COMPUTER WORKSTATION TECHNICIAN, SOFTWARE AND STAFF DEVELOPMENT FACILITATOR, AND SUPERVISOR OF INFORMATION TECHNOLOGY SERVICES JOB DESCRIPTIONS** **6**

Description: The IT department is proposing an update in the delegation of duties and responsibilities in the department. These adjustments clarify expectations and respond to recent staffing changes.

Recommended Action: Approve updates to the Computer Workstation Technician, Software and Staff Development Facilitator, and Supervisor of Information Technology Job Descriptions.

8. **REVIEW REVISIONS TO POLICY 522.1 ALCOHOL AND DRUG-FREE WORKPLACE AND POLICY 523.3 EMPLOYEE ASSISTANCE** **13**

Description: Based on feedback at the 3/25/24 Board of Education Meeting, the administrative team is recommending revisions to Policy 522.1 and Policy 523.3.

Recommended Action: Approve revisions to Policy 522.1 and 523.3.

9. **CONSIDERATION OF ADJOURNING TO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 19.85(1)(C), WHICH PERMITS CONVENING IN CLOSED SESSION FOR THE PURPOSE OF CONSIDERING THE EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY, TO DISCUSS RESIGNATION OF AN EMPLOYEE AND TO DISCUSS 2024-25 CONTRACT NEGOTIATIONS. ROLL CALL VOTE REQUIRED.**

10. **CONVENE TO CLOSED SESSION**

11. **RECONVENE INTO OPEN SESSION AND AFFIRM ACTION TAKEN IN CLOSED SESSION IF NECESSARY**

12. **PROPOSED/SUGGESTED ITEMS FOR THE NEXT REGULAR AND FUTURE PERSONNEL MEETING AGENDA(S)**

Description: As always, committee members will be given the opportunity to suggest items for future committee and/or Board meeting agendas.

Recommended Action: As needed.

13. **SCHEDULE NEXT PERSONNEL COMMITTEE MEETING**

Description: Upcoming committee meeting dates, times, and locations will be reviewed.

Recommended Action: Set the meeting schedule as follows:

Personnel Committee meeting, Monday, May 13, 2024, 7:00 p.m. (*or immediately following Finance & Facilities*)

The meeting will be held at the District Office, 852 E. Division Street.

14. ADJOURN

CERTIFIED STAFF HIRES								
	LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES
1	RFPME	UPPER EL. TEACHER	3	3/14	BUROW, M	RESIGNATION (1/12/24)	HOSTETLER, K	Filled as LTS through end of 23-24.
2	RFHS	ASSISTANT PRINCIPAL	27	3/7, 3/13	GRAETZ, T	RESIGNATION (9/30/24)	LINK, H	Filled as LTS through end of 23-24.
3	CO	DIRECTOR OF HUMAN RESOURCES AND LEADERSHIP DEVELOPMENT		Closed on 4/4	BELL, D	TRANSFER		BELL TRANSFERS TO SUPERINTENDENT (BENSON RETIREMENT)
4	RFPME	INT. COACH		Closes on 4/15	ROETZER, C	RESIGNATION		Reduced to 0.6 FTE
5	RFHS	SPAN/EL		NPY	ENGEL, C	RETIREMENT		Position changed to 1.0 FTE EL
6	GW	5TH GRADE		Closed on 3/24	JACOBSON, K	RESIGNATION		
7	RCA	TEACHER/GEDO-2 COORDINATOR		Closes on 4/22	WEBB, P	TRANSFER		WEBB TRANSFERS TO RCA COORDINATOR (SILVER RETIREMENT)
8	GW	SPED		3/29	OLSON, A	RESIGNATION		
9	RFHS	COUNSELOR		Closed on 3/24	SUTTON	RESIGNATION (3/8/24)		Filled as LTS through end of 23-24.
10	RB	K		4/1	THOMFORDE	RESIGNATION		
11	RFMPE	SPED	4	4/2	CHAPMAN	RESIGNATION	MANNING, B	
12	RB	K		4/1	SOMMERFELDT	RETIREMENT		
13	RB	4TH GRADE		4/8	FRIEDE	RETIREMENT		
14	MMS	7TH GRADE MATH		3/29	WITT	RETIREMENT	HUPPERT, R	
15	MMS	7TH GRADE MATH		3/29	SUTTON, R	RESIGNATION	FIERRO, M	
16	MMS	7TH GRADE SCIENCE		Closes on 4/15	JOHNSON, B	TRANSFER		JOHNSON TRANSFER TO LMC (ZUBER TRANSFER TO HEALTH, LOCKIE RETIREMENT)
17	RFHS	COUNSELOR		Closed on 3/24	FOWLER	RESIGNATION		
18	RFHS	SCIENCE			ROHLINGER	RESIGNATION		

RETENTION ANALYSIS: REASON

YEAR	RETIREMENT	RESIGNATION	TOTAL	RESIGNATION	R/R
2018	12	15	27	6.20%	11.16%
2019	10	12	22	4.90%	8.98%
2020	8.32	13	21.32	5.10%	8.37%
2021	7.5	16.5	24	6.47%	9.42%
2022	8	22	30	8.46%	11.47%
2023	7.5	19	26.5	7.06%	9.85%
2024	7.0	11.0	18.0		
2018-23 AVERAGE	8.6	15.5	25.1	6.37%	9.87%

**FTE ADJUSTMENTS ARE NOT NOTED, **NEW/CUTS/LAYOFFS ARE NOT NOTED*

RECOMMENDED CERTIFIED STAFF ADDITIONS			
DEPARTMENT	FTE	IMPACT STATEMENT	NOTES
DIST	4K/EC SPED (0.5 FTE)	An increase of 0.5 4K/EC SPED FTE will appropriately staff the RB 4K site, while also serving SPED needs for early childhood SPED students and SPED students at the other 4K sites.	Current: 1.0 FTE General Ed. RB 4K; 0.5 FTE SPED RB 4K, 0.5 FTE EC/non-RB 4K sites Proposed: 1.0 FTE General Ed. RB 4K Site, 0.5 FTE SPED RB 4K, 1.0 FTE EC/non-RB 4K sites
RB	CC SPED (0.5 FTE)	Enrollment estimates at Rocky Branch reveal special education case manager ratios are not aligned to caseload at the other elementary school or aligned to recommended cross-categorical Elementary. Position could be combined with District 4K/EC SPED.	Current: RB- 3.0 FTE:60 students, WS-4.0 FTE: 52 students, GW-4.0 FTE: 46 students, RFPME: 1.0 FTE: 16 students Proposed: RB-3.5 FTE. *Note: GW and WS includes a higher concentration of students with intellectual disabilities, which impacts the ratio at these schools.
MS	INSTRUCTIONAL/PLC COACH (1.0 FTE)	The Instructional Coach is a critical lever in supporting a collaborative teaching culture focused on student learning. The role of the coach is to build teacher capacity and their understanding of instructional practices as related to Educator Effectiveness, WI Academic Standards, and data driven instruction.	

RECOMMENDED CERTIFIED STAFFING ADJUSTMENTS THAT DO NOT RESULT IN AN FTE CHANGE			
HS/DIST	1.0 HS SPAN/EL TEACHER ADJUSTED TO 1.0 FTE EL TEACHER	In class support for EL students; Staff support, PD, and instructional strategies. Caseloads limit the ability to meet the needs of all students. Currently 3.5 FTE the adjustment would move the FTE to 4.0.EL enrollment has grown 51% over the past three years (59 to 89). A decrease in HS Spanish sections will allow this adjustment to be made without additional FTE. The cut in HS Spanish sections will result in larger world language class sizes.	*The ideal candidate will also have Spanish Licensure.

RECOMMENDED STAFFING CUTS			
RFPME	CUT 0.4 FTE INSTRUCTIONAL COACH	The current instructional coach FTE at RFPME is 1.0 FTE. Based on the size of the school, a 0.6 FTE aligns to the other elementary schools.	



Date

Name

School

Dear FIRST NAME,

Greetings! We are now entering the final two months of the present school year. I know these are busy weeks for you as you bring your students' learning to fruition for the year. On behalf of the entire school board, thank you for your efforts. We appreciate you and your work.

The school board and administration are making plans for the 2024-25 academic year. We are appreciative and relieved that the River Falls community supported the two referendum questions on the February ballot. Passing these questions allows us to go forward with a balanced budget and still maintain and strengthen existing programming. We are all fortunate to serve a community that values education.

The board understands that you and your colleagues are at the core of our district. It is through your work and relationships with students that we accomplish the district's educational mission. Thank you for all you have done and continue to do to support the young people whose education is entrusted to our school district.

On an annual basis, the school board's clerk and I reach out to you to extend an offer of continued employment for the coming school year. Please accept this letter as the school board's offer of continued employment for the 2024-2025 school year. I hope you will accept this offer and return to teach in the River Falls School District. Please use Skyward to electronically sign your letter by June 15, 2024. If you decide to decline this offer of employment, a resignation is respectfully requested.

Along with our board colleagues, _____ and I know how important you are to the school district. We recognize your tremendous work and dedication to the students and families in the River Falls community. You have our enduring thanks and appreciation.

Sincerely,

Stacy Johnson Myers, School Board President

Alan Tuchtenhagen, School Board Clerk

**School District of River Falls
Job Description
COMPUTER WORKSTATION TECHNICIAN**

MINIMUM QUALIFICATIONS:

1. ~~Must be~~ Ability to master the skills necessary to complete the duties outlined in this job description.
2. Training in computer technology.
3. ~~Must be~~ Ability to work independently, follow directions, and meet timelines.
4. ~~Must have~~ Strong human relations skills.
5. A strong willingness and ability to relate effectively, collaboratively, and cordially with others.
6. Bachelor's degree in a technology related major.

POSITION SUMMARY:

Provide support for District computer hardware, software, and audio/video equipment.

REPORTS TO:

Supervisor of Information Technology Services

PERFORMANCE RESPONSIBILITIES:

1. Install, test, and configure new computers, ~~and peripherals~~ equipment, and classroom technology.
2. Troubleshoot and repair equipment. Recommend outside service or replacement of equipment where appropriate.
3. Upgrade and maintain software in a Microsoft domain on all workstations.
4. Document and distribute ~~and maintain~~ classroom technology devices.
5. Facilitate re-purposing and relocation of equipment as directed.
6. Make recommendations in the purchase and upgrade of computer hardware and classroom technology.
7. Provide training for ~~informal staff in service on the~~ usage operation and use of the computer hardware and classroom technology. ~~peripherals, and accessories as instructional tools.~~
8. Keep current with trends and issues in technology and seek appropriate technical training.
9. ~~Install computer wiring (category 5) for local area network.~~
10. Install and maintain network and audio/visual wiring.
11. Develop and maintain network policies through Microsoft Active Directory and Google Admin console.
12. Manage users and devices in Google Admin console.
13. Install and manage security software for all computers and servers on the domain.
14. Manage school bell system and network audio devices.
15. Install, test, and maintain security cameras and security camera software for the District.
16. Install and manage network printers.
17. Perform all other duties as assigned.

REVISED: 11/13/23, 4/8/24

**School District of River Falls
Job Description
SOFTWARE AND DATABASE FACILITATOR**

MINIMUM QUALIFICATIONS:

1. A strong willingness and ability to relate effectively, collaboratively, and cordially with others.
2. Knowledge and skills related to computer hardware, software, and computer use in a broad spectrum of educational programs.
3. Understand student database management and its impact across the district.
4. Strong organizational, interpersonal, and communication skills.
5. Ability to work with people with varying degrees of technology experience.
6. Committed to high professional standards and ethics.
7. Bachelor's degree in a technology related major.

POSITION SUMMARY:

The Software and Database Facilitator provides guidance, training, and general assistance to district staff regarding software and the District's database. The Software and Database Facilitator will provide support to employees in overcoming software-related obstacles, organize access to technology-based educational tools, and aid in the protection of student and staff data.

REPORTS TO:

Supervisor of Information Technology Services

PERFORMANCE RESPONSIBILITIES:

- ~~1. Assist administrators and teachers in the evaluation and selection of software.~~
- ~~2. Assist technical support staff with new software and software upgrade installations, computer setup and imaging process.~~
- ~~3. Provide instruction to staff members on an individual or small group basis on software, hardware, and hardware peripherals.~~
- ~~4. Initiate, facilitate or conduct structured computer use inservice programs or activities for administrators, teachers and other district staff.~~
- ~~5. Document, distribute and maintain technology devices.~~
- ~~6. Help staff become self-sufficient with non-classroom software.~~
7. Be Responsible for the compilation and verification of state reporting data.
8. Assist staff with data exports for the Department of Public Instruction, federal reporting, and other required reports or data requests.
9. Oversee district-level databases to maintain consistency and accuracy.
10. Develop and maintain student and staff access required through a safe and secure single sign-on.
11. Manage and maintain all end user accounts throughout the district. This includes, but is not limited to, Active Directory, Google Admin, Infinite Campus, and other educational software.
- ~~12. Help staff troubleshoot access and functionality issues with educational software, Google Apps for Education, employee management (i.e. Skyward), student information system (i.e. Infinite Campus) and learning management (i.e. Schoology).~~
13. Maintain data connections from the student information system and learning management system to third party vendors.
 - a. Infinite Campus to Transfinder
 - b. Infinite Campus to Destiny
 - c. Infinite Campus to Educlimber
 - d. Infinite Campus to Wordware
 - e. Infinite Campus to Kompas Care
 - f. Infinite Campus to OneSync
 - g. Infinite Campus to ClassLink
 - h. Infinite Campus to Schoology
 - i. Infinite Campus to Xello
 - j. Infinite Campus to Department of Public Instruction

School District of River Falls
Job Description
SOFTWARE AND DATABASE FACILITATOR

~~14. Assist Communications staff with website functionality.~~

15. Work with building office staff to develop workflow processes for major projects/reporting events: state reporting, CRDC, Redefining Ready, Infinite Campus Workflow, Infinite Campus online registration.

16. Maintain student information system (SIS): calendar rollovers, enrollment rollovers, user permission updates, end enrollments, roll SIS to new school year, clear custom fields, update/create automated tasks.

17. Perform all other duties as assigned.

REVISED: 11/13/23, 4/8/24

School District of River Falls
Job Description
SOFTWARE AND STAFF DEVELOPMENT FACILITATOR

MINIMUM QUALIFICATIONS:

1. A strong willingness and ability to relate effectively, collaboratively, and cordially with others.
2. Knowledge and skills related to computer hardware, software, and computer use in a broad spectrum of educational programs.
3. Understand student database management and its impact across the district.
4. Strong organizational, interpersonal, and communication skills.
5. Ability to work with people with varying degrees of technology experience.
6. Committed to high professional standards and ethics.
7. Bachelor's degree in a technology related major.

POSITION SUMMARY:

The Software and Staff Development Facilitator (SSDF) provides guidance, training, and general assistance to district staff. The SSDF will provide support to employees in overcoming software-related obstacles, organize access to technology-based educational tools, and aid in the protection of student and staff data.

REPORTS TO:

Supervisor of Information Technology Services

PERFORMANCE RESPONSIBILITIES:

1. Assist administrators and teachers in the evaluation and selection of software.
2. ~~Assist technical support staff with new software and software upgrade installations, computer setup and imaging process.~~
3. Provide instruction to staff members on an individual or small group basis on software, hardware, and hardware peripherals.
4. Initiate, facilitate or conduct structured computer use inservice programs or activities for administrators, teachers, and other district staff.
5. ~~Document, distribute and maintain technology devices.~~
6. ~~Help staff become self-sufficient with non-classroom software.~~
7. ~~Be responsible for the compilation and verification of state reporting data.~~
8. ~~Assist staff with data exports for the Department of Public Instruction, federal reporting, and other required reports or data requests.~~
9. ~~Oversee district level databases to maintain consistency and accuracy.~~
10. ~~Develop and maintain student and staff access required through a safe and secure single sign-on.~~
11. ~~Manage and maintain all end user accounts throughout the district. This includes, but is not limited to, Active Directory, Google Admin, Infinite Campus, and other educational software.~~
12. Administer and maintain ClassLink
 - a. Create and maintain app rules for syncing data from ClassLink to other apps
 - b. Create and maintain non-rostered app and app permissions
13. Create/allow apps in Google Admin
14. Provide technology integration staff development that supports effective and engaging instructional and assessment practices. This support will be provided after school, during the summer, and job-embedded.
15. Help staff troubleshoot access and functionality issues with educational software, Google Apps for Education, employee management (i.e. Skyward), student information system (i.e. Infinite Campus) and learning management (i.e. Schoology).
16. ~~Maintain data connections from the student information system and learning management system to third party vendors.~~
17. Assist communications staff with website functionality.
18. Find, share, and support implementation of innovative technology resources that enhance the teaching and learning process. Stay up to date with platforms currently in use, and build self-paced professional development for teachers to engage with in order to learn about updates.

School District of River Falls

Job Description

SOFTWARE AND STAFF DEVELOPMENT FACILITATOR

19. Ensure all data privacy and security practices are communicated clearly to all stakeholders and systems are in place to protect student data on digital platforms.
20. Assess District needs in the area of technology integration, and provide district-wide professional development and implementation support for projects.
21. Perform all other duties as assigned.

REVISED: 11/13/23, 4/8/24

School District of River Falls
Job Description
SUPERVISOR OF INFORMATION TECHNOLOGY SERVICES

MINIMUM QUALIFICATIONS:

1. ~~Two year technical degree; Bachelor's degree in a technology related major. is preferred.~~
2. ~~Two years of experience with network administration.~~
3. Strong organizational, interpersonal, and communication skills.
4. A strong willingness and ability to relate effectively, collaboratively, and cordially with others.
5. Committed to high professional standards and ethics.

POSITION SUMMARY:

The Supervisor of Information Technology (IT) Services is responsible for network administration, and all internal and external communication systems. Must be knowledgeable of all technology components utilized in the school district and participate in ongoing research on best practices for school districts in the area of educational technology. Provide leadership in developing, achieving, and maintaining a technology infrastructure, ~~and perform all other duties as assigned.~~

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Computer Workstation Technician, Software and Staff Development Facilitator, Software and Database Facilitator

PERFORMANCE RESPONSIBILITIES:

Network Administrator

1. Maintain and upgrade the computer networks and systems infrastructure (including servers, switches, WIFI, and other physical hardware. ~~printers, server accounts, computers~~).
2. Facilitate the installation and configuration of network equipment to update or fix hardware and software issues.
3. Monitor computer systems to improve network performance.
4. Create and maintain processes for backup solutions that align with District policies for electronic communication and documentation.
5. Oversee installation, configuration, maintenance, and troubleshooting of network connected end-user hardware, software, and peripheral devices.
6. ~~Responsible for purchasing, inventory and budgeting for technology.~~

Communications

1. Manage mobile communication (district cell phones, hot spots for student and staff checkout, as well as on school buses). ~~accounts, and bills.~~
2. Leverage the District investment of technology and communication systems to capitalize on the Federal E-rate Program.
3. ~~Maintain district email services.~~
4. Update, configure, and maintain and support the District telephone system and communication lines.
5. Manage the recording, broadcasting, and archiving of School Board meetings.
6. Provide ~~Maintain and enhance the district website~~ support to the communications department.

Security

1. Work with the Director of Buildings and Grounds on location, installation, and maintenance of the District video surveillance and security systems.
2. Keep the District current with cybersecurity to prevent threats and work to improve protection for the District with the help of antivirus, single sign-on, firewalls, and cybersecurity training for users.

School District of River Falls

Job Description

SUPERVISOR OF INFORMATION TECHNOLOGY SERVICES

Technical Support

1. Coordinate adding, distributing, replacing and maintaining technology devices districtwide, including but not limited to: interactive whiteboards, projectors, printers, mobile devices, and computers.
2. Work with the Director of Student Services to implement and maintain assistive technology.
3. Work with the Director of Buildings and Grounds when the facilities change or data changes are needed for the District HVAC system.
4. Provide assistance as needed for the various sound systems around the District.
5. Work cooperatively with local and state agencies to ensure that their projects do not conflict with the District fiber around the city.
6. Assist technical support staff with new software and software upgrade installations, computer setup, and imaging processing.
7. Support and assist with maintenance of various database systems, including but not limited to: student, learning, and financial management.
 - a. ~~Substitute Calling System~~
 - b. ~~Automated Calling System~~

Technology Vision

1. ~~Serve as chair of the school district's Strategic Plan Technology Committee.~~
2. ~~Coordinate instructional technology training for staff and students and~~ Work with the library/media committee **and other stakeholders** on common technology goals and visions.
3. ~~Provide training on software for staff development.~~
4. Identify technology needs and make recommendations to District decision makers.
5. Maintain a long range plan for purchasing, inventory, and budgeting of technology, devices, and infrastructure.
6. Work with the Director of Finance and Facilities on leasing computing devices and copiers.
7. Facilitate the bidding process for all technology equipment over \$25,000 in accordance with School Board policy.
8. Negotiate and oversee agreements for managed technology services provided to the District (copiers, printers, backup network security).
9. Manage the District software license agreements to ensure compliance.
10. ~~Work with the Director of Academic Services and building library /media specialists to develop, create, implement, monitor and evaluate the district's three year technology plan.~~

All other duties as assigned.

DAYS OF EMPLOYMENT:

Twelve-month year and in accordance with the Employee Handbook.

EVALUATION:

Performance in this position will be evaluated by the Superintendent.

APPROVED: 10/20/14

REVISED: 4/8/24



POLICY 522.1 ALCOHOL AND DRUG-FREE WORKPLACE (formerly GBCBA)

The School District of River Falls is committed to maintaining an alcohol and drug-free workplace. Therefore, the following activities and conduct by employees is shall be strictly prohibited:

1. ~~The illegal~~ Manufacturing, distributing, dispensing, possession, use or selling of controlled or illegal substances **at the workplace** ~~on school premises or while engaged in school sponsored activities;~~
2. Using or possessing ~~with intent to use,~~ of drug paraphernalia (e.g., water pipes, pot pipes, roach clips, joint rollers) for purposes prohibited by the state controlled substances law **at the workplace** ~~on school premises or while engaged in school sponsored activities;~~
3. Possessing, using, distributing or selling of alcoholic beverages **at the workplace** ~~on school premises or while engaged in school sponsored activities;~~
4. Being under the influence of any alcoholic beverage or controlled substance **at the workplace** ~~on school premises or while engaged in school sponsored activities;~~
5. **Using prescription medication in an unauthorized or illegal manner at the workplace.**

For the purposes of this policy, 'workplace' includes any school building, school-owned vehicle, school property, or school-related activity in which students are under the supervision of employees.

~~All employees shall be expected to abide by provisions of this policy. In addition, Employees engaged in the performance of a grant received directly from the federal government shall notify the Superintendent of any criminal drug statute conviction occurring in the workplace within the time period specified by law. The Superintendent shall notify the appropriate federal agency of the conviction.~~

Adherence to the District's drug-free workplace policy is a condition of employment. Any employee who violates this policy shall be subject to disciplinary action including, but not limited to, referral for a drug or alcohol evaluation, referral to the Employee Assistance Program, reassignment, suspension, or termination. ~~in accordance with provisions of the current employee agreement and/or established procedures.~~ In addition, employees who violate this policy may be referred for prosecution.

If a supervisor reasonably suspects that an employee has violated this policy, the District reserves the right to require an alcohol or drug test. Reasonable suspicion must be based on specific and accurate observations made by a supervisor. Observations include, but are not limited to, appearance, behavior, speech, or body odors of the employee. The test will be conducted in a confidential manner. Refusal to consent to testing may result in disciplinary action.

This policy does not prohibit:

- **administering medication to students as outlined in Policy 453.4.**
- **the use of prescription medication by an employee to whom it is prescribed and in the amount prescribed.**

The *Employee Handbook will include reference to this policy and information related to: the dangers of drug and alcohol abuse in the workplace, available drug or alcohol counseling, rehabilitation and employee assistance programs, and, the penalties that may be imposed upon employees for drug or alcohol abuse policy violations. ~~distributed to all employees of the District.~~

**NOTE: Reference will be added upon the adoption of the 2024-25 Employee Handbook*

~~LEGAL REF~~ LEGAL REFERENCE: Wisconsin Statutes Section 125.09(2), Chapter 961 Drug Free Workplace Act of 1988 34 CFR Part 85, Subpart F (Regulations Implementing Drug Free Workplace Act)

CROSS REFERENCE: 523.11, School Bus Driver Alcohol and Drug Testing; 523.3, Employee Assistance Program; 536.2, Discipline, Dismissal or Suspension of Professional Staff Members; 546.2, Dismissal or Suspension of Support Staff Members; **Policy 453.4 Administering Medication to Students**; **Employee Handbook**, ~~Current Employee Agreement(s)~~

DATE OF ADOPTION:: September 16, 1991

REVISED: September 18, 2000, December 19, 2005, **February 12, 2024**



POLICY 523.3 EMPLOYEE ASSISTANCE PROGRAM

The School District of River Falls recognizes that a wide range of problems, including those not directly associated with one's job function, can have an effect on an employee's overall well-being and potentially job performance. In most instances, the employee will overcome such personal problems independently. In some cases, however, neither the efforts of the employee nor supervisor have the desired effect.

Therefore, it is in the interest of the employee, the employee's family, and the District to provide an Employee Assistance Program (EAP) to assist in managing the impact of personal and work-related struggles. The District will address problems within the following framework:

In other instances, normal supervisory assistance will serve either as motivation or guidance by which such problems can be resolved so that an employee's job performance will return to an acceptable level. If problems, and unsatisfactory performance or poor attendance persists over a period of time, either constantly or intermittently:

1. Employees who have a personal or family problem which they feel may affect work performance are encouraged to voluntarily contact the Human Resources Administrative Assistant for information related to utilizing the EAP.
2. Employees are assured that their job, future, and reputation will not be jeopardized by utilizing resources in the EAP.
3. The purpose of this policy is to assure employees that if personal problems are the cause of unsatisfactory job performance or poor attendance the employee will receive careful consideration and an offer of assistance to help resolve the problems in an effective and confidential manner.
4. The employee is responsible for complying with referrals for diagnosis of the personal problem and to cooperate and follow the recommendation of the diagnostician or counseling agent. If the employee refuses the offer of help and job performance or attendance problems continue, the regular disciplinary procedures will apply.
5. Employee problems causing unsatisfactory job performance will be handled in alignment with procedures outlined in the Employee Handbook. Records will be maintained within the highest degree of confidence in accordance with state law.
6. Employees referred to the program by their supervisor will be required by the District to secure adequate medical, rehabilitative counseling, or other services as may be necessary to resolve the personal problem.
7. In instances where it is necessary, accrued sick leave, vacation time, or leave of absence will be granted for treatment or rehabilitative counseling or other services as are necessary, on the same basis as is granted for ordinary other health problems in accordance with the Employee Handbook.
8. Since the employee's work performance can be affected by the problems of an employee's spouse or dependents, the EAP will be available to the families of employees as well, within the normal provisions of this policy.
9. If an employee's performance or attendance continues to be unsatisfactory after receiving the benefits of the EAP, regular disciplinary procedures will apply.

- ~~10. The district recognizes that most human problems can be successfully treated provided they are identified in early stages and referral is made to the appropriate type of care.~~
- ~~11. When an employee's job performance or attendance is unsatisfactory and the employee is unable or unwilling to correct the situation either alone or with normal supervisory assistance, this is an indication that there may be some cause outside of the realm of his/her job responsibilities which is the basis of his/her problem.~~

CROSS REFERENCE.: 522.1 Drug-Free Workplace, Employee Handbook, Current Employee Agreements

DATE OF ADOPTION: September 16, 1991

REVISED: October 15, 2007, **February 12, 2024**