

2024-2025 SDMA Employee Handbook Revisions

Editorial Changes- Table of Contents, Dates, Directories updated. All references and links checked and updated as needed.

3.03 - Attendance (pg. 22) - Update paragraph to reflect current service

- ***Employees are to utilize the Skyward Employee Access (employee access time off) process for reporting absences as well as the designated service to request a substitute.***

3.05- Communications- (pg. 24)

- ***ADD: A. Lines of Communication: Communication, collaboration, and the sharing of concerns and suggestions is encouraged between employees and supervisors throughout the School District of the Menomonie Area. According to Policy 521, opportunities for staff involvement in decision making is desired within the parameters set by the board and district administrator. Questions, concerns, or suggestions from SDMA faculty and staff are welcome and should be initially directed to the employee's immediate supervisor. If the concern is with the employee's immediate supervisor, or if there is not a satisfactory response at the building/department level, the employee may direct the concern to the district administrator. If the concern is with the district administrator, or if there is not a satisfactory response at the district level, the concern may be directed to the school board president. General concerns related to district-level workplace policies and procedures may also be directed through the district's Quality Improvement Committee. Nothing in this paragraph should be interpreted as precluding staff members from collaborating with each other or from utilizing the district's policies for public complaints or concerns, the grievance procedure, the reporting of harassment and discrimination, or other processes determined by state or federal law.***
- Subsequent letters A-H under Communications become B-I.

3.22 - Licensure/Certification (pg. 33)- Add language to reflect current practice in the SDMA.

- ***Paraeducators will be reimbursed the amount paid for a DPI Special Education Program Aide License upon approval of the license. Paraeducators will be required to sign an agreement to repay the license amount should they leave the SDMA prior to the end of the current school year.***

9.02 (H) - Approval of Personal Leave Requests and Total Number of Employees on Personal Leave (pg. 49) - Change language to reflect current practice in the SDMA.

- ***Telephone contact shall be made as far in advance as possible with Human Resources (ext. 10127) to confirm the availability of personal day(s) for the dates in which the employee would like to request.***

9.05 Reporting Procedure - Doctor's Certificate (pg. 50) - Divide paragraph into sections, change language to reflect current practice in the SDMA and add the requirement of medical documentation for absences.

- A. If at all possible, each employee shall be required to inform his/her supervisor prior to, or within two (2) hours of his/her normal daily starting time of his/her need to be absent for one of the reasons stated in 9.02 A, B or C above.
- B. Whenever the supervisor deems such certification appropriate, the employee may be required to furnish the District with a certificate of illness ~~signed by either a licensed physician or a nurse practitioner~~ **from a licensed medical or dental provider**. Such certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed.
- C. Add: **A note from a licensed medical or dental provider will be required for any prearranged medical or dental appointments scheduled for the first or last day of the workweek. Unless approved by the employee's immediate supervisor or stipulated by the licensed provider, it is expected that the employee will report to work both before and after the appointment.**
- D. Add: **If an employee is absent more than five (5) times in a school year (excluding approved vacation, professional, personal, and commiseration leave), the employee will be required to provide the District with a certificate of illness for paid leave to be approved beginning with day six (6). The receipt of a certificate of illness from a licensed medical or dental provider for any of the first five (5) absences will not be applied to the accumulation of the initial count.**
- E. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism. Any absence of five (5) or more days will require the completion of district FMLA paperwork and doctor certification.

13.06 Life Insurance (pg. 56)

B. Commencement and Termination of Benefits: Coverage will commence on the ~~employee's first day of employment~~ **first of the month following the employee's start date**.

13.07 Long-term Disability (pg. 56)

B. Commencement and Termination of Benefits: Coverage will commence on the ~~employee's first day of employment~~ **first of the month following the employee's start date** and continue for a full twelve (12) month period provided employment with the District continues during such a period.

13.08 Short-term Disability (pg. 56)

B. Commencement and Termination of Benefits: Coverage will commence on the ~~employee's first day of employment~~ **first of the month following the employee's start date** should the employee elect to enroll in short-term disability.

1. ~~In~~ **If** an employee resigns or is terminated during the year, District coverage shall cease at the end of the month the resignation or termination becomes effective.

6.06 - Less than Full Time Teachers (pg. 75) - Remove heading (no information under)

- Also remove from Table of Contents on page 8.

7.01 Dental Insurance (pg. 77)

B. Commencement and Termination of Benefits: Coverage will commence on the ~~employee's first day of employment~~ **first of the month following the employee's start date.**

7.02 Health Insurance (pg. 77)

B. Commencement and Termination of Benefits: Coverage will commence on the ~~employee's first day of employment~~ **first of the month following the employee's start date.**

2.08 - Emergency School Closing Employee Options if the Day/Time is Not Made Up (pg. 86)- Change wording to reflect leave options.

- *The employee may elect to use ~~paid time off~~ **paid leave**, vacation, or personal leave time if available.*

5.02 - Holidays Falling on Weekends (pg. 89) - Add language to reflect current practice in the SDMA.

- *Add: **Ultimately, the district retains the right to adjust work schedules.***

10.02 Health Insurance (pg. 94)

B. Commencement and Termination of Benefits: Coverage will commence on the ~~employee's first day of employment~~ **first of the month following the employee's start date.**

3.03 (E) - Assignment and Professional Responsibilities/Long-Term Substitute Assignment (pg. 106) - Change language to reflect current practice in the SDMA.

- 1. When a substitute is assigned for more than ~~ten (10)~~ **twenty (20)** consecutive days in the same position, then the long-term hourly rates apply retroactive to the first day, unless such long-term is known in advance, in which case payment will begin on the first day.