EVANSVILLE COMMUNITY SCHOOL DISTRICT

Employee Handbook Committee Meeting Agenda

Tuesday, April 7, 2015 4:30 pm

District Board and Training Center 340 Fair Street

Note, public notice of this meeting given by posting at the District Office, Levi Leonard Elementary School Office, Theodore Robinson Intermediate School Office, J.C. McKenna Middle School Office, High School Office, Evansville School District Web Site: Evansville.k12.wi.us, and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library

I. Committee Members: Amanda Koenecke, Chair Jerry Roth

Melissa Hammann Liz Uher Kim Katzenmeyer Kevin Wells John Rasmussen Holdin Worley

- II. Appoint Someone to Take the Minutes.
- III. Approve February 4, 2015, Minutes.
- IV. Review Employee Handbook Proposed Change Form.
- V. Discuss Employee Handbook Housekeeping Items.
- VI. Review Suggested Employee Handbook Changes From Each Employee Group Representative, District Office, and Policy Committee.
 - 1. Part 1, All Employees, pg. 9, Section 1, 1.01, B. Disclaimer and pg. 86, Employee Acknowledgment.
 - 2. Part 1, All Employees, pg. 24, Section 3, 3.31, Solicitations.
 - 3. Throughout Handbook, Remove Reference to Policy 525-Staff Solicitations.
 - 4. Part 1, All Employees, pg. 30, Section 8, 8.02, Sick Leave Use.
 - 5. Throughout Handbook, Remove Reference to Policy 529.4-Use of Sick Days.
 - 6. Part 1, All Employees, pg. 36, Section 13.00, 13.02, Unpaid Leave of Absence Other Than Medical Reasons.
 - 7. Part 1, All Employees, pg. 30, Section 8, 8.05, Sick Leave Bank.
 - 8. Part 2, Certified Staff, pg. 43, Section 2, 2.02, Lane Advancement.
 - 9. Part 2, Certified Staff, pg. 55, Section 7, 7.02, A. 8, Sick/Personal/Business.
 - 10. Part 2, Certified Staff, pg. 57, Section 8, C. 3. B, Retirement System Contributions.
 - 11. Part 2, Certified Staff, pg. 57, Section 8, C. 4, Retirement System Contributions, and Part 3, Support Staff, pg. 74, Section 11, D, Retirement System Contributions.
 - 12. Part 3, Support Staff, pg. 59, Section 1, 1.01, Notice of Assignments.
 - 13. Throughout Handbook, Remove Reference to Policy 545-Support Staff Assignments and Transfers.
 - 14. Part 3, Support Staff, pg. 61, Section 1, 1.09, Professional Development.

- 15. Throughout Handbook, Remove Reference to Policy 547-Staff Development Opportunities for Support Staff.
- 16. Part 3, Support Staff, pg. 65, Section 6, 6.01, Notice of Termination of Employment.
- 17. Throughout Handbook, Remove Reference to Policy 546.1, Resignation of Support Staff and 546.2, Retirement of Support Staff.
- 18. Part 3, Support Staff, pg. 65, Section 5, 5.01, Reduction in Staff.
- 19. Throughout Handbook, Remove Reference to Policy 546.4, Reduction in Support Staff Workforce.
- 20. Part 3, Support Staff, pg. 70, Section 9, 9.01, C, Sick Days and pg. 73, Section 11, 11.02, A, Retirement Benefits.
- VII. Next Meeting Dates for October, January and March Meetings.
- VIII. Adjourn.

Please be advised that a majority of the members of the Evansville Board of Education may be in attendance at this event. The governmental body will <u>not take any action</u> during this event.

Upon reasonable notice, effort will be made to accommodate the needs of people with disabilities through appropriate aids and services. For additional information or to request this service, contact the District Office at 340 Fair Street, 882-3387 or 882-3386. Persons needing more specific information about the agenda items should call 882-3387 or 882-3386 at least 24 hours prior to the meeting.

Posted: 3/24/15