

DeForest Area School District
Administrative Regulation

TITLE: EMPLOYEE HANDBOOK	NUMBER: AR 3.1(1)
<i>Executive Limitation: EL 3, Treatment of Staff, 3.1 – Program of Employee Expectations and Rules</i>	
Recorded as Administrative Regulation: <i>Established: 3/25/13 Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: 2013 Revisions:</i>	

The superintendent, or designee, will develop and maintain provisions of an employment handbook for all staff including teachers, support staff, building administrators, district office administrators and other non-represented employees. DeForest Area School District Employees are expected to thoroughly review and familiarize themselves with the policies, procedures and practices in the DASD Employee Handbook. A signed Acknowledgment of Receipt of Handbook Form must be completed by all employees and returned to the Human Resources Office to be filed in the employee’s personnel file. The Employee Handbook does not imply or guarantee a contract of employment.

The superintendent, or designee, will periodically review the handbook to determine if changes are to be recommended. From time to time, editing changes or reorganization of the content of the DASD Employee Handbook may be made to clarify procedures. If the changes are not substantial, the changes will be made to the handbook and noted in a “Changes to Handbook” table on the DASD webpage Employee Handbook link. Likewise, mandatory changes for compliance with state and federal laws would be made to the handbook and noted on the District Webpage.

In general, the process that will be used for future considerations of substantial content changes to the handbook will be:

1. Discuss with the administrative team
2. Gather feedback from employee advisory groups as well as union leadership
3. Meet with Directors to finalize language
4. Review of proposed changes by administration with the Board of Education

After these steps have been completed, and changes are finalized, notification of substantial changes would be sent to all staff through an email or the staff bulletin. Changes will be noted in a “Changes to Handbook” table on the district website.