



**Aquatic Center Staff  
Employment Guidelines  
2010/2011 School Year**

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**AQUATIC CENTER STAFF EMPLOYEE GUIDELINES**  
**Effective 2010/2011 school year**  
**POSITION CLASSIFICATIONS**

Lifeguard	American Red Cross Lifeguard Certification – Multiple guards on duty
Swim Instructor	Water Safety Instructor Certification
Head Lifeguard	American Red Cross Lifeguard Certification – Single guard/Supervisor

**WORK SCHEDULES**

1. Work schedules shall be developed by each immediate supervisor and approved by the Aquatic's Director.
2. If an employee works beyond his/her regularly scheduled hours per week in any week, **prior approval must** be given by the immediate supervisor. The employee is also responsible for monitoring their hours to ensure that they will not exceed 40 hours in a week. If the employee is trending towards overtime, they are responsible to coordinate a substitute to cover any shifts that would take them into overtime. The substitute should be selected from the substitute pool approved by the Aquatic Director.
3. An employee shall take one half (1/2) hour lunch break near the mid-point of each work day. Employees working less than six (6) hours per day may or may not have a lunch break at the discretion of the employer.
4. Employees working at least seven (7) hours per day may take two (2) paid breaks, not to exceed 15 minutes each. An employee working more than two (2) but not more than six and a half (6 ½) hours per day may take one (1) paid break. An employee working two (2) hours or less per day shall be given no paid break. Paid break times shall be determined by the supervisor, and shall not be taken consecutively or in conjunction with lunch breaks.
5. If necessary, supervisors may adjust schedules to meet the needs of the District.
6. Employees will be given an opportunity to request days off prior to the schedule being posted each month. If an employee is scheduled and discovers a conflict, that employee is required to arrange a substitute with all the appropriate certifications to take the shift. The substitute should be selected from the substitute pool approved by the Aquatic Director.

**HOURLY WAGES - effective 1/1/2011**

RATES	LIFEGUARD	WATER SAFETY INSTRUCTOR (WSI)	HEAD LIFEGUARD	*LGI-WSIT-CPO/AFO  CERTIFIED COACH  CERTIFIED FITNESS INSTRUCTOR
<b>Base Rate</b>	<b>\$ 9.09</b>	<b>\$ 12.12</b>	<b>\$ 12.12</b>	<b>\$ 14.14</b>
<b>1 Year</b>	<b>\$ 9.36</b>	<b>\$ 12.48</b>	<b>\$ 12.48</b>	<b>\$ 14.56</b>
<b>2 Years</b>	<b>\$ 9.65</b>	<b>\$ 12.86</b>	<b>\$ 12.86</b>	<b>\$ 15.00</b>
<b>3 Years</b>	<b>\$ 9.93</b>	<b>\$ 13.24</b>	<b>\$ 13.24</b>	<b>\$ 15.45</b>
<b>4 Years</b>	<b>\$ 10.23</b>	<b>\$ 13.34</b>	<b>\$ 13.34</b>	<b>\$ 15.92</b>
<b>5 Years</b>	<b>\$ 10.53</b>	<b>\$ 14.05</b>	<b>\$ 14.05</b>	<b>\$ 16.39</b>
<b>6+ years</b>	<b>.15/year (\$12 cap)</b>	<b>.15/year (\$15 cap)</b>	<b>.15/year (\$20 cap)</b>	<b>.15/year (\$20 cap)</b>

**JOB/STATUS CHANGES**

As employees pursue additional certification they may be eligible to perform additional duties and receive increased pay. Employees must provide the Aquatic Director with a copy of their new certification. Pursuing and receiving additional certification does not guarantee additional hours or additional job duties.

**Emergency Action Plan  
1 lifeguard-1 patron**

- I. Identify emergency – Activate EAP
- II. Call 9-911
- III. Make necessary rescue
  - a. Access situation
    - i. If victim is breathing.....
      - 1. Keep airway open
      - 2. Reassure the victim until EMS arrives
    - ii. If victim is NOT breathing.....
      - 1. Remove from water if possible (will not be able to use backboard) or wait for EMS to assist with water removal.
      - 2. Provide appropriate care on land until EMS arrives
        - a. Rescue Breathing, CPR, or care for bleeding emergency
  - b. Provide any necessary information to EMS Personnel
  - c. Close aquatic facility until further notice
  - d. Contact Aquatic Director or Athletic Director
  - e. Complete all necessary paperwork

**Emergency Action Plan  
1 lifeguard-Multiple Patrons**

- I. Identify emergency – Activate EAP
- II. Make necessary rescue
- III. Direct a patron to call 9-911, follow emergency directions on phone, and wait at the door for EMS Personnel
- IV. Direct a patron to clear the water
- V. Direct a patron to bring the backboard to the side of the pool
- VI. Access victim's status
  - i. Is victim breathing... NOT breathing... suspected spinal injury?**
- VII. Direct a patron to take the victim's hands (if no spinal is suspected)
  - a. Exit the water and slide the backboard in at the victim's side
  - b. Direct the patron to roll the victim onto the backboard
  - c. Remove the victim from the water
- VIII. Provide appropriate care on land until EMS personnel arrive
- IX. Provide any necessary information to EMS Personnel
- X. Close aquatic facility until further notice
- XI. Contact Aquatic Director or Athletic Director
- XII. Complete all necessary paperwork

**Emergency Action Plan  
2+ lifeguards-1 Patron**

- I. Primary lifeguard: Identify emergency – Activate EAP
- II. Make necessary rescue
- III. Secondary Lifeguard: call 9-911 & follow emergency directions on phone
- IV. Secondary Lifeguard: bring the backboard to the side of the pool
- V. Primary Lifeguard: Access victim's status
  - ii. If victim is breathing.....
  - iii. If victim is NOT breathing.....
  - iv. Do you suspect a spinal injury?
- VI. Secondary Lifeguard: take victim's hands (if no spinal is suspected) cross your arms
- VII. Primary Lifeguard: Exit the water and slide the backboard in at the victim's side (RT or LF depending on secondary LG TOP ARM)
- VIII. Secondary Lifeguard: roll the victim onto the backboard
  - a. Remove the victim from the water
  - b. Provide appropriate care on land until EMS personnel arrive \*
- IX. Provide any necessary information to EMS Personnel
- X. Close aquatic facility until further notice
- XI. Contact Aquatic Director or Athletic Director
- XII. Complete all necessary paperwork

**Suspected Spinal Injury**

- VI. Primary LG: Victim is in Head Chin
- VII. Secondary LG: Place Backboard under victim's back
  - a. Primary LG: release hand on back of victim's head and guide backboard into place.
- VIII. Secondary LG: Move to shallow water corner and take over inline stabilization.
- IX. Primary LG: Place rescue tube under foot of backboard
- X. Primary LG: Strap victim onto backboard – strap from chest to feet.
- XI. Primary LG: Place head immobilizers, one at a time, on each side of the victim's head. Secure the strap at the forehead.
  - a. Place the top of the backboard over the gutter of the pool
- XII. Remove victim from the water
  - a. One LG out of the water, one LG at the victim's feet.
  - b. ONE LG IS ALWAYS IN CONTACT WITH THE BACKBOARD!
- XIII. Carefully slide the backboard out of the water and move 6 feet away from the water.
- XIV. Provide appropriate care on land until EMS personnel arrive. \*

## **WHISTLE CODES-Blown LOUDLY & FIRMLY**

1 Short Whistle Blast	=	Get patron's attention
2 Short Whistle Blasts	=	Get staff's attention
1 Long Whistle Blast	=	Active Water Rescue
2 Long Whistle Blasts	=	Activate Emergency Action Plan Call 9-911 – major emergency

## **UNIFORMS & EQUIPMENT**

Employees are expected to dress appropriately for work. When lifeguarding, staff must wear a one piece bathing suit or swim trunks, a lifeguard t-shirt and solid colored shorts, and a whistle. When actively lifeguarding, staff must have a rescue tube with the strap across their chest. Swim instructors must wear a one piece solid colored suit/trunks.

## **INSERVICE TRAINING**

Employees are expected to attend and participate in all in-service training sessions. If an employee is excused (by the Aquatic Director) from in-service training, that staff person is expected to make arrangements with the Aquatic Director to make up the in-service training. If an employee is unexcused or habitually absent from in-service training, disciplinary action will be taken, up to and including possible termination of employment.

## **CERTIFICATION VALIDITY/ CONTINUANCE**

Employees are responsible for maintaining any and all job related/required certifications. Review and/or challenge courses will be offered throughout the year by the Aquatic Director or another American Red Cross instructor. It is the employee's responsibility to know their expiration dates and make arrangements to participate in the necessary review or challenge courses. Classes offered by the Aquatic Director for current employees will be provided free of charge. If an employee is unable to or fails to attend a scheduled review or challenge course, that employee must make other arrangements to maintain the validity of their certification at their expense.

### **AMERICAN RED CROSS CERTIFICATIONS:**

- LIFEGUARD/FIRST AID – VALID 3 YEARS
- CPR for the PROFESSIONAL RESCUER/AED – VALID 1 YEAR
- WATER SAFETY INSTRUCTOR – INDEFINITELY with annual teaching & required updates
- LIFEGUARD INSTRUCTOR – INDEFINITELY with annual teaching & required updates

## **MISSING WORK FOR ILLNESS**

If an employee is ill and unable to work their scheduled shift, they must contact the Aquatic Director as soon as possible so a substitute can be arranged. If the Aquatic Director is unavailable, the employee is responsible to arrange their own substitute. When arranging substitutes, the employee must ensure that their substitute holds the necessary certification to perform the job that they are subbing for. Excessive "call-ins" or schedule changes may result in the Aquatic Director requesting a doctor's excuse, a meeting with the Aquatic Director, a change in the employees schedule or hours, and/or disciplinary action.

## **MISSING WORK FOR VACATION**

If an employee is planning a vacation they are required to notify the Aquatic Director at least four (4) weeks prior to their planned time off. The Aquatic Director will not schedule that employee during their requested time off as long as four (4) weeks notice is provided. If an employee is unable to provide the required notice, they are responsible to arrange substitutes for all scheduled shifts. When arranging substitutes, employees must ensure that their

substitute holds the necessary certification to perform the job that they are subbing for. Aquatic center employees will not be scheduled teaching (WSI) hours if they are going to miss more than two (2) days of a session.

### **TIME CARDS/PAYDAY**

Time Cards are used to record employee's hours and are kept as an official record of time worked. Employees are responsible for monitoring their hours, correctly coding the program they worked, and punching in and out. Illegible time cards will not receive compensation. If an employee makes a mistake on his or her time card they must see the Aquatic Director to have the mistake initialed. Under no circumstances is it acceptable for an employee to punch another employee's time card in or out. Employees who allow a co-worker to punch their time card and employees who punch another person's time card will receive disciplinary action.

Employees shall be paid on the normal district paydays (twice monthly). When this date falls on a Saturday, Sunday, or on a bank holiday payment shall be made on the preceding business day. All payments shall be made via direct deposit. The district shall provide all payroll information electronically.

### **SNOW DAYS**

In the event that the Waunakee School District cancels school due to inclement weather, all regularly scheduled aquatic center programs will be canceled. If the aquatic facility is rented out for a non-school event, employees may be expected to report to work if the organization renting the facility and the Waunakee School District deem it is safe to open the aquatic facility.

### **SCHEDULED EARLY RELEASE DAYS**

Occasionally the Waunakee Aquatic Center will be open "Special Hours" on scheduled early release days. If an employee is scheduled to work on an early release day and they discover that they are unable to work, they are required to arrange for a substitute with the appropriate certifications to cover that shift.

### **TELEPHONE, CELL PHONE, and COMPUTER USE**

Telephones are to be used for daily business and emergencies only. If a patron needs to use the phone, allow them to use the office phone but remind them to keep it brief.

Always answer the telephone promptly "Waunakee Aquatic Center this is (name) may I help you?"

The on-deck emergency telephone is to be used only in the event of an emergency and should be checked by staff prior to each shift. If you discover that the on-deck emergency telephone is not working, notify the Aquatic Director.

Cell phones are to be put away in the office while staff are on duty. Personal cell phones are not to be on the pool deck and should not be used while employees are supervising patrons in the pool. Employees are permitted to check their cell phones while on break but the cell phone must not interfere with customer service.

**The computer in the aquatic office is to be used for business purposes only!**  
**Employees should not log onto the computer unless they have been instructed to do so by a supervisor or there is a threat of severe weather and employees are checking the radar. Use of the "Guest Password" is not permitted by aquatic center employees unless they have been given permission by a supervisor.**

## **STAFF CONDUCT**

Policies of the Board of Education  
Series 800: School-Community Relations

Since the realization of District goals is dependent upon the professional behavior of all staff, the following specific responsibilities will be required:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration.
3. Diligence in submitting required reports at the time specified.
4. Care and protection of school property.
5. Concern and attention for their own and the school system's legal responsibility for the safety and welfare of students (patrons).
6. It is a person's professional and moral responsibility to give an honest day's work for an honest day's pay.

As a lifeguard and/or swimming instructor you are a role model. Children look up to you. You are expected to behave in a mature professional manner. You are under a microscope in this role and when in the public's eye you must represent yourself, the Waunakee School District, and the American Red Cross in the most positive light possible.

## **CUSTOMER SERVICE**

Our business depends upon pleasing our patrons (customers) while maintaining a safe environment. Next to safety, customer service is the most important part of our operation. Remember to always be patient and listen. When enforcing rules it is important to speak loudly and clearly without shouting. If a patron approaches you with an issue or a complaint, do your best to handle the situation. If the issue or complaint is something that you can not handle at your level, take the patron's name and telephone number. Let the patron know that the Aquatic Director will contact them. Be sure to leave a detailed message for the Aquatic Director describing the situation and the nature of the complaint or issue. If the complaint or issue is of a safety nature and is an immediate threat, it must be handled immediately.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

Policies of the Board of Education  
Series 800: School-Community Relations 832

No person on school property shall:

- Injure or threaten to injure the person of another.
  - Damage the property of another or the District.
  - Conduct himself/herself in such manner as to impede, delay, or otherwise interfere with the orderly conduct of the educational program of the District or any other activity taking place on school property which has been authorized by the Board of Education, superintendent, building principal, or other authorized District employee.
  - Enter upon any portion of school premises at any time for purposes other than those which are lawful and/or authorized by the Board. Willfully violate other rules and regulations adopted by the Board or administration designed to maintain public order on school property.
- Individuals who violate this policy are subject to police referral or other legal action. In addition, students who violate this policy will be subject to suspension and expulsion pursuant to the provisions of state law or other appropriate penalties as may be determined.

## **WAUNAKEE AQUATIC CENTER POOL RULES**

- Patrons must pay a daily fee for entrance to the facility, have a Waunakee Aquatic Center free pass, or be a member of the facility.
- Children under the age of 10 must be accompanied by an adult, 18 years of age or older.
- Patrons **MUST** shower before entering the pool, **REMIND THEM!**
- Food, drinks, and glass containers are not allowed in the pool area or locker rooms.
- Running, pushing, or rough play of any kind is prohibited on the pool deck and in the locker rooms
- Babies/children not toilet trained must wear swim diapers. You must stop them and ask if they are wearing a swim diaper.
- Rough play, shoulder rides, throwing individuals, dunking, and breath holding are prohibited in the water.
- Use of barbells, fins, kick boards, and pull buoys are for lap and competitive swimmers only.
- Float belts, PFD's, floating "toys", ducks, and diving rings are items that can be used by any patrons. If these items are being misused they you can put them away for the day.
- Patrons and staff are prohibited from moving from the pool deck to a floating "toy" or from a floating "toy" to the pool deck.
- Office areas and the back room are off limits to patrons – **NO EXCEPTIONS!**
- Music played during public hours must be appropriate for all ages and set at a suitable volume.
- Starting blocks are off limits during public hours, even for children on the swim team.
- Equipment must be picked up after use. Please keep the deck clean and uncluttered.

## **WISCONSIN DEPARTMENT of PUBLIC HEALTH POOL CODE**

### *POOL RULES*

- Do not enter the pool if you have a communicable disease or open cut.
- Do not bring food, drink, gum, or tobacco into the pool.
- Shower before entering the pool and after use of the toilet facilities.
- Do not run or engage in rough play in the pool area.
- Do not bring animals into the pool area.
- Diaper changing on deck is prohibited.
- Glass and shatterable items are prohibited in the pool area.
- If non-toiled trained children are permitted in the pool, the children shall be required to wear swim diapers.

### *LIFEGUARD IDENTIFICATION & ASSIGNMENT*

- At all times on duty a lifeguard shall wear clothing that is conspicuously marked "Lifeguard" or "Guard".
- A rescue tube with a harness across chest.
- A whistle.

### *CHEMICAL LEVEL RANGES*

- pH Control – within a range of 7.2-7.8
- Free Chlorine – 1.0-10.0 ppm.
- Combined Chlorine – 0.0-0.8

## **FECAL ACCIDENT & BODILY FLUID RESPONSE – Per STATE OF WISCONSIN**

Fecal matter refers to a SOLID BOWEL MOVEMENT. Bodily fluids refers to VOMIT, URINE, BLOOD, etc. Use the following procedure if there is fecal matter or bodily fluid in the water;

- Clear the pool of all swimmers
- Glove up
- Use strainer to remove as much of the fecal matter or bodily fluid as possible
- Dispose of fecal matter/bodily fluid in the toilet
- Disinfect net (soak in bleach/water solution - ¼ cup bleach:1 gallon water)
- Test chlorine and close the pool according to the chart below

<b>Chlorine Level (ppm)</b>	<b>Disinfection Time</b>
1.0	45 Minutes
2.0	25 Minutes
3.0 +	19 Minutes

If the incident involves diarrhea in the pool, close the pool immediately and contact the Aquatic Director. The following chart outlines the amount of time the pool will be closed.

<b>Chlorine Level (ppm)</b>	<b>Disinfection Time</b>
1.0	15,300 Minutes (255 hours)
10.0	1,530 Minutes (25.5 hours)
20.0	765 Minutes (12.75 hours)

If there is fecal matter or bodily fluid on the pool deck or in the locker room glove up, cone off the affected area, dispose of feces/bodily fluid in the toilet, and saturate the affected area with a bleach/water solution (¼ cup bleach:1 gallon water). Let the solution sit on the affected area for 45 minutes before washing off.

## **FIRST AID & INCIDENT REPORTS**

First aid supplies are kept in the Aquatic Office. Aquatic center staff should restock supplies as needed or directed by a supervisor. A list of supplies required by the State of Wisconsin is located inside the first aid kit.

When ever administering first aid, ALWAYS “**GLOVE UP**” before assisting the patron. If the patrons’ injury requires minimal first aid be sure to record the incident in the first aid log. If the situation escalates to an emergency situation, activate the EAP and call 9-911. Incident reports are required for all major emergencies and/or if 9-911 is called.

Complete an incident report for all first aid situations that require more than issuing a band-aid. Minor first aid simply requires staff to complete the first aid log. Incident reports should be completed for: all major emergencies, when first aid is administered (more than a band-aid), accidents that could result in injury at a later date (i.e. a fall on the pool deck or in the parking lot), patron behavior or discipline issues, and employee related injuries.

It is imperative that the form be completed in detail and immediately following an incident. Employees should report only the facts of the incident and leave out personal opinion or speculation.

## **SEIZURE PROCEDURE**

Provide care to a person who has had a seizure in the same manner as for any unconscious victim. To protect the victim from being injured, remove any nearby objects that might cause injury. Protect the victims head by placing a thin cushion under it. If there is fluid in the

victim's mouth, turn them on one side so the fluid will drain. If the victim is known to have periodic seizures, there is no need to summon EMS personnel. You should summon EMS personnel if the seizure lasts more than 5 minutes, the victim has multiple seizures, there is an apparent injury, the victim is pregnant, the victim is diabetic, the victim fails to regain consciousness, or the seizure happens in the water.

If the seizure happens in the water:

- Activate the EAP and summon a staff or patron to call 9-911.
- Support the victim with their head above water until the seizure is over.
- Remove the victim from the water as soon as possible.
- Place the victim face up and perform the initial assessment. Perform rescue breathing and CPR as needed. If the victim vomits, turn them to their side to drain the fluid and sweep their mouth out.

## **SEVERE WEATHER**

Tornado Procedure -

- Move all patrons out of the pool area to the women's pool locker room (1708) or down the hallway near the women's varsity locker room (1705). Use the #8 key in the aquatic office if the doorway to 1705 is locked.
- Keep all patrons away from the windows.
- Have all patrons sit with their knees up and head protected.
- Remain in safe location until the "all clear" is given or EMS personnel arrive.

Lightening/Thunder -

- Move all patrons out of the pool area and into the pool lobby.
- Monitor the time of the last lightening strike and/or sound of thunder.
- Keep the weather radio nearby and monitor the storm on [weather.com](http://weather.com).
- Keep patrons out of the pool area and locker rooms until 30 minutes has passed without a visible lightening strike or the sound of thunder.

## **EMERGENCY EVACUATION**

Fire -

- Proceed immediately out of nearest emergency exit #24, 25, or 26.
- Move at least 150 feet away from the building.
- Keep patrons out of the building until the "all clear" is given or EMS personnel arrive.

Extreme Cold -

- If no smoke, fire or other obvious danger (i.e. chemical spill) is present patrons should report to the lock rooms to begin dressing. Staff should accompany patrons into the lock rooms to expedite the process. Everyone should meet in the lobby and move to the middle school as a group. Staff are responsible for taking the "Pool Staff Emergency Pass" from the pool office.
- If smoke, fire or other obvious danger is present staff/patrons should grab shoes and move as a group to the middle school immediately.

## **CHEMICAL/MECHANICAL RELATED CLOSURES**

In the event that the pool chemicals are not within the State of Wisconsin guidelines or there is a mechanical failure (i.e. circulation pump, chlorine pump, heater\*) the aquatic center will need to be temperately closed.

If an employee determines that the chemicals are not within the appropriate range or a piece of equipment has failed, DO NOT allow patrons to enter the water. Contact the Aquatic Director

immediately for further instruction. If the Aquatic Director is unavailable, contact the Athletic Director (phone numbers in the office). If the employee is unable to reach the Aquatic Director or Athletic Director a "closed" sign should be placed on the Aquatic Center doors.

### **OPENING PROCEDURES**

At the start of each shift, the opening checklist (in the Lifeguard Log Book) should be completed. Always test the water prior to allowing patrons to swim. The water test is required by the State of Wisconsin and it can also indicate mechanical problems that would not be otherwise noticeable. Ensure that the emergency telephone is working and that all safety equipment is in good condition. Unlock the locker rooms, the outside doors, and the lobby entrance to the pool.

### **CLOSING PROCEDURES**

Ensure all patrons are out of the water and off the pool deck before leaving the pool area. Lock the outside doors and the door from the pool to the lobby to ensure no one else enters the facility. Put away the rescue tube and water testing equipment. Pick up all equipment, toys, lost & found, and trash from the pool deck and bleachers. Once all of the patrons are out of the locker rooms, lock the locker rooms from the pool lobby. Go through the locker rooms and pick up all equipment, toys, lost & found, and trash. Double check that all patrons are out of the locker rooms, pool area, and lobby. Contact the custodian to notify them that you are leaving. **CHECK AND DOUBLE CHECK** that all doors leading to the pool area are locked and that the pool is secure.

### **SUPERVISION & EVALUATION**

Aquatic Center employees are directly supervised by the Aquatic Director. During swimming lessons there may be a learn to swim coordinator assigned to assist the Aquatic Director. On occasion a head lifeguard may be assigned to supervise the lifeguards and swim instructors.

Employees will be evaluated by the Aquatic Director and/or the Learn to Swim Coordinator on an annual basis.

### **DRUG FREE WORKPLACE**

Policies of the Board of Education  
Series 500: School-Community Relations

#### **DRUG-FREE WORKPLACE**

522.1

The manufacture, distribution, dispensing, possession or use of a controlled substance or the possession, use or distribution of alcohol or alcoholic beverages by an employee in the workplace shall be strictly prohibited. "Workplace" includes any school building or District property; any District-owned vehicle or any other District-approved vehicle used to transport students to and from school or District activities; or, off District property during any District-sponsored or District-approved activity, event or function where students are under the jurisdiction of the District. This prohibition does not apply to any substance prescribed for individual consumption by a licensed medical practitioner.

All employees shall be expected to abide by provisions of this policy. In addition, employees engaged in the performance of a grant which is received directly from the federal government shall notify the superintendent of any criminal drug statute conviction occurring in the workplace within five days of such conviction. The superintendent shall notify the appropriate federal agency of the conviction.

Any employee who violates this policy shall be subject to disciplinary action in accordance with provisions of the current employee agreement or other procedures established by the Board. Violation of this policy shall result in suspension or dismissal of the employee. In addition, referral for prosecution will be imposed on employees who violate the standards of this policy and the law.

This policy shall be published annually and distributed to all employees of the District. In addition, inservice programs shall be planned which inform employees about the dangers of drug and alcohol abuse in the workplace; the District's employee assistance program or other rehabilitation programs available; and, the penalties that may be imposed upon employees for drug or alcohol abuse policy violations.

Legal Ref.: Chapter 961 Wisconsin Statutes  
Drug Free Workplace Act of 1988  
34 CFT Part 85, Subpart F (Regulations Implementing Drug Free Workplace Act)

Cross Ref.: 523.2, Employee Assistance Program  
Current Employee Agreements

Adopted: 9/10/90

Revised: 4/22/91  
March 1994  
April 2002

Waunakee Community School District

## **SEXUAL HARASSMENT/HARASSMENT**

Policies of the Board of Education  
Series 400: Students  
Series 500: Personnel

### **SEXUAL HARASSMENT/HARASSMENT**

412/512

The Waunakee Community School District is committed to providing a learning and working environment for its students and employees that is free from intimidation and sexual harassment. This policy applies to all District employees and students and will also be distributed to all contractors, vendors and other agents of the District.

Forms of harassment, other than sexual harassment, are to be considered a violation of this policy.

It shall be a violation of this policy for any member of the Waunakee Community School District staff to harass another staff member or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature. For purposes of this policy, sexual harassment includes, but is not limited to:

1) Unwelcome sexual advances, unwelcome requests for sexual favors, verbal, written, visual depictions or physical conduct of a sexual nature, and other inappropriate verbal or physical conduct of a sexual nature, whether or not repeated, when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, when made by any student to another student, or when made by a student to a staff member when:

a) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, or when

- b) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when
- c) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

2) A range of subtle and not so subtle behaviors, which may involve individuals of the same or different sex. Behaviors that may be considered sexual harassment include, but are not limited to the following:

- \* verbal harassment or abuse, sexual jokes and innuendo
- \* pressure for sexual activity or sexual favors, unwanted sexual advances
- \* remarks to a person with sexual or demeaning implications, including remarks about an individual's body, sexual prowess, or sexual deficiencies
- \* unwelcome touching, leering or whistling
- \* suggesting or demanding sexual involvement accompanied by implied or
- \* explicit threats concerning one's grades, job, etc.
- \* insulting or obscene comments or gestures
- \* display or sexually suggestive objects or pictures
- \* other physical, verbal or visual conduct of a sexual nature

e) It is not considered harassment of any sort for members of management to enforce job performance and conduct standards in a fair and consistent manner.

Waunakee Community School District encourages reporting of all perceived incidents of harassment and/or retaliation, regardless of the alleged offender's identity or position. In addition, the District encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it stop immediately. Often this action alone will resolve the problem.

If for any reason a person believes that he/she has been the victim of, or has been witness to, conduct constituting sexual harassment and/or retaliation by any staff member, student or contractor/vendor or agent of the District and does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the person should immediately report the alleged offensive behavior to his/her supervisor, counselor or teacher. If this does not resolve the complaint the person should file a written complaint with the Equity Coordinator (Director of Human Resources) using the Discrimination/Harassment Complaint Form. In the event that the Equity Coordinator is involved in the alleged offensive behavior, the person may report the incident and file a complaint with the superintendent.

All reports of harassment or retaliation will be investigated promptly. The investigation may include interviews with persons involved, and where necessary, with persons who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality of any information related to complaints, complaint investigations, and identity of person(s) named in complaints will be maintained to the extent consistent with adequate investigation and appropriate corrective action and legal requirements.

The District will take appropriate corrective action, including disciplinary action, against any individual who engages in harassment, who impedes investigation of a harassment complaint, or who retaliates against any individual for reporting harassment or for assisting or participating in investigation of a harassment complaint. Corrective action may include, for example, training, referral to counseling, reassignment, and/or disciplinary action, as the District believes appropriate under the circumstances. Employees who violate this policy will be subject to disciplinary action at the discretion of management, including, without limitation, suspension and termination. Students who violate this policy will be subject to suspension and/or

expulsion. Both employees and students who violate this policy may be referred to law enforcement agencies should there be an alleged violation of criminal law. Nothing in the policy restricts the right of an individual to file a complaint with police authorities regarding sexual harassment. In fact, the superintendent may request that a complaint be filed by the grievant as the result of his/her investigation of the complaint.

Legal Ref.: Sections 111.36 Wisconsin Statutes  
118.13  
118.20  
Title VII, Civil Rights Act of 1964 (as amended)  
PI 9 Wisconsin Administrative Code  
Title IX or the Education Amendments of 1972

Cross Ref.: 411-Rule (1), Student Discrimination/Harassment Complaint Procedure  
447.3, Student Suspension  
447.4, Student Expulsion  
447.5, Student Discipline Suspension/Expulsion of Students with Disabilities  
454, Child Abuse and Neglect  
511-Rule, Employment Discrimination/Harassment Complaint Procedures  
522.3, Employee Misconduct Reporting

Cross Ref.: Complaint Procedures  
Current Employee Agreements

Adopted: 4/22/91

Revised: 5/11/92  
March 1994  
September 1994  
September 1995  
April 1999  
March 2002  
April 2002

Waunakee Community School District

## **APPENDICES**

Accident Log

Incident Report

Job Descriptions

- Lifeguard
- Head Lifeguard
- Water Safety Instructor

Opening & Closing Checklist

Time Cards and Codes

*This handbook is not to be construed as a contract with the Waunakee Community School District. The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this booklet is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause.*

*This school district is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the National Guard, State Defense Force or any reserve component of the military forces of the United States or this state or use or nonuse of lawful products off the employer's premises during nonworking hours.*