

# **SURING PUBLIC SCHOOL DISTRICT EMPLOYEE HANDBOOK**



**2014-2015**

## Employee Acknowledgment

*(To be signed and returned to the District Office.)*

I hereby acknowledge that it is my responsibility to access the *Suring District Employee Handbook* online. I understand that it is my responsibility to read the *Handbook* and abide by the standards, policies and procedures defined or referenced in this document. It is also important to know that additional regulations, policies and laws are in the “District Board Policies Manual – Legal and Local”. The *Employee Handbook* and the Board Policies Manual can be found in the District Office and on the District’s website at [www.suring.k12.wi.us](http://www.suring.k12.wi.us). The Employee Handbook, Board Policies Manual can be found under the heading “School Board.” The information in this *Handbook* is subject to change. I understand that changes in District policies may supersede modify or eliminate the information summarized in this *Handbook*. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this *Handbook* does not constitute an employment contract or alter my status as an at-will employee unless specifically addressed for those employees covered by Part II, Part III or Part IV. I understand that nothing in this *Handbook* is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any). I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation. I understand that I am legally responsible for any fines or fees charged to the school District incurred by me (an example may be a traffic citation, e.g. a parking ticket, received as a result of my operation of a District motor vehicle) or reduction in salary for breach of contract. If any contractual relationship between the District and an employee (or group of employees) conflicts with any provision of this *Handbook*, the contract shall govern with respect to that issue.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*(The District office is to maintain this page in the employee’s personnel file. After the employee ceases employment with the District, the District will maintain this record pursuant to its records retention schedule, or if none, for a period of no less than 7 years.)*

Approved 6/11/14

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**DISTRICT'S VISION AND MISSION STATEMENT**

*The Mission Statement of  
Suring Public School District is to provide a  
safe, supportive, and academic environment that  
enables children to acquire the knowledge  
to be a successful life-long learner.*

## District Contact Information

<b>Accidents</b>	<i>District Secretary ext. 221</i>
<b>District Policies/Procedures</b>	<i>Superintendent ext. 226</i>
<b>Facilities</b>	<i>Head of Building &amp; Grounds ext. 228</i>
<b>Grievances</b>	<i>Superintendent ext. 226</i>
<b>Personnel</b>	<i>District Secretary ext. 221</i>
<b>Insurance</b>	
Professional/Paraprofessional	<i>District Bookkeeper ext. 223</i>
Property and Casualty Losses	<i>Superintendent ext. 222</i>
Salary Reductions/Annuities	<i>District Bookkeeper ext. 223</i>
Family Medical Leave	<i>Superintendent ext. 226</i>
Worker's Compensation	<i>District Secretary ext. 221</i>
<b>Leave of Absence</b>	
Professional Sick Leave	<i>District Bookkeeper ext. 223</i>
Professional Temporary Disability	<i>District Bookkeeper ext. 223</i>
Hourly Sick Leave	<i>District Bookkeeper ext. 223</i>
Hourly Temporary Disability	<i>District Bookkeeper ext. 223</i>
Bereavement	<i>District Bookkeeper ext. 223</i>
Professional/Military	<i>District Bookkeeper ext. 223</i>
<b>Media/Communications</b>	<i>Technology Director ext. 275</i>
<b>Personnel File</b>	<i>District Secretary ext. 221</i>
<b>Professional Development</b>	
Professional	<i>Superintendent ext. 222</i>
Resignations/Separations	<i>District Secretary ext. 221</i>
<b>Salary/Contracts/Letters of Assignment</b>	
Professional	<i>District Secretary ext. 221</i>
Paraprofessional/Non-Contract Hourly	<i>District Secretary ext. 221</i>
Payroll	<i>District Bookkeeper ext. 223</i>
Substitute Office	<i>District Bookkeeper ext. 223 (AESOP)</i>

## District Academic Calendar

School Calendar: The school calendar shall be determined by the Board. The determination of the structure of the days, e.g. instructional, in-service, workdays, etc. shall be at the discretion of the Board.

### SCHOOL CALENDAR 2014-2015

M	T	W	Th	F
---	---	---	----	---

#### August

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
<b>NS</b>	<b>WI</b>	<b>WI</b>	<b>WI</b>	29

#### September

LD	2CB	3TR	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

#### October

		<b>ER*</b>	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

#### November

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
<b>WI</b>	<b>FB</b>	<b>FB</b>	<b>TV</b>	<b>TV</b>

#### December

1	2	3	4	5
8	9	<b>ER*</b>	11	12
15	16	17	18	19
22	23	<b>CV</b>	<b>CV</b>	<b>CV</b>
<b>CV</b>	<b>CV</b>	<b>CV</b>		

M	T	W	Th	F
---	---	---	----	---

#### January

		<b>CV</b>	<b>CV</b>	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	<b>WI</b>
26	27	28	29	30

#### February

2	3	4	5	6
9	10	<b>ER</b>	12	13
16	17	18	19	20
23	24	25*	26	27

#### March

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
<b>EV</b>	<b>EV</b>			

#### April

		<b>EV</b>	<b>EV</b>	<b>EV</b>
6	7	8	9	10
13	14	<b>ER</b>	16	17
20	21	22	23	24
27	28	29*	30	

#### May

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
<b>MD</b>	26	27	28	29 <sup>TR</sup>

#### June

1	2	3	4	5
<b>8L</b>	<b>WI</b>			

#### **KEY**

- Class Days
- TR - TRITON Classes Begin/End
- | - End of Quarter
- NS - New Staff
- WI - Work/In-service - No School
- CB - Classes Begin
- LD - Labor Day
- ER - Early Release 10/1,12/10,2/11,4/15
- \* - Parent/Teacher Conferences  
(K-12 = 3:45-7:15 pm)
- FB - Fall Break
- SB - Spring Break
- TV - Thanksgiving Vacation
- CV - Christmas Vacation
- EV - Easter Vacation - 4<sup>th</sup> or 5<sup>th</sup> snow day makeup
- X - Commencement - May 30
- MD - Memorial Day
- L - Last Day of School - if additional snow day makeups are needed they will follow the last scheduled day of student classes



***Part I – Provisions  
Applicable to All Staff***

## SECTION 1. PREAMBLE AND DEFINITIONS

### 1.01 About this Handbook

- A. Employees Covered: This *Handbook* is provided as a reference document for the Suring Public School District's (hereinafter referred to as "District") Administrators, Teachers, and Support Staff employees.
- B. Disclaimer: The contents of this *Handbook* are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this *Handbook* is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guaranty of continued employment. Notwithstanding any provisions of this *Handbook*, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this *Handbook* or individual contract.

In case of a direct conflict between this *Handbook*, rules, regulations or policies of the Board and any specific provisions of an individual contract or collective bargaining agreement, the individual contract or collective bargaining agreement shall control.

This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, this *Handbook* should not be considered all-inclusive. Copies of Board Policies and Administrative Regulations are available in the district office to all personnel and are on the District website at [www.suring.k12.wi.us](http://www.suring.k12.wi.us). It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the Suring School Board.

### 1.02 Definitions

- A. Administrative Employees: "Administrative Employees" are defined as persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.
- B. Casual Employees: "Casual Employees" are defined as persons who are not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status.
- C. Discipline: "Discipline" is defined as a suspension [unpaid or paid], or a written reprimand.
- D. Regular Employees: "Regular Employees" are defined as employees whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee.
  - 1. Regular Full-time Employee: "Regular full-time employees" are defined as one who works 30 or more hours per week for a school year or more per year.
  - 2. Regular Part-time Employee: "Regular part-time employees" are defined as one who works a school year or more, but less than 30 hours per week for a school year or more per year.



- E. Substitute Employees: “Substitute Employees” are defined as persons hired to replace a regular employee during the regular employee's leave of absence.
- F. Supervisor: The District will identify the individual employee’s supervisor on the employee’s job description.
- G. Teachers: “Teachers” are defined as persons hired under a contract pursuant to § 118.21, Wis. Stats.
- H. Temporary Employees: “Temporary Employees” are defined as persons hired for a specific project for a specific length of time. A temporary employee has no expectation of continued employment.
- I. Termination: “Termination” is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, termination shall not include, for instance, voluntary retirement, voluntary resignation, nonrenewal of contract under § 118.22, Wis. Stats. or § 118.24, Wis. Stats., separation from employment as a result of a reduction in force, or a non-reappointment of an extra-curricular assignment.
- J. Workplace Safety Definition for Grievance Procedure: In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety. For purposes of that procedure, the following guidelines shall apply:
  - 1. A grievance can be filed over workplace safety only if the safety of at least one employee is involved (as opposed to the safety of students or visitors).
  - 2. The issue must concern the safety of a person (e.g., not the “safety” of one’s vehicle or other personal possessions).
  - 3. The grievance must be filed by the affected employee(s) (i.e., one employee may not file on behalf of another).
  - 4. The individual(s) filing the grievance must propose a specific remedy.
  - 5. The issue and proposed remedy must be under the reasonable control of the District.

### **1.03 General Personnel Policies**

This *Employment Handbook* is subservient to, and does not supersede, the provisions set forth in District policies.

## SECTION 2. EMPLOYMENT LAW

### 2.01 Employment of Minors

No one under eighteen (18) years of age will be employed without providing proper proof of his or her age. Minors will be employed only in accordance with state and federal laws and District policies.

### 2.02 Equal Opportunity

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

### 2.03 Equal Opportunity Complaints

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District. *See Suring District Policy 511 and 527*

### 2.04 Family and Medical Leave Act

Notification of Benefits and Leave Rights: Since the District has an employee handbook or other written policy concerning employee benefits or leave rights, information concerning FMLA entitlements and employee obligations under the FMLA is included in the Handbook as required by federal law. The District shall post the text of the notice contained in the following link in a conspicuous place where notices to employees and applicants are customarily placed:

<http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> . See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1).

- A. Eligibility Notice. When an employee requests FMLA leave, or when the employer acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the employer must notify the employee of the employee's eligibility to take FMLA leave within five business days, absent extenuating circumstances. 29 C.F.R. § 825.300(b).

- B. **Rights and Responsibilities Notice.** The District shall provide written notice outlining specific obligations of the employee and explaining any consequences of not meeting those requirements. 29 C.F.R. § 825.300(c). The District is satisfying this notice requirement by directing the employee to the following website, which combines the eligibility notice and the rights & responsibilities notice into a single form: U.S. DEP'T OF LABOR, *Notice of Eligibility and Rights & Responsibilities (FMLA)*, available at <http://www.dol.gov/whd/fmla/finalrule/WH381.pdf>.
- C. **Designation Notice.** The District shall “inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA.” U.S. DEP'T OF LABOR, *Designation Notice (Family and Medical Leave Act)*, available at <http://www.dol.gov/whd/forms/WH-382.pdf>. See 29 C.F.R. § 825.300(d).

## **2.05 Immigration Law Compliance**

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy. <http://www.wuscis.gov/files/form/i-9.pdf>

## **2.06 Harassment and Bullying**

All employees are responsible for ensuring that harassment and bullying do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain that harassment and bullying do not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of harassment or bullying or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures Suring Policy 527 Staff Complaints and Procedures and Suring Policy 411.1 <http://www.suring.k12.wi.us/boardpolicies.cfm>. All reports regarding employee harassment or bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee harassment and bullying. Actions that are determined to be harassment or bullying shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of alleged harassment or bullying to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of alleged harassment or bullying may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal. See *Suring District Policy 411, 411.1, 511, 512*

# **SECTION 3. GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS**

## **3.01 District Expectations**

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations.

The District expects employees to comply with the standards of conduct set out in Board policies, this *Handbook*, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees. Violation of any

policies, regulations and guidelines may result in disciplinary action, including termination of employment.

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations.

### **3.02 Accident/Incident Reports**

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted to District Secretary within twenty-four (24) hours or the next scheduled District workday, as appropriate.

### **3.03 Attendance**

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this *Handbook*. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures: Calling ERMA and AESOP to report their absences. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

### **3.04 Child Abuse Reporting**

- A. Any school employee who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below in section B.
- B. A person required to report shall immediately inform, by telephone or personally, the applicable District administrative personnel and the county department or, in a county having a population of 500,000 or more, the department or a licensed child welfare agency under contract with the department or the sheriff or city, village, or town police department of the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur.
- C. All District Employees are required to watch the DPI Training Video on Mandatory Reporting and Complete the Certificate at the end of the Video. The Video may be found on the district website at <http://dpimedia.wi.gov/main/Viewer/?peid=00e58a90-5fdc-4eb0-9a1d-cccb7c7c7176>

### **3.05 Communications**

District employees are expected to abide by the following rules when using information technology and communication resources. *See Suring District Policy 363.1*

### **3.06 Confidentiality**

Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board policy. *See Suring District Policy 522*

The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator. *See Suring District Policy 823*

### **3.07 Conflict of Interest**

A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District. Employees are asked to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their immediate supervisor information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. *See Suring District Policy 522*

### **3.08 Contracts and Conflict of Interest**

No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part. *See Wis. Stats. § 946.13(1)(a) and (b). See Suring District Policy 522*

All applying for a position are required to file in writing, in advance of employment on forms provided by the District, a statement identifying whether the applicant:

- A. has been convicted of a misdemeanor or felony in this state or any other state or country; and
- B. has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for termination of employment.

Additionally, all persons applying for any position shall be required to agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information.

### **3.09 District Property**

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges and the key fob for building entry. District equipment borrowed for short term use should be returned the first work day after project completion. *See Suring District Policy 742*

### **3.10 Drug-, Alcohol-, and Tobacco-Free Workplace**

The District seeks to provide a safe drug-free workplace for all of its employees.

- A. Prohibited Acts - Drugs and Alcohol: Therefore, the manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision. *See Suring District Policy 522.5 and 525*
- B. Tobacco Products: Employees shall not use tobacco products on District premises, in District vehicles, or in the presence of students at school or school-related activities. *See Suring District Policy 525*

Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. § 120.12(20), Wis. Stats.

### **3.11 Employee Identification Badges**

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. They are an important part of providing a secure environment for our students. Employees must wear their employee identification badges in a visible spot during their contracted work time.

### **3.12 Financial Controls and Oversight**

The employee shall adhere to all internal controls that deter and monitor all fraud or financial impropriety in the District. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the District Administrator or designee, the Board President, or local law enforcement. Reports of suspected fraud or financial impropriety shall be processed in a manner that gives appropriate consideration to the confidentiality of these matters. Limited disclosure may be necessary to complete a full investigation or to comply with law. Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety. Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. *See Suring District Policy 662*

### **3.13 Fraud and Financial Impropriety**

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

- A. Fraud and financial impropriety shall include but is not be limited to the following:
1. forgery or unauthorized alteration of any document or account belonging to the District;
  2. forgery or unauthorized alteration of a check, bank draft, or any other financial document;
  3. misappropriation of funds, securities, supplies, or other District assets, including employee time;
  4. impropriety in the handling of money or reporting of District financial transactions;
  5. profiteering as a result of insider knowledge of District information or activities;
  6. unauthorized disclosure of confidential or proprietary information to outside parties;
  7. unauthorized disclosure of investment activities engaged in or contemplated by the District;
  8. accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy. *See Suring District Policy 840*
  9. inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
  10. failure to provide financial records required by state or local entities;
  11. failure to disclose conflicts of interest as required by law or District policy;
  12. disposing of District property for personal gain or benefit; and
  13. any other dishonest act regarding the finances of the District.

### **3.14 Gifts and Sale of Goods and Services**

- A. Gifts: An employee or a member of the employee's immediate family may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees or students. It shall not be considered a violation of this policy for an employee to receive incidental entertainment, food, refreshments, meals, or similar amenities, that are provided in connection with a conference or similar work-related activity where the employee's supervisor has reviewed the agenda for the conference or other activity and concluded that such incidentals primarily facilitate the employee's attendance at and participation in the activity, and, therefore, primarily benefit the District rather than serving primarily as a personal benefit. Exceptions to this policy are acceptance of minor items, which are generally distributed to all by companies through public relations programs. Teachers should accept only gifts of token value from students. Note: Immediate family shall have the same definition as used in Section 11.01.

It is the District's policy for individuals to decline gifts, gratuities or favors from any outside organization or individual doing business or seeking to do business with the District. Gifts that are intended for the benefit of the District should be referred to *See Suring District Policy 840* for proper processing under the District's policy on gifts and solicitations and the terms of § 118.27, Wis. Stats.. Gifts of nominal or of insubstantial value and services offered for a reason unrelated to the employees' position and which could not reasonably be expected to influence a decision could be accepted. Larger gifts to employees as an individual and gifts of more than a nominal or insignificant value should be graciously declined. Please refer to § 19.59, Wis. Stats. for information on conflicts of interest and for staff gifts and solicitations.

- B. Sale of Goods and Services: No District employee may receive for his or her personal benefit anything of value from any person other than the District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any public school pupil while on the property of the District or at an activity of the District. § 118.12, Wis. Stats.

### **3.15 Honesty**

Honesty is a core value in the District. Employees shall not create any intentional inaccuracies verbally or on official District documents such as time sheets, job applications, student records, etc.

### **3.16 Licensure/Certification**

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Personnel files can be found in the District Administrator's Office. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates. *See Suring District Policy 526*



### **3.17 Operators of District Vehicles, Mobile Equipment and Persons Who Receive Travel Reimbursement**

- A. Allowances or Mileage Reimbursement: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must undergo an annual driver's license record check. Mobile equipment includes but is not limited to such equipment as street vehicles (cars/trucks), tractors, riding lawnmowers, forklifts, pallet jacks, trenchers, and golf carts.
- B. All transportation will be done in accordance with Board policy. *See Suring District Policy 671.2*

### **3.18 Outside Employment**

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The School Board expects employees to devote maximum effort to the position in which employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require; nor will an employee use any District facilities, equipment or materials in performing outside work. When the periods of work are such that certain evenings, days or vacation periods are duty free, the employee may use such off-duty time for the purposes of non-school employment. *See Suring District Policy 522.1*

### **3.19 Personnel Files**

#### A. Transcript

Each teacher shall have on file with the District Administrator at the beginning of each school year a complete official transcript of his credits and as additional credits are earned, request the college to send a report of these credits to the school office.

#### B. Right to Review File

The complete file of each teacher shall be open to that same teacher upon request. Any teacher shall have the right and opportunity to discuss with the Administration any matter pertaining to his/her file. All information forming the basis for disciplinary action will be made available to the teacher and the Association. The location of the one official file will be in the District Administrator's office only. *See Suring District Policy 526* and § 103.13(4) Wis. Stats.

### **3.20 Physical Examination**

A physical examination and certificate based on such examination will be required of each employee at the time of initial appointment, and thereafter at intervals determined by the board. *See Suring District Policy 523.1*

### **3.21 Political Activity**

Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:

A. Citizenship Rights

The District recognizes the full rights of citizenship and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination unless such activities violate terms of the individual contract.

B. Restriction on Duties

Employees will not perform any duty or act which threatens anyone's physical safety or well-being.

C. Legal Proceedings

An employee called to appear for legal proceedings before any judicial or quasi-judicial or administrative tribunal including but not limited to: jury duty, arbitration, negotiation, mediation or fact finding proceeding shall not lose compensation for the performance of such obligation provided the aforementioned duties apply only to the Suring School District, (excluding jury duty) but compensation shall be less any remuneration received for performance of such obligation.

D. Appearance Before Board

No employee shall be required to appear before the Board or its agents concerning any matter which could adversely affect the continuation of that employee in his office, position, employment or the salary of any increments pertaining thereto, unless he has been given prior written notice of the reason for such a meeting or interview and shall be entitled to have a representative of the Association present to advise him during the interview.

E. Personal Life

The personal life of an employee is an appropriate concern of the Board only as it may affect the employee in properly performing his/her assigned responsibilities during the school day or has an ascertainable effect or impact upon the school district.

F. Other Laws

Nothing contained herein shall be construed to deny or to restrict for any employee such rights as he has under the laws of Wisconsin and the United States or other applicable laws, decisions and regulations. The rights granted to employees hereunder shall be considered to be in addition to those provided elsewhere.

### **3.22 Position Descriptions**

Position descriptions are available for inspection for each District employee. At a minimum, the descriptions will include the job title and description, the minimum qualifications, and the essential functions of the position. Employees must be able to perform the essential functions of the job description. Official Suring job descriptions are available in District Administrator's Office.

### **3.23 Severance from Employment**

An employee's employment relationship shall be broken and terminated by:

- A. termination pursuant to the terms of this *Handbook* and the employee's individual contract [if any];
- B. voluntary resignation;
- C. retirement;
- D. nonrenewal of the employee's contract, [only applicable to employees where nonrenewal rights are provided under the Wisconsin statutes];
- E. failure to return to work following an offer of reemployment subsequent to a reduction in force within fourteen (14) calendar days of receipt of a reemployment offer the employee having been on reemployment opportunity status for twelve (12) consecutive months failure to return to work the day following the expiration of an authorized leave of absence; and
- F. job abandonment.

### **3.24 Solicitations**

Individuals, groups and organizations often wish to solicit employees to support a particular activity or organization. This solicitation may be charitable, political or for other purposes. All solicitations of employees must be approved in advance by the administration and be consistent with Board Policy. *See Suring District Policy 851 and 852*

### **3.25 Student Code of Conduct and Handbook**

The Student Code of Conduct and *Handbook* is available online at [www.suring.k12.wi.us](http://www.suring.k12.wi.us).

### **3.26 Wellness**

- A. Educational Environment: District employees are encouraged to facilitate a healthy learning atmosphere for students to promote wellness. The District encourages staff to use foods of a high nutritional value in fundraising activities and to create an educational environment that supports the promotion of healthy food and beverage choices for students. Using food as a learning or behavior incentive should be kept to a minimum. Incentives shall be healthy food choices. The withholding of a meal as punishment is prohibited.
- B. Employee Wellness: The District shall encourage healthy behaviors by providing wellness programs, educational opportunities and a healthy work environment for employees. Employees will be required to complete a health risk assessment annually administered by our health insurance provider.

### **3.27 Workplace Safety**

- A. Adherence to Safety Rules: All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment. Employees should know the following: location of fire alarms; location of fire extinguishers; evacuation routes; and whom to notify in case of fire.

Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

- B. **Protection of Staff:** An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.
1. “Injury” means physical harm to an employee caused by accident or disease in the performance of duties by the employee.
  2. “Performance of duties” means duties performed within the employee’s authorized scope of employment and performed in the line of duty.
- C. **Notification of Safety and Health Standards:** Section 101.55 of the Wisconsin statutes requires the Wisconsin Department of Safety and Professional Services to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by federal Occupational Safety and Health Administration (OSHA). A District employee who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the District to conduct an internal review of the matter. Furthermore the employee may request the Wisconsin Department of Safety and Professional Services to conduct an inspection. *See Suring District Policy 720*
- D. **Weapons Prohibition:** Except as otherwise permitted by this section, firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: WIS. STAT. §§ 120.13(1), 948.60, .605, .61.
1. This prohibition does not apply where state law prohibits a school district from restricting any individual's right to possess a firearm or other weapon in a location covered by this policy (e.g., law enforcement officers possessing a firearm or other weapon on school grounds in the line of duty).
  2. The building principal may allow a weapon on school premises for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.
  3. Firearms or other weapons used for hunting may be allowed on school property for hunter safety classes, but only during non-school hours and after approval, in writing, from the District Administrator. The person(s) conducting the hunter safety class will assume responsibility for the safe handling and care of the firearms/weapons and see to it that all firearms/weapons are removed from the premises promptly after the class.
- E. **Disaster Preparedness:** All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures. *See Suring Emergency Plan and Suring District Policy 723*

### **3.28 Legal Custodian of Records**

For purposes of applicable public records law, the District’s legal custodian is the District Administrator and/or designee who is vested by the Board with full legal power to render decisions and carry out the District’s statutory public records responsibilities.

## SECTION 4. MANAGEMENT RIGHTS

### 4.01 Delineation of Rights

Management retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this *Handbook*/individual contracts and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States. These rights include, but are not limited by enumeration to, the following rights:

- A. to direct all operations of the school system;
- B. to establish and require observance of reasonable work rules and schedules of work;
- C. to hire, promote, transfer, schedule and assign employees in positions within the school system;
- D. to suspend, discharge and take other disciplinary action against employees;
- E. to relieve employees from their duties because of lack of work or any other legitimate reason;
- F. to maintain efficiency of school system operations;
- G. to take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
- H. to introduce new or improved methods or facilities;
- I. to select employees, establish quality standards and evaluate employee performance;
- J. to determine the methods, means and personnel by which school system operations are to be conducted;
- K. to take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- L. to determine the educational policies of the District; and
- M. to contract out for goods and services.

## SECTION 5. GRIEVANCE PROCEDURE

### 5.01 Grievance Definitions and Procedures

#### Definitions:

- A. A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:
  - 1. the name and position of the grievant;
  - 2. a clear and concise statement of the grievance;
  - 3. the issue involved;
  - 4. the relief sought;

5. the date the incident or alleged violation took place;
  6. the specific section of the Policy Manual or workplace safety rule alleged to have been violated; and
  7. the signature of the grievant and the date.
- B. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.
- C. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant cost and request they may be represented by a person of their choice.
- D. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
- E. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
- F. "Termination" means discharge from employment. The non-renewal of an individual teacher contract or an administrator contract issued, respectively, pursuant to section 118.22 and section 118.24 WI Stats, is not subject to this grievance procedure and is addressed solely under the timelines and procedures mandated by sections 118.22 and section 118.24 WI Stats, as applicable.

#### Procedures:

##### First Step

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office.

An employee who has been notified of termination may process the grievance commencing at Step 3.

##### Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he may consolidate those matters and process them as one grievance.

### Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed by a written statement to the District Administrator particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The oral or written statements of students, which would otherwise be hearsay, will be considered by the impartial hearing officer without the direct testimony of students, if other, non-hearsay information is presented.

The burden of proof shall be “a preponderance of the evidence”. In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

### Fourth Step

Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

### Timelines

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

### Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.  
*See Suring District Policy 527*

## SECTION 6. PAY PERIODS

### 6.01 Annualized Payroll Cycle

#### A. Teachers

Teachers will be paid on a bi-weekly basis beginning with the first Thursday in September. Teachers may elect to have their salaries paid on 20 or 26 equal installments. If a payday should fall when there is no school in session, payday shall fall on the last day prior to the day school is not in session. Installment 21 and 22 shall fall on the last day prior to the day school is not in session. Payment for installments 23 and 24 shall be the second Thursday of June. Payment for installments 25 and 26 shall be the fourth Thursday of June.

#### B. 12 Month Employees

All employees scheduled to work the calendar year will be placed on the twenty-six (26) payroll cycle.

#### C. Less Than 12 Month Employees

Employees less than 12 months will be paid bi-weekly according to the start of the academic school year.

### 6.02 Direct Deposit Payment Method

All employees shall participate in a direct payroll deposit plan. Direct deposit changes may be made after giving thirty (30) calendar days notice in writing. Each employee shall have access to electronic records indicating the number of accumulated sick leave days, the number of personal days remaining to the employee's credit, the number of emergency days that have been used, and the number of vacation days to be taken and the number remaining. *See Suring Policy #670*

### 6.03 Salary Deferrals –Tax Sheltered Annuities (TSA)

*See Suring District Policy 671.4*

## SECTION 7. COMPENSATION AND EXPENSE REIMBURSEMENT APPLICABLE TO ALL DISTRICT EMPLOYEES

### 7.01 Mileage Reimbursement

The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the District to drive his or her personal vehicle during the course of performing duties for the District with the consent of the District Administrator. Forms to be used to report mileage shall be available in the District office.



## SECTION 8. WORKER'S COMPENSATION

### 8.01 Worker's Compensation Coverage and Reporting Responsibilities

All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the District Office prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor within twenty-four (24) hours after the occurrence of the injury or as soon as practicable.

### 8.02 Injuries Not Covered by Worker's Compensation

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to the following:

- A. injuries because of a self-inflicted wound;
- B. injuries sustained because of an employee's horseplay; or
- C. injuries sustained while an employee does an activity of a strictly private nature.

## SECTION 9. SICK LEAVE

### 9.01 Sick Leave Earned

#### A. Teachers:

During the first year of employment in the Suring Public Schools, teachers shall be granted twelve(12) days sick leave for illness to the teacher, such leave to be prorated 12/9 days per month. After the first year, any unused sick leave shall be added to a continuing twelve(12) days sick leave per year with no pro rata consideration, cumulative to ninety (90) days.

#### B. School Year Employees:

Regular twelve-month and regular school-term employees shall receive twelve (12) and nine (9) days of sick leave per year, respectively. Sick leave will be credited on July 1 of each year with each employee notified of his/her available sick leave by September 1. Accumulation shall be ninety (90) days for all employees.

#### C. Crediting of Sick Leave: Sick leave though credited at the beginning of each fiscal year is vested only upon completion of the work year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed.

## **9.02 Sick Leave Use**

### **A. Sick Leave**

Sick leave may be used for illness in the immediate family: that is spouse, dependent children, and parents.

### **B. Notification**

1. It is the responsibility of the teacher/and or employees to inform the district of personal illness which makes it impossible to report for work. Failure to do so prior to the start of the regular school day will result in loss of sick leave payment for that day. Teachers and or employees will be in-serviced on how to enter absenteeism information into AESOP and ERMA.
2. If, after a teacher and or employee has reported ill and he/she anticipates that the illness will extend for two(2) or more consecutive days, it is the responsibility of the teacher to notify his/her principal/supervisor accordingly and enter the proper information into AESOP and ERMA.

### **C. Doctor's Exam After 5 or More Days**

A teacher and or other employee who has been absent from work for five(5) or more consecutive days, due to illness, may be required to have an examination by a licensed physician. Failure to do so will result in loss of payments until this provision is complied with. If the Board requires the examination it will pay any costs incurred by such examination by a physician chosen by mutual agreement except those costs covered or reimbursed by any form of health insurance.

### **D. Medical Exam**

The Board retains the right to require that any teacher or employee employed by the district, whether on sick leave or not on sick leave, to have a medical examination by a licensed physician, mutually agreed upon by Board and teacher and or employee, who is to certify that said teacher and or employee is physically able to work and does not present a health hazard of any kind to students of the district or his/her co-workers. Tuberculosis tests may be required each year. If the Board requires such examination it will pay the current contracted cost at the current contracted facility incurred by such examination, except those covered or reimbursed by any form of health insurance. The employee may use another clinic at his/her own expense and be reimbursed at the current contracted rate.

## **9.03 Sick Leave Accumulation**

Sick leave for employees will accumulate for full-time and part-time employees to a maximum of 90 days.

## **9.04 Sick Leave and Long-term Disability**

In the event an employee becomes eligible for benefits under the District's long term disability insurance program the employee will no longer receive paid sick leave.

## **9.05 Holidays during Sick Leave**

In the event that a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick leave.

## SECTION 10. JURY DUTY LEAVES

### 10.01 Jury Duty Leave

An employee required to be absent because of jury duty shall receive leave, without loss of pay or deduction from sick or personal leave.

Any remuneration (pay) the employee receives for his/her jury duty will be signed over to the Suring School District in an amount equal to actual District pay, excluding mileage payments or any amount in excess of District pay for that day.

## SECTION 11. FUNERAL LEAVE

### 11.01 Funeral Leave for a Death in the Immediate Family

If an employee must be absent because of death of an immediate family member, the employee shall be granted not more than 5 days of funeral leave each year. There will be no loss of pay or sick leave during this time. (Immediate family – spouse, children (inc. in-law, step), mother (inc. in-law, step), father (inc. in-law, step), grandparents, grandchildren, brothers (inc. in-law, step, half), sisters (inc. in-law, step, half), aunts, uncles, nieces, nephews.) In case of funeral of a close friend it is up to the discretion of the District Administrator or his/her designee as to the granting of such leave.

### 11.02 Additional Bereavement Leave

In extenuating circumstances, additional days may be granted by the District Administrator or his/her designee. Such additional days, at the option of the employee, shall be deducted from the employee's accumulated sick leave if the employee wants paid leave.

## SECTION 12. PERSONAL LEAVE

### 12.01 Personal Days Provided

#### A. Teachers

Each teacher may be granted up to three(3) non-cumulative, paid personal business days each year, but only with at least seventy-two (72) hours advance notice and with the advance approval of the District Administrator. None of such days are to be consecutive school days. Personal business leave days will be deducted from accumulated sick days. No more than two (2) teachers may be granted a personal business leave on any day. None of such days are to be days immediately preceding or following a scheduled vacation day. No personal days will be granted the first week or last week of a semester, during parent teacher conferences, early release and or in-service days.

#### B. Twelve Month Employees and Less Than 12 Month Employees

All 12 month and less than 12 month employees shall be entitled to two (2) non-cumulative paid personal days. Personal days will be deducted from accumulated sick leave.

Notice of personal business leave shall be given to the District Administrator or designee at least three (3) days before the commencement of such leave, except in cases of emergency. This leave is not available to an employee on the employee's scheduled working day before or after a holiday or vacation day, except in cases of emergency, legal matters or with approval of the District Administrator. No more than one (1) employee from a classification shall be allowed personal business leave at any one time, except by permission of the District Administrator or designee.

## **12.02 Reasons for Personal Leave**

Personal leave may be used for compelling personal obligations which cannot reasonably be conducted outside of the employee's workday.

## **SECTION 13. UNIFORMED SERVICES LEAVE**

### **13.01 Uniformed Services Leave of Absence**

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law, state law, and this *Handbook*.

The "uniformed services" consist of the following [20 CFR § 1002.5(o)]:

- A. Army, Navy, Marine Corps, Air Force and Coast Guard;
- B. Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve and Coast Guard Reserve;
- C. Army National Guard and Air National Guard;
- D. Commissioned Corps of the Public Health Service; and
- E. any other category of persons designated by the President in time of war or emergency.

### **13.02 Seniority/Length of Service during Uniformed Services Leave**

Employees shall continue to accrue length of service for wage/salary increments, if applicable, and all other purposes where length of service is a factor. The employee's absence shall not be construed as a break in service for any purpose.

Reemployment rights extend to persons who have been absent from a position of employment because of "service in the uniformed services." "Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service, including:

- A. active duty and active duty for training;
- B. initial active duty for training;
- C. inactive duty training;
- D. full-time National Guard duty;
- E. absence from work for an examination to determine a person's fitness for any of the above types of duty;
- F. funeral honors duty performed by National Guard or Reserve members; or
- G. duty performed by intermittent employees of the National Disaster Medical System (NDMS), which is part of the Department of Health and Human Services, when activated for a public health emergency, and approved training to prepare for such service (added by Pub. L. 107-188, June 2002). *See* 42 U.S.C. § 300hh-11(d).

### **13.03 Armed Services Leave**

If an employee is called to involuntary active duty in the armed services, the Board will follow Wisconsin S.S. 45-50. If an employee is called to involuntary temporary duty with a maximum of 30 calendar days, the employee will not lose compensation for the performance of such duty, but compensation shall be less any remuneration received for performance of such duty. An employee will not lose benefits for the time he/she is on duty.

## **SECTION 14. UNPAID LEAVES OF ABSENCE**

### **14.01 FMLA**

FMLA (Family Medical Leave Act) leave of absence is available for employees. Please see the District Office for the updated information.

### **14.02 Non Paid Leave of Absence**

Leaves of absence without pay may be granted by the Board and/or District Administrator. A request for this leave may be submitted at least four (4) weeks in advance and shall include reason(s) for and expected duration of the leave, not to exceed one (1) year. In an emergency, the District Administrator may waive all or part of the advance notice requirements. Seniority will not accrue during an unpaid leave of absence. The granting of unpaid leave, the length of time for such leave, and the number of employees taking leave shall be at the discretion of the district.

## **SECTION 15. BENEFITS APPLICABLE TO ALL EMPLOYEES**

### **15.01 Cafeteria Plan/Flexible Spending Account**

The District shall offer a Section 125 Plan as allowed by law. Employees will be allowed to contribute premium contributions, unreimbursed medical expenses, and dependent care expenses into the plan subject to the plan's rules and regulations.

### **15.02 Dental Insurance**

The district will contract and pay family coverage for dental insurance of no more than the full dollar amount per month for 12 months and single coverage of no more than the full dollar amount per month for 12 months.

### **15.03 Health Insurance**

The Suring Public School District will contract and pay family coverage for hospital and medical insurance of no more than the full dollar amount per month for 12 months and single coverage of no more than full dollar amount per month for 12 months. Effective July 1, 2011 and thereafter, the Board will pay 88 percent of the single or family hospital and medical insurance premium. Employees will be required to complete a health risk assessment administered by our health insurance provider. Employees who choose not to participate will pay 15% of the health premium with the district paying 85%..

### **15.04 Liability Insurance**

Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy.

### **15.05 Long-Term Disability**

The Board shall provide long term disability insurance. Please see long-term disability descriptions under each section for details. (Teachers, Support Staff, Administrators)

### **15.06 Wisconsin Retirement System (WRS) Contributions**

The Board shall contribute the employer's share. The employee shall pay the employee's required WRS contribution as required by state statute. Under no circumstances shall the Board pay the employee's required WRS contribution.

## **SECTION 16. WORK STOPPAGE**

Employees of the District shall not engage in, condone, assist or support any strike, slowdown, or sanction, or withhold in full or in part any services to the District. In the event of a violation of this Section, the District may take whatever disciplinary action it deems appropriate up to and including discharge.

## **SECTION 17. CONFORMITY TO LAW**

If any provision of this *Handbook*, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this *Handbook* shall not be affected thereby.

***PART II – STAFF WITH  
INDIVIDUAL CONTRACTS  
UNDER § 118.21,  
WIS. STATS. AND  
PROFESSIONAL/EXEMPT  
NON-SUPERVISORY  
EMPLOYEES***

**TEACHERS**

# School District Teacher Contract

(Example)

## SURING PUBLIC SCHOOL DISTRICT

### 20XX-20XX Teacher's Contract

On the XX<sup>th</sup> day of XXXX, 20XX, the Suring Public School District Board of Education (hereinafter the "Board"), by resolution, hereby contracts with: XXXXXX (hereinafter the "Teacher"), a professionally trained educator legally qualified in the State of Wisconsin, as a properly licensed teacher to perform the duties and responsibilities as may be assigned by the District's Administration and delegated by the Board, upon the following terms and conditions:

This Contract shall commence on the 1<sup>st</sup> day of July, 20XX and terminate on the 30<sup>th</sup> day of June, 20XX, which includes 188 working days of which 180 are student face-to-face days.

The Teacher is to be paid an annual salary of \$XX,XXX subject to adjustment of the base wage component pursuant to collective bargaining for 20XX-XX. The salary to be payable in twenty (20) or twenty-six (26) equal installments. The first installment will occur on the first Thursday in September, with subsequent installments occurring every two (2) weeks thereafter (except when a pay date falls within a weekend or scheduled vacation, when payment will be on the last scheduled work day prior to the weekend or scheduled vacation).

This Contract is also subject to all policies, rules and regulations of the Board now existing or that may hereinafter come into existence, not inconsistent or in conflict with said Master Agreement if any.

This Contract may be modified or terminated at any time during the term hereof by the written mutual agreement of the parties hereto. Further, this Contract may be terminated as specified in the Master Agreement or in the absence of a Master Agreement that addresses termination, as provided by law, employee handbook, and/or board policy.

This Contract is not valid unless returned to the District Administrator on or before June 15, 20XX.

SURING PUBLIC SCHOOL DISTRICT  
BOARD OF EDUCATION

I hereby accept the provisions as set  
forth in this Contract

\_\_\_\_\_  
Board President                      Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk                      Date



## SECTION 1.    **DISCIPLINE, TERMINATION AND NONRENEWAL**

### **1.01     Standard for Nonrenewal for Teachers**

Teachers employed in the District are subject to nonrenewal on a statutory basis, as prescribed in Sec. 118.22, Wis. Stats. Such nonrenewal shall be exclusively subject to the provisions of section 118.22, Wis. Stats. and is not covered by the grievance procedure under this *Handbook*.

### **1.02     Standard for Discipline and Termination**

A teacher may be disciplined or terminated for “cause”. Such discipline or termination shall be subject to the grievance procedure provisions of this *Handbook*. “Cause” is defined as the following:

- A. There is a factual basis for the discipline or termination: The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest; and
- B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

### **1.03     Representation**

In the event any employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances which may lead to discipline or discharge, the employee has the right to request representation. In the event the employee chooses to have representation, the meeting may be delayed, at the discretion of the District, until appropriate representation may be obtained. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required.

### **1.04     Disciplinary Materials**

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

### **1.05     Termination of Employment**

The employment relationship between the District and any employee is terminated:

- A. if the employee is discharged pursuant to section 1.03;
- B. if the employee quits his/her employment;
- C. if the employee fails to return to work on the work day following the expiration of an authorized leave of absence unless unable to notify because of illness or other reasonable basis; or
- D. if the employee retires.

## SECTION 2.   **PROFESSIONAL HOURS/WORKDAY**

### **2.01   Normal Hours of Work**

Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats. Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week" are considered to be eight (8) hours per day Monday through Friday including a duty-free thirty (30) minute lunch period. The regular school day for teachers will be from 7:45 AM until 3:45 PM. The 30 minute noon recess is included in the regular school day for which the teachers are paid. Teachers are permitted, with approval of their supervisor, to perform personal errands during the regular school day provided that such errands do not interfere with assigned student supervisory responsibilities. In recognition of time spent in professional activities teachers may leave at 3:30 PM on Fridays and days before holidays.

### **2.02   Administratively-Called Meetings**

Staff Meetings: Teachers are required to attend all mandatory administratively-called staff meetings. Administratively-called meetings may begin thirty (30) minutes before the normal workday begins or go thirty (30) minutes later than the end of the normal workday. The number of staff meetings shall be established by the District. The administration shall attempt to provide reasonable notice of all such meetings. Teachers who are required to attend administratively-called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

Other Administratively Called Meetings: The notification and duration provisions of the previous paragraph do not include nor shall they apply to meetings of individual educational plans teams, the preparation of individual education plans, parent-teacher conferences, department meetings or activities of similar nature, which are normally conducted at other times. Teachers are required to attend such events regardless of the date, time or duration of said meetings. Teachers who are required to attend other administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

### **2.03   Attendance at School Events**

Teachers are required to attend all mandatory administratively-required school events. These events, though not limited by enumeration, may be a back-to-school night, music program, art show, parent/teacher conferences and/or other District or building events that occur after the normal workday. Whenever possible, teachers shall be given no less than thirty (30) calendar days notice of such events. Teachers who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the District Administrator and/or his/her designee. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the school event.

### **2.04   Consultation with Parents**

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, electronic mail, home visitations, progress reports, in-person appointments, etc., in addition to the scheduled parent/teacher conferences.

## **2.05 Emergency School Closures**

In the event the District is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum make up all days/hours necessary to guarantee the receipt of state aids and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin. Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils.

## **2.06 School Calendar**

The school calendar shall be determined by the Board. The school year will be comprised of a total of 188 days, including days taught, in-service, and parent-teacher conferences. The determination of the structure of the days, e.g. instructional, in-service, workdays, etc., shall be at the discretion of the Board.

# **SECTION 3. PROFESSIONAL GROWTH**

## **3.01 Requirement to Remain Current**

All teachers shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, the teacher will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

# **SECTION 4. TEACHER SUPERVISION AND EVALUATION**

## **4.01 General Provisions**

The Board and teachers view teacher evaluation as a continuing process for the purpose of improving instruction and assessing the individual performance of staff members. Definitions under this section:

- A. "Day" and "Days": The words "day" and "days" in this article mean working school days, excluding holidays, weekends, etc.
- B. "Continuing Teacher": A continuing teacher is a teacher who has taught at least three years in the District under a full-time or part-time regular teaching contract.
- C. New-to-the-System Teacher: A new-to-the-system teacher is a teacher who has taught fewer than three years in the District under a full-time or part-time regular teaching contract.

## **4.02 Evaluators**

Every teacher in the District will be supervised and evaluated by an administrator and/or his/her designee.

## 4.03 Evaluation Process – Conditions for All Teachers

### A. Basic Requirements

1. Staff members covered by this Part II shall be considered “new-to-the-system teachers” during their first 3 complete contract years in the District (under either a full-time or part-time contract).
2. Staff members subject to this Part II shall be considered “continuing employees” as of their “fourth,” contract year in the District (under either a full-time or a part-time contract).
3. New-to-the-system teachers in their first year of employment in the District shall be evaluated at least “three times,”
4. As of their second contract year in the District, new-to-the-system teachers shall be evaluated at least once annually.
5. Continuing employees shall be evaluated at least every third school year.
6. Nothing herein shall be interpreted as a limitation on the number of formal or informal evaluations that the administration may conduct on any staff member.
7. Assistance, recommendations and directions may, at the discretion of the District, be provided to each teacher in an attempt to correct professional difficulties observed.

- B. Acknowledgement of Receipt and Response: The teacher will acknowledge receipt of all documents related to supervision and evaluation by signing and dating the document within ten (10) school days. The teacher shall have the right to attach a report with any remarks concerning the document(s). Acknowledging receipt does not imply agreement with all or part of the documents received. Any employee wishing to comment on the evaluation or who feels the evaluation was incomplete, inaccurate, or unjust, may reduce those comments or objectives to writing and have them attached to the evaluation instrument to be placed in the personnel file. A teacher may attach a response to any document related to this process after the teacher’s receipt of the evaluation document(s) listed above. The file copy of the evaluation and any comments or objectives shall be signed by both parties to indicate awareness of the content. The following statement shall be part of the instrument:

*"The signatures do not indicate agreement or disagreement but merely certify that the opportunity was available for attaching written clarification/objections at the time of signing."*

The response must be initialed by the supervisor.

- C. Copy of Evaluation Procedures: A copy of the evaluation form is available in the District Office. This form will be used through the 2013-14 school year. Beginning in the 2014-15 school year a new Wisconsin Educator Effectiveness Evaluation form will be used. Copies of that form will be made available to all teachers when available.
- D. Professional Development of New-to-the-System Teachers:
1. Professional Development: New-to-the-system teachers will be required to spend one additional in-service day. This day will be one day before the regular preschool in-service days begin.
  2. Goal Setting: New-to-the-system teachers will complete a goal setting plan each year. New-to-the-system teachers who are initial educators covered under Wisconsin Code PI 34 are subject to the provisions set forth below in section E.

- E. Initial Educator Professional Development Plan: The individual teacher who holds an Initial Educator License is responsible for developing a Professional Development Plan (PDP). The PDP must demonstrate increased proficiency and professional development based on the Wisconsin Educator Standards. The Initial Educator is also responsible for initiating an annual review of the PDP by the Initial Educator's Review Team (IERT) that is convened by the Initial Educator.
1. Mentor for Initial Educator and a teacher new to the District (who holds a current Wisconsin teaching license)
    - a. An initial educator will be provided a qualified mentor by the District. Any continuing teacher interested in being considered for serving as a mentor must submit a letter indicating interest by April 1 of each year. When mentors are selected by the District, volunteers will be considered first. If the District deems that a suitable match cannot be made from the list of volunteers, the District may contract other continuing teachers who are qualified mentors. The District reserves the right to use qualified persons who are not District employees or continuing teachers.
    - b. If a continuing teacher is selected as a mentor, he/she shall be paid a stipend of \$250 for the period served as a mentor (from August of the first year through October of the subsequent year) for an initial educator.
    - c. A new-to-the-system teacher who is not an initial educator may also be provided a qualified mentor by the District. When mentors are selected by the District, volunteers will be considered first. If the District deems that a suitable match cannot be made from the list of volunteers, the District may contact other continuing teachers who are qualified mentors. The District reserves the right to use qualified persons who are not District employees or continuing teachers.

If a present employee is selected as a mentor for a teacher who is new to the District, he/she shall be paid a stipend of \$250.00 for the period served as a mentor (from August of the first year through October of the subsequent year)
    - d. A continuing teacher serving as a mentor may request that the District assign him/her to a different new-to-the-system teacher and/or be relieved completely from mentor responsibilities. The request must be in writing to the District Administrator. The District Administrator will respond to the request within ten (10) days of receipt. The District Administrator will grant the request if the District Administrator, in his/her discretion, has a qualified replacement mentor. The present continuing teacher will serve as the mentor until such time as the suitable replacement is found. In the event a mentor is replaced, compensation will be prorated for the period served as a mentor.
    - e. The teacher receiving mentoring may request the District to provide a different mentor. The request must be in writing to the District Administrator. The District Administrator will respond to the request within ten (10) days from receipt.
    - f. The District will make a good faith effort to assign an individual mentor for each new-to-the-District teacher; however, a mentor may elect to work with more than one employee.

## SECTION 5.    **TEACHER ASSIGNMENTS, VACANCIES AND TRANSFERS**

### **5.01    Teacher Assignments, Vacancies and Transfers**

- A. Determination of Assignment: Teachers will be assigned or transferred by the District Administrator and/or his/her designee.
- B. Assignment Preference Consideration: Teachers may express in writing to the District Administrator and/or his/her designee their preference of a) school; b) grade level; or c) subject. If a teacher wishes to be transferred to another position which may open during the summer, application for a transfer should be made in writing to the District Administrator and/or his/her designee, who shall give due consideration to such requests (subject to the District Administrator's or the designee's authority to assign to all positions the individual who he/she believes is the best fit).
- C. Job Posting: When a position becomes vacant or a new position is created, notice of such available position shall be posted on the District's website for a minimum of 10 days. The employer retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. The notice shall include the date of posting, the job requirements, classification, a description of the position available, the work hours of the position, the rate of pay for the position, the anticipated start date and the qualifications required for the position.
- D. Process for Filling Vacancies: An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term "applicant" refers to both internal candidates and external candidates for the position. The District retains the right to determine the job descriptions needed for any vacant position.

### **5.02    Employee Resignations**

- A. The teacher's individual contract shall be considered binding on both parties. If for any reason a teacher asks for release from the contract, it is understood that the following conditions for release shall apply:
  - 1. The teacher must give the District notice that he/she intends on severing his/her contract with the District. Whenever possible, the teacher must give such notice at least sixty (60) calendar days prior to the date the employee desires the severance to occur.
- 2. It is agreed that liquidated damages are due to the District with the sixty (60) calendar day notice of resignation as follows:
  - a. One Hundred and Seventy Five Dollars (\$175) if the employee's resignation is effective on or after June 16<sup>th</sup> and before July 1<sup>st</sup>.
  - b. Two Hundred and Twenty Five Dollars (\$225) if the employee's resignation is effective on or after July 1<sup>st</sup> and before July 15<sup>th</sup>.

- c. Four Hundred and Fifty dollars (\$450.00) if the employee's resignation is effective on or after July 15<sup>th</sup>, but before August 1<sup>st</sup>.
- d. Six Hundred and Seventy Five dollars (\$675.00) if the employee's resignation is effective on or after August 1<sup>st</sup>, but before the start of the school year.

In the event said teacher breaches this contract by termination of services during the term hereof, the Board may, at its option, demand to recover from the teacher such amount of liquidated damages as set forth above; provided, however, that this expressed intent to liquidate the uncertain damages and harm to the District is not the exclusive remedy or right of the Board, but is, rather, an alternative right and remedy and shall not, unless the Board elects to rely on the same, preclude the Board from seeking and recovering the actual amount of damages resulting from such a breach by the said teacher.

### **5.03 Teacher Absence and Substitutes**

When a regular teacher is to be absent from school and a substitute is needed, it is the responsibility of the teacher to call the designated substitute service. (ERMA & AESOP) If possible, such notification should be made the evening prior to the time of absence, or before 6:00 a.m. This will help to provide time for obtaining a substitute teacher. ERMA & AESOP information is on the school website [www.suring.k12.wi.us](http://www.suring.k12.wi.us)

### **5.04 Extended Contracts**

Additional contract days may be added to the contracted school calendar for each teacher at the discretion of the District. Teachers shall be compensated for said days at their individual contracted per diem rates of pay as per negotiated contract for each of the extended contract days. Days may be scheduled in full or partial day increments.

## **SECTION 6. REDUCTION IN FORCE, POSITIONS & HOURS**

### **6.01 Reasons for Reduction in Force**

In the event the Board determines to reduce the number of positions or the number of hours in any position, the provisions set forth in this section shall apply.

### **6.02 Notice of Reduction**

The District will provide notice of nonrenewal in accordance with the timelines set forth in § 118.22, Wis. Stats. The nonrenewal notice shall specify the effective date of the nonrenewal and the right to a private conference under § 118.22, Wis. Stats.

### **6.03 Selection for Reduction – Steps**

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial reduction in force in accordance with the following steps:

- A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing a reduction in staff.

- B. Step Two - Volunteers: Volunteers will be non-renewed first. The District will provide the volunteer(s) with a nonrenewal notice. Requests for volunteers will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to be non-renewed under this section will put his/her request in writing. Volunteers will only be accepted by the District if, in the District's opinion, the remaining employees in the department/certification area are qualified to perform the remaining work. Volunteers will be treated as a District-directed nonrenewal under this section of the *Handbook*.
- C. Step Three - Selection For Reduction: The District shall select the employee in the affected grade level, department/certification area for nonrenewal.
1. Grade Levels/ Departments/certification area for the purpose of this section shall be defined as:
    - a. Elementary (K-5) - Teachers from all buildings will be considered, not just the building in which the nonrenewal is necessary.
    - b. Middle School and Senior High (6-12) - Teachers will be considered for nonrenewal from with the department in which the nonrenewal is deemed necessary. All teachers who teach two or more periods within that department will be considered for nonrenewal.
    - c. Departments: The term "department" shall mean the subject area in which the teacher taught during the current school year. Examples of departments are math, English, history, science, etc. By enumeration no restriction is placed on the number or types of departments. The number and type of departments is at the discretion of the Board.
  2. The District shall utilize the following criteria in order of application for determining the employee for nonrenewal:
    - a. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
    - b. Qualifications as Established by the Board: Including, but not limited to specific skills, certification [if applicable], training, District evaluations, etc.
    - c. Qualifications of the Remaining Employees in the Grade Level, Department or Certification Area: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences may include but not be limited to current and past assignment and practical experience in the area of need.
    - d. Performance of the Employees Considered for Nonrenewal: Performance of the employees under consideration as previously and currently evaluated. Greater weight may be given to more recent evaluations.



#### **6.04 Reduction in Hours Resulting in Nonrenewal**

Employees who are non-renewed and such nonrenewal results in a reduction in hours shall not lose any benefits they have accrued. Benefits are defined as length of service and sick leave earned as an employee. Reduced in time employees shall be treated as part-time employees under this *Handbook*.

#### **6.05 Reemployment Process**

The reemployment process is solely available to employees non-renewed underneath this section. It does not apply to employees non-renewed based upon performance as set forth in Part II, Section 1.

- A. Reemployment Period: Employees non-renewed under this section shall retain the reemployment options set forth herein for a period of twelve (12) months after the employee's last day of work with the District.
- B. Reemployment Obligations – Employee: All employees non-renewed under this section shall have their names placed on a reemployment list. In the event a vacancy occurs or a new position is created while employees are on the reemployment list, the District shall first attempt to fill the position utilizing the vacancy and transfer language contained in this *Handbook*. Employees on the reemployment list may apply for the vacant position according to the terms of this *Handbook*. The District will post vacancies in accordance with the terms of this *Handbook*.

#### **6.06 Termination of Reemployment Opportunities**

Reemployment opportunities shall end should an employee refuse reemployment to a position under Part II of this *Handbook*, except as provided below. Casual or substitute work with the District during the reemployment period shall not extend the reemployment period. Employees on the reemployment list may refuse reemployment to positions with a substantially different full-time equivalency (FTE), substitute or temporary positions without loss of the ability to apply to the next available position for which the employee is qualified. Employees on reemployment list shall not lose the ability to apply for an equivalent FTE position(s) if they accept a position with a different FTE level, a substitute appointment or a temporary appointment, with the District.

#### **6.07 Insurance Benefits Following Nonrenewal**

Please see Part I, Section 15 (COBRA) for a full explanation of insurance continuation options.

#### **6.08 Accrued Benefits during Reemployment Period**

Non-renewed employees shall suffer no loss of sick leave, or other accrued benefits if rehired. Sick leave days shall not accrue for an employee during the reemployment period.

#### **6.09 In-Service and Other Training**

The District may require teachers to attend in-service and other training, either of which may occur outside of employees' regular hours of work. Additional compensation (if any) for such training shall be determined by relevant law, District policy, and pertinent employment contracts.

## SECTION 7. PROFESSIONAL COMPENSATION

### 7.01 Salary Schedule

The Salary Schedule for teachers will be distributed to all staff each year.

- A. The salary schedule is based upon the regular school calendar set forth in this *Handbook*.
- B. The employee's pro-rata daily rate and pro-rata hourly rate shall be determined in the following manner:
  1. The employee's scheduled annual salary divided by the number of contracted days equals the pro-rata daily rate. (188 is the number of contracted days)
  2. The pro-rata daily rate divided by 8 hours per day equals the pro-rata hourly rate.

### 7.02 Initial Salary Schedule Placement

Employees new to the District shall be placed on the salary listing commensurate with their education and teaching experience.

The Board, in its sole discretion, may place employees in shortage areas at a salary that exceeds his/her actual years of service. The Board will determine what positions that it deems to be shortage areas. The Board will notify staff of its criteria for determining which positions are shortage areas.

## SECTION 8. INSURANCES

### 8.01 Dental Insurance

The Board shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board

- A. Eligibility.
  1. Minimum Hours for Any Board Contribution: For purposes of teachers' eligibility for dental insurance, full-time equivalency is defined as 30 of hours per week during the school year. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc.
  2. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for dental insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District.
- B. Commencement and Termination of Benefits. Coverage will commence on the employee's first day of employment and continue for a full twelve (12) month period. The insurance benefits described in this *Handbook* and on the individual contract terminate according to the following schedule:
  1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.

2. If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of August 31.

C. Premium Contributions:

1. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay no more than 100% of the single premium of the lowest cost dental insurance plan. Employees shall be responsible for the remaining portion of the premium.
2. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay no more than 100% of the family premium of the lowest cost dental insurance plan. Employees shall be responsible for the remaining portion of the premium.

## 8.02 Health Insurance

The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board

A. Eligibility.

1. Minimum Hours for Any Board Contribution: A teacher whose individual contract has an assignment of at least sixty percent of full-time equivalency [60%] is eligible to participate in the District's health insurance. For purposes of teachers' eligibility for health insurance, full-time equivalency is defined as 24 hours per week during the school year. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are for less than sixty percent of a full-time equivalency [60%] are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.

B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment and continue for a full twelve (12) month period. The insurance benefits described in this *Handbook* and in the individual contract terminate according to the following schedule:

1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
2. If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of August 31.

C. Premium Contributions:

1. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay no more than 88% of the single premium. The employee is responsible for the rest of the premium/.
2. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay no more than 88% of the family premium. The employee is responsible for the rest of the premium/.

### **8.03 Liability Insurance**

The School Board shall carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

### **8.04 Long-term Disability**

The Board shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

A. Eligibility:

1. Minimum Hours for Any Board Contribution: An employee whose individual contract has an assignment of at least 30 hours a week is eligible to participate in the District's long-term disability insurance. For purposes of teachers' eligibility for long-term disability, full-time equivalency is defined as 20 hours per week during the school year. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration to, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are for less than 20 hours per week are not eligible to participate in the District's long-term disability insurance plan.

B. Commencement and Termination of Benefits. Coverage will commence on the employee's first day of employment and continue for a full twelve (12) month period. The long-term disability insurance benefits described in this *Handbook* and on the individual contract terminate according to the following schedule:

1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
2. If an employee resigns or is terminated who has completed the school year, his/her long-term disability insurance benefits shall terminate June 30<sup>th</sup>.

C. Premium Contributions: The District shall pay for long-term disability insurance. The benefits will be equal to 90% of the employee's wages. Coverage shall begin after sixty consecutive calendar days of disability and continue until the employee is eligible to work or through age 65.

## SECTION 9. POST-EMPLOYMENT BENEFITS

### 9.01 Early Retirement

Teachers who wish to use the earned retirement benefit must notify the Administration by April 1.

Early retirement benefits shall be available to teachers who are at least fifty-seven (57) years of age and who resign their regular full-time duties.

An applicant for early retirement benefits must be a regular full-time, degree-holding teacher who is at least fifty-seven (57) years of age and who has served in the District for not less than fifteen (15) years. "Age" for the purpose of this Guide is defined as the employee's age as of September 1st in the school year in which the early retirement becomes effective.

#### A. Health Insurance

1. For an employee who is eligible for the early retirement benefit, the Board shall contribute an amount equal to the maximum of five (5) years with the Board's contribution rate toward the single or family health insurance premium set at the rate of contribution and rate of insurance at the time of retirement.
2. Said amounts described above will be used on behalf of the teacher to purchase the health insurance benefit in force under the existing Employment Guide covering active employees and shall terminate after five (5) years for Teachers retiring or the event the employee obtains insurance coverage from another employer; or in the event the employee becomes eligible for Medicare. In the last instance, a Medicare carve-out plan will be instituted in lieu of the previous retirement coverage. In the event the teacher dies before he/she has used his/her allotted months of premium payments, the remaining months of coverage will transfer to the surviving spouse. (Note: A premium may be reduced to a single plan if a family plan is no longer necessary.)

*As of July 1, 2013 Post-Employment Benefits for Teachers will cease. Teachers who have accumulated current years of service within the district the following years of service will be utilized to calculate post-retirement benefits.*

*Years of Service 0-3 no post-retirement health insurance*

*Years of Service 3-5 one (1) year of post-retirement health insurance*

*Years of Service 6-8 two (2) years of post-retirement health insurance*

*Years of Service 9-11 three (3) years of post-retirement health insurance*

*Years of Service 12-14 four (4) years of post-retirement health insurance*

*Years of Service 15-on five (5) years of post-retirement health insurance*

***PART III –  
NON-EXEMPT STAFF  
WITHOUT INDIVIDUAL  
CONTRACTS UNDER  
§ 118.22, WIS. STATS. OR  
§ 118.24, WIS. STATS.***

**SUPPORT STAFF**  
**WITH/WITHOUT CONTRACTS**

## SECTION 1. DISCIPLINE AND DISCHARGE

### 1.01 Length of Probationary Period

All newly hired employees shall be on probation for a period of one calendar year.

### 1.02 Standard for Discipline and Termination

The District Administrator is solely responsible for implementing any or all disciplinary measures, including, but not limited to, suspension and/or dismissal from employment. Such discipline or termination shall be subject to the grievance procedure provisions of this *Handbook*. See *Suring District Policy 527*

### 1.03 Benefits during Probation

Except as expressed herein, all provisions of this Agreement shall apply to an employee as of the first day of employment. If an employee quits or is terminated during the probationary period, however, no accrued sick leave, vacation, or other benefits shall be due him or her. Employees eligible to receive insurance benefits shall receive initial coverage in accordance with the waiting periods, if any, contained in paid coverage without regard for the probationary period.

### 1.04 Representation

In the event any employee is called to a meeting with representatives of the Employer for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances that may lead to discipline or discharge, the employee has the right to request representation. In the event the employee chooses to have Association representation, the meeting shall be delayed until appropriate Association representation may be obtained. Nothing in this provision shall prevent an Employer from removing an employee from the work place if immediate action is required.

### 1.05 Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file.

## SECTION 2. HOURS OF WORK AND WORK SCHEDULE

### 2.01 Regular Workday and Starting and Ending Times

A regular full-time workday is eight (8) hours, excluding lunch time. Because of different schedule requirements, employees' starting, lunch, and finishing times may vary in different assignments and locations. Each employee's immediate supervisor will schedule working hours, break periods, and lunch periods.

### 2.02 Regular Workweek

A regular work week is forty (40) hours or fewer. The regular work week is five (5) consecutive days unless the immediate supervisor assigns the employee to a different work schedule. This section shall not be construed as a guarantee or limitation on the number of hours per day or hours in a work week which may be scheduled or required by the District.

### 2.03 Part-time Employees

A schedule of hours shall be prepared for part-time employees. Such schedule shall be made known to the affected employees.

## **2.04 Additional Hours and Overtime - Approval and Assignment**

- A. Approval: In order for an employee to work beyond his or her contract hours in any week, prior approval must be obtained from the immediate supervisor. Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/principals/immediate supervisors are unavailable and such pre-approval may cause harm to students, staff, and the community or District property.
- B. Assignment: Non-emergency scheduled overtime assignments will be filled using volunteers first, with as much notice as possible, and if insufficient volunteers are found, the work will be assigned to a qualified employee(s) as determined by the District. If no one volunteers to perform the overtime, the District may assign the work on a rotating basis within the applicable job classification. Emergency overtime assignments shall be assigned at the discretion of the District.
- C. Pay Rate for Overtime: Time worked over forty (40) hours per week is paid at one and one-half (1.5) rate. Time over forty (40) hours per week does not include sick, vacation, holiday, or personal leave time. The reason for overtime must be indicated on the back of the employee's time card. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.

## **2.05 Lunch Period**

All employees who work six (6) hours or more per day will be entitled to an unpaid half-hour lunch period, which shall be duty free.

## **2.06 Breaks**

Employees scheduled to work at least four (4) hours per work day shall receive one (1) fifteen (15) minute paid break. Employees scheduled to work at least eight (8) hours per work day shall receive two (2) fifteen (15) minute paid breaks. Breaks shall be scheduled by the immediate supervisor.

<b>Hours Worked</b>	<b>Break(s) and Lunch Period Scheduling</b>
0 to 3.99 hours	0 minutes
At least 4.0 to 5.99 hours	15 minutes
At least 6.0 to 7.99 hours	15 minutes and 30 minute duty-free lunch
At least 8.0 or more hours	(2) 15 minutes and 30 minute duty-free lunch

## **2.07 Time Cards or other Form of Electronic Tracking of Hours Worked**

Time cards or an electronic time card system shall be used by all employees. Employees will punch in only at such time as they are fully prepared to begin work. Employees are responsible for their own time cards and shall not punch in or out for any other employee. Employees caught punching in or out for another employee will be subject to discipline up to and including discharge. If an employee leaves the premises for any personal reason, the time clock is to be used to punch out and punch in upon return.



## **2.08 Emergency School Closings**

A less than 12 month employee such as an aide, secretary or cook, will not be paid for days when school is closed due to inclement weather or other emergencies as determined by the District Administrator or designee. Employees will later have the opportunity to make up the day if school is rescheduled.

Twelve month employees are expected to come to work when school is called off for students. If a twelve month employee does not report to work, he/she is subject to a wage deduction, or the employee may substitute vacation time, compensatory time or personal leave providing minimal staffing needs are met. If the employee elects to come in late or leave early that portion of the day will be deducted from his/her wages or the employee or the employee may substitute vacation time, compensatory time or personal leave. The determination of what constitutes minimal staffing needs shall be determined by the District Administrator or designee.

## **2.09 Call-In Pay**

Employees called in to work hours outside of their regular work schedule that are not contiguous with their regular work schedule, except as noted below, shall be paid no less than two (2) hours pay. The District may, at its discretion, require such employees to work the full two (2) hour period. Employees called in to open the building for a special event (e.g., use of school District facilities by an outside agency or for co-curricular events) will be paid for the time that the employee is required to be at the District.

## **2.10 Attendance at Meetings**

Employees required to attend meetings called or scheduled by the Employer shall be paid for all hours spent in attendance at such meetings.

# **SECTION 3. REDUCTION IN FORCE, POSITIONS & HOURS**

## **3.01 Reasons for Reduction in Force**

In the event the Board determines to reduce the number of positions or the number of hours in any position, the provisions set forth in this Article shall apply.

## **3.02 Notice of Reduction**

The District will give at least thirty (30) calendar days notice of any reduction in force. The notice of reduction in force shall specify the effective date and that it is the responsibility of the employee to keep the District informed in writing of any changes in the employee's address.

## **3.03 Selection for Reduction – Steps**

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial reduction in force in accordance with the following steps:

- A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing reductions.
- B. Step Two - Volunteers: Volunteers will be reduced first. The District will provide the volunteer(s) with a notice in accordance with section 3.02. Requests for volunteers will be sent to employees within each job category. An employee who volunteers will put his/her request in writing. Volunteers will be accepted by the District only if, in the District's opinion, the remaining employees in the job category are qualified to perform the remaining work.

1. The District shall utilize the following criteria in order of application for determining the employee for full or partial reduction in hours:
  - a. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
  - b. Qualifications as established by the Board: Including, but not limited to specific job skills, certification [if applicable], training, district evaluations, etc.
  - c. Qualifications of the Remaining Employees in the affected job category: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences shall include but not be limited to: current and past assignment and practical experience in the area of need.

### **3.04 Reduction in Hours**

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as length of service, sick leave, and vacation earned as an employee. Reduced-in-time employees shall be treated as part-time employees under this *Handbook*. Any employee who is reduced in hours (partial layoff) may choose to be fully laid off.

### **3.05 Reemployment Period**

Reduced-in-time employees shall retain the reemployment options set forth herein for a period of twelve (12) months either after the employee's last day of work with the District or from the time the employee received the notification of reduction in force, whichever is later.

### **3.06 Reemployment Procedure**

All reduced-in-time employees shall have their names placed on a reemployment list. In the event a vacancy occurs or a new position is created while employees are on the reemployment list, the District shall first attempt to fill the position utilizing the vacancy and transfer language contained in this *Handbook*. Employees on the reemployment list may apply for the vacant position according to the terms of this *Handbook*. The District will post vacancies in accordance with the terms of this *Handbook*.

### **3.07 Termination of Reemployment Options**

Reemployment options shall end should an employee refuse reemployment in a position in the job category, except as provided below. Casual or substitute work with the District during the reemployment period shall not extend the reemployment period. Employees on the reemployment list may refuse reemployment in positions with a substantially different full-time equivalency (FTE), substitute or temporary positions without loss of options to the next available position for which the employee is qualified. Employees on the reemployment list shall not lose reemployment options to an equivalent FTE position(s) if they accept a position with a different FTE level, a substitute appointment or a temporary appointment, with the District.

### **3.08 Insurance Benefits**

Please see Part I, Section 15 (COBRA) for an explanation of insurance continuation options.

### **3.09 Accrued Benefits**

Reduced-in-time employees shall suffer no loss of sick leave, vacation or other accrued benefits if rehired. Sick leave days, vacation, and length of service time shall not accrue while an employee is not working for the District.

### **3.10 Other Employment**

No employee on full or partial layoff shall be precluded from securing other employment while on layoff status.

### **3.11 Furloughs**

The District may furlough employees for budgetary reasons, and the following guidelines apply during furlough periods:

- A. Employees shall not receive their wages or salary but are permitted to use accrued vacation, compensatory time (if allowed) or personal leave to receive compensation on furlough days.
- B. Employees are prohibited from working.
- C. Sick leave, personal leave, etc. shall continue to accrue as if the employees were working.
- D. The District shall provide health insurance, dental insurance, etc. at the same level it would have if the employees were working.

## **SECTION 4. ASSIGNMENTS, VACANCIES AND TRANSFERS**

### **4.01 Determination of Assignment**

Employees will be assigned or transferred by the District Administrator of the District and/or his/her designee.

### **4.02 Job Posting**

When a position becomes vacant or a new position is created, notice of such available position shall be posted internally and externally simultaneously for a minimum of 10 working days, unless exigent circumstances as determined by the District require a shorter posting period. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. Vacancies will be posted on the District's website. The notice shall include the date of posting, the job requirements, classification, a description of the position available, the tentative work hours of the position, the rate of pay for the position, and the qualifications required for the position.

### **4.03 Interviews**

An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position, and, if qualified, may be awarded the position.

### **4.04 Selection Process**

In the event two or more equally qualified District employees apply for a position, the most senior applicant will be selected.

**4.05 District Ability to Select the Most Qualified Applicant**

The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term applicant refers to both internal candidates and external candidates for the position.

**4.06 District Ability to Determine Job Description**

The District retains the right to determine the job descriptions needed for any vacant position.

**4.07 Involuntary Transfers**

When the District determines that an involuntary transfer of an employee is necessary, due to the District's inability to fill a vacancy or a new position according to the procedures set forth above in sections 4.02 through 4.06, the District reserves the right to transfer an employee in the District qualified for the position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the District Administrator which will include the reasons for the transfer.

**SECTION 5. PAID VACATION**

**5.01 Notice**

Each employee shall be notified of their total number of vacation days by September 15th of each year.

**5.02 Calendar Year (two hundred and sixty (260) scheduled work days) Full-Time and Part-Time Employees**

Paid Vacation will be provided to Calendar Year Full-time and Calendar Year Part-time employees according to the following schedule:

<b>Number of Years Worked</b>	<b>Vacation Days Earned</b>
After one (1) year of service	5 days
After three (3) years of service	10 days
After eight (8) years of service	15 days
After seventeen (17) years of service	20 days
After twenty (20) years of service	25 days

Employees in their first year of service earn a pro-rated amount of vacation based upon the number of months worked. For example, an employee hired in October 1, 2011 would be eligible to earn nine-twelfths (9/12) of the employee's vacation allotment on July 1, 2012. This would entitle the employee to 9/12\* 5 days on July 1, 2012 or 3.75 days. The employee under this example would be entitled to five (5) days of vacation on July 1, 2013. This provision is not retroactive.

"Years of Service" as set forth in this Article refers to years of service in the District in a position that is eligible for vacation under Part III. Eligible employees in the District shall receive the preceding vacation depending on years of service as measured each July 1. For calculation purposes vacation is earned based upon the prior years' service. For part-time employees, vacation pay shall be pro-rated based on the average number of hours worked per week during the previous year.

### **5.03 Scheduling of Vacation**

Vacation leave may not be taken in less than ½ day blocks. Requests for vacation time shall normally be made and approved at least five (5) working days prior to taking such leave, however, vacation time requested with less than five (5) working days notice may be approved by the District Administrator and/or his/her designee. No employee may be denied the ability to take all of his or her accrued vacation during a 12-month period, but the District Administrator and/or his/her designee shall have the right to schedule vacations on a first-come, first-served basis, as necessary to accomplish work objectives.

### **5.04 Vacation Accumulation**

An employee may carry over a total of 5 vacation days from the prior year to the next year's vacation amount. Vacation days, in excess of the days carried over above, not used by the end of the applicable twelve month period, i.e. June 30<sup>th</sup>, shall be forfeited.

### **5.05 Holidays during Vacation**

Should a paid holiday fall during an employee's vacation period the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

## **SECTION 6. HOLIDAYS**

### **6.01 Holidays Defined**

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided to full-time and part-time employees according to the following schedule:

A. Employees working a full calendar year (260 work days)

July 4th	Christmas Day
Labor Day	New Year's Eve
Thanksgiving Day	New Year's Day
Day after Thanksgiving Day	Good Friday
Christmas Eve	Memorial Day

B. Employees working less than a full calendar year

Thanksgiving Day	New Year's Day
Day after Thanksgiving	Good Friday
Christmas Day	Memorial Day

## **6.02 Holidays Falling on Weekends**

If any of the holidays listed above, fall on a Saturday, the preceding workday shall be observed as the holiday. If any of the above named holidays falls on a Sunday, the following workday shall be observed as the holiday. If January 1st falls on a Sunday and school is scheduled to begin on the following Monday, the preceding Thursday shall be observed as the December 31st holiday and the preceding Friday shall be observed as the January 1st Holiday. If December 24 and December 31 fall on a Sunday, the preceding Friday shall be declared the holiday unless the preceding Friday is a student contact day. If the preceding Friday is a student contact day, section 6.03 will apply.

## **6.03 Holidays Falling on Student Contact Days**

If any of the holidays listed in section 6.01, above, fall on a student contact day, the employees shall work their regular hours that day, and shall instead receive a paid holiday on a date determined by the Administration.

## **6.04 Work on a Holiday**

Except as provided in section 6.03, above, employees who work on any of the above-mentioned holidays shall be paid time and one-half for all hours worked in addition to the holiday pay. In other words, if the employees receive a different holiday date under section 6.03, this provision shall not apply.

## **6.05 Holidays during Vacation**

If any of the above holidays fall within an employee's vacation period, the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

## **6.06 Eligibility for Holiday**

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence with pay which has been approved by the District Administrator and/or his/her designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

# **SECTION 7. WAGE COMPENSATION AND EXPENSES**

## **7.01 Wage Schedule**

The Support Staff Salary Schedule will be distributed to all staff each year.

## **7.02 New Employee Wage Schedule Placement**

- A. New employee placement – New employees shall be placed on the wage schedule at the discretion of the District.

### **7.03 Expenses**

Employees required, or approved, by the District to attend conferences, seminars, and in-service training sessions shall not receive reimbursement for travel, meals, lodging, and registration unless prior approval has been received to exceed the amounts listed in the reimbursement schedule. The District reimbursement schedule is listed below. Employees will be reimbursed for the actual cost or the cost listed in the schedule, whichever is lower.

Breakfast	\$8.00	Lodging	GSA rate per night (Government Rate)
Lunch	\$12.00	Registration	Actual cost of registration
Dinner	\$26.00		

## **SECTION 8. JOB RELATED TRAINING AND LICENSURE**

### **8.01 In-Service Training**

The district within its discretion may provide appropriate paid in-service training to each employee.

## **SECTION 9. EMPLOYEE EVALUATIONS**

### **9.01 Evaluation**

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District.

### **9.02 Procedures and Instruments**

The District will orient all new employees regarding evaluation procedures and instruments. If an instrument is changed, all affected employees will be reoriented.

### **9.03 Frequency**

The frequency of evaluations shall be established at the discretion of the District.

### **9.04 Receipt of Evaluation**

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation but only to acknowledge receipt of the same.

### **9.05 Comments, Disputes**

The employee may respond in writing with his or her comments attached to the completed evaluation.

### **9.06 Evaluators**

The Employer shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel. When a teacher works with an instructional assistant, the teacher may be requested to provide input for consideration.

## SECTION 10. RESIGNATION FROM EMPLOYMENT

### 10.01 Notice of Termination of Employment

Employees will give written notice of termination of employment, as soon as possible, but at least ten (10) working days prior to the effective date of resignation. If an employee has overused the holiday, sick or vacation time earned, the employee will have an amount equal to the value of that overused leave withheld from his or her last paycheck. The District's obligation to pay its share of the employee's insurance benefits will terminate at the end of the month in which the employee works his/her last day. Any employee who breaches this Article shall, at the District's discretion, forfeit any accrued benefits.

## SECTION 11. INSURANCES

### 11.01 Dental Insurance

The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board

#### A. Eligibility.

1. Minimum Hours for Any Board Contribution: For purposes of support staff eligibility for dental insurance full-time equivalency is defined as 30 hours per week. Hours worked beyond those set forth in the letter of assignment shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: overtime, extended contracts, summer classes, summer work, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than 30 hours per week are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.

- B. Commencement and Termination of Benefits. Coverage will commence on the employee's first day of employment. The insurance benefits described in this *Handbook* and on the individual letter of assignment shall cease at the end of the month the employee's resignation or termination becomes effective.

#### C. Premium Contributions:

1. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay no more than 100% of the single premium of the lowest cost dental insurance plan. Employees shall be responsible for the remaining portion of the premium.
2. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay no more than 100% of the family premium of the lowest cost dental insurance plan. Employees shall be responsible for the remaining portion of the premium.



## 11.02 Health Insurance

The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board

### A. Eligibility.

1. Minimum Hours for Any Board Contribution: An employee is eligible to participate in the District's health insurance who works 30 hours per week. Hours worked beyond those set forth in the letter of assignment shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: overtime, extended contracts, summer classes, summer work, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than 30 hours per week are not eligible to participate in the District's insurance and are not eligible for any District premium contribution. Employees whose hours are reduced during the term of the letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.

- B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment. The insurance benefits described in this *Handbook* and on the individual letter of assignment shall cease at the end of the month the employee's resignation or termination becomes effective.

### C. Premium Contributions:

1. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay no more than 88% of the single premium of the lowest cost health insurance plan.
2. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay no more than 88% of the family premium of the lowest cost health insurance plan. Employees shall be responsible for the remaining portion of the premium.

## 11.03 Liability Insurance

The School Board shall carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

## **11.04 Long-Term Disability**

The Board shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

### **A. Eligibility:**

1. **Minimum Hours for Any Board Contribution:** An employee whose individual letter of assignment has an assignment of at least 30 hours a week is eligible to participate in the District's long-term disability insurance. Hours worked beyond those set forth in the letter of assignment shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration to, the following: overtime, extended contracts, summer classes, summer work, co-curricular assignments, substitute assignments, etc. Employees whose assignments are for less than 20 hours per week are not eligible to participate in the District's long-term disability insurance plan. Employees whose hours are reduced during the term of the letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.

B. **Commencement and Termination of Benefits.** Coverage will commence on the employee's first day of employment. The insurance benefits described in this *Handbook* and on the individual letter of assignment shall cease at the end of the month the resignation or termination becomes effective.

C. **Premium Contributions:** The District shall pay for long-term disability insurance. The benefits will be equal to 90% of the employee's wages. Coverage shall begin after sixty consecutive calendar days of disability and continue until the employee is eligible to work or through age 65.

## **11.05 Wisconsin Retirement System (WRS) Contributions**

The Board agrees to contribute the employer's share. The employee agrees to pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution.

***PART IV – STAFF WITH  
INDIVIDUAL CONTRACTS  
UNDER § 118.24, WIS.  
STATS., EXECUTIVE,  
ADMINISTRATIVE  
AND ACADEMIC  
ADMINISTRATIVE  
EMPLOYEES***

**ADMINISTRATORS**

## SECTION 1. DISCIPLINE, TERMINATION AND NONRENEWAL

### 1.01 Standard for Nonrenewal for Administrators

Administrators employed in the District are subject to nonrenewal on a statutory basis, as prescribed in Sec. 118.24, Wis. Stats. Such nonrenewal shall be exclusively subject to the provisions of section 118.24, Wis. Stats. and is not covered by the grievance procedure under this *Handbook*. The nonrenewal of an administrator is not a termination under section 1.02 below.

### 1.02 Standard for Discipline and Termination

An administrator may be disciplined or terminated for “cause.” Such discipline or termination shall be subject to the grievance procedure provisions of this *Handbook*. “Cause” is defined as the following:

- A. There is a factual basis for the discipline or termination: The factual basis must support a finding of administrator conduct in which the District has a disciplinary or termination interest; and
- B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

### 1.03 Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the administrator before such material is placed in the administrator’s personnel file.

## SECTION 2. JOB RESPONSIBILITIES

### 2.01 Professional Level of Competence

Administrators shall perform at a professional level of competence the services, duties and obligations required by the laws of the State of Wisconsin and the rules, regulations and policies of the Board which now exist or which may be hereinafter enacted by the Board.

### 2.02 Devotion of Full-time to Position

Except as is otherwise provided in the administrator’s individual contract, administrators shall devote full time to the duties and responsibilities normally expected of the administrator's position. Administrators shall not engage in any pursuit, or accept any other employment, which interferes with the proper discharge of the Administrator's duties and responsibilities.

### 2.03 Administrator License or Certificate

Administrators shall maintain a valid license or certificate, properly registered and issued by the State of Wisconsin, sufficient to lawfully permit each administrator to perform such duties as may be assigned.

### 2.04 Job Description

Upon written request, the Board shall provide administrators with written job descriptions of each administrator's services, duties and obligations.

## SECTION 3. WORK SCHEDULES

### 3.01 Work Schedules for Administrative Staff

Administrative staff work schedules are set by the district administrator with the professional duties of each administrator taken into account in the setting of the work schedule. Each administrator's work schedule will be aligned with the days and term of employment specified in the administrator's individual contract. Full time employees are generally expected to work eight-hour duty days. Professional staff (exempt personnel in accordance with the Fair Labor Standards Act) such as central office administrators, directors, coordinators, principals, associate principals, assistant principals, directors of instruction, counselors, campus athletic coordinators, diagnosticians and supervisors, are expected to report for duty for at least eight hours each day, excluding a 30-minute lunch break. Administration schedules may vary because of staggered starting times and job responsibilities, so long as all employees listed are scheduled for a minimum eight-hour duty day.

## SECTION 4. PROFESSIONAL GROWTH

### 4.01 Requirement to Remain Current

All administrators shall engage in independent and active efforts to maintain high standards of individual excellence. Administrators are encouraged to continue professional growth through participation in conventions, programs, professional meetings and other activities conducted by local, state and national administrator associations; seminars, workshops and courses offered by institutions of higher learning, and other formal and informal professional development activities.

### 4.02 Professional Reimbursement Program

*See Individual Administrator Contracts*

## SECTION 5. ADMINISTRATOR EVALUATION

### 5.01 General Provisions

Administrators shall receive written evaluations based on board-adopted position descriptions, including job-related activities.

### 5.02 Evaluation Frequency

Administrators shall receive a written evaluation at the end of their first year of employment and at least every third year thereafter.

### 5.03 Evaluators

The board is responsible for the district administrator's evaluation. The district administrator is responsible for the evaluation of other administrators and shall either perform those evaluations him or herself or shall direct that those evaluations be performed by other persons who have the training, knowledge and skills necessary to evaluate professional administrative school personnel.

## SECTION 6. PROFESSIONAL COMPENSATION

### 6.01 Professional Compensation

Each administrator shall be compensated in accordance with the terms of his or her individual contract.

## SECTION 7. INSURANCES

### 7.01 Dental Insurance

The Board shall provide dental insurance to eligible administrators. Each administrator's eligibility for dental insurance shall be noted in the administrator's individual contract. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

#### A. Eligibility.

1. Minimum Hours for Any Board Contribution: An employee whose individual contract has an assignment of at least 30 hours per week is eligible to participate in the District's dental insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than 30 hours per week are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.
2. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District. As such, the following options exist for such spouses:
  - a. coverage under one family plan; or
  - b. two single plans.

#### B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment and continue for a full twelve (12) month period. The insurance benefits described in this *Handbook* and on the individual contract terminate according to the following schedule:

1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
2. If an employee resigns or is terminated who has completed the term of his/her contract, District coverage shall cease at the end of the month the resignation or termination becomes effective. However, if an administrator completes the terms of his/her contract, and if the last day of the contract is June 30 of any year, his/her insurance benefits shall terminate as of August 31 of that year. Premium Contributions: Dental insurance premium contributions shall be specified in the administrator's individual contract.

## 7.02 Health Insurance

The Board shall provide health insurance to eligible administrators. Each administrator's eligibility for health insurance shall be noted in the administrator's individual contract. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

### A. Eligibility:

1. Minimum Hours for Any Board Contribution: An employee whose individual contract has an assignment of at least sixty percent of full-time equivalency [60%] is eligible to participate in the District's health insurance. Full-time equivalency is defined as 24 hours per week. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than sixty percent of a full-time equivalency [60%] are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.
2. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District. As such, the following options exist for such spouses:
  - a. coverage under one family plan; or
  - b. two single plans.

### B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment and continue for a full twelve (12) month period. The insurance benefits described in this *Handbook* and on the individual contract terminate according to the following schedule:

1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
2. If an employee resigns or is terminated who has completed the term of his/her contract, District coverage shall cease at the end of the month the resignation or termination becomes effective. However, if an administrator completes the terms of his/her contract, and if the last day of the contract is June 30, his/her insurance benefits shall terminate June 30th. Premium Contributions: Health insurance premium contributions shall be specified in the administrator's individual contract.

## 7.03 Liability Insurance

The School Board shall carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

## 7.04 Life Insurance

The Board shall provide life insurance for the superintendent at the rate of 1.5 times the annual salary. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

- A. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment and continue for a full twelve (12) month period. The life insurance benefits described in this *Handbook* and on the individual contract terminate according to the following schedule:
1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
  2. If an employee resigns or is terminated who has completed the term of his/her contract, District coverage shall cease at the end of the month the resignation or termination becomes effective. However, if an administrator completes the terms of his/her contract, and if the last day of the contract is June 30, his/her life insurance benefits shall terminate June 30th.

## 7.05 Long-term Disability

The Board shall provide long-term disability insurance to eligible administrators. Each administrator's eligibility for long-term disability insurance shall be noted in the administrator's individual contract. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

A. Eligibility:

Minimum Hours for Any Board Contribution: An employee whose individual contract has an assignment of at least 20 hours is eligible to participate in the District's long-term disability insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration to, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are for less than 20 hours are not eligible to participate in the District's long-term disability insurance plan.

- B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment and continue for a full twelve (12) month period. The long-term disability insurance benefits described in this *Handbook* and on the individual contract terminate according to the following schedule:
1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
  2. If an employee resigns or is terminated who has completed the term of his/her contract, District coverage shall cease at the end of the month the resignation or termination becomes effective. However, if an administrator completes the terms of his/her contract, and if the last day of the contract is June 30, his/her long-term disability insurance benefits shall terminate June 30th.
- C. Premium Contributions: The District shall pay for long-term disability insurance. The benefits will be equal to 90% of the employee's wages. Coverage shall begin after sixty consecutive calendar days of disability and continue until the employee is eligible to work or through age 65.



## **7.06 Wisconsin Retirement System (WRS) Contributions**

The Board agrees to contribute the employer's share. The employee agrees to pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution.

## **SECTION 8. POST-EMPLOYMENT BENEFITS**

### **8.01 Early Retirement**

Early retirement benefits shall be available to administrators who are at least fifty-seven (57) years of age and who resign their regular full-time duties. An applicant for early retirement benefits must be a regular full-time, degree-holding administrator who is at least fifty-seven (57) years of age. "Age" for the purpose of this Guide is defined as the employee's age as of September 1st in the school year in which the early retirement becomes effective. Please refer to individual administrator contracts for specifics on early retirement.

#### **A. Health Insurance**

1. For an employee who is eligible for the early retirement benefit, the Board shall contribute an amount equal to the maximum of five (5) years with the Board's contribution rate toward the single or family health insurance premium set at the rate of contribution and rate of insurance at the time of retirement.
2. Said amounts described above will be used on behalf of the administrator to purchase the health insurance benefit in force under the existing Employment Guide covering active employees and shall terminate after five (5) years for Administrators retiring or the event the employee obtains insurance coverage from another employer; or in the event the employee becomes eligible for Medicare. In the last instance, a Medicare carve-out plan will be instituted in lieu of the previous retirement coverage. In the event the administrator dies before he/she has used his/her allotted months of premium payments, the remaining months of coverage will transfer to the surviving spouse. (Note: A premium may be reduced to a single plan if a family plan is no longer necessary.)



***Part V –  
Co-Curricular Staff***

## SECTION 1.      **ATHLETIC AND ACTIVITY ASSIGNMENTS**

### **1.01      Letter of Assignment**

Employees shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. Such activities shall be governed according to the following guidelines:

- A. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. However, under no circumstances shall a Board member work as a coach, assistant coach, advisor, or assistant advisor to an extra-curricular activity (on either a paid or a volunteer basis).
- B. The stipend for extra-curricular activities shall be specified in the letter of assignment.
- C. The letter of assignment shall not be deemed a contract, and individuals holding extra-curricular positions are at-will employees.

### **1.02      Payments**

Payments for extra-curricular activities shall be made in accordance with District payroll procedures.

### **1.03      Work Schedule**

Extra-curricular assignments may occasionally occur during part of an employee's regular workday in his/her other position(s) with the District (e.g., as a teacher). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. In the supervisor's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) relieved from the requirement to make up the time lost; (3) required to re-schedule the extra-curricular activity; or (4) required to take any other action that the supervisor deems reasonable.

### **1.04      Evaluation of Extra-Curricular Assignments**

Individuals holding extra-curricular assignments shall be evaluated in the manner and frequency that their supervisor deems appropriate. When determining the manner and frequency of evaluations, the supervisor may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/her reasonable discretion, deems appropriate.

### **1.05      Volunteers**

Upon approval from the head coach/advisor and the athletic director or principal, and the School Board, an individual may serve as a volunteer coach/advisor for an extra-curricular activity. The following guidelines apply to volunteers:

- A. They will not be eligible for salary/wages, stipend, or benefits;
- B. They will be covered by the District's general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees;
- C. They will be responsible for their own personal injuries(i.e., ineligible for worker's compensation);
- D. They must consent to a background check;
- E. They must follow all District activity and athletic policies and procedures and other District policies as applicable;
- F. They accept direct and indirect supervision of the head coach; and,

G. They may be dismissed at any time without cause.

## **1.06 Extra-Curricular Pay Schedule**

### **A. Extended Contract**

Teachers working summer months on an extended contract (e.g. agriculture) will be paid at his/her per diem rate.

### **B. Curriculum Work/Staff Development**

For curriculum work or staff development initiated by the district done outside the teacher's normal work day or work year, teachers will be paid \$15.00 per hour.

### **C. Summer School Teaching**

The summer school teaching rate will be \$21.00 per hour with a class minimum of 8 students.

### **D. Federal Programs**

Federal program salaries and contracts will be negotiated separately from this agreement.

### **E. Mentors**

A new teacher, licensed as an initial educator under PI 34, will be provided a mentor, as stated in Wisconsin Administrative Code PI 34(c), for a period of two (2) years. A teacher new to the district not under PI 34 will be provided a mentor for one (1) year. The mentor will be compensated at a rate of \$250 per year.

### **F. Extra Duty**

#### **1. Interscholastic Athletic Contest Ticket Selling**

- a. One adult ticket seller/contest supervisor for each Varsity Interscholastic Athletic Contest at \$25 per game.
- b. One additional adult ticket seller in Basketball and Football at \$25 per game with no supervisory responsibility beyond the first half of the varsity game.

2. Official timer and scorekeeper for varsity football, basketball and volleyball: \$25 per adult per game .

3. Assistants at track meets: \$25 per adult per meet.

4. Above assignments shall be made by mutual agreement of the Athletic Director and Teacher.

5. Bus Chaperones (Maximum of 2 per bus)

- a. \$17 per adult per event for any trip under 100 miles total distance traveled.
- b. \$23 per adult per event for any trip over 100 miles total travel distance.
- c. If no faculty member volunteers for bus chaperone duty by noon of the day prior to the contest, the principal has the right to assign a faculty member from the faculty roster for that duty. The faculty member shall be notified one day in advance of duty.

### **G. New Co-Curricular Positions**

New co-curricular positions can be created by the District Administrator and approved by Board . The Board retains the right to not fill any Co-Curricular Position if there is not enough student membership to warrant the position.

### **H. Other Provisions**

Staff will be given free admission to all school-sponsored athletic contests.

**High School Athletics**

## Head Coach

Football	\$3199
Basketball x2	\$3199
Volleyball	\$3199
Track	\$3199

## Assistant(s)

Football x3	\$2100
Basketball x2	\$2100
Volleyball	\$2100
Track x3	\$2100

**Junior High Athletics**

Football - Head	\$1000
Assistant	\$800
Basketball 7th boys	\$1000
Basketball 8th boys	\$1000
Basketball 9th boys	\$1500
Basketball 7th girls	\$1000
Basketball 8th girls	\$1000
Basketball 9th girls	\$1500
Track - Head	\$1000
Assistant	\$800
Volleyball 7th girls	\$1000
Volleyball 8th girls	\$1000
Volleyball 9th girls	\$1500
Event Manager	\$40 per event

Athletic Director \$2700

Expenses paid to one state athletic event annually, plus one preparation period daily.

**Other Extra-Curricular**

## Advisors

Dance Team-Senior High	\$1079
Dance Team-Junior High	\$462
Class, High School x10	\$150ea.
HS Student Council	\$800
JrH Student Council	\$800
Hi-Q	\$150
S-Club x2	\$150
Forensics:	
Director	\$1233
Junior High	\$833
One Act Play	\$1233
Academic Bowl	\$150
FBLA	\$700
SADD	\$232
National Honor Society	\$150
PBIS Student	\$232
FFA	\$700

## Music Department

Music Director	\$2646
Assistant Music Director	\$1592
Summer Instrumental	\$12 per hour



***Part VI –  
Substitute Employees***

**TEACHERS AND  
SUPPORT STAFF**

## **SECTION 1. SUBSTITUTE TEACHERS**

### **1.01 Licensure and/or Permit**

All substitute teachers shall have the necessary license and/or permit required by state law to serve in the substitute teaching assignment.

### **1.02 Training and Evaluation**

Suitable programs of training, orienting and evaluating the work of substitute teachers may be provided by the instructional staff and/or the District as appropriate.

### **1.03 Assignment and Professional Responsibilities**

- A. Substitutes shall be assigned at the discretion of the District.
- B. A copy of the appropriate school policies, an outline of the absence and tardiness procedures, recess schedule (if applicable), teacher's daily schedule, general class schedule (bell schedule when applicable), name of any individual designated in charge of discipline, seating charts, class schedule and lesson plans for all classes to be taught shall be made available to the substitute. School Board policies will be available to the substitute upon request.
- C. Long-Term Substitute Assignment:
  - 1. When a substitute is assigned for more than ten (10) consecutive days in the same position, then the long-term rates start on the eleventh day.
  - 2. Responsibilities of the long-term substitute teacher shall be the same as the regular classroom teacher.

### **1.04 Dismissal/Removal from Substitute List**

Substitute teachers are casual employees and therefore have no expectation of continued employment. As such substitute teachers may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitute teachers may also be removed from the substitute call list at the discretion of the district.

### **1.05 Substitute Teacher Pay Schedule**

Substitute teachers shall be employed at the rate established by the District. The current daily rate of pay is \$92.00. After ten consecutive days in the same position substitute daily pay increases to \$130.00. After 60 days, compensation will be according to BA Step 0 on the salary schedule.

## SECTION 2.      **SUPPORT STAFF SUBSTITUTES**

### **2.01      Licensure and/or Permit**

All substitute support staff shall have the necessary license and/or permit required by state law to serve in the substitute assignment.

### **2.02      Training and Evaluation**

Suitable programs of training, orienting and evaluating the work of substitute support staff may be provided by other district staff and/or the District as appropriate.

### **2.03      Assignment and Professional Responsibilities**

- A. Substitutes shall be assigned at the discretion of the District.
- B. A copy of the appropriate school policies shall be made available to the substitute upon request.
- C. The responsibilities and duties of substitutes shall be consistent with the regular employee's responsibilities and duties for which they are substituting.
- D. The substitute's length of service will be determined by the District.

### **2.04      Dismissal/Removal from Substitute List**

Substitute employees are casual employees and therefore have no expectation of continued employment. As such substitute employees may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitute employees may also be removed from the substitute call list at the discretion of the district.

### **2.05      Substitute Employee Pay Rates**

Substitutes shall be employed at the hourly rate established by the District. The current hourly rate for a support staff substitute is \$9.00 per hour.



**SCHOOL DISTRICT  
NOTICE OF PRIVACY PRACTICES  
REQUIRED NOTIFICATION**

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THIS NOTICE IS BEING SENT TO YOU AS REQUIRED BY FEDERAL REGULATION.  
IT DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED  
AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

**PLEASE REVIEW IT CAREFULLY.**

**THE DISTRICT'S LEGAL DUTIES**

The District is required by law to safeguard the privacy of your protected health information. The District is also required to give you this Notice about our legal duties and privacy practices relating to protected health information. Protected health information is any individually identifiable health information relating to your past, present or future physical or mental health or condition; the provision of health care services to you; or the payment of past, present, or future health services to you, whether that information is written, electronic, oral, or recorded in another medium. The information may be created or received by entities such as health care providers, health plans, or employers.

The District is required to abide by the terms of this Notice currently in effect. The District reserves the right to change our privacy practices and the terms of this Notice for all protected health information the District maintains even if the information was created or received before issuing the revised Notice. If a material revision is made, the District will distribute a copy of the revised Notice.

This Notice takes effect on July 1, 2013 and remains in effect until the District replaces it. You may request a copy of this Notice at any time or you may view it on the District's website [www.suring.k12.wi.us](http://www.suring.k12.wi.us) For more information about our privacy practices, or for additional copies of this Notice, please contact the District Administrator.

**USES AND DISCLOSURES**

The District may use and disclose your health information for the following purposes:

**Treatment:** The District may use and disclose your protected health information to provide, coordinate, or manage your health care and any related services with a physician or other health care provider. For example, the District may disclose to a treating neurologist the name of your treating general physician so that the neurologist may request medical records from the treating general physician.

**Payment:** The District may use and disclose your protected health information to determine and to fulfill coverage responsibilities and to provide benefits under the District's health plan. The District may also use and disclose your protected health information to obtain or provide reimbursement for benefits provided. For example, a third-party administrator may send you a detailed bill or explanation of benefits form, which may include information that identifies you, your diagnosis, and the procedures that you received.

**Healthcare Operations:** The District may use and disclose your protected health information for certain administrative, financial, legal, and quality improvement activities necessary to run our business and to support the core functions of treatment and payment. For example, such activities could include, but are not limited to, underwriting and other activities relating to the creation, renewal, or replacement of a contract for health benefits. Such activities also include sharing your protected health information with third party “business associates” that perform various activities for us.

**Family and Representatives:** The District must disclose your protected health information to you, as described in the Individual Rights section of this Notice. The District may disclose your health information to a family member, friend or other personal representative formally designated by you or by law to the extent necessary for the proper provision or payment of healthcare.

**Persons Involved in Your Care:** The District may use or disclose protected health information to notify, or assist in the notification of (including identifying or locating) a family member, a personal representative of the individual, or another person responsible for the care of the individual of the individual’s location, general condition, or death. If you are present, you will have the opportunity to object to such use or disclosure of your protected health information. If you are not present, or the opportunity to agree or object cannot be provided due to incapacity or emergency, the District, in the exercise of professional judgment, may determine whether the disclosure is in your best interest. The District may use professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to act on your behalf to receive protected health information.

**Business Associates:** The District may disclose protected health information to business associates that perform services on behalf of the District. To protect the privacy of your health information, the District will contractually require business associates to maintain appropriate safeguards to protect your protected health information.

**Abuse or Neglect:** The District may disclose protected health information about an individual whom we reasonably believe to be a victim of abuse, neglect, or domestic violence to a government authority, including a social service or protective services agency, authorized by law to receive reports of such abuse, neglect, or domestic violence.

**Health Oversight Activities:** With certain exceptions, the District may disclose your protected health information to a health oversight agency for oversight activities authorized by law, including audits; civil, administrative, or criminal investigations; inspections; licensure or disciplinary actions; civil, administrative, or criminal proceedings or actions; or other activities necessary for appropriate oversight of specified programs.

**Public Health Activities and Related Purposes:** The District may disclose your protected health information to public health authorities authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability, including but not limited to, the reporting of disease, injury, vital events such as birth or death, and the conduct of public health surveillance, public health investigations, and public health interventions. In addition, the District may disclose protected health information to a public health authority or other appropriate government authority authorized by law to receive reports of child abuse or neglect. The District may also disclose your protected health information to a person subject to the jurisdiction of the Food and Drug Administration (FDA) with respect to an FDA-regulated product or activity for which that person has certain responsibilities.

**Required by Law:** The District may use or disclose protected health information to the extent that federal, state or local law requires such use or disclosure and the use or disclosure complies with, and is limited to, the relevant requirements of such law.

**Judicial and Administrative Proceedings:** The District may disclose protected health information in the course of any judicial or administrative proceeding: 1) in response to an order of a court or administrative tribunal, or 2) in response to a subpoena, discovery request, or other lawful process.

**Law Enforcement Purposes:** The District may disclose your protected health information to assist law enforcement officials in the performance of their law enforcement duties and as required or permitted by law.

**Workers' Compensation:** The District may disclose protected health information as authorized by and to the extent necessary to comply with laws relating to workers' compensation or other similar programs that provide benefits for work-related injuries or illness without regard to fault.

**Health and Safety:** The District may, consistent with applicable law and standards of ethical conduct, use or disclose protected health information, if we, in good faith, believe the use or disclosure will avert a serious threat to health or safety of a person or the public.

**Plan Sponsor:** The District may disclose your protected health information to district officials as needed to fulfill our administrative responsibilities relating to the district's Health Care Plan.

**National Security:** The District may use and disclose the protected health information of individuals who are Armed Forces personnel for activities deemed necessary by appropriate military command authorities to assure the proper execution of the military mission, if the appropriate military authority has published by notice the appropriate information. The District may also disclose, to authorized federal officials, health information required for lawful intelligence, counterintelligence, and other national security activities. The District may disclose to a correctional institution or law enforcement official having lawful custody of an inmate or other individual protected health information about such inmate or individual upon a showing of necessity.