

Chequamegon School District

2018-2019

Employee Handbook



EDUCATE, INSPIRE, EMPOWER LIFELONG LEARNERS

Our mission is to provide educational opportunities in partnership with our community which inspires our students and prepares them for global success.

Approved by Board of Education: 8.28.18

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1. INTRODUCTORY MATTERS

1.01 MISSION & VISION STATEMENT

Mission Statement

Our mission is to provide educational opportunities in partnership with our community which inspire our students and prepares them for global success.

Vision Statement

EDUCATE, INSPIRE, EMPOWER LIFELONG LEARNERS

1.02 EQUAL OPPORTUNITY EMPLOYMENT

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 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. Any questions or requests concerning this policy should be directed to: Tim Kief, District Compliance Officer, 400 9th St. N, Park Falls, WI 54552, 715-762-2474, tkief@csdk12.net; or Kriste Simonson, Coordinator of District Title IX, Section 504, and ADA programs, 400 9th St. N, Park Falls, WI 54552, 715-762-2474, ksimonson@csdk12.net. (School Board Policy 1662)

1.03 APPLICABILITY

It is intended that the policies and practices outlined in this handbook shall apply to all employees of the Chequamegon School District. This Handbook is not a contract of employment. The provisions set forth in this Handbook supersede all prior personnel policies and procedures, whether written or established by past practice. Because this Employee Handbook is based on Board policies and procedures, federal and state mandated policies and procedures, and present employee fringe benefit programs, which are all subject to change, this manual is also subject to change. In the event any provision in this Employee Handbook conflicts with any applicable individual contract provision, the individual contract shall control. The District reserves the right to revise, add, subtract, correct, delete, or update any part or all of the materials in this Handbook. Any changes made in this Handbook will be brought to the attention of all

employees by one or more of the following: email, web site posting, employee meetings, posting of the change on the employee bulletin board, or corrections in the Employee Handbook itself.

Pursuant to Wis. Stat. § 118.21, the School Board shall contract in writing with teachers. Please note that nothing contained in this document is to be construed by any employee as establishing or modifying such teacher contract. Furthermore, nothing herein shall be construed as a guarantee of continued employment or as a guarantee of any benefits or conditions of employment. In those instances where the language of this handbook may conflict with language of any individual contract, the individual contract shall govern.

1.04 WELCOME TO THE CHEQUAMEGON SCHOOL DISTRICT

We are pleased to have you as an employee of our school district. We are all dedicated to the goals of our mission statement: *“to provide educational opportunities in partnership with our community which inspire our students and prepares them for global success.”*

Each of you is a valued staff member and has an integral part in accomplishing our mission. To help guide our working relationship, this Handbook has been provided as a method of communicating general information, rules and regulations. Its purpose is to familiarize all employees with the personnel policies of the District

We strive to keep lines of communication open with our employees. Communication is a joint responsibility shared by the Chequamegon School District and you. If you have any questions about the information contained in this handbook or about any other aspect of your job, we welcome your questions.

Again, welcome to the Chequamegon School District. Please do not hesitate to contact me with questions or concerns. I may be reached at 762-2474 ext. 2427 or at mweddig@csdk12.net.

Yours truly,

Mark Weddig
District Administrator

1.05 THE ROLE OF MANAGEMENT

POLICY: Certain rights and responsibilities are imposed by state and federal laws and regulations. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the Employer reserves any and all management rights regarding employees' employment status.

General Guidelines: The role of management includes, but is not limited to, the right to:

- A. Manage and direct the employees;
- B. Hire, promote, schedule, transfer and assign employees;
- C. Monitor and evaluate employee performance.
- D. Layoff and recall employees;
- E. Discharge employees or take disciplinary action;
- F. Schedule overtime as required;
- G. Develop job descriptions;
- H. Assign work duties;
- I. Introduce new or improved methods or facilities or change existing methods or facilities;
- J. Contract out for goods and services;
- K. Discontinue certain operations;
- L. Direct all operations of the Chequamegon School District
- M. Take action necessary to comply with state and federal law; and
- N. Take necessary action in emergency situations.

1.06 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 maintain open lines of communication with parents for the benefit of their students. Any phone calls from parents should be returned in a timely manner, generally within 24 hours. Any email from parents should be responded to in a timely manner, generally within 24 hours. 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.

Open communication between the District and the employee is an important part of an effective working relationship. While face-to-face communication is a preferred method of communication, as a practical matter many work-related matters are more effectively and efficiently communicated through written memos or email. As a result the District expects all employees to regularly check their email for work related communications for which they may be held accountable on at least a daily basis. School term employees shall be expected to check email on at least a weekly basis during the summer months.

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.

2. TIME AT WORK & TIME AWAY FROM WORK

2.01 HOURS OF WORK / WORK SCHEDULES / CALENDARS

POLICY: To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective operations.

Professional Workday: Education and teaching is a professional occupation. The professional staff is expected to be with students for their supervision and instruction and to be present at those times needed to carry out their professional responsibilities. The schedule of each building will be developed by the district. Educational and other professional requirements may make it necessary for occasional changes in the normal starting and ending times. Alternate work schedule to better serve the needs of students may be developed between the district and individual staff members.

Generally, professional staff must be present during the student school day and whenever they have assigned duties. Teachers shall be expected to assume responsibility for a reasonable amount of work on curriculum projects, attendance, and participation in faculty and departmental meetings, supervision of students, parents/teacher conferences, open house, and other similar duties. From time to time meetings may occur outside of a professional staff members normal work hours. Teachers should generally be available either before or after school to meet with parents or students. While a professional workday is presumed to be an eight hour workday, it is recognized that teaching often requires work beyond the regularly scheduled hours and that such work shall be performed without additional compensation unless otherwise agreed to in writing.

Preparation Time: The district understands that preparation time for professional staff is integral for successful instruction time throughout the workday. Where staff does not have assigned teaching or other responsibilities, that time should be used by teachers to prepare for classes. Such preparation time may be used to assist students individually or in small groups, meet with colleagues or administrators, prepare lessons, grade papers, meet with parents, or other professionally appropriate tasks. The District shall attempt, but is not required, to provide each teacher with approximately 45 minutes per day (or its weekly equivalent) of preparation time within the student day.

Lunch Period: All exempt and non-exempt full-time staff members shall have a minimum half-hour duty-free, unpaid lunch period unless mutually agreed otherwise.

Lunch periods for hourly staff are unpaid. If, for any reason, nonexempt staff is unable to take their regularly scheduled lunch period, this must be noted on a timesheet and approved by the employee's supervisor.

NON-EXEMPT EMPLOYEES

Fair Labor Standards Act: Under the federal Fair Labor Standards Act (FLSA), employers are required to keep certain records on their non-exempt classified employee compensation practices. These practices include the accurate recording of time on a daily and weekly basis, not working overtime without permission or authorization, and not working without recording the hours worked.

In order to accurately record the time worked on the prescribed Employee Time Record form:

- Employees are expected to check in and out at their scheduled times.
- Check in and out times will be recorded in actual time worked not scheduled time.
- Employees are expected to check out and back in for lunch, unless they do not have a half hour unpaid lunch break.
- If employees work overtime (in excess of 40 hours in one work week), they are to be paid at one and a half (1½) times the regular hourly rate of pay for hours worked in excess of 40 hours.
- Any overtime hours worked will be approved by the employee's supervisor in advance.

Breaks: All 7 or more hour per day non-exempt employees shall typically have two paid 15-minute breaks per day to be scheduled by the employee's supervisor. All less than 7 hour per day non-exempt employees shall typically have one paid 15-minute break per day to be scheduled by the employee's supervisor. Breaks may not be used to shorten or extend the workday and unused break times are forfeited/not compensable.

Building Checks: Building checks shall be scheduled as part of a custodian's regular work duties but on a rotating basis, with a minimum of 60 minutes paid time per building check.

Call Time: Custodians may receive off duty telephone calls related to boiler or other utility concerns. If able, a custodian has an obligation to answer and respond to any such calls received. The custodian answering such a call will receive 60 minutes paid call time in addition to actual hours worked due to such off duty call received and acted upon.

Scheduling Work: The normal work week for all non-exempt full-time, full-year employees shall consist of forty (40) hours. The work week begins on Monday.

The normal work week for all exempt and non-exempt part-time and school-year employees shall be designated by the District.

2.02 PAYROLL & DEDUCTIONS FROM PAYROLL

POLICY: **Standardization of payroll and payroll procedures in accordance with applicable State and Federal guidelines.**

Pay Periods: Paychecks are deposited, by direct deposit, normally every two weeks on Friday.

Data Changes: Please notify your supervisor if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

Deductions: It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the Financial Manager who can assist you in understanding the information that is required in order to investigate the matter.

The Employer is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed and the Employer will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

2.03 LEAVE – VACATION

POLICY: **To provide full year employees with vacation to have adequate personal time off from work on an annual basis.**

Full-year employees shall earn vacation according to the following schedule:

After 1 year of employment, 2 weeks vacation
After 8 years of employment, 3 weeks vacation
After 15 years of employment, 4 weeks vacation
After 30 years of employment, 5 weeks vacation

Vacation eligibility and earnings shall be computed on July 1 of each year. Initial employment beginning after July 1 shall earn pro-rated vacation time for that year.

Vacation requests shall be in writing and shall be approved or rejected by the employee's immediate supervisor. Vacation time that is denied and unable to be taken within the regular vacation year shall be carried over into the next vacation year.

Vacation days shall be prorated based on a part-time employee's regularly scheduled work week.

2.04 LEAVE – SICK

POLICY: To provide employees with paid time to address their own personal health care needs or the health care needs of an immediate family member.

Definition: For purposes of this provision, "immediate family" shall be equal to the definition of immediate family contained in the state and federal Family and Medical Leave Acts.

Accrual: Full-time employees shall accrue sick leave at the rate of one day of sick leave for each month worked, up to twelve (12) days for twelve-month employees and up to ten (10) days for school year employees; part-time employees shall accrue sick leave on a prorated basis. Unused sick leave "carries over" and accumulates to a maximum accumulation of one hundred (100) days. *

FMLA: Under Federal FMLA, employees may be required to use all accrued paid leave time before receiving leave without pay; under State FMLA, employee may substitute accrued paid leave time or choose to take unpaid leave.

*Some employees may have different accumulation maximums as identified in individual contracts or in **Appendix #1**.

Notification: A request for sick leave must be submitted to the appropriate person as soon as reasonably practical. Whenever a substitute is required, requests should be made prior to 6:00am if at all possible.

Verification: The employer may require verification of illness.

Payout: Unused sick time is forfeited upon termination of employment with the following exceptions:

Treatment of Accumulated Sick Leave: No payout except as outlined in BENEFITS-RETIREMENT section on page 14.

Cross Ref. Policy #3430.01, 4430.01

2.05 LEAVE – FAMILY, MEDICAL & MILITARY

POLICY: To grant family, medical and military leaves to qualified employees in accordance with the Wisconsin Family and Medical Leave Law and the federal Family and Medical Leave Act.

Eligible employees may qualify for unpaid leave under Wisconsin's Family and Medical Leave Law (§103.10, Wis. Stats.) and/or the federal Family and Medical Leave Act. When applicable, the leaves shall run concurrently. Employee rights posters for both laws are in the workplace for reference by all employees. Specific employee rights under these laws are outlined in Board policy 3430.01, Family & Medical Leave of Absence (FMLA) and Board policy 4430.01, Family & Medical leave of Absence (FMLA).

2.06 LEAVE – FUNERAL AND EMERGENCY

POLICY: To allow paid leave for purposes of dealing with serious illness or death in the immediate family making funeral arrangements and/or attendance at a funeral or to deal with unexpected emergencies.

2.06.1 Funeral Leave

1. Employees will be given necessary time off up to four (4) days for death of employee's spouse, domestic partner or children. Employees will be given necessary time off up to three (3) days for death in the immediate family. Immediate family is defined as grandparents, parents, siblings, spouse or domestic partner of sibling or grandchildren of the employee, spouse or domestic partner.
2. Employees will be given necessary time off, up to two (2) days to make arrangements and attend the funeral of an aunt, uncle, nephew, niece, cousin or other persons who are members of the employee's household. These definitions shall include those persons who are similarly related to the employee's spouse or domestic partner.
3. Employees may be granted the necessary time off, up to one (1) day, to attend a funeral not covered by the two above clauses. Such day will be deducted from sick leave.
4. The family relationships used in connection with funeral leave include those of legal adoption and the step relationship; specifically, step-child, step-parent, step-mother-in-law, step-father-in-law, step-brother-in-law, step-sister-in-law, step-brother, step-sister, step-grandparent, step-aunt, step-uncle, step-nephew or step-niece. These definitions shall include those persons who are similarly related to the employee's spouse or domestic partner.

2.06.2 Emergency Leave

1. In cases of serious emergency in an employee's immediate family, the employee will be granted up to one (1) day per occurrence as is necessary to handle the emergency situation to a maximum of three (3) days per year.
2. The employee's immediate supervisor must be informed as soon as possible about the necessity for emergency leave.
3. An emergency shall be defined as a medical or other unanticipated and unplanned for event that requires an immediate response. Example of such emergencies, without limitation, could include an accident or medical event requiring ambulance transport to a hospital or a house fire. Determination of whether the absence qualifies for Emergency Leave will be made by administration consistent with guidelines described herein. In all cases the employee is expected to make whatever arrangements are necessary to enable him/her to return to work as soon as possible.

Additional Funeral Leave or Emergency Leave may be granted at the discretion of the District Administrator but will be deducted from sick leave.

2.07 LEAVE – JURY DUTY

POLICY: Employees who receive a summons to serve on jury duty will be granted jury duty leave.

Necessary paid leave time shall be granted for persons called to jury duty, provided any fees received, minus expense receipts, are turned over to the District. If an employee is dismissed from jury duty on any given day prior to the end of his/her regularly scheduled working hours, he/she shall report to work for the balance of the working day.

2.08 LEAVE – PERSONAL

POLICY: To provide employees with paid leave time, that can be taken in small time increments, in order to conduct personal business which can only or best be conducted during regular school hours.

Eligibility: Employees shall be allowed two (2) days of personal leave per school year and shall be allowed to accumulate a maximum of four (4) personal leave days.

Personal leave may not be used during the first week or the last week of school nor two (2) days immediately before or after a holiday, including, without limitation, Thanksgiving Break, Christmas Break, or Spring Break, without approval of the District Administrator. The employee will be required to provide 48-hour advance written notice prior to use of a personal day. Unless prior approval is obtained from the District Administrator, up to four (4) employees from the District will generally be granted personal leave on the same day provided there are adequate

substitutes available and it does not negatively impact district operations. Part time employees shall accrue personal leave on a prorated basis.

Approval: All requests for use of personal leave require advance approval from the employee's supervisor.

2.09 LEAVE – EMERGENCY CONDITIONS

POLICY: To promptly notify employees of any emergency conditions that may require the closing of a work site, the reassignment of staff to alternative work sites or other emergency measures.

Inclement Weather: School Closure Days. The first three (3) school closure days will not be made up annually by students, if the required number of instructional minutes is met, but employees will be paid. Thereafter, all school closure days will be made up. Non-exempt employees called in to work on a school closure day will receive pay at time and a half.

Other Emergency Conditions: In conjunction with local health and/or public safety authorities, the District Administrator may decide to close a work site or take other emergency measures in order to safeguard the health and welfare of employees and the public and/or because a situation exists affecting the ability of employees to perform their job. Examples of emergency conditions might include power outages, a natural disaster, or a quarantine imposed by health officials. Under such circumstances, District Administrator may authorize paid leave status for employees.

2.10 LEAVE – CIVIC

Employees performing public service duties as an elected public official may receive up to two (2) leave days annually if the school is reimbursed for the substitute by a local government agency. This will require 48 hours advance written notice and the approval of the District Administrator. These days will not be considered personal leave.

2.11 LEAVE – UNPAID

In the event an employee has exhausted all available leave options, said employee may request unpaid leave. Unpaid leave requests must be in writing and will be granted only at the discretion of the Superintendent and the availability of a suitable substitute. All unpaid leave will require the employee to reimburse the District the prorated portion of all benefits accrued by the employee during the unpaid leave portion of the employees contracted days of employment. The District office will calculate the cost of maintaining benefits pertaining to the unpaid leave request in advance of the request if submitted two days prior to the start of the leave. The Chequamegon School District payroll clerk will schedule the payroll deduction of the prorated portion to be executed on the first payroll after the utilization of the unpaid leave days. The employee may request to have the balance of the payroll

reduction amount spread out over remaining pay periods, however, the payroll reduction must be accounted for within the fiscal year the unpaid leave was taken. Employee taking unpaid leave that is not FMLA is responsible for paying for their substitute.

3. INSURANCE AND RETIREMENT BENEFITS

3.01 BENEFITS – HEALTH INSURANCE & COBRA

POLICY: To provide health insurance to those employees who qualify for coverage.

Coverage: Levels of benefits provided, insurance carriers, and employee participation is determined by the Chequamegon School Board and applicable state and federal regulations.

Health Insurance – Exempt Employees: For each eligible full-time employee the District shall pay ninety percent (90%) of either the single or family plan of the health insurance. Part-time employees hired on or after September 1, 1998, who are scheduled to work at least 30 hours per week (75%), shall be eligible for health insurance coverage and the District's contribution toward health insurance shall be prorated based on the teacher's percentage of contract. The District's contribution for such part-time employees shall not, however, exceed 90%. Employees hired before September 1, 1998, shall be eligible for this benefit if employed at least 50% (20 hours/week) time. The current policy/plan design shall be communicated to employees. The

District, at its sole discretion, reserves the right to select the health insurance carrier and insurance plan design including, but not limited to, deductibles, co-pays, and co-insurance.

Health Insurance – Non-Exempt Employees: The District agrees to contribute 90% of the single or family health insurance premiums for all full-time/full-year employees, 85% for all full-time/11-month employees, 80% for all full-time/10-month employees, and 75% for all full-time/9-month employees. For all other employees hired on or after September 1, 1998 working thirty (30) hours or more per week, the District's contribution shall be pro-rated based on the number of regularly scheduled hours per year to 1800 hours (but the District's contribution will not exceed 90%). Employees hired before September 1, 1998 shall be eligible for this benefit if working 20 hours or more per week. Full-time employment is defined as 35 hours per week for purposes of computing this benefit.

This section shall not apply to school bus drivers who have available benefits outlined in their individual contracts.

Insurance Continuation: 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.

If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of August 31. Coverage for limited term employees will terminate at the end of the month in which the term of their contract expires.

Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”) and subsequent amendments to the Act, employees covered under an employer’s group health care plan are eligible for continuation of health care coverage under the group plan upon the employee’s termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee’s spouse and covered dependents to elect continuation coverage upon the employee’s death, divorce, or legal separation, an employee’s entitlement to Medicare, a dependent’s loss of dependent status under family coverage, or the employer’s filing of a bankruptcy proceeding.

All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant’s expense.

For additional details regarding coverage and premium contributions, contact District Finance Manager at ext. 2425.

3.02 BENEFITS – DENTAL INSURANCE

POLICY: To provide dental insurance to those employees who qualify for coverage.

Dental Insurance – Exempt Employees: The District agrees to provide dental insurance to eligible employees. The District shall select the carrier and/or self-fund its dental insurance plan. The District’s contribution toward single or family dental insurance coverage shall be 90% of the premium for full-time employees. Part-time employees hired on or after September 1, 1998, who are scheduled to work at least 30 hours per week (75% time), shall be eligible for dental insurance coverage and the District’s contribution toward dental insurance shall be pro-rated based on the teacher’s percentage of contract (times 90% of the premium). Employees hired before September 1, 1998 shall be eligible for this benefit if employed at least 50% (20 hours/week) time. The policy/plan design shall be communicated to employees.

Dental Insurance – Non-Exempt Employees: The District agrees to contribute 90% of the single or family dental insurance premiums for all eligible full-time/full-year employees, 85% for all full-time/11-month employees, 80% for all full-time/10-month employees, and 75% for all full-time/9-month employees. For all other employees hired on or after July 1, 1998 working thirty (30) hours or more per week, the District’s contribution shall be pro-rated based on the number of regularly scheduled hours per year to 1800 hours (but the District’s contribution will not exceed 90%). Employees hired before September 1, 1998 shall be eligible for this benefit if working 20 hours or more per week. Full-time employment is defined as 35 hours per week for purposes of computing this benefit.

This section shall not apply to school bus drivers who have available benefits outlined in their individual contracts.

Insurance Continuation: 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.

If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of August 31. Coverage for limited term employees will terminate at the end of the month in which the term of their contract expires.

Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”) and subsequent amendments to the Act, employees covered under an employer’s group health care plan are eligible for continuation of health care coverage under the group plan upon the employee’s termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee’s spouse and covered dependents to elect continuation coverage upon the employee’s death, divorce, or legal separation, an employee’s entitlement to Medicare, a dependent’s loss of dependent status under family coverage, or the employer’s filing of a bankruptcy proceeding.

All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant’s expense.

For additional details regarding coverage and premium contributions, contact District Finance Manager at ext. 2425.

3.03 BENEFITS – LONG TERM DISABILITY INSURANCE

POLICY: To provide long term disability (“LTD”) insurance to those employees who qualify for coverage.

LTD Insurance – Exempt Employees: The District shall provide, without cost to each eligible employee, long-term disability income benefit insurance, which insurance carrier shall be selected by the District and which such coverage shall be the 60-day plan, shall provide at least 90 percent salary to the employee, to a maximum benefit as defined by the carrier. When an employee becomes eligible for such long-term disability payments, the District’s obligation to pay the employee for sick leave shall terminate during the period the employee receives such long-term disability insurance payments.

LTD Insurance – Non-Exempt Employees: The District shall provide, without cost to each eligible employee, long-term disability income benefit insurance, which insurance carrier shall be selected by the District and which such coverage shall be the 60-day plan, shall provide at least 90 percent salary to the employee, to a maximum benefit as defined by the carrier. When an employee becomes eligible for such long-term disability payments, the District’s obligation to pay the employee for sick leave shall terminate during the period the employee receives such long-term disability insurance payments.

For additional details regarding coverage and premium contributions, contact District Finance Manager at ext. 2425.

3.04 BENEFITS – LIFE INSURANCE

POLICY: To provide life insurance to those employees who qualify for coverage.

Life Insurance – Exempt and Non-Exempt Employees: The District will provide paid life insurance to eligible employees. The benefit shall be one (1) times the employee’s prior year Wisconsin Retirement System (WRS) earnings rounded to the next \$1,000.00. First year employee’s benefit is based on estimate of earnings. Each eligible employee will have the option to purchase additional insurance for himself/herself and/or spouse and dependent insurance under this plan at his/her own expense.

3.05 BENEFITS – FLEX 125 PLAN

Flex 125 Plan – Exempt and Non-Exempt Employees: The District shall make available, for interested employees, a cafeteria (Flex 125) plan within the meaning of Section 12 of the Internal Revenue Code.

3.06 BENEFITS – 403(b) PLAN

403(b) Plan – Exempt and Non-Exempt Employees: The District shall make available, for interested employees, a 403(b) plan. Provisions of the 403(b) plan are available from the District Finance Manager.

For additional details regarding coverage and premium contributions, contact District Finance Manager at ext. 2425.

3.07 BENEFITS – RETIREMENT

Retirement – Exempt and Non-Exempt Employees: The District shall pay fifty percent (50%) of the actuarially required contribution to the Wisconsin Retirement System for employees eligible for WRS coverage in accordance with state law.

Exempt Employees: For eligible exempt employees retiring, defined as receiving WRS benefits, the District shall apply all accumulated and banked sick leave days at the rate of \$50 per day towards the health insurance premiums. The health insurance premiums will be paid by the District until the preceding amount is depleted or death of the retiree, whichever occurs first.

To be eligible for any District retirement benefits teachers who plan to retire shall provide written notification to the District Administrator on or before March 15.

Non-Exempt Employees: For eligible non-exempt employees retiring, defined as receiving WRS benefits, the District shall apply all accumulated and banked sick leave days at the rate of \$30 per day towards the health insurance premiums. The health insurance premiums will be paid by the District until the preceding amount is depleted or death of the retiree, whichever occurs first.

Employees retiring, defined as receiving WRS benefits, are allowed to stay in the District's group insurance plans until Medicare eligibility, at their own expense, if allowed by the carrier.

Should the retiree not send his/her share of the premium to the District on a timely basis, the retiree shall lose eligibility to participate in the District's group plan.

Additional retirement benefits may be available to certain employees. See **Appendix #5**.

4. COMPENSATION

4.01 TOTAL BASE WAGES & OTHER FORMS OF COMPENSATION

POLICY: To review and provide total base wages in accordance with State law which authorizes collective bargaining for total base wages *only*; **and** to allow for consideration of other forms of compensation *outside of collective bargaining*.

Procedure: Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer.

4.02 EXEMPT EMPLOYEES

1. Teacher compensation will be addressed on the individual teacher contract and described in **Appendix #2** to this handbook.
2. Curriculum work performed at the request of the Administration shall be paid twenty-five dollars (\$25) per hour, plus social security and WRS benefits.
3. All teachers shall be expected to participate in advising and supervising activities without extra compensation except those otherwise specified herein.
4. Reimbursement. Teachers shall be reimbursed for reasonable expenses incurred for attending any conferences, seminars, or meetings when such attendance is required by the Board and/or Administrator.
5. Summer school work performed at the request of the Administration shall be paid twenty-five dollars (\$25) per hour, plus social security and WRS benefits.

6. Teachers on the staff shall typically be given first preference for summer school teaching if they are certified and experienced to teach in the area offered.
7. Substitute Teaching. If a teacher must substitute for another teacher, the teacher will receive one-eighth (1/8) of sub-teacher pay for each period of substitution if the teacher performs such substitution during his/her preparation period.
8. Upon prior written approval by the District Administrator, a teacher who develops a distance learning class shall be given curriculum pay for summer preparation work at \$25 per hour. Upon prior written approval by the District Administrator, a teacher who is directed to teach a Distance Learning class that is new to the teacher shall be given curriculum pay for needed preparation (as determined by the administration) during the first year of the class.
9. Placement of new employees on the salary schedule shall be at the discretion of the administration.
10. New teachers may be required to attend up to four (4) additional inservice orientations prior to the start of the school year during the first year of employment with the district. Such days shall be without additional compensation.
11. Teachers who are selected by the district to serve as mentors to new teachers shall be paid \$500 per school year (prorated for partial years). Teachers who are selected to serve as mentors shall have the choice of being paid in one lump sum at the end of the year or being paid in two installments, one at the end of each semester.
12. In situations where the district has been unable to fill a teaching position with a certified teacher after a reasonable attempt to do so, it may fill the position with a teacher under an emergency license. If the teacher placed in that role completes the requirements for permanent licensure in the subject area in which they have been teaching under the emergency license, the district will give that employee a \$1,000 raise in supplemental pay that will thereafter be part of that individual's base wage. This is subject to the following conditions:
 - A. The District Administrator recommends the individual for employment under these conditions.
 - B. The School Board approves the hiring of the teacher under these conditions.
 - C. The teacher successfully completes all requirements for a permanent teaching license in the specific subject area taught.Only after the above requirements have been met will the \$1,000 raise be granted.
13. Attendance at summer conferences/workshops at the request or approval of the District Administrator shall be subject to a \$100 per diem in addition to approved expense reimbursement.

4.03 NON-EXEMPT EMPLOYEES

1. Employees shall be paid the applicable hourly rate contained in **Appendix #3**.
2. Differential Pay. Employees serving as a designated back up for an absent lead or supervisory employee in a higher pay classification shall receive \$.50 per hour differential pay in addition to their regular hourly rate of pay for the duration of the time in which the employee serves as designated back up for such absent lead or supervisory employee. The designated backup shall be named by the lead or supervisory employee with the approval of the District Administrator. This differential pay provision shall apply to absences by the lead or supervisory employee of 1 full day or more.
3. Custodians shall have four (4) shirts per year provided at the employer's expense, if the employee obtains prior District approval for the expense. If steel toed shoes or prescription safety glasses are required for the position and the employee obtains prior District approval for the expense, then the District shall reimburse such employees for the cost of such shoes or prescription safety glasses up to a maximum of \$125 per year. Food Service employees shall have aprons provided at the employer's expense if the employee obtains prior District approval for the expense.

4.04 ALL EMPLOYEES

1. District approved in-district mileage will be reimbursed at the IRS rate. Mileage commuting to and from work shall not be subject to reimbursement. Employees who have been approved to travel on behalf of the District are expected to use a District vehicle if one is available, unless otherwise authorized. Employees who choose not to use a District vehicle will be reimbursed \$.15/mile. District approved mileage will be reimbursed at the IRS rate.
2. Meal expenses for approved overnight travel will be reimbursed upon presentation of original receipts in accordance with a per diem meal allowance of \$29.00. The amount of reimbursement shall not exceed the daily per diem amount for any given day. You may include breakfast on the day(s) of travel if your schedule requires you to commence travel prior to 6:00 am. You may include lunch on the day(s) of travel if your schedule requires that you be away from home, or normal workplace, during the hours of 11:00 am through 1:30 pm. You may include dinner on the day(s) of travel if your schedule results in you returning home after 7:00 pm. The per diem meal allowance does not cover any alcoholic beverages. Due to IRS definitions of meal reimbursement as taxable income rather than expense reimbursement in situations where the travel does not result in an overnight stay, the District will not reimburse meal costs in situations where the travel does not result in an overnight stay associated with the conference/workshop.
3. The District shall pay for health examinations required by the District.
4. Extra-curricular and Extra Duty Pay rates are outlined in **Appendix #4** and employees serving in those roles shall be paid at the specified rate of pay.

4.05 OVERTIME

POLICY: To provide a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act.

Exempt / Non-Exempt Employees: Each position is designated as either “Non-exempt” or “Exempt” from overtime in terms of the federal Fair Labor Standards Act and state wage and hour laws. Employees in “non-exempt” jobs are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week. Employees in “exempt” positions are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay. Employees should contact their supervisor if they are unsure of their position’s designation.

Accrual: Any paid leave time shall not be counted as hours worked for overtime purposes.

Approval: All overtime must be approved in advance by management.

4.06 HOLIDAYS

POLICY: To identify employee holidays and to establish a consistent procedure for scheduling and payment.

Holidays: Full year non-exempt Employees will be paid for the following holidays:

New Year’s Day	Thanksgiving
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

School year non-exempt employees will be paid for the following holidays:

Memorial Day	Thanksgiving
Labor Day	Christmas Day
	Christmas Eve

Any holiday pay exempt employees are entitled to will be addressed in their individual contract.

Observance: When a holiday falls on a Saturday or Sunday, the holiday will be rescheduled on the Friday immediately preceding, the Monday immediately succeeding, or as determined by the employer.

Eligibility: All full-time employees and part-time employees are eligible to receive compensation for holidays; temporary or limited-term employees are not eligible. In order to receive holiday pay, employees must work the day before and the day after each holiday to be eligible for holiday pay with the exception of normal days off or excused absences. No employee shall be compensated more than once for each holiday.

Work on Holiday: Employees required to work on a holiday shall receive time and one-half for all hours worked in addition to the holiday pay.

Holiday Pay Rate: Holidays shall be prorated based on a part-time employee's regularly scheduled work week.

5. WORKPLACE POLICIES

5.01 PERFORMANCE REVIEWS

POLICY: To provide for periodic review of work performance for the purpose of recognizing the positive contributions of employees, continuously improving performance of employees and providing a framework to help the employee effectively educate our students.

Procedure: Employee work performance review will occur during the first year of employment, normally occur during the second and third year of employment, and at least every third year thereafter. If an employee believes that a performance review is needed and/or past due, the employee should discuss the matter with their immediate supervisor or the district administrator.

5.02 DISCIPLINE

POLICY: Disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance. Disciplinary action will typically be taken after an investigation and after giving the employee an opportunity to respond to any and all allegations.

Level of Discipline: The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee discipline or corrective action may be imposed which include, but are not limited to, the following: verbal warning, written warning, suspension or termination. Employee discipline for purposes of access to the grievance procedure is defined to include only termination, disciplinary suspensions, and disciplinary demotions. None of these disciplinary measures are required to be used before termination from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The Employer may repeat disciplinary action.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the employer. The following is a list of examples of behavior which would normally justify disciplinary action.

- Fraud in securing employment
- Incompetency
- Inefficiency
- Unauthorized absences
- Repeated absence or tardiness or improper use of leave
- Neglect of duty
- Insubordination or willful misconduct
- Dishonesty
- Assuming duties while under the influence of controlled substances or intoxicants; or possession of use of intoxicants or controlled substances during working hours
- Conviction of a felony or misdemeanor, the circumstances of which are substantially related to the duties performed
- Negligence or willful damage to property
- Discourteous treatment of the public or fellow employees
- Failure to obtain and maintain a current license or certification as required by law or employer
- Failure to maintain effective working relationships with other employees or the public
- Sexual or other unlawful harassment
- Workplace violence
- Violation of any lawful order, directive, policy, or work rule

The offenses listed above are not intended to be all-inclusive, and discipline, including termination, may occur for any other reason depending upon the seriousness of the offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior disciplinary actions.

Documentation: All discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file.

5.03 TERMINATION AND RESIGNATION

Termination: Employment may be terminated upon a majority vote of the full membership of the Board of Education. In such cases, the Board shall abide by its applicable policies and such terms as may be set forth in an individual contract.

Resignation: A professional staff member may resign in accordance with the terms of his/her individual contract.

An administrator may resign by filing a written resignation with the District Administrator.

A support staff member may resign by filing a written resignation with the District Administrator.

The District Administrator may act for the Board in the acceptance of a resignation.

Employees who terminate their employment with at least ten (10) working days written notice or who are terminated by the Employer shall receive pay for all accrued earned vacation, if applicable. 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 teacher who breaks their contract shall be required to pay liquidated damages as follows:

After July 1 - \$300
After August 1 - \$500

In its sole discretion, the Board may waive such payments or refuse to accept a resignation. The Board is not precluded from seeking and recovering the actual amount of damages resulting from a breach of individual contract.

Cross Ref: Policy # 3140, 4140; Sec. 118.22, Wis. Stats.

5.04 GRIEVANCE PROCEDURE

POLICY: To provide a timely and orderly review of decisions concerning: a) employee terminations; b) employee discipline; and c) workplace safety.

Purpose and Applicability: This procedure provides an employee with the individual opportunity to address concerns regarding discipline, termination, or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer, and to appeal to the Board of Education, where appropriate. The District expects employees and management to exercise reasonable efforts to resolve any questions, problems, or misunderstandings prior to utilizing the grievance procedure.

If an employee is subject to a contractual grievance procedure, the contractual grievance procedure must be followed as applicable. This procedure does not replace or supersede any

statutory provision which may be applicable to an employee's employment with the District. Any grievance, or part of a grievance, that is subject to the jurisdiction of a different governmental body or Wisconsin statute, or subject to a different dispute resolution process, is excluded from this grievance procedure. This grievance procedure does not create a legally binding contract or a contract of employment.

It is expected that all professional and non-professional staff, students, and parents follow the proper procedure in handling problems, complaints, and appeals. No appeal will be denied or altered based on race, color, national origin, sex, or disability. The following outlines the grievance procedure:

Definitions:

A. Definition of *Employee*:

1. For purposes of discipline and termination under this grievance procedure, an employee shall be defined to include regular full-time, part-time, and limited term employees. All other individuals employed by the District, such as casual employees, temporary employees, and short-term substitutes, as well as independent contractors, are specifically excluded from the definition of employee and, therefore, this grievance procedure is not available to them.
2. For purposes of workplace safety under this grievance procedure, an employee shall be defined to include regular full-time, part-time, limited term, casual, and temporary employees. All other individuals employed by the District are specifically excluded from the definition of employee and, therefore, this grievance procedure is not available to them.

B. Definition of *Discipline*:

For purposes of this procedure, discipline means an employment action that results in a disciplinary suspension or disciplinary demotion. "Discipline" for purposes of access to this grievance procedure does not include any written or verbal notices, warnings, reprimands, or reminders; verbal disciplines will be documented, but is not subject to the grievance procedure. The purpose of written and verbal notices, warnings, reprimands, or reminders is to alert the employee that failure to correct the behavior may result in disciplinary suspension, without pay, disciplinary termination, or disciplinary demotion.

C. Definition of *Termination*:

For purposes of this procedure, termination means a separation from employment by the employer for disciplinary or quality of performance reasons. "Termination" does not include layoff, reduction in workday, non-renewal, furlough, reduction in workforce, job transfer or reassignment, or the end or completion of temporary employment, which are not subject to the grievance procedure.

D. Definition of *Workplace Safety*:

For purposes of this procedure, workplace safety includes any conditions of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. "Workplace Safety" does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to hours, overtime, assignments and work schedules.

General Provisions:

- A. Role and Appointment of Impartial Hearing Officer: For purposes of this procedure, the role of the Impartial Hearing Officer will be to define the issues, identifying areas of agreement between the parties and identifying the issues in dispute, and to hear the parties' respective arguments and render a written decision. The Impartial Hearing Officer shall be appointed by District Administrator based upon the nature of the matter in dispute.

Hearing Officer shall be appointed by District Administrator based upon the nature of the matter in dispute.

- B. Time Limits: Failure to submit or process a grievance by the employee within the time limits specified below, or agreed upon extensions, shall constitute waiver of the grievance and it will be considered resolved on the basis of the District's last answer. Failure of a District representative to meet the time limits specified below shall cause the grievance to move automatically to the next step in the procedure within seven (7) days of such failure. A grievance or decision or appeal is considered timely if received by the employer during normal business hours or if postmarked by 12:00 midnight on the due date. The time limits contained in this procedure are to be strictly observed and can only be extended upon the express written consent of the parties.

- C. Days: The term “days” as used in this provision means calendar days, excluding holidays as defined in the Handbook. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday, or holiday as defined in the Handbook, the time limit is the next day which is not a Saturday, Sunday, or holiday.
- D. Scheduling: Grievance meetings and hearings will typically be held during the employee's Off-duty hours. Time spent in grievance meetings and hearing shall not be considered as compensable work time.
- E. Representation: The employee shall have the right to representation during the grievance procedure at the employee's expense.

Procedure for Grievances Concerning Employee Terminations and Employee Discipline:

The employer and employee may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

- Step 1:** An earnest effort shall be made to settle the matter informally between the aggrieved employee and the employee's immediate supervisor. If the grievance is not resolved informally, then it shall be reduced to writing by the employee who shall submit it to the employee's immediate supervisor within fourteen (14) days after the facts upon which the grievance is based first became known, or should have become known, to the employee.

The written grievance shall give a detailed statement concerning the subject of the grievance, the facts upon which the grievance is based, and indicate the specific relief being sought.

The supervisor will reply in writing to the employee within fourteen (14) days after receipt of the written grievance.

- Step 2:** If the grievance is not settled in Step 1, and the employee wishes to appeal the decision of the supervisor, the employer shall submit the written grievance to the District Administrator or designee within seven (7) days after receipt of the supervisor's written answer to request a hearing before an Impartial Hearing Officer. The Impartial Hearing Officer will be appointed by the District Administrator or designee.

If timely requested, the hearing will normally be scheduled within

thirty (30) days of receipt of the request for hearing. The Impartial Hearing Officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The Impartial Hearing Officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. At the conclusion of the hearing, the Impartial Hearing Officer shall render a written decision indicating the reasons for one of four decisions: 1) Sustaining the discipline/termination, 2) Modifying the discipline/termination, 3) Denying the discipline/determination, or 4) Recommending additional investigation prior to final determination. The Impartial Hearing Officer shall issue the written decision to the employee and employer within thirty (30) calendar days from the date of the hearing or submittal of post-hearing briefs. In cases where the Impartial Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing shall be scheduled. The Impartial Hearing Officer may apply relaxed standards for the admission of evidence and may request oral or written arguments and replies.

Step 3: The employer or employee may appeal the decision of the Impartial Hearing Officer to the Board in writing within seven (7) days of receipt of the written decision of the Impartial Hearing Officer. The decision of the governing body shall be final and binding upon the parties.

Level of Review: The role of the Board of Education, in reviewing the decision of the Impartial Hearing Officer, is to solely address the following questions:

1. Did the Impartial Hearing Officer follow a fair and impartial process?
2. Is there evidence of corruption, fraud, or misconduct by the Impartial Hearing Officer?
3. Did the Impartial Hearing Officer make an error of law which makes his/her decision invalid?
4. Did the Impartial Hearing Officer make an error of fact which makes his/her decision invalid?

After answering the above questions, the Board of Education will decide to uphold, modify, or reverse the decision of the Impartial

Hearing Officer. The Board will issue its written decision within sixty (60) days from receipt of the appeal.

Procedure for Grievances Concerning Employee Workplace Safety:

The employer and employee may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

Step 1: Any employee who personally identifies, or is given information about, a workplace safety issue or incident must notify his/her immediate supervisor of the issue or incident as soon as reasonably practicable. All workplace safety issues and incidents, no matter how insignificant the situation may appear to be, must be reported by an employee to their immediate supervisor within twenty-four (24) hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

A written report of the incident or issue, outlining the events that transpired and proposed resolution, if any, shall be submitted to the immediate supervisor for review and consideration within seven (7) days of the incident or issue.

Step 2: After receipt of the written report, the immediate supervisor or designee will conduct additional investigation, as required, and normally issue a final report on its findings and conclusions within thirty (30) days of receipt of the written report. Copies of the report will be given to the persons who signed the written report as well as to the District Administrator or designee.

Step 3: The employee may appeal the findings and conclusions of the immediate supervisor and request the appointment of an Impartial Hearing Officer within seven (7) days after receipt of the immediate supervisor's report. The Impartial Hearing Officer will be appointed by the District Administrator or designee.

If timely requested, the hearing will normally be scheduled within thirty (30) days of receipt of the request for hearing. The Impartial Hearing Officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The Impartial Hearing Officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. At the conclusion of the hearing, the Impartial Hearing Officer shall render a written

decision indicating one of three outcomes: 1) Sustaining the conclusions of the immediate supervisor, 2) Denying the conclusions of the immediate supervisor and ordering additional or alternative remedial measures, or 3) Recommending additional investigation prior to final determination. The Impartial Hearing Officer shall issue the written decision to the employee and employer within thirty (30) calendar days from the date of the hearing or submittal of post-hearing briefs. In cases where the Impartial Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing shall be scheduled. The Impartial Hearing Officer may apply relaxed standards for the admission of evidence and may request oral or written arguments and replies.

Step 4: The employer or employee may appeal the decision of the Impartial Hearing Officer to the Board in writing within seven (7) days of receipt of the written decision of the Impartial Hearing Officer. The decision of the governing body shall be final and binding upon the parties.

Level of Review: The role of the Board of Education, in reviewing the decision of the Impartial Hearing Officer, is to address the following questions:

1. Did the Impartial Hearing Officer follow a fair and impartial process?
2. Is there evidence of corruption, fraud, or misconduct by the Impartial Hearing Officer?
3. Did the Impartial Hearing Officer make an error of law which makes his/her decision invalid?
4. Did the Impartial Hearing Officer make an error of fact which makes his/her decision invalid?

After answering the above question, the Board of Education will decide to uphold, modify, or reverse the decision of the Impartial Hearing Officer. The Board will issue its written decision within sixty (60) days from receipt of appeal.

Cross Ref: Policy 3340, 4340

5.05 JOB VACANCIES & POSTING

POLICY: To provide notification of job openings.

Procedure: When the Employer determines that a vacancy or new position shall be filled, the Employer shall typically post a notice of such vacancy or new position for a minimum of five (5) working days if reasonable and appropriate to do so. The posting shall include the date the position is to be filled, title of position, and requirements. The Employer retains the right to determine whether and when to recruit outside applicants.

Interview and Selection: A current employee who applies for a vacant position may be granted an interview for the position. Consideration will be given to an employee's experience, abilities, aptitudes, and length of service. The District retains the right to select the most qualified applicant for any position. The term applicant refers to both internal candidates and external candidates for the position.

Trial Period: A non-exempt District employee who is selected for a vacancy will serve a trial period in the new position. The trial period will be for fourteen (14) calendar days. Prior to the expiration of the trial period, either the employee or employer may declare the trial period unsatisfactory and the employee shall return to his/her former position. The decision to return the employee to his/her former position is not disciplinary in nature and is not subject to the grievance procedure.

5.06 LAYOFF

POLICY: The Employer retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work, regardless of their previous length of employment.

Procedure: The layoff of teachers will be accomplished through the statutory teacher contract non-renewal process. Employees not subject to statutory contracts who are affected by layoff shall be given at least a fourteen (14) calendar day written notice prior to their last date of employment. The needs of the Employer shall be the prime consideration used in the Employer's determination of which employees shall be laid off. Administration will assess performance and recommend to the Board those individuals for layoff according to performance criteria, examples of which include, without limitation or prioritization:

- Qualifications
- Ability
- Related experience
- Employment performance as currently and previously evaluated by the appropriate supervisor
- Certification with respect to remaining teaching assignments to be filled
- Academic achievements
- Co-curricular assignments or activities held

The rehiring of employees that have been laid off shall be determined by the Employer based on its need for the most qualified person to perform the available work. Those on layoff may apply for any vacancies and will be considered for vacancies for which they are qualified.
Cross Ref.: Sec. 118.22, Wis. Stats.

5.07 PERSONNEL FILES

POLICY: Reasonable access to personnel records will be authorized in accordance with public records laws and regulations. Any/all personal medical information will be secured separately from the personnel record, in order to protect confidentiality.

Procedure: Employees, and other authorized viewers of records, shall have the authority to review and copy, but not remove or alter, personnel records. If an employee disagrees with any information in his/her personnel file, the employee may submit a written statement explaining his/her position which shall be included in the file.

5.08 FINANCIAL CONTROLS AND OVERSIGHT

POLICY: The employee shall adhere to all internal controls that deter and monitor fraud or financial impropriety in the District.

Procedure: Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the District Administrator and/or his/her designee, the Board President, or local law enforcement. Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. 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 fraud or financial impropriety.

5.09 FRAUD AND FINANCIAL IMPROPRIETY

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

Procedure: The District Administrator shall be responsible for investigations of allegations or suspicion that fraud has taken place and may seek help of legal counsel if necessary or prudent. If an employee is found to have committed fraud or financial impropriety, the District Administrator and/or his/her designee shall take or recommend appropriate disciplinary action, up to and including termination of employment. When circumstances warrant, the Board, District Administrator, and/or his/her designee may refer matters to appropriate law enforcement or

regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds

6. TECHNOLOGY AND COMMUNICATION

6.01 ELECTRONIC MEDIA & SOCIAL MEDIA POLICY

POLICY: It is the policy of the employer that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure. All electronic media must be protected from misuse, unauthorized manipulation, and destruction. It is further the policy of the employer that employees may not use social media technology to engage in or post communications or material that would violate any Handbook policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status.

General Guidelines – Electronic Media:

1. All employer-provided electronic media systems are the employer's property. Additionally, all messages and files composed, sent, or received on these systems are and remain the property of the employer. They are not the private property of any employee.
2. The use of our electronic media systems is reserved solely for the conduct of business, during work hours. However, if employees wish to use these systems during breaks, lunch periods, or before and after regular working hours, they may do so but employees are specifically prohibited from using these services for any illegal, illicit, immoral or offensive purposes.
3. The electronic media systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations.
4. The electronic media systems are not to be used to create any offensive or disruptive messages or documents.
5. The electronic media systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.
6. The employer reserves and intends to exercise the right to review, audit, intercept, access and disclose all internet activity and any messages or documents created, received or sent over the employer's electronic media systems for any purpose.

7. The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to management or they are invalid and cannot be used.
8. Employees may not modify, delete, or destroy any Employer document created by any electronic media unless specifically authorized to do so.

General Guidelines – Social Media:

1. **Only on Your Own Time.** Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time.
2. **Post as Yourself.** Make clear that you are expressing your personal views alone, not those of your employer.
3. **Be Respectful and Professional.** Do not post communications or material that is disparaging, obscene, profane, vulgar, bullying, threatening, or inappropriately inflammatory.
4. **Use Good Judgment.** Because what you say online is accessible to the public, use good judgment in your communications.
5. **Obey the Law.** Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.
6. **Don't Expect Privacy.** Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.
7. **Ask for Guidance.** If you have any questions about what is appropriate to include in social media communications, ask your manager.
8. **Comply with Harassment and Other Policies.** Team members may not use social media technology to engage in or post communications or material that would violate any other Handbook policy, including, but not limited to, the Workplace Safety, Discrimination, Harassment, and Retaliation policy.
9. **Maintain Confidentiality.** You must not disclose confidential information.

Duty to Report: All employees have a duty to report any discovered or suspected unauthorized or improper usage of electronic media or social media with impact on the workplace.

Policy Violations: Employees who violate this policy may be subject to discipline, up to and including immediate termination of employment.

Cross Ref: Policy #7540, 7540.01, 7540.02, 7540.03

6.02 POLITICAL ACTIVITIES

POLICY: The School Board recognizes that staff members have civic responsibilities and/or rights including the right to vote, to be an active member of the political party of their choice, to campaign for candidates for election to public office and to seek, campaign for and serve in public office. However, the Board also recognizes that students should not be subjected to active political campaigning by staff members except as outlined in the rule below.

Rule: Staff members will observe the following rules:

1. Active political campaigning by staff members will be conducted outside of school hours and off school premises with the exception of informal political speech and political association that may take place between staff members.
2. Where discussions with students about candidates for any political office occur as a part of the instructional program, teachers must present a balanced review of major political platforms so as to afford students the opportunity to do their own thinking and decision-making.
3. No staff member may solicit or receive from any officer or employee of a political subdivision of this state any contribution or service for any political purpose during established hours of employment or while the officer or employee is engaged in his or her official duties.

The school board encourages employees to exercise full rights to citizenship within the community.

LEGAL REF: Sec. 118.01(2)(c)3, Wisconsin statutes
Sec. 11.36, Wisconsin statutes
Sec. 11.01, Wisconsin statutes

7. WORKPLACE ENVIRONMENT

7.01 WORKPLACE PROTECTIONS, WORKPLACE SAFETY DISCRIMINATION, HARASSMENT & RETALIATION-FREE WORK PLACE

POLICY: It is the policy of Chequamegon School District to maintain a safe workplace environment that is free from discrimination, harassment and retaliation. Every employee has a personal responsibility to help maintain a safe and healthful workplace environment. Under federal and state fair employment laws, members of protected classes are shielded from unlawful discrimination in employment. Workplace harassment and discrimination whether engaged in by employees, supervisors or members of the public, will not be tolerated and will subject offenders to disciplinary action or discharge from employment.

Retaliatory acts taken against employees for reporting workplace safety issues, harassment or discrimination, or for cooperating in an investigation of an allegation, will also not be tolerated and will subject the offender to disciplinary action or discharge from employment.

Responsibility to Report: It is the responsibility of each and every employee to immediately report to management any and all health and safety issues, discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job. Such conduct includes conduct by employees toward other employees, by employees toward students or members of the public and by members of the public toward employees which relates to their work.

Definition of Protected Class: State and Federal law prohibits discrimination and harassment based on any protected class including, but not limited to, age, race, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, for use or non-use of lawful products off the employer's premises during non-working hours.

Definition of Harassment and Acts of Discrimination: Harassment and acts of discrimination to be reported by employees can include:

- A. Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of his/her protected status.
- B. Any attempt to penalize or punish a person because of his/her protected status.
- C. Creating an offensive and hostile working environment for a person because of his/her protected status, including sexual harassment.

Reports and allegations of workplace harassment and/or discrimination will be subject to investigation by management as soon as reasonably possible. If an employee is found to be responsible for harassment or other discriminatory conduct, then appropriate disciplinary action

may be taken, up to and including a termination from employment. However, such action cannot be taken if management is not first made aware of the complaint.

An employee who has a harassment, discrimination or retaliation complaint should immediately report it to his or her immediate supervisor. The report may be made verbally or in writing. The allegations should provide sufficient information and detail so that the supervisor can thoroughly investigate the complaint. If the immediate supervisor is the object of the complaint, then the employee should report directly to the District Administrator.

Upon receiving an employee report of harassment, discrimination or retaliation, the supervisor will take appropriate steps to investigate the complainant's allegations. Such reports shall be kept confidential to the maximum extent possible. An investigation may include interviewing other employees, speaking with the complainant, interviewing members of the public and reviewing documents such as e-mails, letters or memos. Based upon the investigation's outcome, management will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken by the employer.

Definition of Workplace Safety: *Any* unsafe practice or condition, affecting persons, property or equipment, must be reported immediately the building principal. Should a hazardous situation exist, safety concerns always take precedence over continuing operations. Any employee who identifies new ways to increase workplace safety should make these recommendations known to the building principal. "Workplace Safety" does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, assignments and work schedules.

Cross Ref: Policy 3362, 4362

7.02 DRUG & ALCOHOL PROHIBITIONS

POLICY: No employee shall report to work or be under the influence of alcohol or illegal drugs during working hours. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conferences. The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment is also prohibited.

Purpose: The purpose of this policy is to: a) establish and maintain a safe and healthy work environment, b) reduce absenteeism and tardiness, and c) improve job performance.

Drug & Alcohol Testing: The Employer may conduct drug & alcohol testing based on reasonable suspicion that the employee is under the influence of alcohol or illegal drugs and may conduct testing for employees in testing-designated positions (such as CDL). Any such testing will be done in accordance with established procedures.

Cross Ref: Policy 3122.01, 4122.01

7.03 STAFF DRESS AND GROOMING

POLICY: The Board of Education believes that staff members set an example in dress and grooming for students to follow. A staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline. Staff dress and grooming also contribute to creating a positive image of the School District in the community.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all staff members shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

Cross Ref: Policy 3216, 4216

2018-19 EMPLOYEE HANDBOOK SIGNATURE PAGE

I acknowledge receipt of the online link to the Employee Handbook:

<http://www.csd12.net/employee-handbook.html>

I further understand that whether I have an existing employment contract with the District, this Employee Handbook does not constitute a contract of employment, express or implied, between the School District and myself and that no oral statements by supervisors or administrators can alter this disclaimer or create a separate contract.

I understand that in the event any provision in this Employee Handbook conflicts with any applicable employment contract provision, the employment contract shall control. I understand that the Chequamegon School District reserves the right to modify, amend, or delete any provisions of the Employee Handbook at any time. I will receive copies of any such modifications, amendments, or deletions.

I understand that this Employee Handbook supersedes all previous manuals, handbooks, and personnel policies that I have received or have been advised of by the District. I also understand that any subsequent revisions to the provisions of this Handbook after I commence my employment will supersede those contained herein.

Signature _____ Date _____

Printed Name _____

Note: A printed copy of the handbook is available from the District Office upon request.

APPENDIX 1 – ACCRUED SICK LEAVE

Teachers who had accrued more than one hundred (100) sick leave days at the end of the 2008-2009 school year shall be allowed to retain up to 128 accumulated sick leave days. However, once the employee's accrual of days is reduced to less than 100 days, the employee's maximum accrual will equal 100 days.

Support Staff employees who had accrued more than one hundred (100) sick leave days at the end of the 2008-2009 school year shall be allowed to retain up to 120 accumulated sick leave days. However, once the employee's accrual of days is reduced to less than 100 days, the employee's maximum accrual will equal 100 days.

APPENDIX 2 – EXEMPT TEACHER COMPENSATION

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Chequamegon Teacher Compensation Model

The Chequamegon Teacher Compensation Model (TCM) is a performance-based framework for determining compensation for teachers and educational student services personnel. Within the model, teacher expectations are clearly defined as teachers move through several stages of their careers. The TCM provides school boards and administrators with a process for guiding teachers through professional performance levels of district expectations.

The TCM provides a structure for continual professional growth of teachers. Teachers advance through a series of professional levels as they gain experience and demonstrate increased levels of competency. Meeting greater expectations and taking on more responsibility are rewarded as teachers achieve higher levels. The model rewards years of experience in the profession with attainment of reasonable expectations.

A key component of the TCM will be to ensure quality among teachers and to encourage continuous improvement over a career span. This will be achieved through an evaluation system that follows the Wisconsin Department of Public Instruction's Educator Effectiveness System, which supports continuous improvement of educator practice that leads to improved student learning. The system will evaluate teachers through a fair, valid, and reliable process using multiple measures. Evaluations will follow a three-year cycle with a larger pay increase for staff successfully meeting district expectations during their summary evaluation year and smaller increases in the two years between summary evaluation years based on bargained adjustments to base wage.

The TCM puts Chequamegon in a position to attract and retain quality teachers. Teachers can plan a career path of continuous improvement and increased compensation. It is a system that benefits the school district, the teaching staff and, most importantly, the students of Chequamegon District.

The TCM provides:

- Clear expectations to teachers for advancements throughout the teacher's career.
- A competitive teacher career ladder that will attract and retain high-quality educators.
- A process for determining salary levels based on teacher growth, leadership, and effectiveness.
- A process that allows transparency related to teacher promotion and compensation.

Promotion to the Next Level

Promotion to the next level of the career ladder shall occur provided all of the following conditions are met:

- The teacher has successfully met all Teacher Responsibilities of the Educator Effectiveness (EE) for the previous year. This includes:

APPENDIX 2 – EXEMPT TEACHER COMPENSATION

Page 2 of 3

- Creation of an Educator Effectiveness Plan (EEP) consisting of a Student Learning Objective (SLO) and a Professional Practice Goal (PPG).
- In Summary Years (years 1-3 and every third year thereafter) the teacher shall complete the Framework for Teaching evaluation process with an average composite score in each domain of 2.0 or greater in the first three years of employment and an average composite score in each domain of 2.5 or greater thereafter.
- The teacher is not on a plan of improvement.

If the criteria are satisfied during their summary year, the teacher shall receive supplemental pay in the amount of \$750.00 for the first three years of employment and \$2,250.00 in each of the following summary years. Any award of supplemental pay shall take effect in the year following the summary year and this amount shall be the teacher's new base wage. Pay shall be capped at the BA Max or MA Max then in effect.

Should all three of the above criteria not be satisfied during a summary year, the teacher shall not be eligible for supplemental pay until their next summary year. The teacher would be eligible for any increase in base wage awarded by the school board.

A principal, in his or her discretion, may offer a second summary year evaluation to the teacher that the teacher may accept or refuse without recourse. If accepted by the teacher the entire summary year process will be repeated.

Evaluation Cycle

The teacher evaluation system is modeled after the Wisconsin DPI Educator Effectiveness (EE) System, which includes multiple measures of professional practices and student outcomes. Summary evaluations will take place in the first three years of employment with the district. Teachers who have been with the District three years or more will have a summary evaluation every third year.

Approved Masters Degree Programs

Teachers whose position does not require a Masters Degree may receive supplemental pay in the amount of \$4,000.00 upon successful completion of a Masters Degree. The \$4,000.00 differential will remain in place in each subsequent year thereafter. This is conditioned on several requirements:

1. The district must approve the Masters Degree program for supplemental pay prior to the teacher beginning the program. The only exception to this will be if a teacher has already begun a Masters Degree program prior to accepting employment with the district. In that event the district must still approve the Masters Degree program in order to be eligible for supplemental pay upon completion of the degree.
2. Masters Degree programs must be from a university accredited by the Council for Higher Education Accreditation (CHEA) and/or U.S. Department of Education. School district approved programs shall typically include:

APPENDIX 2 – EXEMPT TEACHER COMPENSATION

Page 3 of 3

- Masters Degree in the individual’s current teaching assignment area.
- Masters Degree directly related to an individual’s current teaching assignment, which would be beneficial to the District and preapproved by the District Administrator.
- Masters Degree in Educational Leadership (Administration Certification).
- Masters Degree in an area not related to the current teaching area, but would be beneficial to the school district and preapproved by the District Administrator.

A teacher may obtain their Masters Degree credits any time during their employment or they may be hired with a Masters Degree. Masters Degrees must be awarded by August 30 of the contract year in which the pay raise is to be received.

The School Board reserves the right to hire teachers at salaries above the base rate of pay based on experience or because of market conditions for specific positions. The School Board also reserves the right to increase salaries of current teachers outside of this plan due to market conditions for specific positions.

2014-15 BA Max Pay	\$53,000
2014-15 MA Max Pay	\$58,000
2015-16 BA Max Pay	\$53,859
2015-16 MA Max Pay	\$58,940
2016-17 BA Max Pay	\$53,923
2016-17 MA Max Pay	\$59,010
2017-18 BA Max Pay	\$54,732
2017-18 MA Max Pay	\$59,896
2018-19 BA Max Pay	\$55,898
2018-19 MA Max Pay	\$61,172

Base Wage increases to be determined subject to collective bargaining and Board determination.

Teachers who have reached the maximum pay level will receive a \$1,000 bonus in their summary year if they meet all requirements for advancement under the terms of the Teacher Compensation Model.

APPENDIX 3 – NON-EXEMPT SUPPORT STAFF COMPENSATION

2018-2019

<u>Hourly Wage Schedule</u>	<u>Probationary Rate (90 Days)</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Custodian/Maintenance	16.07	17.00	17.95	18.89
Glidden Head Custodian				20.18
Food service Worker	12.14	12.86	13.57	14.29
Glidden Head Cook				15.42
Para Educator/ Aide	12.65	13.37	14.08	14.80
Aides with 30+ Years				Add'l .10
Secretary	14.70	15.56	16.42	17.29
Bus Mechanic				20.71

Employees move to next step after two years at a step with satisfactory evaluations.

No current employees as of the date of approval will be reduced in pay to be placed on this wage plan.

The District reserves the right to place an incoming employee at a higher step based on background and experience following a 90-day probationary period.

APPENDIX 4 - EXTRACURRICULAR & EXTRA DUTY PAY 2018-2019

Page 1 of 3

High School Head Coaches

Fall Sports currently	Football	\$3,577	Increases will be based on merit. People serving in positions will not earn less than they earned in the 2011-2012 school year.
	Volleyball	\$3,577	
	Cross Country	\$2,801	
Winter Sports	Basketball (boys)	\$3,607	
	Basketball (girls)	\$3,607	
	Wrestling	\$3,607	
Spring Sports	Baseball	\$2,801	
	Softball	\$2,801	
	Track	\$2,801	

High School Assistant Coaches

Fall Sports	Football	\$2,076
	Freshman Football	\$1,835
	Volleyball	\$2,076
	Cross Country	\$1,493
Winter Sports	Basketball (boys)	\$2,076
	Basketball (girls)	\$2,076
	Wrestling	\$2,076
Spring Sports	Baseball	\$1,493
	Softball	\$1,493
	Track	\$1,493

Middle School Coaches

Fall Sports	Football	\$1,835
	Assistant Football	\$725
	Volleyball	\$1,285
	Cross Country	\$1,133
Winter Sports	Basketball	\$1,285
	Wrestling	\$1,131
	Assistant Wrestling	\$550
Spring Sports	Track	\$1,086
	Assistant Track	\$545

Strength and Conditioning Coach \$3,500

APPENDIX 4 - EXTRACURRICULAR & EXTRA DUTY PAY 2018-2019

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Publications	School Annual	\$1,667
Dramatics	1-3 Act Play	\$1,303
	Musical	\$1,838
	Madrigal	\$1,225
Forensics	HS Head	\$800
	HS Assistant	\$600
	MS Head	\$800
FBLA	Head	\$1,179
	Assistant	\$816
Music	HS Band	\$1,075
	MS Band	\$764
	HS Choir	\$1,075
	MS Choir	\$663
	Bell Choir	\$663
Miscellaneous	Swimming Pool	\$2,447

APPENDIX 4 - EXTRACURRICULAR & EXTRA DUTY PAY 2018-19

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EXTRA DUTY PAY

Sundry Assignments / Per Event

Game/Concert Supervision	\$28.00
Football Announcer	\$28.00
Ticket Takers	\$28.00
Clock-Varsity	\$28.00
Clock-Varsity & JV	\$38.00
Book Varsity	\$28.00
Book Varsity & JV	\$38.00
Volleyball Line Judge-Varsity	\$38.00
Track Scorer	\$100.00
Track Announcer	\$45.00
Clerk of Course	\$28.00
Field Judges	\$28.00
Game Manager	\$53.00
Track Scorer-Regional/Conf. Meets	\$150.00
Game Manager for Conf/Reg/Sect	\$120.00
Prom (per event)	\$28.00
Homecoming (per event)	\$28.00
Elementary Coordinator (Glidden)	\$400.00
Mentors	\$500.00
PLC Leaders	\$400.00
Class Advisor	\$200.00
After School Tutoring Teaching (per hour)	\$25.00
After School Grant Coordinator (per hour)	\$30.00
HS Graduation Coordinator	\$200.00
HS Prom Coordinator	\$200.00

APPENDIX 5 – RETIREMENT BENEFITS

Teachers and other employees with individual contracts who are eligible for health insurance retirement benefits will have those outlined in their individual contract. Support staff without individual contracts may have benefits available if they meet the following criteria.

All Glidden employees who, as of July 1, 2009, had at least ten (10) years of service to the District and were at least 62 years of age at the time of retirement, shall, when they retire (defined as receiving WRS benefits), receive District contributions to health insurance premiums at the exit contribution level for single health insurance coverage or the applicable Medicare supplement plan level as permitted by the law and regulations, for up to three (3) years. The aggregate cost of this benefit shall be \$15,000 for each retiring employee.

All Glidden employees who, as of January 1, 2005, had at least eighteen (18) years of service to the District and were at least 62 years of age at the time of retirement, shall, when they retire (defined as receiving WRS benefits), receive District contributions to health insurance premiums at the exit contribution level for single health insurance coverage or the applicable Medicare supplement plan level as permitted by the law and regulations, for up to three (3) years. The health insurance contribution described above shall be capped at an aggregate total of \$25,000.

In order to be eligible for such premium contributions, the bargaining unit employee must have been enrolled in the District's health insurance plan during the month prior to the date of retirement.

APPENDIX 6 – CHRISTMAS BREAK

Glidden school-year employees, hired prior to July 1, 2009, will be eligible for paid vacations during the Christmas break according to the following schedule:

1. One and one-half (1½) days after the first and second years of employment.
2. Two and one-half (2½) days after the third and fourth year of employment.
3. Four (4) days after five (5) years of employment.
4. Five (5) days after fifteen (15) years of employment.