

# School District of Tomahawk

## Employee Handbook



***Boldly empowering all students to be socially responsible,  
lifelong learners in an ever-changing world.***

Table of Contents

[Employee Acknowledgement](#)

[Preamble](#)

[Management Rights](#)

[Professional Work](#)

[Professional Staff and Support Staff Assignments](#)

[Normal Hours of Work](#)

[Administratively Called Meetings](#)

[Attendance at School Events](#)

[Emergency School Closures](#)

[School Calendar](#)

[Assignments, Transfers, and Vacancies](#)

[Determination of Assignment](#)

[Vacancies](#)

[New Employees](#)

[Support Staff](#)

[Involuntary Transfers](#)

[Professional Growth and Development](#)

[Initial Educators](#)

[Teacher Inservice Hours for Professional Development](#)

[Teacher Compensation](#)

[New to the District Teachers](#)

[Teachers Employed Prior to July 1, 2014](#)

[Hourly Subbing](#)

[Pay Periods](#)

[Mileage Reimbursement](#)

[Above Pay](#)

[Support Staff Compensation](#)

[Out of Classification Pay](#)

[12 Month Full Time Support Staff Vacation](#)

[Scheduling of Vacation](#)

[Vacation Accumulation](#)

[Holidays During Vacation](#)

[Holidays Falling on Weekends](#)

[Holidays Falling on Student Contact Days](#)

[Eligibility for Holiday](#)

[Insurance Benefits](#)

[Eligibility for Health, Dental and Vision](#)

[\*Minimum for Any District Contribution\*](#)

[\*Pro-ration of District Contributions\*](#)

[\*Both Spouses Employed by the District\*](#)

[\*Commencement and Termination of Benefits\*](#)

[Health Insurance](#)

[Dental Insurance](#)

[\*\*Return to Table of Contents\*\*](#)

[Vision Insurance](#)

[Life Insurance](#)

[Long-Term Disability Insurance](#)

[Short-Term Disability Insurance](#)

[Cafeteria Plan/Flexible Spending Account](#)

[Salary Deferrals/403 \(b\) Plan](#)

[Deferred Compensation Section 457 Plan](#)

[Wisconsin Retirement System \(WRS\) Contributions](#)

[Leaves](#)

[Sick Leave](#)

[Bereavement Leave](#)

[Additional Bereavement Leave](#)

[Personal Leave](#)

[Jury Duty](#)

[Family Medical Leave Act \(FMLA\)](#)

[Leave Without Pay \(Excluding leave covered by the Family Medical Leave Act\)](#)

[Retirement Benefits](#)

[Eligibility](#)

[Notice to All Employees of the District](#)

[Rehired Annuitants](#)

[Benefits for Teachers](#)

[Benefits for Support Staff](#)

[General Employment Practices and Expectations](#)

[District Expectations](#)

[Accident Reporting](#)

[Attendance](#)

[Confidentiality](#)

[Criminal Record Reporting for Active Employees](#)

[District Property](#)

[Drug, Tobacco, and Alcohol-Free Workplace](#)

[Discrimination and Harassment](#)

[Nondiscrimination Policies](#)

[Violence/Bullying in the Workplace](#)

[Environmental Notice](#)

[Equal Opportunity](#)

[Investigations](#)

[Licensure/Certification](#)

[Political Activity](#)

[Reporting Child Abuse and Neglect \(Mandatory Reporters\)](#)

[Telecommunications Acceptable Use Policy](#)

[Work Spaces](#)

[Worker's Compensation](#)

[Workplace Safety](#)

[\*\*Return to Table of Contents\*\*](#)

[Protection of Staff](#)  
[Weapons Prohibition](#)  
[Disaster Preparedness](#)  
[Workplace Safety Definition for Grievance Procedure](#)

[Reduction in Staff](#)

[Non-Renewal, Employee Discipline and Termination](#)

[Plan of Improvement](#)

[Non-Renewal](#)

[Employee Discipline and Termination](#)

[Disciplinary Materials](#)

[Grievance Procedure](#)

[Appendix A - Retirement Stipend and Sick Day Per Diem](#)

[Appendix B - Teacher Salary Schedule](#)

[Appendix C - Support Staff Pay Scale](#)

[Appendix D - Extra Curricular Assignments](#)

[Appendix E - Co Curricular Assignments](#)

Support Staff Only

Teachers Only

No outlines - All Employees

Title IX Coordinator -Wendy Simonis  
1048 E King Road \* Tomahawk, WI 54487  
[simonisw@myhatchets.org](mailto:simonisw@myhatchets.org) (715) 453-2106 ext. 405

[Return to Table of Contents](#)

## **Employee Acknowledgement**

The information in this *Handbook* is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this *Handbook*. As the District provides updated policy information, I accept responsibility for reading any changes. I understand that nothing in this *Handbook* is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any). I understand that I have an obligation to inform the Personnel Office of any changes in my personal information, such as phone number, address, etc., or submit changes on Skyward Employee Access directly. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation.

\*Acknowledgement of this will be electronically submitted through Employee Access as changes are made.

## Preamble

This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, this *Handbook* should not be considered all inclusive. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the School District of Tomahawk School Board of Education. The District reserves the right to modify, change, add to or delete provisions of this Handbook at its sole discretion.

The language which appears in this *Handbook* is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guarantee of continued employment.

## Management Rights

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

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

## **Professional Work**

### **Professional Staff and Support Staff Assignments**

All employees will be assigned or transferred by building/district-level administrators or his/her designee.

### **Normal Hours of Work**

- A. Professional Staff: Teachers are professional employees as defined by the Federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats.

Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week" are considered to be eight (8) hours per day Monday through Friday including a duty-free thirty (30) minute lunch period. The actual workday for each building shall be established by the Board of Education.

### **Support Staff:**

The workday for all regular full-time support staff is eight (8) hours, excluding lunch time. Because of different schedule requirements, employee's starting, lunch, and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods. On non-student contact days, such as snow days, full day teacher inservice, paraprofessionals and other school term employees are not to report unless specifically directed to do so by their immediate supervisor.

### **A Regular Work Week**

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

### **Part-time Employees**

A regular schedule of hours shall be prepared for part-time employees. Such a schedule shall be made known to the affected employees. A part-time employee is any support staff employee working 29.5 hours or less per week. Thirty (30) hours per week is the threshold for full-time status per the Affordable Health Care Act.

### **Lunch Period**

All employees who work six (6) hours or more per day will be entitled to but are not required to an unpaid half-hour lunch period, which shall be duty free.

### **Breaks**

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



## **Administratively Called Meetings**

### **Staff Meetings**

Teachers are required to attend all mandatory administratively called staff meetings. Administratively called meetings may begin before the normal workday begins or go later than the end of the normal workday. The administration shall attempt to provide reasonable notice of all such meetings. Teachers who are required to attend staff meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

### **Other Administratively Called Meetings**

Teachers may also be required to attend meetings of individual educational plans (IEP) teams, the preparation of individual education plans, parent-teacher conferences, department meetings or activities of similar nature, which are normally conducted at other times. Teachers who are required to attend other administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

### **Attendance at School Events**

Teachers are required to attend all mandatory administratively required school events. These events may be, but are not limited to, an open house, music program, art show and/or other District or building events that occur outside of the normal workday. Administration shall attempt to provide reasonable notice of all such events. Teachers who have a co-curricular conflict or have pre-approved coursework to attend, or other extenuating circumstances may be excused at the discretion of the Superintendent and/or his/her designee. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the school event. Teachers who are required to attend school events will receive no additional remuneration, above their regularly paid salaries, for attending such school events.

### **Emergency School Closures**

In the event the District is closed or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum, make up all days/hours necessary to guarantee the receipt of state aid and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin.

A. Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils.

B. All custodians and maintenance staff are expected to report to work when school is closed due to inclement weather or situations beyond the control of the District, if at all possible.

C. All other employees shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the control of the District. Any employee not at work when school is closed for an emergency shall not be paid for that day. School term employees shall be required to make days up in the event that the District schedules make-up days. If the day is not rescheduled, the employee may elect to either 1) not be compensated for the day/time school was closed or 2) use vacation, or personal leave time if available.

D. If employees report to work and a decision to close schools is made after that time, those employees will only be paid for the actual hours worked on such day, and those employees

may elect one of the options in subsection C above for time lost due to the partial school closing.

## **School Calendar**

The school calendar shall be determined by the Board of Education following Administration and Staff input. The determination of the structure of the days, e.g. instructional, in-service, workdays, etc., shall be at the discretion of the Board of Education.

## **Assignments, Transfers, and Vacancies**

### **Determination of Assignment**

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

### **Vacancies**

When a position becomes vacant or a new position is created, notice of such available position will be posted internally and/or externally. A current employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term applicant refers to both internal candidates and external candidates for the position. The District retains the right to determine the job descriptions needed for any vacant position.

Vacancy notices will be published in WECAN and emailed to staff. The notice will include the date of posting, the position requirements, classification (if applicable), a description of the position available, the tentative work hours of the position (if applicable), the hourly pay for the position (if applicable), and the qualifications required for the position.

### **New Employees**

All newly hired employees for a period of 2 years from date of hire, may be disciplined or terminated from employment by the District in its sole discretion. Such discipline or termination shall be subject to the grievance procedure provisions of the Handbook.

### **Support Staff**

All support staff are at-will employees and may be terminated at any time for reasons that are not arbitrary or capricious.

### **Involuntary Transfers**

When the District determines that an involuntary transfer of an employee is necessary, due to the District's inability to fill a vacancy or a new position according to the procedures set forth above, the District reserves the right to transfer an employee in the District qualified for the position. Employees being transferred, will be given prior notice from the District Administrator or his/her Designee.

## **Professional Growth and Development**

### **Initial Educators**

Initial educators are those who are new to the profession or who are in their beginning years in the profession and hold an Initial Educator license. Initial educators in the District will participate in the District's New Teacher Induction Program throughout their first year in the District. All teachers new to the District will have additional days of orientation and in-service prior to the start of the school year. These days will be scheduled in advance each school year. In addition, initial educators will be assigned a mentor teacher to meet the requirements of PI 34. The mentor shall not be involved in the supervision or evaluation of the initial educator.

### **Teacher Inservice Hours for Professional Development**

Administration will determine and assign all (4) days of in-service for the staff. These in-service days will be clearly communicated sufficiently in advance and completed between July 1 and June 30 of the contract year to which they apply.

## **Teacher Compensation**

### **New to the District Teachers**

will be placed on the salary schedule at the sole discretion of the District Administrator.

### **Teachers Employed Prior to July 1, 2014**

were placed on the School District of Tomahawk Compensation Guide (formerly known as the Tomahawk Alternative Compensation Model) salary grid put in place the fall of 2014 at their base wage or slightly above their previous base wage with the remainder of their previous total salary being made up of supplemental pay. Any base wage increases continue to be negotiated as required by law. The salary schedule can be found in Appendix B. New hires will be placed accordingly on the salary schedule.

### **Hourly Subbing**

Teachers will be compensated for covering other teachers' full class periods and students at a rate as agreed upon by the Board of Education.

### **Pay Periods**

Teachers will be paid over ten (10) months in equal installments unless desiring compensation spread out over 12 months. Professional employees must give written notification to the employer that he/she wants to spread out the compensation over 12 months. Such elections must be made before the first day of the school year. Elections are irrevocable after the work period begins. All employees' pay will occur semi-monthly, generally on the 15<sup>th</sup> and last day of each month via electronic (direct deposit).

## **Mileage Reimbursement**

Every effort should be made to use District vehicles for professional travel. In the event that District employees must use their personal vehicles for these approved activities they will be reimbursed at the current mileage rate used by the Internal Revenue Service.

## **Above Pay**

The Co Curricular and Extra Curricular pay schedules can be found in the Appendices at the end of this handbook.

## Support Staff Compensation

### Additional Hours and Overtime for Support Staff – Approval and Assignment

- A. Approval: In order for an employee to work beyond his or her contract scheduled work hours in any week, prior approval must be obtained from the immediate supervisor. Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/principals/immediate supervisors are unavailable and such pre- approval may cause harm to students, staff, the community, or District property.
- B. Assignment: Non-emergency scheduled overtime assignments will be filled using volunteers first, with as much notice as possible, and if insufficient volunteers are found, the work will be assigned to a qualified employee(s) as determined by the District. If no one volunteers to perform the overtime, the District may assign the work on a rotating basis within the applicable job classification. Emergency overtime assignments shall be assigned at the discretion of the District.
- C. Pay Rate for Overtime: Time worked over forty (40) hours per week is paid at one and one-half (1.5) rate. The exception being emergency call situations, during these times overtime will be paid for any additional hours beyond eight (8). Time over forty (40) hours per week does not include sick, vacation, holiday, or personal leave time. All overtime shall be approved by the immediate supervisor. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.
- D. Pay Rate for Building Checks on Holidays: Employees making building checks during holidays, will be paid at one and one-half (1.5) rate of the employee's current hourly rate of pay.

### Out of Classification Pay

Any employee that is temporarily reassigned to a position in a higher paid classification shall receive the pay of that classification. Upon completion of the employee's assignment under the higher pay scale, the employee shall revert to his or her former classification and rate.

All employees' pay will occur bi-monthly, generally on the 15<sup>th</sup> and last day of each month, **via electronic (direct) deposit**.

### 12 Month Full Time Support Staff Vacation

12 month full time support staff; paid vacation will be provided to calendar year full-time employees according to the following schedule:

Number of Years Worked	Vacation Days Earned
After one (1) year of service	10 days
After eight (8) years of service	15 days
After fifteen (15) years of service	20 days
After twenty (20) years of service	One additional day for each year after 20 year to a maximum of 25 days

Employees in their first year of service earn a prorated amount of vacation based upon the number of months worked. For example an employee hired on October 1st, 2015 would be eligible to earn nine-twelfths (9/12) of the employee's vacation allotment on July 1st, 2016. This would entitle the employee to 9/12 times 10 days on July 1, 2016, or 7.5 days. The employee under this example would be entitled to ten (10) days of vacation on July 1, 2017. This provision is not retroactive.

"Years of Service" refers to years of service in the District in a position that is eligible for vacation. Eligible employees in the District shall receive the preceding vacation depending on years of service as measured each July 1st. For calculation purposes, vacation is earned based upon the prior year's service.

Vacation accrual for part time employees in the District who become full time employees will be handled on a pro rata basis (e.g. someone who has worked for eight (8) years at .5 FTE will be credited with four (4) years of continuous employment for vacation accrual purposes).

### **Scheduling of Vacation**

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

### **Vacation Accumulation**

Vacation days must be used prior to the next anniversary date (July 1) unless a request to carry over days is approved by the District Administrator or his/her designee. An employee shall be allowed to carry over up to five days of vacation from any given fiscal year. Any unused vacation time above the 5 days carried over shall be forfeited by the employee.

### **Holidays During Vacation**

In the event that a paid holiday falls during an employee's vacation period the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

A. Employees working a full calendar year

July 4	December 25
Labor Day	December 31
Thanksgiving Day	January 1
Floating Holiday (1)	Good Friday (half day)
December 24	Memorial Day

**B. School term employees working full time or part-time**

Labor Day	December 25
Thanksgiving Day	January 1
December 24	Memorial Day

**Holidays Falling on Weekends**

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

**Holidays Falling on Student Contact Days**

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

**Eligibility for Holiday**

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

## **Insurance Benefits**

**Eligibility for Health, Dental and Vision**

***Minimum for Any District Contribution***

An employee that has an assignment of at least seventy-five percent (75%) of full-time equivalency or more is eligible to participate in the District's health, dental and vision insurance. Employees whose assignments are for less than seventy-five percent (75%) of a full-time equivalent are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.

### ***Pro-ration of District Contributions***

An employee that has an assignment of at least seventy-five percent (75%) of a full-time equivalency, but less than a full-time one hundred percent (100%) assignment, shall have the District's contribution prorated to seventy-five percent (75%).

### ***Both Spouses Employed by the District***

If both spouses are employed by the District, and are eligible for insurance, the following options exist for such spouses:

- a. Coverage under two single plans with premium contributions paid at the percentage identified herein; or
- b. Coverage under one family plan with 100% of the health and dental premium paid by the district's preferred plan. If a higher-cost option is selected, the additional cost is the responsibility of the employee(s).

### ***Commencement and Termination of Benefits***

Coverage will extend for a twelve (12) month period beginning September 1 and running through August 31. The insurance benefits described in this Handbook and in the individual contract or appointment will terminate according to the following schedule:

- a. 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.
- b. If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of August 31.
- c. The District will pro-rate the employer portion of the premium to be paid by the employee, based on the last date of actual work, approved leave, or approved FMLA.

### **Health Insurance**

The District shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education. The District will pay 87.4% of the premium for single or family coverage.

### **Dental Insurance**

The District shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education. The District will pay 87.4% of the premium for single or family coverage.

### **Vision Insurance**

The District shall provide vision insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education. The District will pay 87.4% of the premium for single or family coverage.

### **Life Insurance**

The District shall provide life insurance equal to two (2) times the annual salary to the next highest \$1,000, with a maximum life benefit of \$100,000. The District will pay 100% of the premium.



### **Long-Term Disability Insurance**

The District shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education. The District will pay 100% of the premium.

### **Short-Term Disability Insurance**

The District shall provide short-term disability insurance to employees who are eligible and complete necessary paperwork to enroll. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education. Employee eligibility will be determined by the carrier(s). The employee will pay 100% of the monthly premium through payroll deduction. Employee participation in short-term disability insurance is optional.

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

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account [FSA] under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) to permit employees to reduce their salary and contribute to an FSA to cover the following expenses:

- a. Payment of insurance premium amounts (IRC § 106);
- b. An employee may designate, under the flexible reimbursement plan/cafeteria plan, a maximum of two thousand five hundred dollars (\$2,500) of eligible health and dental care expenses not covered by the insurance plan (IRS Code § 105, § 125) per plan year.
- c. Dependent care costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.

Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administering agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§ 105, § 106, § 125 and § 129).

### **Salary Deferrals/403 (b) Plan**

Employees will have the opportunity to participate in the District's internal revenue service (IRS) Code 403(b) savings program and invest their money through salary deferral consistent with the District 403(b) plan document.

### **Deferred Compensation Section 457 Plan**

The District will maintain a Section 457 Deferred Compensation program. Employees will have the opportunity to participate in the District's internal revenue service (IRS) Code 457 program which allows eligible employees to save and invest before-tax dollars through voluntary salary deferrals.

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

The Board of Education will contribute the percentage equal to the employer's share to the Wisconsin Retirement System. The employee agrees to pay the percentage equal to the employee's contribution to the Wisconsin Retirement System as required by state statute.

## Leaves

### Sick Leave

1. Teachers will be allowed ten (10) days of sick leave per school year, with unused days accrued to a maximum of 120 days for retirement benefit purposes, but 130 maximum days for sick leave usage. Any teacher with less than a full-time contract shall have his/her sick leave prorated, consistent with the teacher's percentage of employment.

2. Full time calendar year employees will be allowed twelve (12) days of sick leave per school year, with unused days accrued to a maximum of 120 days for retirement benefit purposes, but 130 maximum days for sick leave usage. Any employee working less than full-time, but seventy-five (75%) percent or more shall have his/her sick leave prorated, consistent with the employee's percentage of employment.
3. School term support staff will be allowed the following sick leave per school year.
  - a. Secretary/Nurse - ten (10)
  - b. Paraprofessional/Aide - nine (9)

Unused days to accrue to a maximum of 100 days for retirement benefit purposes, but 110 maximum days for sick leave usage. Any employee working less than full-time but seventy-five (75%) or more shall have his/her sick leave prorated, consistent with the employee's percentage of employment.

4. Administration has the right to ask for a medical note. Sick leave will only be approved and paid for any absence of work due to the following:
  - a. Personal illness, injury, or serious health condition of the employee;
  - b. Illness or injury of an employee's child under the age of eighteen (18) or age eighteen (18) or older if the child has a handicapping condition as set forth in Wisconsin Administrative Code section PI 11.02(23) (examples of handicapping conditions are: Cognitive disability, autism, etc);
  - c. Serious health condition of an immediate family member to include: father, mother, sister, brother, husband, wife, son, daughter, mother-in-law, father-in-law;
  - d. Medical or dental appointments for employee's child (under the age of 18 or disabled) that cannot be scheduled outside of the employee's regularly scheduled work hours;

In the event an employee does not fulfill his/her contract or agreement with the Board of Education, the portion of sick leave that was granted at the start of the school year shall be prorated, with the adjustment made on the final salary payment.

### Bereavement Leave

Employees will be allowed up to three (3) days (in total) of bereavement leave per school year to attend funerals for the following: Spouse, child, foster child, step-child, grandchild, brother, sister, step brother or sister, parent, stepparent, grandparent, great grandparent, aunt, uncle, niece, nephew, in-laws of the employee, spouse/domestic partner, or other relatives of the employee or spouse residing in the employee's household. In addition, four (4) days of accrued sick leave per occurrence may be used for the purpose of travel to and from a funeral with advance written permission from the District Administrator.

### **Additional Bereavement Leave**

In extenuating circumstances, with advance permission, additional days beyond the allotted (3) per year may be granted by the District Administrator or his/her designee to extend bereavement leave, or to allow for attendance at funerals for individuals not listed above. Such additional days shall be deducted from the employee's accrued sick or personal leave.

### **Personal Leave**

Employees shall be entitled up to two (2) days of personal leave each employment year. Any unused personal leave each year will be converted to the employee's accumulated sick leave.

A "day" of personal leave is defined the same as a "day" of sick leave and may be used in the same increments as sick leave.

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

The personal day will not be granted during the first or last week of a school year, on a parent- teacher conference day or on an in-service day. Personal leave during these periods may be approved for personal business that cannot be rescheduled for a different time at the discretion of the District Administrator or his/her designee. Personal leave shall not be used to engage in activities for which the employee will receive compensation from any source. Compensation shall not include payment or reimbursement of expenses. In addition, personal leave shall not be used to attend Association membership meetings or legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District.

A request in writing to the Administrator shall be made as far in advance as possible, normally not less than seven (7) days. Emergencies may delay the submitting of the written statement until the employee returns to work.

The Administrator has the right to approve or disapprove all requests, based on availability of finding a substitute.

No more than six (6) employees in the District may take personal leave on any given day when school is in session, unless the District Administrator or his/her designee grants approval to exceed the six (6) employee limit.

Part-time employees will receive personal leave on a pro-rated basis based upon the number of hours they are scheduled to work.

### **Jury Duty**

A non-accumulative paid leave for as much time as is required will be provided to an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. The employee must notify his or her immediate supervisor as soon as notice of jury duty is received, as well as immediately upon termination of jury duty or when temporarily relieved of jury duty.

An employee who is unable to report for work because of jury duty shall notify their direct supervisor, followed by requesting a substitute. Employees will be paid their regular wages for all days missed due to service. ~~will be paid his or her regular wages for those days.~~ The employee will reimburse the district the amount of any payment he or she received for serving on jury duty during work days (less any travel expenses received). The employee shall submit paperwork from the court that documents when the jury was dismissed as well as all compensation information.

### **Family Medical Leave Act (FMLA)**

See Policy 3430.01/4430.01

### **Leave Without Pay (Excluding leave covered by the Family Medical Leave Act)**

Leave without pay must be pre approved by the Supervisor and the District Administrator. Unapproved leave without pay will result in disciplinary action up to and including termination.

All personal leave must be exhausted prior to requesting leave without pay.

Employees granted leave without pay will be required to pay the entire insurance premium for each day of approved leave.

## **Retirement Benefits**

### **Eligibility**

#### **Retirement Benefits**

Any employee may participate in the following voluntary retirement plan, provided that the employee has:

- a. Attained the age of 55 (as of June 30 of the school year in which the letter of resignation for retirement becomes effective); and
- b. Completed a minimum of fifteen (15) years of service in the District; and
- c. Received approval from the District to retire with the benefits described herein.

### **Notice to All Employees of the District**

Teachers must provide the District, no later than March 1st, with a written letter notifying the District of their intent to retire effective with the last day of the contract year. Employees who notify the District of their intent to retire by October 1st, will, upon retirement, be eligible for a credit balance equal to one hundred twenty dollars (\$120) for each day of unused sick leave accrued above the 120-day maximum, for all unused sick days accrued from the 10 allotted days from the year of retirement.

All other employees must provide the District, with no less than thirty (30) days' notice, with a written letter notifying the District of their intent to retire and the intended retirement date.

1. In the event that the benefit amount is not exhausted by age 65, the employee may apply the unused balance toward the purchase of a Medicare supplement insurance.

2. Retired employees may elect a different health insurance provider other than the District's group plan. The district will pay the premiums from the retired employee's credit balance until it is exhausted. Any employee choosing other than the District provided plan shall hold the District harmless for any losses in benefits as a result of not choosing to keep the District's group policy. Such employees also waive their rights to return to the District's group health policy.
3. Upon the death of the retiree, the remaining credit balance shall be used to provide health and dental insurance premium payments for the retiree's spouse until that balance is exhausted; or the surviving spouse may elect to receive a lump sum cash settlement for the remaining accumulated sick leave balance.
4. In the event that both spouses are employed by the District, the first spouse to retire may hold his/her health insurance credit in abeyance until the retirement of the other spouse. **Once this credit is exhausted, the retiree (or spouse) is no longer eligible to remain on the District's health and dental insurance.**

Retired employees may elect a different health insurance provider other than the District's group plan. The district will pay the premiums from the retired employee's credit balance until it is exhausted.

### **Rehired Annuitants**

It may be beneficial at times for the District to rehire professional staff annuitants, especially for positions in which a current shortage of applicants exists. Annuitants may apply for and be considered for vacant positions. In these instances, the annuitant will be hired without insurance benefits or WRS contributions.

### **Benefits for Teachers**

Teachers with ten (10) or more years of teaching experience with the District at the end of the 2011-12, June 30, school year, and who meet the retirement eligibility criteria, will be provided the following upon retirement:

- A credit balance equal to the amount specified on the chart in Appendix A that aligns with the number of years of teaching experience in the District the teacher had at the end of the 2011-12 school year.
- A credit balance equal to the amount of sick leave per diem as specified on the chart in Appendix A that aligns with the number of years of teaching experience in the District the teacher had at the end of the 2011-12 school year for each day of unused sick leave up to 120 days.
- The amounts specified above may be applied to the cost of the group health insurance plan and the group dental insurance plan offered by the District to its eligible employees until the amount is exhausted.

Teachers with nine (9) or fewer years of teaching experience with the District at the end of the 2011-12 school year, and any newly hired teachers beginning with those whose individual contracts begin with the 2012-13, July 1, school year, and who meet the retirement eligibility criteria will be provided the following upon retirement:

- A credit balance equal to the total of \$1400 dollars per year of teaching experience in the District.
- A credit balance equal to one hundred twenty dollars (\$120) for each day of unused sick leave up to 120 days.
- The amounts specified above may be applied to the cost of the group health insurance plan and the group dental insurance plan offered by the District to its eligible employees until the amount is exhausted.

### **Benefits for Support Staff**

Eligible support staff employees may convert unused accumulated sick leave to create a credit balance that may be applied to the cost of group health, dental, and vision insurance premiums until the amount is exhausted.

The conversion formula will be the last daily rate times the number of unused sick leave days with unused accrued to a maximum for retirement benefit purposes. One hundred twenty (120) days for twelve month employees and for

- A. Secretary/Nurse-100 days
- B. Paraprofessional/Aide-90 days

For all employees hired before July 1, 2012: Employees who have accumulated the maximum number of sick leave days allowed may convert one half (.5) of each accumulated sick leave day above the maximum to the credit balance.

## **General Employment Practices and Expectations**

### **District Expectations**

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

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

### **Accident Reporting**

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

### **Attendance**

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Employees who are unable to report to work shall follow the applicable procedures for reporting their absence. Failure to notify the District of an absence or failure to report to work could result in disciplinary action up to and including termination.

## **Confidentiality**

Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board of Education policy. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator.

## **Criminal Record Reporting for Active Employees**

All District employees shall notify their immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- a. Crimes involving school property or funds;
- b. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator,
- c. Crimes that occur wholly or in part on school property or at a school-sponsored activity;
- d. A misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- e. A misdemeanor which violates the public trust.

Failure to report under this section may result in disciplinary action, up to and including termination. The District may conduct criminal history and background checks on its employees. An arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- a. The nature of the offense;
- b. The date of the offense;
- c. The relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction.

## **District Property**

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment.

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

The School District of Tomahawk is committed to maintaining a drug, tobacco, and alcohol-free workplace. In support of this commitment, the following activities and conduct by all employees shall be prohibited, consistent with Board of Education Policies.



Any employee who possesses, uses, manufactures or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge.

### **Discrimination and Harassment**

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of illegal discrimination, including harassment. The District shall not tolerate harassment based on any personal characteristic described in its Equal Opportunity Board Policy and Administrative Rule. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

- a. Unwelcome sexual advances, comments or innuendos;
- b. Physical or verbal abuse;
- c. Jokes, insults or slurs directed toward the protected groups set forth above (Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks);
- d. Taunting based on personal characteristics described above intended to provoke an employee; and/or
- e. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.
- f. Cyberbullying

It is the intent of the District to comply with both the letter and spirit of the law to ensure illegal discrimination does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures in District Policy. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy.

Listed below are the Complaint Officers for the School District of Tomahawk:

Director of Pupil Services Wendy Simonis 715-453-2106 1048 E King Road Tomahawk, WI 54487	Elementary Principal Guy Steckbauer 715-453-2126 1048 E King Road Tomahawk, WI 54487
Middle School Principal Stacy Bolder 715-453-5371 1048 E King Road Tomahawk, WI 54487	High School Principal Ryan Huseby 715-453-2106 1048 E King Road Tomahawk, WI 54487

## **Nondiscrimination Policies**

[Policy 1422.02 Nondiscrimination Based on Genetic Information of the Employee](#)

[Policy 1662 Employee Anti-Harassment](#)

[Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity](#)

[Policy 2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities](#)

[Policy 3362 Employee Anti-Harassment](#)

[Policy 3362.01 Threatening Behavior Toward Staff Members](#)

[Policy 4362 Employee Anti-Harassment](#)

[Policy 4362.01 Threatening Behavior Toward Staff Members](#)

[Policy 5517 Student Anti-Harassment](#)

## **Genetic Information Nondiscrimination Act of 2008**

The Genetic Information Nondiscrimination Act of 2008 (“GINA”) protects employees against discrimination based on their genetic information. Unless otherwise permitted, your Employer may not request or require any *genetic information from you or your family members*.

“The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.”

## **Violence/Bullying in the Workplace**

Expectations: Violent behavior of any kind or threats of violence, either direct or implied are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.

Definitions as Used Under this Section:

Workplace Violence: Behavior in which an employee, former employee, contractor or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the District or under the direct supervision of the District

Threat: A communicated intent to inflict physical or other harm on any person or property.

Intimidation: Behavior or communication that comprises coercion, extortion, duress or putting in fear.

Prohibited Behavior:

Violence in the workplace may include, but is not limited to, the following list of prohibited behaviors directed at or by an employee, supervisor or visitor:

Assault or battery.

Blatant or intentional disregard for the safety or well-being of others.

[Return to Table of Contents](#)

Commission of a violent felony or misdemeanor.  
Dangerous or threatening horseplay or roughhousing.  
Direct threats or physical intimidation.  
Loud, disruptive, profane or obscene language or gestures that are clearly not part of the typical school district learning environment.  
Physical restraint, confinement.  
Possession of firearms or dangerous weapons of any kind on District property  
Stalking.  
Any other act that a reasonable person would perceive as constituting a threat of violence.  
Cyberbullying

**Reporting Procedure:** An employee, who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

If an emergency exists and the situation is one of immediate danger, the employee shall contact the local law enforcement by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect him/her from immediate harm, such as leaving the area.

If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor.

**Investigation and Investigation Findings:** The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

## **Environmental Notice**

In accordance with the 2009 Wisconsin Act 96, the School District of Tomahawk has adopted an Indoor Environmental Quality Management Plan. The School District maintains indoor environmental quality (IEQ) with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections and appropriate training of staff. School buildings will be kept in good repair, suitably equipped and in safe and sanitary conditions that promote a positive learning environment.

The School District adheres to all state, federal and municipal building code guidelines and other mandates/rules/regulations when doing construction and/or renovation projects. Staff members play an important role in maintaining and improving environmental quality. Since the actions of staff members can affect the quality of the indoor environment in school buildings, employees are provided with information and training about IEQ as appropriate.

The School District encourages the prompt reporting and resolution of any and all IEQ concerns to provide a healthy and comfortable environment for students, staff and visitors. Any IEQ concerns should be directed to the Director of Buildings and Grounds. The District's Indoor Environmental Quality Plan may be viewed by contacting the Director of Buildings and Grounds.

## **Equal Opportunity**

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, 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 affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

## **Investigations**

**Expectation of Cooperation:** In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his/her supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters inquired except as provided for in the paragraph immediately following. Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive may constitute insubordination, a violation that will be grounds for disciplinary action up to and including termination.

**Investigation interplay with potential criminal conduct:** If the alleged misconduct may constitute criminal conduct by the employee, the employee may be provided a Garrity warning. *Garrity v. New Jersey*, 385 U.S. 493 (1967).

**Administrative Leave:** The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

## **Licensure/Certification**

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

## **Political Activity**

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

No school employee shall, during hours for which pay is received, use any time for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

No school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

No school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

### **Reporting Child Abuse and Neglect (Mandatory Reporters)**

Except as provided under Wis. Stat. § 48.981(2m), any of the following persons who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below: school nurse, social worker, school counselor, teacher, school administrator, physical therapist, a physical therapist assistant, an occupational therapist, speech-language clinician, audiologist, or special education/regular education aide.

A person required to report shall immediately inform, by telephone or personally, the applicable District administrative personnel and the county department of child welfare of the facts and circumstances contributing to a suspicion of child abuse or neglect or to a belief that abuse or neglect will occur.

### **Telecommunications Acceptable Use Policy**

The District supports the right of staff to have reasonable access to various information formats and believes it incumbent upon staff to use this privilege in an appropriate and responsible manner. The District shall develop and maintain appropriate procedures which provide guidance to staff access to electronic media and its appropriate use in the District's Acceptable Use Policy which must be signed by all employees.

### **Work Spaces**

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, electronic devices, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked.

### **Worker's Compensation**

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

If any employee is injured while performing duties for the district, the District shall continue to provide worker's compensation insurance, and the employee will be compensated in the following manner:

The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated sick leave as necessary through a deduction of one-third (1/3) of a day of sick leave for each work day the employee is absent from work while on worker's compensation. This provision will apply up until the ninetieth (90th) consecutive day or as long as the employee has accumulated sick leave available, whichever occurs first.

### **Workplace Safety**

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment. Employees should know the following:

- Location of fire alarms;
- Location of fire extinguishers;
- Evacuation routes; and
- Whom to notify in case of fire.

### ***Protection of Staff***

An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.

"Injury" means physical harm to an employee caused by accident or disease in the performance of duties by the employee.

"Performance of duties" means duties performed within the employee's authorized scope of employment and performed in the line of duty.

"Assault" purposeful and intentional action to induce harm/injury upon a staff member.

### ***Weapons Prohibition***

Firearms and dangerous weapons including but limited to knives, bows, crossbows and arrows are prohibited on all property of the District. The prohibition includes firearms and dangerous weapons in vehicles on school property. Licensed peace officers who are serving in their official capacities are the only persons exempted from this prohibition per Board Policy.

### ***Disaster Preparedness***

All employees must become familiar with building procedures in the event of an emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member must follow proper procedures.

### ***Workplace Safety Definition for Grievance Procedure***

In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety. For purposes of that procedure, the following guidelines shall apply:

A grievance can be filed over workplace safety only if the safety of at least one employee is involved. The issue must concern the safety of a person (e.g., not the "safety" of one's vehicle or other personal possessions).

The grievance must be filed by the affected employee(s) (i.e., one employee may not file on behalf of another).

The individual(s) filing the grievance must propose a specific remedy.

The issue and proposed remedy must be under the reasonable control of the District.

## **Reduction in Staff**

The Board may reduce administrative, professional, and/or support staff as necessary. Such staff reductions will be made in compliance with Policy 3131 - Reduction in Staff and Policy 4131 - Reduction in Staff.

## **Non-Renewal, Employee Discipline and Termination**

### **Plan of Improvement**

Staff members may be placed on a plan of improvement by their supervisor. This designation will be clearly communicated to the staff member at the time of assignment, along with any and all stipulations contained within the plan itself.

Staff members placed on a plan of improvement will not be eligible for any increase in pay while this plan is in place. Upon successfully completing the plan of improvement staff will be eligible to receive future pay increases, however, they will not receive compensation for any pay increases missed due to this designation.

### **Non-Renewal**

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

### **Employee Discipline and Termination**

All staff may be terminated or contract may be nonrenewed for any reason provided that the decision is not arbitrary or capricious.

### **Disciplinary Materials**

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

### **Grievance Procedure**

Staff member complaints including but not limited to employee termination, employee discipline, and workplace safety violations, misinterpretation or inappropriate application of district personnel policies and administrative guidelines have occurred, they shall be directed to the direct supervisor/ coordinator for informal discussion and resolution. If the complaint is not resolved informally, staff may initiate formal complaint procedures. Refer to Policy 3340 - Grievance Procedure and Policy 4340 - Grievance Procedure.



## Appendix A - Retirement Stipend and Sick Day Per Diem

Years of Experience	Retirement Stipend	Sick Day Per Diem
30+	\$56,000.00	\$275.00
29	\$55,000.00	\$270.00
28	\$54,000.00	\$265.00
27	\$53,000.00	\$260.00
26	\$52,000.00	\$255.00
25	\$51,000.00	\$250.00
24	\$50,000.00	\$245.00
23	\$49,000.00	\$245.00
22	\$48,000.00	\$245.00
21	\$47,000.00	\$245.00
20	\$46,000.00	\$245.00
19	\$45,000.00	\$240.00
18	\$44,000.00	\$240.00
17	\$43,000.00	\$240.00
16	\$42,000.00	\$240.00
15	\$41,000.00	\$240.00
14	\$40,000.00	\$235.00
13	\$39,000.00	\$235.00
12	\$38,000.00	\$235.00
11	\$37,000.00	\$235.00
10	\$36,000.00	\$235.00

## Appendix B - Teacher Salary Schedule

Level	Base Salary
1	43,200.00
2	44,200.00
3	45,200.00
4	46,200.00
5	47,200.00
6	48,200.00
7	49,200.00
8	50,200.00
9	51,200.00
10	52,200.00
11	53,200.00
12	54,200.00
13	55,200.00
14	56,200.00
15	57,200.00
16	58,200.00
17	59,200.00
18	60,200.00
19	61,200.00
20	62,200.00
21	63,200.00
22	64,200.00
23	65,200.00
24	66,200.00
25	67,200.00
26	68,200.00
27	69,200.00
28	70,200.00
29	71,200.00
30	72,200.00
31	73,200.00
32	74,200.00
33	75,200.00
34	76,200.00
35	77,200.00
36	78,200.00

[Return to Table of Contents](#)

## Appendix C - Support Staff Pay Scale

Maintenance	\$23.12
Custodian - Regular	\$22.34
Secretary	\$20.08
Para/Aide	\$19.50
Nurse	\$29.95
Certified Occupational Therapist Assistant	\$24.92

## Appendix D - Extra Curricular Assignments

KEY	ATHLETIC ASSIGNMENTS		2023-2024 Rate of Pay (\$43,200 base)
AA01	Baseball-Head HS Varsity	9.00%	\$ 3,888.00
AA02	Baseball-Assistant	6.00%	\$ 2,592.00
AA03	Basketball-Boys Head	11.00%	\$ 4,752.00
AA04	Basketball-Boys Assistant	8.00%	\$ 3,456.00
AA05	Basketball-Girls Head	11.00%	\$ 4,752.00
AA06	Basketball-Girls Assistant	8.00%	\$ 3,456.00
AA07	Basketball-Middle School Boys Head	4.50%	\$ 1,944.00
AA08	Basketball-Middle School Boys Assistant	3.50%	\$ 1,512.00
AA09	Basketball-Middle School Girls Head	4.50%	\$ 1,944.00
AA10	Basketball-Middle School Girls Assistant	3.50%	\$ 1,512.00
AA11	Cross Country Track-Head	9.00%	\$ 3,888.00
AA12	Cross Country Track-Assistant	6.00%	\$ 2,592.00
AA13	Cross Country Track-Middle School	4.00%	\$ 1,728.00
AA14	Cross Country Track-Middle School Assistant	3.00%	\$ 1,296.00
AA15	Football-Head	10.00%	\$ 4,320.00
AA16	Football-Assistant	7.00%	\$ 3,024.00
AA17	Football-Middle School Head	4.50%	\$ 1,944.00
AA18	Football-Middle School Assistant	3.50%	\$ 1,512.00
AA19	Golf-Head	8.00%	\$ 3,456.00
AA20	Golf-Assistant	5.00%	\$ 2,160.00
AA21	Hockey-Head	11.00%	\$ 4,752.00
AA22	Hockey-Assistant	8.00%	\$ 3,456.00
AA23	Hockey-Head Girls	11.00%	\$ 4,752.00
AA24	Hockey-Assistant Girls	8.00%	\$ 3,456.00
AA25	Intra-Murals Boys, Girls (Head)	2.00%	\$ 864.00
AA26	Intra-Murals Assistant	1.50%	\$ 648.00
AA27	Intra-Murals Noon	2.00%	\$ 864.00
AA28	Softball-Head	9.00%	\$ 3,888.00
AA29	Softball-Assistant	6.00%	\$ 2,592.00
AA30	Spirit Club Advisor	2.50%	\$ 1,080.00
AA31	Swimming-Boys	10.00%	\$ 4,320.00

[Return to Table of Contents](#)

AA32	Swimming-Boys Assistant	7.00%	\$ 3,024.00
AA33	Swimming-Girls	10.00%	\$ 4,320.00
AA34	Swimming-Girls Assistant	7.00%	\$ 3,024.00
AA35	Track-Boys/Girls Head	10.00%	\$ 4,320.00
AA36	Track-Boys/Girls Assistant	7.00%	\$ 3,024.00
AA37	Track-Middle School Boys/Girls Head	4.50%	\$ 1,944.00
AA38	Track-Middle School Boys/Girls Assistant	2.50%	\$ 1,080.00
AA39	Volleyball-Head	9.00%	\$ 3,888.00
AA40	Volleyball-Assistant	6.00%	\$ 2,592.00
AA41	Volleyball-Middle School Head	4.00%	\$ 1,728.00
AA42	Volleyball-Middle School Assistant	3.00%	\$ 1,296.00
AA43	Wrestling-Head	11.00%	\$ 4,752.00
AA44	Wrestling-Assistant	8.00%	\$ 3,456.00
AA45	Wrestling-Middle School Head	5.00%	\$ 2,160.00
AA46	Wrestling-Middle School Assistant	4.00%	\$ 1,728.00
AA47	Workers-Extra Curricular (per hour)	\$14.78	N/A

## Appendix E - Co Curricular Assignments

KEY	EXTRA CURRICULAR ASSIGNMENTS		2023-2024 Rate of Pay (\$43,200 base)
EE01	El-Safety Patrol Coordinator	1.00%	\$ 432.00
EE02	El-Safety Patrol	1.00%	\$ 432.00
EE03	EL-Student Council-2	2.00%	\$ 864.00
EE04	EL-Yearbook	1.50%	\$ 648.00
EE05	Band	7.00%	\$ 3,024.00
EE06	Band-Middle School	3.50%	\$ 1,512.00
EE07	Bus Chaperone (0-7 hours)	\$73.00	N/A
EE08	Bus-Chaperone (over 7 hours per day)	\$100.00	N/A
EE09	Choir	3.50%	\$ 1,512.00
EE10	Class Advisor-Freshman/Sophomore-6	0.50%	\$ 216.00
EE11	Class Advisor-Freshman/Sophomore Chairman-2	1.00%	\$ 432.00
EE12	Class Advisor-Junior/Senior-6	1.00%	\$ 432.00
EE13	Class Advisor-Junior/Senior Chairman-2	1.50%	\$ 648.00
EE14	Curriculum Writing-Per Hour (Paid to current full-time teachers for approved Curriculum Writing outside regular school day)	\$19.00	N/A
EE15	Future Business Leader of America	2.00%	\$ 864.00
EE16	Family, Career and Community Leader of America Advisor	2.00%	\$ 864.00
EE17	Forensics-Head Coach	3.50%	\$ 1,512.00
EE18	Forensics-Assistants-2	2.00%	\$ 864.00
EE19	Forensics-Middle School Head	1.50%	\$ 648.00
EE20	Forensics-Middle School Assistant	1.00%	\$ 432.00
EE21	Health Education Coordinator	1.00%	\$ 432.00
EE22	National Honor Society	3.00%	\$ 1,296.00
EE23	Moving Classroom-Per Hour All moves at District request-Maximum of 5 hours	\$14.90	N/A
EE24	Pep Club	1.50%	\$ 648.00
EE25	Drama-One Act	3.00%	\$ 1,296.00
EE26	Drama-One Act Assistant Director	1.50%	\$ 648.00
EE27	Drama-Children's	2.50%	\$ 1,080.00
EE28	Drama-Children's Assistant Director	1.50%	\$ 648.00
EE29	Drama-Children's Technical Assistant	1.50%	\$ 648.00
EE30	Drama-3 Act/Musical	4.00%	\$ 1,728.00
EE31	Drama-Musical Director/Accompanist	2.50%	\$ 1,080.00
EE32	Drama-3 Act/Musical Assistant Director	3.50%	\$ 1,512.00

[Return to Table of Contents](#)

EE33	Drama-3 Act/Musical Technical Assistant	2.00%	\$ 864.00
EE34	Shop Maintenance-Auto	4.50%	\$ 1,944.00
EE35	Shop Maintenance-Machine	4.50%	\$ 1,944.00
EE36	Shop-Maintenance-Wood	4.50%	\$ 1,944.00
EE37	Student Council High School	3.00%	\$ 1,296.00
EE38	Student Council-Middle School	2.50%	\$ 1,080.00
EE39	Varsity Club	2.00%	\$ 864.00
EE40	Yearbook	3.00%	\$ 1,296.00
EE41	Link Crew - High School	1.50%	\$ 648.00
EE42	Link Crew - Middle School	1.50%	\$ 648.00
EE43	Geography Bee Advisor	1.26%	\$ 544.32
EE44	Mentor Teacher w/o Experience	2.52%	\$ 1,088.64
EE45	Mentor Teacher with Experience	1.89%	\$ 816.48
EE46	MLSS Coordinator	2.40%	\$ 1,036.80
EE47	PBIS Coach	1.26%	\$ 544.32
EE48	PBIS Tier 2 Coach	1.26%	\$ 544.32
EE49	Reading Specialist	2.27%	\$ 980.64
EE50	Special Olympics	1.26%	\$ 544.32
EE51	Spelling Bee Advisor	1.26%	\$ 544.32
EE52	Accompianist	Paraprofessional Rate	
EE53	Kids in Motion	Paraprofessional Rate	
EE54	Science Club High School	1.00%	\$ 432.00
EE55	eCybermission Club	2.50%	\$ 1,080.00
EE56	Supervisor-Morning Per Hour	\$12.00	N/A
EE57	SkillsUSA	2.00%	\$ 864.00
EE58	High School Scholarship Coordinator & Advanced Placement Assistant	3.50%	\$ 1,512.00
EE59	Lab Maintenance - Innovation Lab	4.50%	\$ 1,944.00
EE60	Esports	3.25%	\$ 1,404.00
EE61	Summer School Coordinator	12.14%	\$ 5,244.48

STIPEND DESIGNATION	RECURRING STIPEND AWARD
Master's Degree (Pre-Approved)	\$3,000
National Boards Certification (NBPTS)	\$3,000
Doctorate Degree (Pre-Approved)	\$3,000

A recurring stipend award will follow all other timelines. Degrees and/or certifications completed by May 14th of any given year will be awarded its recurring stipend to start that same year. If a degree or certification is completed after May 14th, the recurring stipend award will be applied starting the following year.