



# WAUNAKEE

COMMUNITY SCHOOL DISTRICT

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## Teacher Employment Guidelines

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The most recent and updated version is available on the district website

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## Purpose

The purpose of this Employee Handbook is to inform employees about District expectations and policies, provide legal protection for the District, notify employees of their legal rights, serve as a reference guide on important terms and conditions of employment and clarify questions that an employee may have about their working relationship with the District.

All cited references are to sections of the Wisconsin Statutes and WCSD policies as amended to date. This handbook is part of School Board policy. As with any School Board policy, the information contained in this Handbook is subject to change. This Employee Handbook replaces any and all prior verbal and written communications regarding the Waunakee Community School District's working conditions, policies, procedures, appeal processes, and benefits.

## PREAMBLE

The educational welfare of the children of the district is paramount in the operation of the schools. The community rightfully expects men and women of the highest caliber and unbiased in their opinions to serve in the most important task of teaching its children.

It is recognized that education consists of the reciprocal processes of teaching and learning. The effectiveness of these processes is dependent upon the dedication of the teachers and the motivation of their students.

Therefore, the community, through the Board of Education, will endeavor to acquire and maintain teachers who recognize teaching as an honorable profession. The Board of Education and the teaching staff shall endeavor to provide both equal and varied opportunities for a sound education based on excellence of instruction, study, high scholastic standards, participation, good health, the spirit of fair play, and joy in work well done to insure that our students shall be responsible citizens serving as a perpetuation of the American freedoms. Through leadership and proper teacher-student relationship, we hope to create an atmosphere conducive to educational advancement, friendship, fellowship, and loyalties while always forging toward new and enriched goals.

## **Part 1**

### **DEFINITIONS OF STAFF AND RELATED INFORMATION**

Article A - Part Time Teachers

Article B - Job Sharing Assignment

## Article A - Part Time Teachers

A part time teacher is a teacher who is employed by the District for less than a full 100% contract.

### 1. Determination of Contract Percentage/Salary

The contract percentage for a part time teacher is determined in the fashion below.

- a. Elementary (K-6) (including specials of art, music, P.E.) (Full time is 315 minutes) Contract Percentage = assigned minutes divided by 315.
- b. Middle school (7-8) (full time is 12 assignments per 3 day rotation Contract Percentage = number of assignments divided by 12/semester
- c. High school (9-12) (full time is six assignments or 3 blocks) Contract Percentage = number of assignments divided by 6/semester or = number of assignments divided by 12/year.

Contract percentage for part time positions such as library, guidance, SWD or similar positions will be determined by the Administrator.

### 2. Pay for Extra Partial Days

The formula for pay for the 11 full time days worked in the contract will be determined as follows:

Full time salary amount divided by one hundred and eighty-eight (188) days - Daily Rate

Daily Rate x Contract Percentage = Contracted Pay

Daily Rate minus Contracted Pay x 11 = Additional Compensation

Example

Employee works ninety percent 90% contract

Full time salary amount = \$65,000

65,000 divided by 188 = \$345.74/day

$\$345.74 \times .90 = \$311.17$

$\$345.74 \text{ minus } \$311.173 = \$34.57 \times 11 = \$380.27 \text{ (adjustment)}$

### 3. Full Day/Partial Week Computation

A part time teacher that works full days but not full weeks (e.g. Monday, Wednesday, Friday) will have their contract established on a per diem basis.

Days worked will include parent-teacher conference days, workshop and staff development days. For example: a teacher works Mondays, Wednesdays, and Fridays and the actual days worked with students total 102 plus the 11 days above (9 work/convention days and 2 conference days)  $102 + 11 = 113$  days worked; 113 days

divided by 188= 60% contract; 60% x salary = salary.

Holiday pay would be calculated at the daily rate times contract percentage times three and added to the computed salary. In the example above, for a teacher with a \$45,000 salary, it would be daily rate (\$345.74) x 60% (\$207.44) x 3 (holidays) = \$622.33

4. 11 Additional Days

The 11 full time days referenced in subsection (3) above are the nine(9) workshop/staff development days and two (2) parent-teacher conference days

5. Department and Faculty Meetings

Part time staff will attend all department and faculty meetings if required by the principal. If they are not normally scheduled at this time, they will receive an hourly wage according to the extended year schedule.

6. Sick Leave Accumulation

Part time teachers' sick days accumulate at the same rate as their contract percentage. (A fifty percent (50%) teacher who used no sick days in a year has twelve (12) days x fifty percent (50%), or six (6) full days accumulated for future use).

7. Fringe Benefits

Teachers working at least 30 hours but less than 40 hours per week shall be eligible to receive the following benefits: prorated health insurance benefits or cash in lieu of insurance, prorated dental benefits, prorated enrollment in long-term disability, optional enrollment in the voluntary short-term disability and vision plans, a life insurance policy with the value equal to a teacher working 100% FTE, and participation in the District's Flexible Spending Plan(s) if meeting the plan's eligibility criteria.

Teachers working less than 40 hours per week shall be eligible for the following benefits: enrollment in the Wisconsin Retirement System if meeting the Employee Trust Funds eligibility criteria, prorated District contributions to a retirement health reimbursement arrangement account and enrollment in voluntary retirement 403(b) and 457 plans.

8. Job Security

Part time teachers will have the same rights as full time teachers in regard to probationary period, (three years of employment) just cause, grievance, and discharge.

## Article B - Job Sharing Assignment

A job share is defined as one full-time position with two teachers sharing the position. Approval of a job share is solely at the discretion of the Superintendent. A job share will not be approved if there is already a job share in the same grade level in the same building or in the same department in the same building. A job share will only be approved if it is evident that it will benefit both the teachers and the students. A job share may only be created between two existing employees. The district will not hire a part-time teacher to become part of a job share. If two teachers wish to request a job sharing assignment, they should approach their building administrator and discuss the request. If the building administrator is willing to consider the request, they will schedule a meeting with the teachers, the Director of Human Resources, and the Superintendent. In order to be considered for a job sharing assignment, the two teachers must agree to the following:

- Both teachers understand they are sharing one position and they will split the workload equally
- Both teachers understand that they relinquish the right to a full-time position as a result of the job share
- Both teachers understand that in the event one individual leaves the job share, it ceases to exist
- If one member of the job share substitutes for the other, they will be paid the current daily substitute rate
- Seniority will accumulate at 50% of the full-time rate for each individual
- Each individual will work full days on staff development days and parent-teacher conference days and have their pay adjusted accordingly
- Sick and personal days are based on the contract percentage
- Principals may require both individuals to attend staff meetings
- Each teacher will be responsible for all normal administrative tasks, record keeping, plans, etc.
- Each teacher will be evaluated separately based upon the normal evaluation rotation
- Both teachers will be responsible for providing ongoing and consistent communication regarding students and parents
- After July 1, 2015, language under Part I, Article A-6 applies

## **Part II**

# **GRIEVANCE PROCEDURE**

Article A - Definitions

Article B – Procedures

Article C – Timelines

Article D – Exclusive Remedy

## **Article A - Definitions**

1. A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:
  - a. the name and position of the grievant;
  - b. a clear and concise statement of the grievance;
  - c. the issue involved;
  - d. the relief sought;
  - e. the date the incident or alleged violation took place;
  - f. the specific section of the Policy or workplace safety rule alleged to have been violated; and
  - g. the signature of the grievant and the date.
2. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work.
3. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.
4. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
5. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
6. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

## **Article B - Procedures**

### First Step

Within fifteen (15) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to their immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office. An employee who has been notified of termination may process the grievance commencing at Step 3.

### Second Step

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

### Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the Second Step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

### Fourth Step

Either party may appeal an adverse determination at Step 3 to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

### **Article C - Timelines**

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the

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

#### **Article D - Exclusive Remedy**

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

**Part III**  
**LAYOFFS, TRANSFERS, NON-RENEWALS**

Article A - Layoff and Recall Procedure

Article B - Vacancies and Transfers

Article C - Non-Renewal/Renewal

Article D - Late Resignations

Article E - Rehired Teachers

## Article A - Layoff and Recall Procedure

1. This procedure shall apply when the Board of Education reduces the teaching staff of all part-time and full time teachers. The Board shall have the sole right to determine the teaching position or positions to be eliminated.
2. Layoff shall occur when one or more of the following circumstances are present:
  - a. A substantial decrease in pupil population within the School District.
  - b. Loss of operating revenues.
  - c. A substantial decrease in the enrollment in a specific grade level or program area or the elimination of a program(s).
  - d. The return of a teacher from a leave of absence.
  - e. Other legitimate reasons which require a reduction in staff. The Board shall not apply this section in an arbitrary or capricious manner.
3. Procedures and timelines in WI SS 118.22 will be followed in the event of a layoff.
4. The selection of the teachers to be laid off shall be made according to the following guidelines:
  - a. Normal attrition resulting from teachers retiring or resigning will be relied upon to the extent possible.
  - b. Volunteers will be considered next. Voluntary layoff shall occur only by mutual agreement between the teacher who volunteers for layoff and the Board.
  - c. Teachers on intensive supervision will be considered next.
  - d. If steps (a), (b) and (c) are insufficient to accomplish the desired reduction in staff, the following will occur:

Layoff decisions will be based upon a-c above, and longevity in the District. The teachers with the fewest years of service shall be considered first for layoff.

The Board shall determine the employee for layoff. The Board will notify the teacher in the notice of layoff of the reason for the layoff and of the teacher's re-employment rights. Layoff decisions shall not be based upon salary.

5. Recall  
Teachers laid off under the terms of this article will be given priority for such vacancies that occur in their area of certification for a period of two (2) years following the layoff if the employee is certified and qualified for the position as determined by the district. Reinstatements shall be made without loss of credit or accrued benefits from prior years of service in the District. Within ten (10) calendar days after a teacher receives a notice of re-employment, they must advise the district, in writing, that they accept the position offered by such notice and will be able to commence employment on the date specified therein. Any notice shall be considered received when sent by registered letter, return receipt requested, to the last known address of the teacher in question as shown on the district's

records. It shall be the responsibility of each teacher on layoff to keep the district advised of their current whereabouts. Any and all re-employment rights granted to a teacher on layoff shall terminate upon such teacher's failure to accept within said ten (10) calendar days any position for which they are certified, offered to them by the district.

6. No teacher may be prevented from seeking and securing other employment during the period they are laid off under this article.
7. During the two (2) year recall period, the teacher on layoff shall be allowed to participate in the group health and life insurance plans then in effect at their own expense, provided such participation is permitted under the insurance contract and provided the teacher has not been re-employed in a position where health and life insurance coverage is available.

### **Article B – Vacancies and Transfers**

1. When the Board of Education officially accepts a resignation (teaching assignment, co-curricular, or special services), and the Board of Education decides to fill the vacancy, it will be listed as an official opening on the professional staff and posted in designated district platforms. Qualified and interested personnel may apply for vacant positions without resigning their current positions in the District.
2. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building shall file a written statement of such desire with their building administrator and/or the Human Resources Director. Such a statement shall include the grade and/or subject to which the teacher desires to be assigned, the reason for the request, and the school or schools to which they desire to be transferred, in order of preference. Transfer decisions shall be made at the discretion of administration, based upon district, school and student needs. Teachers will be required to interview for vacant positions in other buildings prior to transfer decisions being made. Any teacher who meets posted requirements for the vacancy, has received satisfactory evaluations, and is not on a plan of improvement shall be granted an interview upon request.
3. Involuntary Transfers - No transfer of an individual's position or responsibility shall be made without prior consultation with the teacher. Such transfers shall be made to meet the needs of the assigned school and grade as determined by the building principal, ~~or~~ Director of Student Services **or Director of Special Education** and the District Administrator. **Staff involuntarily transferred may submit for up to 16 hours of curriculum planning.**

### **Article C - Non-Renewal/Renewal**

1. In accordance with the provisions of Section 118.22, Wis. Stats., and any successor thereto, at least fifteen (15) days prior to giving written notice of refusal to renew a full-time teacher's contract for the ensuing school year, and not later than the last day in April, the Board of Education, through the District Administrator, shall inform the full-time teacher by preliminary notice, in writing, that the Board is considering non-renewal of the full-time teacher's contract. The full-time teacher shall then be granted either a private or public conference, at the full-time

teacher's option with the Board, if he files such notice within five (5) days of receipt of the notice of refusal. At the time of the conference with the Board, the full-time teacher and the Board may each be represented by one (1) individual of their own choosing. School District Administrator(s) may be present at the conference and represented by one (1) individual of their choosing.

2. Teachers employed in the District are subject to non-renewal on a statutory basis, as prescribed in Section 118.22 of the State Statutes during the first three years of continuous employment in the District. Non-renewals of teachers with three (3) years or less of continuous employment in the school district are at the discretion of the Board of Education.
3. After completing the probationary period, the following procedure for non-renewal shall be followed:
  - a. A non-probationary teacher who has not been placed on a plan of improvement under the District's evaluation procedures for three consecutive semesters will only be non-renewed for just cause.
  - b. A non-probationary teacher who has been placed on a plan of improvement under the District's evaluation procedures for three or more consecutive semesters may be non-renewed for reasons that are not arbitrary or capricious.
4. The action of the Board either to renew or not to renew such full-time teacher's contract, whether or not the full-time teacher has requested a conference, shall not be taken until at least fifteen (15) days following the receipt by the full-time teacher of the written notice provided in Step 1, but, in no event, later than May 15. The action of the Board in following this non-renewal procedure shall not be subject to the grievance procedure.
5. Renewal  
According to Section 118.22 Wis. Stats, full-time teachers are to receive written notice of renewal of contract for the ensuing school year by May 15th and they shall accept or reject in writing such contract no later than the following June 15th.
6. Discharge/Discipline  
Discharge and discipline for non-probationary teachers shall be based on just cause and is subject to the grievance procedure.

#### **Article D - Late Resignations**

1. Teachers who request a release from their teaching contract with the district assume a legal obligation to pay for the reasonable expense incurred by the district in securing a replacement. That reasonable amount shall be:
  - a. Five hundred dollars (\$500) after June 15 but before July 15 of a newly contracted year.
  - b. Seven hundred and fifty dollars (\$750) after July 15 but before the first day all teachers report for a newly contracted year.
  - c. One thousand five hundred dollars (\$1,500) after the first day all teachers report for a contract year.

- d. Deducted from the employee's last paycheck, unless the resignation is received when the employee is not receiving a check.
2. A release from a teaching contract is at the discretion of the Board of Education as the teacher is expected to honor their contract to teach in the district except in cases where the circumstances are beyond the teacher's control. The Board may waive or reduce the above fees at their discretion in such cases. The Board will not consider reducing or waiving the late resignation fee unless a specific written request is submitted by the teacher.
3. Part time employees will have the penalties prorated based on their FTE level.

#### **Article E - Rehired Teachers**

If a teacher resigns his or her position with the district and is subsequently rehired to teach in the district, all other terms and conditions of employment, e.g. salary, probationary period, and sick leave accrual, shall be applied as if the teacher was new to the District, with the option for Human Resources to offer credit for prior service.

**Part IV**  
**TEACHING LOAD AND WORKDAY**

Article A - Normal Teaching Load

Article B - Workday

Article C - Calendar Clarification

**Article A - Normal Teaching Load**

1. Thirty minutes must be scheduled for a duty free lunch period.
2. A normal elementary (Pre K-6) teaching load per day shall consist of a maximum of 315 minutes of instructional teaching per day averaged per week. The principal shall schedule and assign classes. No teacher will be assigned more than 315 minutes of instructional teaching per day averaged per week, without compensation for an overload. The K-6 building principals will structure the teacher workday and utilize the assistants in such a way as to maximize teacher classroom management and planning times as much as reasonably possible. The work day will be structured in such a way as to insure that the classroom teachers will not need to be present with their students for library study skills instruction or guidance instruction, and so that a single longer recess period could be scheduled instead of two shorter periods at appropriate grade levels as determined by the building principal and grade level staff.
3. A normal middle school teaching load shall consist of 12 periods over a three day cycle. The teacher will be assigned the equivalent of one period per three day cycle of supervision responsibilities with no additional compensation. If a teacher is assigned an additional class in a semester, they shall be compensated an additional 8.15% per additional class over a three day cycle, as part of their normal monthly salary (ex. If a teacher were asked to teach 14 periods over a three day cycle, then their additional compensation would be  $8.15\% \times 2$  additional classes = 16.3%). The principal shall be responsible for scheduling and assigning classes.
4. Prior to each year, a joint review of specialist's schedules for the upcoming school year will be conducted by a teacher representing specialists and the District Administrator with the intent being to keep schedules as reasonable as physically possible. This review process will begin no later than June 1. A reasonable schedule shall not include scheduled overlapping classes.
5. A normal high school teaching load shall consist of twelve instructional periods per year (six per semester or 3 blocks per day each semester) with at least one of these twelve assignments being a study hall, resource room or supervision. A teacher may be assigned, with no additional compensation, another assignment in lieu of the study hall, resource room or supervision (section split of 6/5 or 5/6);. If a teacher is assigned twelve classes (6/6), they shall be compensated an additional eight and fifteen-hundredths percent (8.15%) of their base salary as part of their normal monthly salary. The principal shall be responsible for scheduling and assigning classes.
6. The following departments/teachers are excluded in the normal teaching load

outlined above: library services, counselors, instructional coaches, interventionists, and special education teachers. Personnel in those roles are expected to use the inherent flexibility in daily schedules of that nature to provide for the preparation of the activities required therein and should create a schedule accordingly that includes a 30 minute duty free lunch. Prep times for those individuals should be structured similarly to like grade level peer teachers

7. In order to facilitate flexibility in scheduling classes, teachers may accept teaching assignments outside of the normal workday or structure in lieu of the normal assignment, or for additional compensation at the per diem hourly rate, as agreed upon by the Board and individual teachers.
8. Teachers shared between buildings will only be assigned supervisory duties (e.g. bus duty, lunch duty) at one of the buildings. This assignment should be scheduled so as to avoid the teachers having to travel between buildings to fulfill a supervisory role.
9. A resource room or center is defined as a small group of fewer than twenty-five (25) students that requires the teacher to provide supervisory and tutorial assistance to students. No additional planning time or preparation is required by the teacher for this assignment.
10. A study hall is generally a large group assignment where a teacher's main responsibility is to supervise and manage assigned students. The teacher does provide general learning assistance to students as requested. Study hall supervisors will not be assigned the role of 'tutor' for failing students.

Supervision for purposes of this article involves the supervision of students for a period of time generally associated with a full class period such as lunchroom, open gym, weight room, hallways, etc. It does not include the duties all staff share such as bike duty, bus duty, playground duty, hall monitoring between classes, etc., that are considered basic functions of the job and the responsibility of teachers.

11. Travel time is defined as travel between building assignments within the district during the teacher's regular work day. Travel time will be included as a contract percentage for the purposes of scheduling and compensation. Travel will not be scheduled during the employee's thirty (30) minute duty free lunch period. The travel time allotments will be no less than listed below.

Intermediate School (IS) to Heritage Elementary (HE):	Ten (10) minutes
Middle School (MS) to High School (HS):	Fifteen (15) minutes
<del>Intermediate School (IS) to Heritage Elementary (HE):</del>	<del>Ten (10) minutes</del>
MS to Prairie Elementary (PE):	Fifteen (15) minutes
MS/HS to HE/IS:	Twenty (20) minutes
<del>MS/HS to PE/Prairie Elementary (PE):</del>	<del>Twenty (20) minutes</del>

PE to HE/IS: Twenty (20) minutes

Arboretum Elementary (AE) to IS/HE/PE/MS/HS: Twenty (20) minutes

Travel time contract percentage will be calculated using the basis of the day that constitutes the majority of the teacher's schedule. If equal time is spent between building assignments, travel time percentage will be based on the school in which the teacher work day starts on the first day of school.

Example: Travel from Arboretum Elementary to Heritage Elementary for an Art teacher. Travel time allotment divided by full time instructional minutes = contract percentage 20 minutes travel / 300 daily instructional minutes = 0.0667 = 6.7% of the assigned teacher's contract

## **Article B – Workday**

1. The normal workday for all teachers shall be a continuous eight hours. The actual workday for each building shall be established by the Board. Elementary: 7:15 am - 3:15 pm; Grades 5 - 12: 7:45 am - 3:45 pm. Teachers may leave fifteen minutes earlier, but not before the student release time, on Fridays and days preceding a holiday.
2. All faculty and department meetings will be held during normal working hours except that two staff meetings per month may begin fifteen (15) minutes before the normal workday begins or go fifteen (15) minutes later than the end of the normal workday.
3. The provisions of Paragraph 2 above do not include nor shall they apply to meetings of IEP teams, the preparation of individual education plans, parent-teacher conferences, or activities of similar nature, which are normally conducted at other times.
4. Department meetings will be held on workshop days and early release days as defined below.
5. Individual teacher workdays may be altered from the continuous eight-hour day described above with mutual agreement of the teacher and District Administrator.
6. Professional Hours
  - a. The starting and dismissal times for students will be established by the Board (paragraph 1), provided, however, that no change in the present schedule will increase the length of the teacher's work day.
  - b. Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, section 111.70(1)(L), Wis. Stats.
  - c. The concept of professional hours means that a teacher and their appropriate supervisor(s) will determine the teacher's hours based upon the completion of their duties and the needs of their student(s).
  - d. Teachers are responsible for the completion of their duties as set forth in the teacher job description and those other duties specific to each teacher's position. Professional hours do not abrogate the teacher's duty to supervise pupils as assigned.

- e. Professional work hours are governed by the following:
  - i. The starting and ending times for teachers are determined by the Board. The normal work day will be eight continuous hours. (See Part IV, Article B, Paragraph 1).
  - ii. All teachers are required to attend up to two (2) evening events per contract year as directed by the applicable teacher's building administrator. These events, though not limited by enumeration, may be an open house, music program, art show and/or other District or building events that occur after the normal workday. Teachers shall be given no less than thirty (30) calendar days notice of such events. Teachers are required to attend administratively called meetings before, during, and/or after the normal workday. Examples of administratively called meetings are, but are not limited by enumeration to: staff meetings and meetings with parents/guardians. Teachers who are required to attend administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings. (Non-public school student IEP's outside the normal day are compensated as noted per the teacher employment guidelines.)

Teachers will not be adversely affected because they do not attend meetings called before or after the normal school day due to reasonable professional or personal conflicts. However, a pattern of non-attendance would be indicative of unprofessional behavior and should be reflected in the teacher's evaluation.

Teachers will be evaluated based upon the completion of their duties rather than on adherence to a fixed time schedule.

- iii. It is not the intent of the professional hours section to require more or fewer meetings and conferences, nor is it the intent to have teachers present only in the classroom during instructional time and disregard their normal teaching responsibilities. In order to provide a means to resolve disagreements a joint teacher/administrator Professional Hours Council will be established. This Council shall be made up of the District Administrator, two administrators, and three teachers. The Council's decisions shall be binding and are not subject to the grievance procedure.
- iv. Inservice compensation for inservice meetings outside the "normal school day" will not be abrogated by professional hours.

#### 7. Individualized Educational Program (IEP) Meetings / 504 Meetings

- a. All teachers are responsible for IEP and 504 related meetings with parents and other professionals.
- b. The Director of Student Services will authorize compensation to special education teachers and regular instructional staff for their required attendance at IEP meetings or Section 504 meetings.

- c. Compensation shall be twenty-eight dollars and eleven cents (~~\$28.94~~~~28.11~~) per hour paid to the nearest quarter hour.
- d. Any teacher workday/non-student contact days where IEP or Section 504 meetings are required shall be considered eligible hours. Staff may also submit time used to attend a required IEP or Section 504 meeting during the scheduled student contact day, if attendance occurs during their “verified/scheduled” preparation period, non-scheduled student contact time or if the meeting occurs before or after their primary building’s student contact day schedule. If the staff member has no “verified” preparation period or non-scheduled student contact time within their student contact day, attendance at an IEP/504 during their scheduled student contact time IS NOT to be considered eligible time. If the district provides a substitute to allow for staff participation, no compensation will be provided. If a staff member submits “fraudulent” hours that do not meet the validity criteria as outlined in this provision, they may be subject to disciplinary action. All staff members who submit hours for reimbursement within the IEP \$10,000 fund MUST have a current daily schedule on file with the Director of Special Education or the hours may be rejected for payment.
- e. Staff members are required to submit their hours within TrueTime to the Director of Special Education on or before the last day of school in order to receive reimbursement. No late submissions will be accepted.

**Article C – Calendar Clarification**

The [school calendar](#) shall be determined by the Board. The determination of the structure of the days, e.g. instructional, inservice, workdays, etc. shall be at the discretion of the Board.

1. Calendar Revisions due to weather:

The first four (4) full days lost to inclement weather shall not be made up unless the District is required by state statutes to make up such day(s) and/or hours of instruction with pupils.

Teachers shall not receive additional compensation in the event the District requires such day(s) and/or hours of instruction to be made up with pupils

Last day for teachers (when a snow day is made up after the last student day) – Local staff development time or other administrative recommendation.

2. Total Days for Staff

- a. K-12 new teachers                      One hundred and ninety two (192)
- b. K-12 teachers                              One hundred and eighty-eight (188)

3. Paid Holidays

- a. Labor Day
- b. Thanksgiving Day
- c. Memorial Day

#### 4. Workshop/Staff Development Days

The following will be used as guidelines in the development of the calendar:

Four Days before Students Report:

There will be a combination of a day ~~First Teacher Day of the year. Morning~~ consisting of meetings and inservice including an all district session, department meetings for at least ninety minutes, and possibly other meetings. Afternoon consisting of building meetings. (Lunch release of one hour)

The other three days will include: two staff development days and one day for classroom/work time.

#### 5. Parent-Teacher Conference Days/Times

Teachers are responsible for 16 hours of formal parent-teacher conferences.

#### 6. Check Out

Teachers will check out at the end of the school year on the last scheduled workday or a day determined by the Board of Education if inclement weather days need to be made up.

**Part V**  
**LEAVES**

Article A - Absences with Pay

Article B - Absences without Pay

Article C - General Provisions for Absences with Pay and without Pay

## **Article A - Absences with Pay**

### **Eligibility and Paid Time Off Allocations**

All employees classified in these Employment Guidelines shall be eligible for time off as outlined in the following sections. Paid time off allocations occur on the first day of July each year.

Employees hired after July 1st or after the school year begins will be allocated paid time off on a prorated basis based on a proration of the remaining days in their assignment.

Employees who resign or are terminated before the end of the work year, or assigned number of work days, will have their paid time off prorated (reduced) based on the number of days actually worked.

Employees who do not work the same number of hours on each workday shall have their allocations determined by the average number of hours per day calculated on a weekly basis. Part-time employees shall receive allocations prorated for their FTE.

### **Administration**

The Board of Education may implement and/or change policies to prevent misuse of time off at any time upon their discretion.

The Director of Human Resources, or their designee, may request verification of the need for an employee's time off at their discretion.

Employees are responsible for adhering to the time off guidelines and to use the electronic time off system, Skyward - Employee Access, correctly.

Time off requests should be entered into Skyward prior to the absence being taken.

### **Time Off Use**

All time off requests may be requested in hourly increments of 0.25 hours and must be submitted in Skyward - Employee Access. If time off requests are less than a full day, employees are expected to work for the remaining workday.

Full-time (100% FTE) Teachers: paid time off is allocated based on eight (8) hours per day. If you will be absent the entire day, including prep time, you must submit eight (8) hours of time off. Any absence that requires substitute coverage of any increment must be submitted into Skyward Employee Access and include the full duration of the absence, including any prep or lunch time.

External substitutes (substitutes in Frontline) only are hired for a minimum of two (2)

hours per day. Frontline substitute requests must be a minimum of two (2) hours up to eight (8) hours per day. Absences of 1.75 hours or less requiring a substitute request are submitted to the building office via the shared communication plan administered by the building substitute coordinator/office staff.

1. Sick Leave

- a. New Teacher Eligibility: A new teacher to the district must teach at least one day in the district in order to be eligible to use sick leave.
- b. Allocation Amounts: Employees shall be given one day of sick leave per month worked, accumulative to 188 days (1,504 hours). The maximum number of sick days to be applied toward retirement benefits shall be 120 days (960 hours). Unused sick leave is only paid out upon meeting the district's retirement eligibility.
  - i. Eight(8) days of sick leave are allocated each year.
  - ii. For each experienced teacher entering the school system, five (5) additional days of sick leave shall be granted per semester for the first year of teaching in the system if the individual has accumulated ten (10) days of sick leave in another system. If these additional days are not used, they shall be added to their accumulation of their first year of teaching in the system. Teachers are responsible for obtaining proof of ten (10) unused sick days from another school district and emailing it to the Director of Human Resources by Jan. 1st. If the other school district paid for these unused sick days, they will not be accepted.
- c. Use: Sick leave may be used for:
  - i. Personal illness.
  - ii. Doctor and/or dentist appointment for self that cannot be scheduled outside of normal work hours.
  - iii. Immediate family\* member illness, or doctor and/or dentist appointment that cannot be scheduled outside of normal work hours.
  - iv. Care for a child in their immediate family that cannot safely be left alone in a situation of canceled or closed childcare.
  - v. Funeral or wake of a friend or a relative that is defined as an immediate family\* member.

- vi. If an employee exhausts all available sick leave, they must use any available personal leave prior to requesting unpaid sick leave. There may be certain exceptions under the State and Federal Family and Medical Leave Laws.

\* Immediate family includes: spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister-in-law, son or daughter-in-law, or grandparent-in-law.

- d. Sick leave benefits include the base contract plus fringe benefits. Sick leave benefits exclude co-curricular and/or special services and extended school year assignments.

## 2. Family and Medical Leave

- a. Under the State and Federal Family and Medical leave Acts, employees may be entitled to leave above and beyond the leaves provided in these guidelines. Any absence of more than three days that qualifies as Family and Medical leave will be counted as Family and Medical leave. The District administers the State and Federal Family and Medical Leave Acts concurrently. A 12-month period starting July 1 and ending on June 30, is used for calculating leave eligibility under the Federal Family and Medical Leave Act. Employees should contact the Director of Human Resources to request Family and Medical leave or to discuss their options for time off under the State and Federal laws. Please see Appendix C for employee rights and responsibilities under the Family and Medical Leave Act.

## 3. Bereavement Leave

- a. Bereavement leave shall be provided for death in the immediate family for up to three (3) days per occurrence. These days will not be deducted from sick leave. An additional three (3) days of sick leave may be used as bereavement leave for deaths in the immediate family. The Director of Human Resources may grant additional days, either as paid leave deducted from sick leave or as unpaid days, at their discretion.

Immediate family includes spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister-in-law, son or daughter-in-law, grandparent-in-law, aunt or uncle.

- b. An employee's or employee spouse's miscarriage is also eligible for bereavement leave.
- c. Teachers may request sick leave for attendance at funerals, not covered under bereavement leave. Verification of attendance may be required.

## 4. Personal Leave

- a. Allocation Amounts: Each employee will be credited with four(4) days of personal leave per year. These days are separate from sick leave and are allocated as personal leave.

- b. Use:
- i. Personal days can be used for anything.
  - ii. Unused personal leave is added to accrued sick leave at the end of each school year, which is accumulative to 188 days (1,504 hours), 120 days (960 hours) of which can be applied toward retirement.
  - iii. Teachers may request to be paid out for up to four (4) unused personal days per year rather than use them or roll them over as sick leave. Unused personal leave is paid out at the current daily external substitute teacher rate.

Requests must be submitted electronically via Skyward-Employee Access, following the same process used in requesting time off, with the following information in the description area of the request: "unused personal leave payout request."

These requests must be made no later than May 30th of the current school year. Payment will be included in the last check of the year.

- c. Restrictions on Use:
- i. District-Wide: No more than twelve (12) teachers may use personal leave on any one day.  
  
Per Building: Less than 800 students: no more than four (4) teachers may use personal leave on any one day; More than 800 students: no more than six (6) teachers may use personal leave on any one day.
  - ii. Personal leave should be submitted forty-eight (48) hours in advance of the actual absence date whenever possible.
  - iii. Personal leave may not be used before or after an unpaid break or holiday.
  - iv. Personal leave may not be used on the last ten (10) school days of the year.
  - v. Personal leave may not be used during the first week of school.
  - vi. Personal leave may not be used for parent-teacher conference time.
- d. Requests for Exceptions of Use: The Director of Human Resources may grant approval for use of personal leave for extenuating circumstances or once-in-a-lifetime events. These requests must be submitted prior to submitting a time off request via a [TalentEd/PowerSchools](#) form. Log into your TalentEd/PowerSchools account to submit an Employee Special Time Off Request Form (Not extended leave).

## 6. Professional Leave

- a. Professional leave is defined as release from classroom duties for the purpose of attending professional meetings, seminars, workshops, conferences, conventions, institutes, and others of a similar nature. In order to be considered professional, a meeting must meet one or more of the following requirements:
  - i. It must be in one's teaching field or in the general field of education.
  - ii. It must be designed to increase knowledge, skills, and understanding of subject or related educational matters.
  - iii. It must be designated to update knowledge in rapidly changing fields.
  - iv. It must be designed to improve teaching methods which will, in turn, improve instruction of students.
- b. Professional leave may be granted upon request to the Building Principal or Supervising Administrator. The request will, if possible, be submitted at least three (3) weeks prior to the date of leave to allow for processing. Principals will create a rotation schedule for professional days to allow all teachers opportunities to use professional days. The Board may reimburse the teacher for all reasonable expenses incurred as defined in Policy 671.2.
- c. Professional visit: Each faculty member may be granted one (1) day each year to visit a related professional department in another school. The request must be submitted in advance to the appropriate administrator. A report of such a visit is to be made to that administrator and department head within one week of the teacher's return to their own school.

## 7. Military Leave

A teacher who is a member of a reserve component of the armed forces, who is required to enter into active training duty or temporary special service will be granted leave and be reimbursed for time spent in necessary classroom preparation prior to the teacher's departure and the necessary preparation upon return from the leave. The hours of reimbursement will be determined by the District Administrator.

## 8. Pregnancy Leave

- a. The Board of Education shall consider pregnancy to be medically related work interruption. A pregnant staff member shall be permitted to use sick leave as in other cases of staff members' illness or injury.
- b. In instances where the building administrator has serious doubts as to the ability of the pregnant staff member to perform the duties of the job, the District Administrator may require the pregnant staff member to secure a medical statement of fitness to perform such duties.
- c. The length of leave for childbearing shall be jointly determined by the staff member and the personal physician. The District reserves the right to

request a medical exam by a doctor of the District's choosing, at District expense for employee substitute costs and exam costs, to determine a teacher's fitness and availability for normal teaching duties. The District Administrator shall then approve the length of leave for childbearing.

- d. Teachers who return after the approved leave will be placed on the salary schedule to which they are entitled and retain all benefits afforded to them under the educational agreement.

## 9. Jury Duty

The District Administrator shall grant leave for any teacher who is summoned for jury duty on a scheduled workday. The District Administrator shall determine the difference between base salary paid by the district and the per diem paid by the court and establish the share to be assumed by the district.

## Article B - Absences without Pay

### 1. Personal Leave Without Pay

- a. Eligibility: A teacher shall be able to take up to one (1) unpaid leave day after completing five (5) full years of employment in the district. Once eligible, teachers are able to take one unpaid day per year and those days do not carry over.
- b. Use:
  - i. Unpaid leave requests may be requested for situations that do not fall under any other time off category and are considered "once-in-a-lifetime" requests.
  - ii. Applicable paid time off should be exhausted prior to requesting unpaid leave.
  - iii. Any unpaid time off qualifies as a once-in-a-lifetime leave, even if for a single day, and must be pre-approved by your principal/supervisor and the Director of Human Resources prior to submitting an unpaid leave request in Skyward-Employee Access. Pre-approval requests must be submitted prior to submitting a time off request via a [TalentEd/PowerSchools](#) form. Log into your TalentEd/PowerSchools account to submit an Employee Special Time Off Request Form (Not extended leave).
  - iv. The allowance for unpaid leave days will be on a first come, first served basis with each building.
- c. Restrictions on Use:
  - i. No more than eight (8) teachers per district and four (4) per building may use unpaid leave at any time.
  - ii. Unpaid leave requests must be submitted at least forty-eight (48) hours prior to the absence date(s). This may be waived in case of a

family emergency/illness.

- iii. Unpaid leave may not be used during Parent-Teacher Conferences.
  - iv. Unpaid leave may not be used to extend holidays, or recesses, except for emergency or educational reasons.
  - v. Unpaid leave may not be used on the last ten (10) school days of the year.
2. A one-time leave of absence of up to one year shall be granted upon written request by any teacher providing the teacher has been teaching in the school system for at least twelve (12) consecutive years. A one-time leave of absence for up to one year may be granted to any teacher upon written request providing the teacher has been teaching in the school system for at least five (5) consecutive years. The request for a leave of absence shall be made before March 1 of the school year preceding the beginning of the absence. During the one-time leave of absence, the teacher on leave will communicate to the Director of Human Resources by March 1<sup>st</sup> their intent to return. Upon return from such leave, the teacher shall be allowed to advance to the salary they had attained before the leave of absence, and will be assigned to a position that is consistent with their qualifications and certification. The Board of Education has discretion related to leaves for staff wherever it states they (BOE) "may" grant a leave. Its decision as to whether to grant or deny a leave in these cases is not precedent setting.

If, however, the District Administrator and the Board of Education determine the experience to have been of value to the school system in improving instruction of students, upon return the teacher may be given the salary and benefits that would have accrued had they never left to take the leave of absence.

### 3. Unpaid Child Rearing Leave

- a. An unpaid child rearing leave shall be provided to teachers who have completed at least one contract year with the District subject to the application requirements in subsection c-i.
- b. The unpaid child rearing leave of absence shall be for up to eighteen (18) weeks duration. The date for the commencement of the unpaid child rearing leave is either:
  - i. The date of the commencement of the teacher's pregnancy leave under Part V, Article A, Section 8, if the child rearing leave is to run consecutive to the teacher's pregnancy leave or
  - ii. The date of the commencement of the teacher's family leave request under the applicable State and/or Federal family and medical leave acts if the child rearing leave is not going to run consecutive to the teacher's pregnancy leave.
- c. Leave for child rearing purposes will be granted according to the following

process:

- i. To be granted such leave, a teacher must make a written application at least forty-five (45) days prior to the effective date of such leave. The leave must be requested within twelve (12) months of the birth or adoption of the teacher's child.
- ii. The teacher shall notify the Director of Human Resources of the teacher's intent to return to work at least forty-five (45) days prior to the expiration of the leave. This notification may be given in the initial application by indicating the expected date the teacher intends to return to their position. If the teacher does not provide such notice they will be deemed to have resigned from their position with the District as of the expiration date of the leave. Teachers returning from leave shall be subject to the layoff policy as contained in Part III, Article A of these guidelines, if applicable.
- iii. Child rearing leave as provided for above shall run concurrent with any family leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the Federal Family and Medical Leave Act.

#### **Article C - General Provisions for Absence with Pay and without Pay**

1. Any time a leave is granted under the above provisions, the teacher will not be required to pay the cost of the substitute.
2. During a leave of absence, a teacher may continue to participate in the district's insurance programs during this absence, but must reimburse the district for all premiums. The teacher on leave will reimburse the district for insurance premiums at the same rate as the percentage of leave taken (one hundred percent (100%) leave = one hundred percent (100%) of premiums; fifty percent (50%) leave = fifty percent (50%) premiums, etc.)

This applies to all types of unpaid leaves with the exception of those leaves taken under the federal or state Family and Medical Leave Act.

3. Teachers shall not accrue additional paid leaves while on an unpaid leaves of absence, unless the specific leave provision, under which they take such leave provides for the accrual of additional paid leave for teachers during the period of such leave.

## **Part VI**

### **BENEFITS**

Article A - Health Insurance

Article B - Annual Health Assessment Incentive

Article C - Health Savings Account (HSA)

Article D - Alternative Benefit Plan (ABP)/Cash in Lieu of Health Insurance

Article E - Family Reimbursement Account (FRA) with Alternative Benefit Plan (ABP) /  
Health Reimbursement Account (HRA)

Article F- Dental Insurance

Article G- Vision Insurance

Article H- COBRA Continuation Insurance

Article I- Flexible Spending Account (FSA) Cafeteria Plan

Article J- Long-Term and Short-Term Disability

Article K- Life Insurance

Article L- Wisconsin Retirement System WRS (Retirement Fund)

Article M- Retirement Eligibility Notification and Retiree Benefits

Article N- Retirement Health Reimbursement Account (HRA)

Employees Hired before April 1, 2008 - Retirement (HRA) Benefits

Employees Hired on or after April 1, 2008 - Retirement (HRA) Benefits

Article O- 403(b) Employee Savings Plan and Universal Availability Notice

Article P- 457(b) Deferred Compensation Plan

Article Q- Workers Compensation Coverage and Reporting Responsibilities

Article R - Admission to Home Athletic Events

## **Part VI Benefits**

All insurance carriers, programs, and coverages in this Part VI Benefits section will be selected and determined by the Board of Education.

When an employee resigns or retires, health, dental, and vision insurance will end on the last day of month of employment with the district, during the school year or on the last day of August at the end of the school year.

When an employee resigns or retires, short-term disability, long-term disability and life insurance(s) end on the last day working with the district.

### **Article A - Health Insurance**

1. The district shall maintain an insurance advisory committee that will be responsible for gathering information about insurance options for the Board. The advisory committee shall consist of two BOE members, two teachers, the Director of Human Resources who shall serve as the chairperson and either the Director of Business Services or Executive Director of Operations and two members of the classified staff. The committee shall meet once per quarter. The District's Employment and Benefits Specialist shall serve on the committee as a non-voting member.
2. Employees who work 30 or more hours per week shall be eligible to enroll in the district's health insurance. The district makes a substantial contribution toward the cost of each eligible employee's medical coverage. Medical plan rates and summaries on insurance plans offered to employees and employer contribution rates approved by the Board of Education may be obtained from the Human Resources Department. The employer provides a HMO, POS and HDHP health plans. For employees enrolling in a single or family Point of Service (POS) health

plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The high deductible health plan is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act.

Employees completing the established district annual health assessment process will receive an additional employee premium savings as outlined in the annual health assessment incentive section of this handbook.

3. Employer health insurance contribution rate when both spouses are employed by the district. This paragraph defines employer contribution rates when one family health insurance policy is selected when both spouses are district employees and both are eligible for health insurance. The contribution varies whether at least one of the spouses is eligible for the Alternative Benefit Plan. The contribution will be based on the employee enrolled in health insurance. When neither spouse is eligible for the Alternative Benefit Plan, the district contribution paid will be based on the family plan rate of the HMO or HDHP premium (or if enrolling in the POS Plan, the family HMO Plan premium). When at least one spouse is eligible for and elects to enroll in the Alternative Benefit Plan, the district contribution will be based on the family plan rate of the HMO or HDHP premium (or if enrolling in the POS Plan, the family HMO Plan premium).
4. Detailed information about health insurance, including rates is available on the Human Resources for Staff Benefits website page. ~~Employees who work 30 or more hours per week shall be eligible to enroll in district health insurance. The district makes a substantial contribution toward the cost of each eligible employee's medical coverage. Medical plan rates and summaries on insurance plans offered to employees and employer contribution rates approved by the Board of Education may be obtained from the Human Resources Department. The employer provides HMO, POS and HDHP health plans. For employees enrolling in a single or family Point of Service (POS) health plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The High Deductible Health Plan (HDHP) is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act.~~
5. ~~The employer monthly health insurance contribution below represents no health assessment participation. Employees completing the established district annual assessment process will receive an additional employee premium savings as outlined in the annual health assessment incentive section of these guidelines.~~

Teacher	Plan	Single Coverage	Family Coverage
8 hours (100% FTE)	HPHP	\$518.93	\$1167.58
	HMO & POS	\$690.67	\$1554.01
7+ hours (88% - 99% FTE)	HPHP	\$485.79	\$1093.02
	HMO & POS	\$649.56	\$1454.78
6+ hours (75% - 87% FTE)	HPHP	\$452.65	\$1018.46
	HMO & POS	\$602.46	\$1355.54

~~Employer health insurance contribution rate when both spouses are employed by the district and are both eligible for health insurance. This paragraph defines employer contribution rates when one family health insurance policy is selected when both spouses are district employees and both are eligible for health insurance. The contribution varies whether at least one of the spouses is eligible for the Alternative Benefit Plan. The contribution will be based on the employee enrolled in health insurance. When at least one~~

~~spouse is eligible for and elects to enroll in the Alternative Benefit Plan, the district contribution will be based on the family plan rate of the HMO or HDHP premium (or if enrolling in the POS Plan, the family HMO Plan premium). The contribution varies depending on eligibility and participation in the Alternative Benefit Plan. The contribution will be based on the employee enrolled in health insurance. The district contribution will be based on the family plan rate in the chart below of the HMO or HDHP premium (or if enrolling in the POS Plan, the family HMO Plan premium).~~

<del>Family plan employer contribution when both spouses are employed at the district. This table is based on the employee who carries the health insurance, works 8 hours per day (100% FTE) with no participation in the health assessment</del>	<del>Plan</del>	<del>Family Rate</del>
<del>Neither spouse participating in ABP</del>	<del>HDHP</del>	<del>\$1316.69</del>
	<del>HMO &amp; POS</del>	<del>\$1752.48</del>
<del>One spouse eligible &amp; elects enrollment in ABP</del>	<del>HDHP</del>	<del>\$1167.58</del>
	<del>HMO &amp; POS</del>	<del>\$1554.01</del>

## Article B – Annual Health Assessment Incentive

The annual health assessment incentive is designed to engage employees, district and insured spouses in identifying health risks and to improve their health and prevent chronic disease. Participation in the program is voluntary. If both the employee and insured spouse do not participate in the annual health assessment process established by the district, the district’s contribution towards the single or family coverage health insurance premiums are at the employer contribution rate outlined in the health insurance section of these guidelines. The following employer contribution rates apply towards single or family health coverage for employees participating in the health assessment.

~~**3% rate savings.** Single – The individual is required to visit and meet with the staff at the district Staff Wellness Clinic. Family – Both the employee and insured spouse are required to visit and meet with the staff at the district Staff Wellness Clinic.~~

~~**5% rate savings (3% plus an additional 2% rate savings).** Single - The individual is required to visit and meet with the staff at the district Staff Wellness Clinic and the employee is required to be current or have completed all recommended age/gender appropriate screenings. Family - Both the employee and insured spouse are required to visit and meet with the staff at the district Staff Wellness Clinic and both the employee and spouse are required to be current or have completed all recommended age/gender appropriate screenings. Spouses not employed by the district may complete their visit as a virtual visit with staff at the district Wellness Clinic.~~

Human Resources will provide employees with the last date to complete the employee and insured spouse annual health assessment to receive the above rate savings. Participation in the annual health assessment affects the premium rates for the following insurance plan year. The only information Human Resources receives from the health assessment provider is whether the individual meets with the Wellness Clinic staff, is

current on age/gender appropriate screenings and a summary report of aggregate data with no identifiable individual data.

### **Article C – Health Savings Account (HSA)**

The district maintains a health savings account (HSA) for eligible employees in accordance with IRS 969 plan regulations. A health savings account (HSA) is a benefits plan designed to allow employees to set aside pre-tax dollars to pay for eligible medical expenses such as co-pays, deductibles and other qualifying out-of-pocket medical expenses. Employees must be enrolled in a High Deductible Health Plan in order for contributions to be made to an HSA. The district will make a defined employer contribution towards a single or family HSA and district contributions will only be made for the months that an employee is enrolled in the HDHP. The combined district and voluntary employee contribution shall not exceed the annual IRS limit. The account is owned by the employee and unused funds roll over year to year. It is the employee's responsibility to manage their HSA account according to IRS 969 plan regulations.

### **Article D – Alternative Benefit Plan [ABP] in Lieu of Health Insurance**

The Alternative Benefit Plan (ABP) is maintained under the District's IRS Section 125 Cafeteria Plan. If an employee is eligible for health insurance from the District and can demonstrate they have health insurance coverage by a health insurance policy outside of the District, the employee may choose to waive District health insurance coverage. The employee may then choose to accept a "cash in lieu" payment through the Alternative Benefit Plan (ABP). It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing cash in lieu (ABP) at the time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment if choosing to maintain the ABP benefit. The cash payment amount for full-time (100% FTE) teachers is \$455.00~~437~~ per month. (66% of the lowest cost plan / the single rate offer for the Federal Affordable Care Act.)

Once an employee opts to enroll in the Article D ABP benefit, the employee forfeits the eligibility to transition between the ABP and FRA benefits. This restriction is in place as the employee would not fulfill the criterion for a health insurance tier level change from being enrolled in district health insurance to waiving it.

### **Article E - Family Reimbursement Account (FRA) with Alternative Benefit Plan (ABP) / Health Reimbursement Account (HRA)**

If an employee provides proof of enrollment in a non-district qualified health insurance plan, the employee may choose to waive district health insurance at time of employment or reduce district health insurance enrollment at a future date by making a health insurance tier level change (family to waive, single to waive, or family to single). In exchange, the employee is eligible to accept enrollment in the FRA. The FRA has two benefit components:

- A. Cash payment per month amount of either: \$50 single to waive coverage, \$100 family to single coverage or \$150 family to waive coverage. This benefit component

is an alternative benefit plan (ABP).

- B. Reimbursement by the district for qualifying out-of-pocket medical expenses incurred on the non-district health insurance plan including in-network deductibles, copays, and prescription expenses. This benefit component is a health reimbursement account (HRA).

The Family Reimbursement Account (FRA) is maintained under the district’s IRS Section 125 Cafeteria Plan. It is the employee’s responsibility to enroll with the Human Resources Department for this benefit including: electing FRA at time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district’s annual open enrollment.

### Article F - Dental Insurance

Teachers who work 30 or more hours per week shall be eligible to enroll in district dental insurance. The employer's monthly dental contribution is indicated below. If both spouses are employed by the District, and both are eligible for health and dental insurance benefits, the Board shall pay 100% for family dental insurance. If an eligible teacher waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium.

<del>Teacher Staff</del>	<del>Single Coverage</del>	<del>Family Coverage</del>
<del>8 hours (100% FTE)</del>	<del>\$52.27</del>	<del>\$117.13</del>
<del>7+ hours (88% - 99% FTE)</del>	<del>\$49.30</del>	<del>\$110.47</del>
<del>6+ hours (75% - 87% FTE)</del>	<del>\$46.33</del>	<del>\$103.82</del>

Part-time teachers who were employed by the district prior to July 1, 2023 and were enrolled in the district’s dental insurance prior to July 1, 2023 shall be legaced in.

### Article G - Vision Insurance

The employer shall offer a voluntary, employee-paid vision policy for teachers working 30 or more hours per week.

### Article H - Supplemental Insurance

The employer shall offer a voluntary, employee-paid supplemental policies for teachers working 30 or more hours per week.

### Article I+- COBRA Insurance Continuation

Both state and federal laws give certain individuals, who would otherwise lose their employer health insurance coverage, the right to continue their coverage for a period of time. The District follows applicable Federal and State COBRA laws when offering employees, at their own expense, the opportunity to continue district health, dental and vision insurance plan(s).

## **Article ~~JH~~ - Flexible Spending Account (FSA) / Cafeteria Plan**

The district maintains medical and dependent care flexible spending plans (FSA) under IRS section §125 cafeteria plan regulations for eligible employees to make pre-tax contributions for qualifying dependent care, health, dental, vision and other qualifying expenses. To participate in this benefit, eligible employees must complete the enrollment process. It is necessary that interested employees re-enroll during each annual open enrollment period to maintain continued participation. It is the employee's responsibility to manage their FSA account(s) as per IRS section §125 cafeteria plan regulations. Individuals enrolling in a HDHP may not participate in a medical FSA.

## **Article ~~KJ~~ - Short-Term and Long-Term Disability**

The employer shall offer a voluntary, employee-paid short-term disability policy to teachers working 30 hours or more per week. The employer shall pay for a long-term disability insurance policy for all teachers working 30 hours or more per week. The long-term disability benefit is 90% of salary after 60 calendar days. See the current short-term and long-term policy booklets for benefit limitations and/or exclusions.

Teachers working less than 30 hours per week who were employed by the district prior to July 1, 2023 and were enrolled in the district's short-term or long-term disability insurance(s) prior to July 1, 2023 shall be legaced in.

## **Article ~~LK~~ - Life Insurance**

The district shall provide a 100% employer premium paid term life insurance policy to teachers working 30 hours or more per week. The policy value is \$85,000. See current life insurance policy booklet for benefit limitations and/or exclusions.

Teachers working less than 30 hours per week who were employed by the district prior to July 1, 2023 and were enrolled in the district's life insurance plan prior to July 1, 2023 shall be legaced in.

## **Article ~~ML~~ - Wisconsin Retirement System WRS (Retirement Fund)**

The Board will contribute the employer's share for all eligible employees who qualify for enrollment under the rules of the Department of Employee Trust Funds. The employee will pay the employee's required Wisconsin Retirement System contribution pursuant to state statute requirements.

## **Article ~~NM~~ - Retirement Eligibility, Notification and Retiree Benefits**

### **1. Notification and Eligibility**

Employees who plan to retire shall notify the Human Resources Director in writing, or their designee, of their intent to do so by March 15 of the school year at the conclusion of which they wish to retire.

Any teacher hired after June 30, 2012 will not be eligible for district provided post-employment benefits if they are receiving an annuity from the WRS. No

teacher shall be eligible to retire from the district more than once.

If an employee meets the years of service requirement and has to retire before reaching the age of 55 due to a serious health condition that qualifies for WRS disability retirement, they shall be deemed eligible for the District's retirement benefits as well.

## 2. Benefits

If the employee provides proper retirement notice outlined above in section 1 of this Article, and who has been employed at least one (1) year in the Waunakee School District and who have reached the age of fifty-five (55) on or prior to the last day of school in the year they wish to retire, they shall be eligible to receive retirement benefits as follows.

- a. If permitted by the health care and dental insurance providers, an employee may continue District coverage as a retiree by paying the monthly plan premium directly to the insurance provider(s). The effective retiree insurance date will be the date after active employee insurance(s) end which is outlined in Part VI Benefits. The offer of retiree insurance(s) will be the same insurance plans and coverage the employee was enrolled in on the last day of active employee insurance coverage. The program offered to district employees is subject to change on an annual basis.
- b. District post-retirement HRA contributions are based on when the employee began employment (if hired before April 1, 2008 or hired on or after April 1, 2008). The applicable Retirement Health Reimbursement Account (HRA) post-retirement benefit is outlined in Article ~~ON~~.
- c. All Retirement Health Reimbursement Account (HRA) benefits shall be provided based on the vesting/percentage schedule in Article ~~ON~~ below, except for those designated to vest immediately.

### **Article ~~ON~~ – Retirement Health Reimbursement Account (HRA)**

The HRA provider and plan administrator shall be selected and determined by the Board of Education. No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.

The district shall provide employer contributions to a Retirement Health Reimbursement Account (HRA) for teachers during active employment each year employed with the District. The annual contribution and vesting procedures for the HRA account are set forth below and vary according to the date employment began as a teacher in the District. Contributions will cease when the teacher's employment with the District ends.

Part-time employee contributions shall be prorated based upon their percentage of

full-time equivalency.

The HRA account is intended to be accessed during retirement years, subject to the terms and conditions of the HRA provider. Employees who sever employment and have a vested HRA benefit shall be able to immediately access the HRA Plan funds, irrespective of the eligibility standards set forth in Article M, above, pursuant to the terms and conditions of the HRA Plan Provider. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.

The teacher may additionally be eligible for post-employment District HRA contributions if the employee meets the retirement eligibility criteria in Article NM, Sections 1 and 2b & 2c. If eligible, the post-employment district HRA contributions are set forth below and vary according to the date employment began as a teacher in the district.

Non-vested contributions made on behalf of employees who terminate employment with the District for any reason will revert back to the District's Fund 73 fund.

Survivorship Rights for Retirees Receiving the Health Reimbursement Account Plan: Benefits payable to the spouse and/or dependents will not exceed, in combination with those already provided to the retiree before their death, those that would have been available to the retiree if they had survived. Such benefits are subject to the terms and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.

The District shall pay the HRA plan administrative fee for active employees. The retired employee shall pay the distribution fee to access the HRA funds.

Active Employment Definitions.

Immediate Vesting. The employer annual contribution made during the teacher's active employment that shall vest immediately to the employee.

Prorated Years of Service Vesting. The employer annual contribution made during the teacher's active employment shall have a variable years of service vesting amount based on the years of service Vesting Schedule outlined below. All prior years of service with the district will be included. The Vesting Schedule is to be used for the HRA benefit, except for those designated in this Article, either Section 1 and 2 that vest immediately.

**Vesting Schedule** - After # Years Teaching Experience in the Waunakee Community School District

After # Years Teaching Experience at WCSD	Vested	Non-Vested
After 1 year	10%	90%
After 2 years	20%	80%
After 3 years	30%	70%
After 4 years	40%	60%
After 5 years	50%	50%
After 6 years	60%	40%
After 7 years	70%	30%
After 8 years	80%	20%

After 9 years	90%	10%
After 10 years	100%	0%

Post-Employment Definitions.

Years of Service Value. A year of service shall be equivalent to an FTE of 100%. The contribution shall be prorated for teachers with less than 100% FTE.

Unused Sick Leave Value. Up to a maximum of 120 sick days (960 hours) can be allocated to this benefit. The total accumulation value cannot exceed \$14,520,160.00.

Banked Points Value. This is the points value listed on the teacher’s final contract issued in August going into their last year of employment.

**1. Employees Hired before April 1, 2008 - Retirement (HRA) Benefits**

a. Active Employment Employer Annual HRA Contributions and Vesting Schedule. The annual district HRA contribution and vesting procedures for employees within this section are set forth below.

Active Employment Annual Employer Contribution

~~\$393,382.00~~ Immediate Vesting

~~\$393,382.00~~ + Prorated Years of Service Vesting

~~\$786,764.00~~ = Total Annual HRA Annual Active Employment Employer Contribution

The district will divide and make 10 deposits to the employee’s HRA occurring each month of the school year.

b. Post-Retirement Employer Contribution and Retiree HRA Benefit. The district shall fund post-employment Health Reimbursement Account (HRA) for employees who elect to retire pursuant to and who meet district retiree eligibility requirements outlined in Article ~~NM~~.

Post-Employment Employer HRA Contribution Calculation

+\$ Years of Service Value = \$1200 x # Years of service in the district

+\$ Sick Leave Value = \$~~121,118~~ x # Unused sick days on last day of employment

+\$ Banked Points Value = \$3.00 x # Banked points earned prior to March 15 of the final year of employment

= \$ Net Total Post-Employment HRA Value

x \$ Vested Percent Years Experience See vesting chart above

= \$ Final Total Post-Employment HRA Value

Deposit Schedule by the District in the HRA upon Retirement.

The final total post-employment HRA value is divided by eight equal separate

payments and deposited into the HRA by the District. Payments shall occur on each September 15<sup>th</sup> and each January 15<sup>th</sup> following the effective date of the employee's retirement.

## 2. Employees Hired after April 1, 2008 - Retirement (HRA) Benefits

### a. Active Employment Employer Annual HRA Contributions and Vesting Schedule.

The annual District HRA contribution and vesting procedures for employees within this section are set forth below.

Active Employment Annual Employer Contribution

\$ ~~393382.00~~ Immediate Vesting

\$ ~~823799.00~~ + Prorated Years of Service Vesting

\$ ~~1,216481.00~~ = Total Annual HRA Annual Active Employment Employer Contribution

The district will divide and make 10 deposits to the employee's HRA occurring each month of the school year.

b. Post-Retirement Employer Contribution and Retiree HRA Benefit. The district shall fund a post-employment Health Reimbursement Account (HRA) for employees who elect to retire pursuant to and who meet district retiree eligibility requirements outlined in Article ~~NM~~.

Post-Employment Employer HRA Contribution Calculation

+ \$ Sick Leave Value = \$ ~~121119~~ x # Unused sick days on last day of employment

+ \$ Banked Points Value = \$3.00 x # Banked points earned prior to March 15 of the final year of employment

= \$ Net Total Post-Employment HRA Value

x \$ Vested Percent Years Experience See vesting chart above

= \$ Final Total Post-Employment HRA Value

Deposit Schedule by the District in the HRA upon Retirement.

The final total post-employment HRA value is divided by two equal separate payments and deposited into the HRA by the District. Payments shall occur on each September 15<sup>th</sup> and each January 15<sup>th</sup> following the effective date of the employee's retirement.

## Article ~~PO~~ - 403(b) Employee Savings Plan and Universal Availability Notice

1. The Board of Education maintains a 403(b) Employee Savings Plan to help employees save for retirement via district approved 403(b) investment vendors. The 403(b) plan is a voluntary retirement savings program funded solely by the

employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 403(b) employee savings plans. It is the employee's responsibility to manage their 403(b) plan participation in accordance with 403(b) rules and regulations and district plan documents. If the teacher's 403(b) calendar year annual deposits exceed the IRS standard calendar year maximum, it is the teacher's responsibility to properly calculate and determine their annual 403(b) deferral eligible amount when submitting salary reduction agreement payroll deduction requests related to 403(b) age 50 catch ups and 15 years of service catch ups.

#### **Article QP– 457(b) Deferred Compensation Plan**

1. The Board of Education maintains an IRS Section 457(b) deferred compensation plan to help employees save for retirement. The 457(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 457(b) deferred compensation plans. It is the employee's responsibility to manage their 457(b) deferred compensation plan participation in accordance with 457(b) rules and regulations.

#### **Article RQ– Workers Compensation Coverage and Reporting Responsibilities**

All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the employee's supervisor and human resources via the schools worker's compensation carrier's injury reporting phone line (24 hours per day, 7 days a week) prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall provide notification within twenty-four (24) hours after the occurrence of the injury. Phone reporting procedures are located on the Human Resources For Staff internal web page.

#### **Benefits While on Worker's Compensation**

Employees who incur an injury or illness in the conduct of their employment with the District that is compensable under the Worker's Compensation laws of the State of Wisconsin may be eligible to receive payments. Payment shall be accomplished as follows:

1. Up to day sixty (60) of Worker's Compensation Leave: 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 day while on worker's compensation. This provision will apply up until the sixtieth (60th) consecutive day of leave, or as long as the employee has accumulated sick leave available, whichever occurs first.
2. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will receive their worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and

regulations of the carrier, may be eligible for long-term disability leave.

3. Injuries Not Covered by Worker's Compensation. Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:
  - a. Injuries because of a self-inflicted wound.
  - b. Injuries sustained because of an employee's horseplay.
  - c. Injuries sustained while an employee does an activity of a strictly private nature.
4. Absence from work during the first three days due to injury or illness allowed under Worker's Compensation shall not be fully charged to the employee's accumulated paid leave provided the following conditions are met.
  - a. The district's worker's compensation carrier approves the employee claim as work comp related.
  - b. And, the employee provides the Director of Human Resources with a doctor's note verifying work restrictions, including the dates absence from work is required as a result of the illness or injury.
  - c. Absences meeting a and b above will result in paid leave being added back to the employee's account.
5. The district does not make or influence the determination of eligibility for a worker's compensation claim. Our carrier reviews the situation and the medical records to make the decision.
6. Temporary Transitional Duty  
**Purpose:** In the case of an employee receiving or applying for workers' compensation benefits whose injuries were incurred during the course and scope of employment, a temporary, transitional work assignment within the limits of imposed restrictions will be made whenever appropriate.

Following a work-related injury, health care providers might find that an employee has restrictions limiting normal duties and activities during the healing period. Such restrictions might include lifting limitations and/or limited movements such as avoidance of bending and twisting. WCSD realizes the importance of a transitional work assignment in assisting an employee's return to their normal course of employment in as short a time period as possible. The temporary, transitional work program aids reintegration into the work environment and assists the injured employee in returning to a productive lifestyle. This program provides service to the district while the injured employee recovers and benefits the employee by reducing sick leave usage had the employee remained off work.

**Assignments:** A temporary work assignment is work that an employee may perform during a work-related injury recovery period. It may be either a full-time or part-time assignment. The rate of pay during such a temporary work assignment will be the employee's regular wage in effect at the time of such a temporary work-related injury. Temporary, transitional work assignments may include the following:

- a. Modification of an employee's regular work assignment.
- b. Temporary reassignment to another shift.
- c. Temporary reassignment to another position within the employee's department and/or,
- d. Temporary reassignment to another department.

#### **Article SR – Admission to Home Athletic Events**

District employees may receive free entry to home athletic events by presenting their employee identification badge. WIAA tournament events are excluded.

**Part VII**  
**BUSINESS/PERSONNEL ISSUES**

Article A - Pay Dates/Direct Deposits

Article B - Personnel Files

Article C - Use of Vehicles

Article D - Attending School Activities

Article E - Criminal Background Checks/Charges/Convictions - Obligation to Report  
Criminal Record

### **Article A - Pay Dates/Direct Deposits**

1. Method of Payment: Payments for the year will begin on September 15<sup>th</sup> and will end after nineteen (19) regular bi-monthly payments have been made. (15<sup>th</sup> and 30<sup>th</sup>). When the fifteenth (15<sup>th</sup>) or the thirtieth (30<sup>th</sup>) of the month falls on a Saturday, Sunday or on a bank holiday, payment shall be made on the preceding business day. Teachers will annually have the opportunity to voluntarily choose an alternate 24 payroll cycle. Under the alternate cycle, payments for the year will begin on August 30<sup>th</sup> and will end on June 30<sup>th</sup> with the last 4 payments coming at the same time.
2. The district shall provide payment via electronic deposit. The district will provide all payroll information electronically.

### **Article B – Personnel Files**

1. A teacher shall have the right, upon request to the Director of Human Resources or designee, and on an appointment basis, to review the contents of their personnel file compiled within the District, and to receive copies at the teacher's personal expense of any documents contained therein. The teacher shall have the right to attach a rebuttal statement to the said document or other District accumulated materials located in their file. All personnel file materials examined by the teacher shall be signed by the teacher. Any document placed in the teacher's personnel file shall be copied to the teacher at time of placement in the file.

### **Article C - Use of Vehicles**

Teachers who incur expense, through the authorized use of their private automobile for sanctioned school business, shall be reimbursed from school district funds at the rate equal to that allowed by the Internal Revenue Service (IRS) for business travel per miles traveled. Teachers who drive district or private vehicles must comply with all school transportation state statutes.

### **Article D - Attending School Activities**

Teachers will be admitted to at-home conference and non-conference events if they present their ID badge. Tournaments and other special events are excluded. The District supports and encourages attendance of the staff at academic, social, athletic, and other school related activities during the school year.

## Article E - Criminal Background Checks/Charges/Conviction–Obligation to Report Criminal Record

### 1. Job Applicants

- a. All individuals applying for employment with the District are required to file in writing, in advance of employment and on forms provided by the District, a statement identifying whether the applicant has been convicted of a misdemeanor or felony in this state or any other state or country; and has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for refusal to hire or termination of employment. Omission or withholding of information may be grounds for refusal to hire or termination of employment.
- b. Additionally, all persons applying for any position shall be required to agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

### 2. Current Employees

- a. Current District employees shall be required to notify Human Resources as soon as possible, before reporting to their next scheduled day of work but no more than three calendar days after any arrest, indictment, conviction, no contest plea or guilty plea, or other adjudication of the employee for any felony, misdemeanor or other offense.
- b. Employees are not required to report minor traffic violations. However, for positions requiring driving duties, an offense of operating a vehicle while under the influence, revocation or suspension of a license, and driving after revocation or suspension are required to be reported.
- c. The District shall conduct an annual driver's license record check on all District employees who drive a District vehicle, operate mobile equipment for the District, or transport children. The District may also conduct criminal history and background checks on current District employees as deemed appropriate.
- d. An employee's arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the criminal record information and make related employment decisions in accordance with provisions of the District's current Employee Handbook and applicable

legal requirements.

Failure to report under this section may result in disciplinary action, up to and including termination of employment. WCSD Policies 522, 529, 533.1, 546.2541.1, 751.22, ~~752~~

## **Part VIII**

### **EVALUATION**

Article A - Evaluation

**Article A – Evaluation**

1. The overall goal of an evaluation should be to help the teacher improve their instruction. The district will use the Wisconsin Educator Effectiveness Model for the evaluation process.
2. The Model includes Educator Practice and Student Outcomes. Educator Practice includes classroom activities, team meetings, parent/guardian meetings, and involvement in IEP's and staffings. Student Outcomes are Student Learning Objectives (SLO's). ~~Educators also create Professional Practice Goals (PPG's).~~
3. Teachers will be assigned one evaluator by the District. The teacher may request an additional evaluator by providing written notice to the Director of Human Resources within ten (10) days of the teacher being notified of their primary evaluator. The second evaluator shall be assigned by the District.
4. Every teacher shall be formally evaluated at least every three years. Teachers new to the district (probationary teachers) with less than 5 years of teaching experience, shall be formally evaluated each of their first three years in the district. Teachers new to the district (probationary teachers) with 5 or more years of K-12 teaching experience, shall be formally evaluated their first year in the district. If the evaluating administrator has absolutely no concerns, the teacher shall be placed on the regular three (3) year Educator Effectiveness evaluation cycle. Over a three (3) year cycle for non-probationary teachers, observations of educator practice will occur in each year.
5. In a summary year, each evaluator shall observe a minimum of ninety (90) minutes of educator practice within no less than three (3) observations. Feedback will be provided within one week of an observation. A follow-up conference may be held upon request by the evaluator or teacher to discuss or clarify aspects of the observation. During a summary year, a minimum of three (3) follow up conferences will be held, and can be in conjunction with SLO/PPG conferences.
6. For probationary teachers, at least thirty (30) minutes of educator practice will be observed and one follow up conference will be completed by December 15 of the school year.
7. For all teachers in their summary year, an evaluation planning session will be conducted by October 31. A final evaluation conference on educator practice and student outcomes may be combined and will be conducted by June 30.

8. Teachers in their first three years in the profession will be supported in the evaluation process by their mentor for formative feedback and coaching on the process.
9. The evaluator(s) may visit the teacher's classroom for unannounced visits of any duration and frequency at any time. Only visits made and other information gathered prior to the final evaluation conference shall be included in the formal evaluation reports.
10. Teachers may be placed on a plan of improvement (intensive supervision) at any time if the level of performance demands significant improvement. The plan of improvement shall include the following:
  - Explanation of what the deficiencies are, including specific examples
  - Summary of previous discussions about/documentation of deficiencies
  - Specific and measurable objectives aimed at improvement that are achievable, relevant and time-bound
  - Details on how often the administrator and teacher will meet to discuss progress
  - Guidance on what administration will do or provide to assist the teacher in achieving these goals
  - Clearly stated consequences for not meeting the objectives of the plan

Within 10 days of being notified of being placed on a plan of improvement, a teacher may request an additional evaluator, outside of the requirements noted in Article A, #3. The second evaluator will be assigned by the District.

A teacher shall no longer be on a plan of improvement when their performance consistently meets established expectations.

**Part IX**  
**SALARY AND COMPENSATION**

Article A - Salary

Article B - Extended School Year

Article C - Curriculum Planning Project and Summer School Pay Plan

Article D - School & District Leadership Roles

Article E - Advancement

Article F - National Emergency

Article G - Substitute Pay for Classroom Teachers

Article H - Extended Supervision/Proctoring

Article I - Special Education Extra Duties

Article J - New Teacher Advisor

**Article A – Salary**

1. The District Administrator or his or her designee shall determine the initial compensation plan offered to each teacher upon hire.
2. Starting in the 2022-23 school year and moving into the future, annual salary increases will be determined by the compensation plan enacted by the Board on June 14, 2021 as outlined in Part 1X.
3. Points are worth \$3 each. A single year's professional development points advancement is worth up to \$750, based on the number of points a teacher has earned or has available in their bank. A teacher will be paid for the number of points earned, if less than the maximum. Example: Teacher X has 200 points available and redeems them for a professional development points raise of \$600.
4. Teachers will be awarded a \$400 raise at the conclusion of each teaching year due to experience.
  - a. All teachers who work for the full school year will be granted full experience raise regardless of their FTE. Teachers who work less than a full year will have their experience raise pro-rated.
  - b. If a teacher is placed onto a plan of improvement and does not make appropriate progress to be taken off the plan in a given year they may not receive their experience raise for that year.
5. In order to be eligible for a points-related salary increase, teachers must have the points available. Those may be points earned during the year or banked from previous years.
6. Points that are not used for a professional development raise will be banked.
7. Points will be redeemed in a manner that is consistent with the dollar increase that is given. For example, when \$750 is paid, 250 points will be redeemed.
8. Starting with the 2022/23 contracts at the completion of a teacher's fifth year of employment with WCSD and upon five year intervals after that, teachers with a points bank balance permitting it, can redeem up to an additional 250 points for an

additional \$750 salary increase. Example: Teacher Y has completed their fifth year of employment with WCSD. They have 600 points in their bank. In addition to the annual professional development points raise of \$750 (250 points used) an additional 250 points will be used for another \$750 professional development points raise.

9. The Board will continue to have a goal of honoring the parameters of the compensation system on an annual basis.
10. If the District finds itself in a financial situation that will allow for payment beyond parameters of the system in any given year, a decision may be made to allow teachers to redeem additional banked points up to an amount that is affordable that year.
11. The Board and parameters of the salary system will determine the number of points that will be paid out in any given year. Teachers may not individually determine the number of points they will redeem.
12. Teachers who earned an advanced degree (Masters, Ed. Specialist, Doctorate, National Board Certification/re-certification, or Wisconsin Master Educator (WMEAP) Certification/re-certification) during that year may redeem points for an additional professional development points raise corresponding to that degree or certificate.
13. The base salary for a teacher with a bachelor's degree and zero (0) experience is ~~\$56,329~~.
14. Staff Compensation Preamble

**What characteristics are important in the salary system?**

After reviewing the current language, the 2019 WTA survey of all teaching staff, Board feedback, and receiving anecdotal feedback from teachers across the district, the committee has identified the following characteristics of an effective salary system:

- Objective
- Predictable
- Equitable
- Easy to understand and user friendly
- Values both professional growth and experience
- System is fiscally sustainable

Professional development must be applicable in some way to the teacher's employment with the district. Teachers should attempt to achieve a reasonable balance between co-curricular and classroom related staff development activities.

Annual Advancement Illustrations  
Teacher A Contract Year 1 \$56,329

Works for a full contract year + \$400  
 Has 250 points in their bank available for redemption +\$750  
 Hypothetical CPI increase, with equal distribution between all teachers \$2525  
 Contract Year 2 = \$60,004

Teacher B Contract Year 1 = \$64,320

Works for a ½ of a contract year +200  
 Has 120 points in their bank available for redemption +\$360  
 Hypothetical CPI increase, with equal distribution between all teachers \$2525  
 Contract Year 2 = \$67,405

Teacher C Contract Year 5 = \$72,500

Works for a full contract year + \$400  
 Has 250 points in their bank available for redemption +\$750  
 Has 125 additional points available for redemption at 5 year interval + \$375  
 Hypothetical CPI increase, with equal distribution between all teachers \$2525  
 Contract Year 6 = \$76,550

### Article B – Extended School Year

1. Extended contracts – School Counselors will be based on one hundred percent (100%) of the per diem salary.
2. Extended School Year (ESY) and Student Services Student Evaluations completed during the summer will be based on one hundred percent (100%) of the per diem salary, paid on an hourly basis by timesheet.

### Article C - Curriculum Planning Project and Summer School Pay Plan

1. Curriculum projects shall be paid at the rate of \$~~34~~37.73 per hour. The length of time and maximum number of hours for completion of the project shall be jointly determined by the staff member and Director of Instruction. Disagreements would be appealable to the District Administrator. The per person compensation above will be paid when the project has been completed and approved by the Director of Instruction.
2. Summer school 2025 teachers shall be compensated according to the following schedule.

POSITION	HOURLY WAGE
Teachers/Coordinators - Enrichment class	\$ <del>36.36</del> 35.32
Teachers/Coordinators - Remedial class/Summer School	\$ <del>42.42</del> 41.21
Substitute Teachers	\$ <del>36.36</del> 35.32
Classified Staff – Administrative support	\$21.27
Para-Educators – Regular Education and Substitutes	\$20.62
Para Educators - Special Education and Substitutes	\$21.96

3. Other projects approved by the District Administrator (or designee) shall be paid at

the curriculum projects rate.

## Article D - School & District Leadership Roles

1. The district will have designated department chairs and building coordinators as determined and designated by administration. Individuals for these positions will be selected by administration from staff members that apply. The department chairs will coordinate department business and tasks. Department chairs are responsible to the Director of Instruction. These positions will be posted annually for review by interested staff. **SEL Coordinators are responsible to the Director of Student Services.**
2. Compensation for Department Chairpersons/Building Coordinators/, **SEL Coordinators**, Building Continuous Improvement Team Members
  - a. Department chairpersons shall be compensated at the rate of two thousand eight hundred and twelve dollars (~~\$2,894~~**2,812.00**) per year. This compensation will include payment for two days during the summer as assigned by administration.
  - b. Building Coordinators/**SEL Coordinators** shall be compensated at one thousand four hundred and six dollars (~~\$1,447~~**1,406.00**) per year, which will include two (2) days during the summer as assigned by administration.
  - c. Additional summer work for department chairpersons, building coordinators, or department members to complete department business will be compensated at the summer curriculum per hour rate. Scheduled work hours and activities will be reviewed and approved by the Director of Instruction prior to any work commencing.
  - d. Evaluations of department chairs will be done yearly by the administration. These evaluations will not be combined with their regular classroom evaluations.
  - e. **Department Chairs and Building Coordinators are selected by the Curriculum and Instruction Directors based on submitted applications that are reviewed with building principals and/or related directors. They serve terms of three years.**
3. Building Continuous Improvement Teams
  - a. Each building administration shall create an annual Continuous Improvement Team of up to 10 staff members.
  - b. Team members will be compensated at one thousand dollars (~~\$1,030~~**1,000**) per year.

- c. CIT team members are selected by building principals based on building leadership, actions, and response to a building level call to serve. They serve terms of three years.

### **Article E – Advancement**

Any teacher on a plan of improvement will be eligible for a CPI base wage increase but is not eligible for professional development points advancement nor a raise due to experience. ~~will not receive a salary increase is not eligible for an annual professional development points advancement~~ until they receive a satisfactory evaluation.

### **Article F - National Emergency**

The Board of Education reserves the right to exceed the provisions of the daily schedule when a national emergency is declared.

### **Article G – Substitute Pay for Classroom Teachers**

Whenever a teacher is asked by their supervisor (principal) to cover a class assignment for an absent teacher or para educator they shall be reimbursed at the rate of ~~\$34.73~~~~33.73~~ per hour. In lieu of an hourly payment, teachers may instead elect to have an equal amount of time (rounded to the nearest 15 minute increment) added to their own sick time bank by submitting a substitute sick leave allocation request via Skyward - Employee Access Task Manager process. Grade 7-12 teachers may substitute during their scheduled prep time. Grade K-6 teachers may substitute during non-supervisory and non-teaching times, for up to 2 hours per day. Teachers called into action as part of an established Emergency Response Team during non-supervisory and non-teaching time may also submit a timesheet. The teacher shall submit a timesheet with the actual hours assigned to the nearest quarter (1/4) hour to the principal. The absent teacher must be on sick or other approved leave. (not the informal “quid pro quo” arrangements some teachers currently make with administrative knowledge.)

### **Article H- Extended Supervision/Proctoring**

Whenever a teacher is assigned by their supervisor (principal) to perform extended supervision duties, such as after school detention or “Saturday School” detentions, they shall be reimbursed at the rate of ~~\$34.73~~~~33.73~~ per hour. The teacher shall submit a timesheet with the actual hours assigned to the nearest quarter (1/4) hour to the principal. This includes standardized test proctoring outside of the school day.

### **Article I – Special Education Extra Duties /Driving Duties**

1. Before and after school student transport in school vans or approved personal

vehicles (van driver) ~~\$39.1238.00~~ per hour for Special Education or under McKinney Vento Act support purposes.

2. Student support at co-curricular activities outside of the school day ~~\$34.7333.73~~ per hour.

#### **Article J - New Teacher Advisor**

A new teacher advisor will be hired at each building at a salary of nine hundred dollars (\$900) with an additional one hundred dollars (\$100) to be paid for each additional mentee.

#### **Article K - Chemical Hygiene Officer**

A Chemical Hygiene Officer will be hired for the district at a salary of ~~\$1,7371,687~~.

#### ~~Article L - Weight Room Coordinator~~

~~A Weight Room Coordinator will be hired for the district at a season stipend of \$6,177.~~

### **Part X**

#### **PROFESSIONAL EXPERIENCE AND PROFESSIONAL DEVELOPMENT POINTS**

Article A - Experience

Article B - Professional Development Point Accumulation

Article C - New Teachers to the District

Article D - Degrees or Certificates

Article E - Activities for Point Acquisition

Article F - Teacher Incentives and Evaluation Review Committee (TIERC)

Article G - Professional Development Points Guidelines and Dates

**Part X**  
**Professional Experience and Development**

**Article A - Experience**

1. Starting in the 2021/2022 school year, experience points will no longer be granted to teachers at the conclusion of the teaching year.

**Article B – Professional Development Point Accumulation**

1. The point acquisition time frame is June 15 through June 14 of the following year. Exceptions may be granted with the approval of the District Administrator.
2. Teachers will be awarded 10 points per hour of professional development and five (5) points for each one-half hour of an approved activity. Fractional hours will be rounded up to the nearest one-half ( $\frac{1}{2}$ ) hour.
3. Each point is worth \$3
4. Time spent working towards professional development points will be outside of school hours unless a waiver has been granted by the District Administrator.

5. Points, once approved by the required administrators, cannot be rescinded unless the teacher does not complete the credit successfully (passing grade) or has failed to meet the reporting and verification procedures outlined in Part X of these guidelines.

### **Article C – New Teachers to the District**

Teachers new to the District may be required to attend staff development outside of the normal workday during the first year of employment in WCSD to assist them in learning district procedures and policies and state and federal requirements. Each teacher new to the district may have a "New Teacher Advisor" assigned to him/her by administration to serve as a coach and advisor. Veteran teachers hired by the district may have a reduced requirement for being mentored and/or attendance at district required in-service programs. The actual requirements in both of these regards will be determined by the hired teacher's primary evaluator and the Curriculum and Instruction office after consulting with the teacher to determine prior knowledge of district curriculum, state instructional standards and district evaluation/assessment expectations.

New to the Profession Teachers are those in their first three years in the profession. New hires to the district can be either A) New to the Profession or B) Experienced Educators.

All teachers, regardless of their level of experience, after joining the district will be able to submit for 100 points (10 hours/ 10 points per hour) for their work with their New Teacher Advisor during their first year of employment with WCSD.

All teachers hired in their first three years in the profession will be assigned a New Teacher Mentor for those first three years. New to the Profession Teachers will be able to submit for 100 points (10 hours / 10 points per hour) for their work with their New Teacher Mentor, even if those meetings occur during the school day. Each of the first three years in the teaching profession is eligible for 100 points of work with the New Teacher Mentor.

New to the Profession Teachers can submit for points for both New Teacher Advisor (100 points) and New Teacher Mentor (100 points) work during their first year of employment with WCSD.

### **Article D – Designated Degrees or Certificates**

A teacher will be awarded the following points for completing designated degrees upon submission of a diploma or other official program completion documentation, (not a transcript), which may include but is not limited to, a letter verifying successful completion of the degree from a college/university official or the registrar's office.

- |                                |                     |
|--------------------------------|---------------------|
| a. Master's Degree:            | \$2400/800 points   |
| b. Educational Specialist:     | \$2400 /800 points  |
| c. Doctoral Degree:            | \$3000 /1000 points |
| d. National Board Certificate: | \$2400/800 points   |
| i. Renewal                     | \$1200 / 400 points |

- e. Wisconsin Master Educator ( WMEAP) \$2400 / 800 points
  - i. Renewal \$1200 / 400 points

In the year in which the advanced degree or certificate is credited, the teacher is permitted to make an additional professional development points raise by using the points conferred for the degree or certificate. Example: Teacher W earns their National Board Certificate Renewal. In addition to the initial 250 points/ \$750 professional development raise, they will be advanced an additional \$1200 by using 400 additional points.

## **Article E – Activities for Point Acquisition**

### **1. Pre-Approved Professional Development Activities**

Professional development activities offered by the local district either through the Annual Staff Development Program established by the Curriculum and Instruction office and the Systemwide Curriculum Committee or programs offered as a result of approval by the district. Pre-approved professional development activities are posted within Eduphoria.

No pre-approval is necessary on the application form; however, verification of attendance at the activity must be indicated on the individual teacher’s form and returned within two weeks of the activity to the District Administrator’s administrative assistant. Eduphoria points can only be submitted within the school year that you attended the event.

Facilitators may submit for professional development points for preparation. Preparation time will be approved on a one-time basis and will be awarded points equal to two (2) hours for every one (1) hour of presentation. Points will not be awarded for preparation for the second and subsequent presentation of the same program.

### **2. Professional Development Activities that Require Pre-Approval**

Points approval forms are submitted electronically to a teacher’s supervisor. Until a teacher receives approval, points are not guaranteed. Teachers may apply to the District Administrator for points for an activity that is not outlined below. The District Administrator has discretionary authority to grant points for such requests.

## **Application Timelines**

- a. College Credit - Pre-approval or by the end of the first week of class. Transcript, grade statement or institutional verification shall be forwarded to the District Administrator or his/her designee by the July 1<sup>st</sup> after the completion of the class unless the class is completed between June 15 and July 1, in which case the report shall be filed not later than July 1 of the following year.

- b. Other activities - Pre-approval in advance of participation and verification of completion by the staff member to be returned to the District Administrator's administrative assistant prior to June 30<sup>th</sup>.

### Activities that Require Pre-Approval

- a. College Credit

A teacher will be awarded one hundred and fifty (150) points for each college credit earned.

Accumulation of points for college credits or degrees begins on June 15 and concludes on June 14 of the following year. Exceptions may be granted with the approval of the District Administrator. College credits and degrees must be earned at accredited colleges, technical colleges or universities granting at least a bachelor's degree. The course must be applicable in some way to the teacher's employment with the district. In case of doubt concerning the standing of an institution in which credits have been earned, or interpretation of courses and/or credits applicable to salary schedule benefits, the decision of the District Administrator and Board of Education shall rule.

July 1 - Transcripts, grade sheets or institutional verification of completion of courses or other activities completed by June 14<sup>th</sup> must be submitted to the District Administrator to be credited for the next contract year.

It is recommended that a teacher may not take more than eight (8) credits per semester for fall and spring semesters. A teacher interested in taking more than eight (8) credits in the fall or spring can request approval from their supervisor. During the summer, a teacher may take as many credits for points as they desire.

- b. Clinics/Conferences/Conventions/Workshops - Educational gatherings sponsored by educational institutions or organizations that provide information sharing, experiences or instruction that is related to education, teaching assignment or co-curricular assignment. Collective bargaining activities are excluded.
- c. Professional Meetings/Professional Leadership - Formal presentations to educational groups by Waunakee staff. Preparation time will be approved on a one-time basis and will be awarded points equal to two (2) hours for every one (1) hour of presentation. Points will not be awarded for preparation for the second and subsequent presentation of the same program.

WCSD values professional leadership for the improvement of the education profession. Teachers serving in non-paid leadership roles in regional, state or national educational organizations excluding unions can submit for points for time spent preparing for and meeting with those teams. Serving in that type of role will be awarded 100 points.

- d. Evaluation Teams - Serving on an S.E.C., North Central, Career and Technical Education or other evaluation visitation committee. Serving on SEC or similar audit teams will be awarded 100 points.
- e. Work Experience - The work experience must be part of a pre-approved and established work experience program which is related to the teacher's licensure or position within the district to be eligible for points. A teacher will be awarded one (1) point for each one (1) hour and one-half (.5) point for each one-half (½) hour of approved work experience. Questions about work experience can be directed to the School to Career Coordinator, Curriculum and Instruction Office or Human Resources.
- f. Ad Hoc District-Wide Committee Participation - Participation on ad hoc district-wide committees that meet outside of the school day whose direction or activities have been established by the Board to complete a specific project or initiative may be awarded a stipend or points at the discretion of the District Administrator. Ad Hoc committees will have an established end point and will not be annually recurring.
- g. Editing Professional Publications - Editing for any statewide or nationally recognized professional journal (not union publications). The articles must pertain to the teacher's teaching or co-curricular assignment. Each teacher shall be able to submit up to a maximum of 10 hours (100 points) for participation in such activities per year. A copy of the publication will serve as verification.
- h. Writing for Professional Publications - An original article, which is published by statewide or nationally recognized professional journals (not union publications). The article must pertain to the teacher's teaching or co-curricular assignment. In order to receive points, the published article must be at least five hundred (500) words in length. Subsequent publications of the same or edited article are not eligible for points. Point value will be based on the following scale: 500-1000 words = 5 hours; 1000-1500 words = 10 hours; over 1500 words = 15 hours. A copy of the publication will serve as verification.
- i. Book Studies - Book studies may be sponsored by educational institutions or organizations related to the field of education, teaching assignment, or co-curricular assignment. PD Points may be earned at the normal rate for group discussion time. Additionally, PD Points may be earned for reading based on the following formula: number of pages/50 pages per hour. Total points = 50 pages/hour + points per hour of discussion.

This pertains to externally sponsored book studies. WCSD-sponsored book studies will be posted within Eduphoria and will use the same formula.

- j. On-line Professional Learning - Examples include: live or recorded

webinars, on-demand courses, and virtual learning. Certification of completion, when applicable, is to be submitted within two weeks of completion.

### 3. Activities Not Approved for Point Acquisition:

- a. Department Business/Meetings - If a department wishes to provide a workshop that is beyond normal departmental business, it could apply under the "Workshop" provision to the TIERC. Regular department business and meetings are not applicable for points.
- b. Repeat Activities - Under usual circumstances, repeat activities will not be approved.
- c. Curriculum Orientation - Waunakee School District curriculum orientation is the responsibility of the teacher and school district and is not eligible for points.
- d. Travel and Lodging - Travel and lodging itself will not be eligible for points.
- e. Student Field Trips / School Group Trips - These activities are not eligible for points.
- f. Museums, Athletics, Concert Activities - Visits to museums; attendance at athletic contests, public concerts, or similar activities are generally not applicable for point acquisition.
- g. Sports Clinics/Similar Activities - Working at sports clinics or similar activities are not eligible for points.
- h. Other Basic Information -
  - i. Activities, if taken for points, cannot take place during normal contract hours unless the teacher uses a personal day. Personal days may not be used on scheduled staff development days for the purpose of earning points.
  - ii. The teacher may not receive tuition or registration reimbursement by the district. Points will be granted for the credits when paid for by the district when it is a Board sponsored program.

### **Article F - Teacher Incentives and Evaluation Review Committee (TIERC)**

If a teacher's request for points is denied by their immediate supervisor, they may appeal the decision by emailing the pertinent information to the District Superintendent and asking for their review. A denial of a points request by the superintendent may be appealed to TIERC for review as per current guidelines or for possible addition or

modification to the guidelines. The TIERC shall consist of five members of the teaching staff and five administrators. The WTA President and District Administrator will be part of the 10-member committee and will co-chair the committee. The TIERC shall have the authority to hear and act on appeals related to point acquisition and review proposed local in-service activities for point acquisition. The authority of this committee does not extend beyond the above and it can act only within the definitions and framework of the salary schedule adopted through negotiations. The activities outlined in Article E entitled "Activities Eligible for Point Acquisition" shall serve as a guide for this committee.

## **Article G – Professional Development Points Guidelines/Dates**

### **1. Dates of Importance**

#### **a. June 15 - June 14**

The school year for professional development points

#### **b. July 1**

Transcripts, grade sheets or institutional verification of completion of courses or other activities completed by June 14th must be submitted to the District Administrator to be credited for the next contract year.

### **2. Leave or Sabbatical**

Any teacher who requests a leave or sabbatical must negotiate the point values of any activities that will be engaged in while on the leave or sabbatical.

### **3. Application Timelines**

#### **a. College Credit - Pre-approval or by the end of the first week of class.**

Transcript, grade statement or institutional verification shall be forwarded to the District Administrator or his/her designee by July 1<sup>st</sup> after the completion of the class unless the class is completed between June 15 and July 1, in which case the report shall be filed not later than July 1 of the following year.

#### **b. Workshops/Conferences - Pre-approval by the District Administrator and verification of completion in writing by the staff member. This will be returned to the District Administrator's administrative assistant prior to June 30<sup>th</sup>.**

**Part XI**  
**CO-CURRICULAR SALARY SCHEDULE**

Article A - Schedule

Article B - Other Positions

**Part XI**  
**Co-Curricular Salary Schedule**

**Article A - Waunakee Community School District Co-Curricular Salary Schedule**

20265-276 base = \$56,329. Percentages in the chart below are multiplied by this base salary to determine the dollar amount paid for the assignment. For example, a head baseball coach with 9+ years of experience will be paid  $\$56,329 \times 13\%$  or \$7,322.77.

<b>SENIOR HIGH CO-CURRICULARS - ATHLETICS</b>					
<b>Years of Experience</b>	<b>0-1</b>	<b>2-3</b>	<b>4-6</b>	<b>7-8</b>	<b>9+</b>
<b>BASEBALL</b>					
Head Baseball	9.0	10.0	11.0	12.0	13.0
Assistant Baseball	7.0	7.50	8.0	8.50	9.0
Frosh Baseball	5.0	5.50	6.0	6.50	7.0
<b>BASKETBALL</b>					
Head Basketball	13.0	14.0	15.0	16.0	17.0
Assistant Basketball	10.0	10.5	11.0	11.5	12.0
Frosh Basketball	7.0	7.5	8.0	8.5	9.0
Asst Frosh Basketball	4.5	5.0	5.5	6.0	6.5
<b>CHEERLEADING</b>					
Head Football Cheerleading	6.0	6.0	7.0	8.0	9.0
Head Winter Cheerleading	6.0	6.0	7.0	8.0	9.0
Asst. Cheerleading	4.0	4.0	5.0	6.0	7.0
<b>CROSS COUNTRY</b>					
Head Cross Country	9.0	10.0	11.0	12.0	13.0

Asst. Cross Country	7.0	7.5	8.0	8.5	9.0
<b>DANCE TEAM</b>					
Head Dance Team	6.0	6.0	7.0	8.0	9.0
Assistant Dance Team	4.0	4.0	5.0	6.0	7.0
<b>EQUESTRIAN</b>					
Head Equestrian	3.0	3.5	4.0	4.5	5.0
<b>FOOTBALL</b>					
Head Football	13.0	14.0	15.0	16.0	17.0
Assistant Football	10.0	10.5	11.0	11.5	12.0
Frosh Football	7.0	7.5	8.0	8.5	9.0
<b>GOLF</b>					
Head Golf	9.0	10.0	11.0	12.0	13.0
Assistant Golf	7.0	7.5	8.0	8.5	9.0
<b>GYMNASTICS</b>					
Head Gymnastics	9.0	10.0	11.0	12.0	13.0
Asst. Gymnastics	7.0	7.5	8.0	8.5	9.0
<b>HOCKEY</b>					
Head Hockey	13.0	14.0	15.0	16.0	17.0
Assistant Hockey	10.0	10.5	11.0	11.5	12.0
<b>LACROSSE</b>					
Head Lacrosse	9.0	10.0	11.0	12.0	13.0
Assistant Lacrosse	7.0	7.5	8.0	8.5	9.0
<b>Years of Experience</b>	<b>0-1</b>	<b>2-3</b>	<b>4-6</b>	<b>7-8</b>	<b>9+</b>
<b>MOUNTAIN BIKE</b>					
Head Mountain Bike	3.0	3.5	4.0	4.5	5.0
<b>SKI/SNOWBOARD TEAM</b>					
Ski/Snowboard Team	3.0	3.5	4.0	4.5	5.0
Assistant Ski	2.0	2.5	3.0	3.5	4.0
<b>SOCCER</b>					
Head Soccer	9.0	10.0	11.0	12.0	13.0
Assistant Soccer	7.0	7.5	8.0	8.5	9.0
Freshman Soccer	5.0	5.5	6.0	6.5	7.0
<b>SOFTBALL</b>					
Head Softball	9.0	10.0	11.0	12.0	13.0
Assistant Softball	7.0	7.5	8.0	8.5	9.0
Frosh Softball	5.0	5.5	6.0	6.5	7.0
<b>SWIMMING</b>					
Head Swim	9.0	10.0	11.0	12.0	13.0
Assistant Swim	7.0	7.5	8.0	8.5	9.0
<b>TENNIS</b>					
Head Tennis	9.0	10.0	11.00	12.0	13.0
Assistant Tennis	7.0	7.5	8.0	8.5	9.0
<b>TRACK</b>					
Track Coordinator	13.0	14.0	15.0	16.0	17.0
Assistant Track	7.0	7.5	8.0	8.5	9.0
<b>VOLLEYBALL</b>					
Head Volleyball	9.0	10.0	11.0	12.0	13.0

Assistant Volleyball	7.0	7.5	8.0	8.5	9.0
Frosh Volleyball	5.0	5.5	6.0	6.5	7.0
Asst. Frosh Volleyball	3.5	4.0	4.5	5.0	5.5
<b>WEIGHT ROOM</b>					
Coordinator	11.0	11.5	12.0	12.5	13.0
<b>WRESTLING</b>					
Head Wrestling	13.0	14.0	15.0	16.0	17.0
Assistant Wrestling	10.0	10.5	11.0	11.5	12.0
<b>SPECIAL OLYMPICS</b>					
Coordinator	5.0	5.5	6.0	6.5	7.0
Head Basketball	2.5	3.0	3.5	4.0	4.5
Head Bowling	2.5	3.0	3.5	4.0	4.5
Head Swimming	2.5	3.0	3.5	4.0	4.5
Head Track	2.5	3.0	3.5	4.0	4.5
Head Bocce Ball	2.5	3.0	3.5	4.0	4.5
Assistant Basketball	1.0	1.5	2.0	2.5	3.0
Assistant Bowling	1.0	1.5	2.0	2.5	3.0
Assistant Swimming	1.0	1.5	2.0	2.5	3.0
Assistant Track	1.0	1.5	2.0	2.5	3.0
<b>ADAPTIVE SPORTS LEAGUE</b>					
Head	2.5	3.0	3.5	4.0	4.5
Assistant	1.0	1.5	2.0	2.5	3.0

## NON-ATHLETICS

Years of Experience	0-1	2-3	4-6	7-8	9+
<b>DRAMA</b>					
Accompanist Musical	2.5	3.0	3.5	4.0	4.5
Director-One Act, Play, Musical, Vocal	9.0	10.0	11.0	12.0	13.0
Director Assistant-One Act, Play	5.0	5.5	6.0	6.5	7.0
Director Costume-One Act, Play, Musical	4.0	5.0	6.0	7.0	8.0
Director Tech-One Act, Play, Musical	4.0	5.0	6.0	7.0	8.0
Director Pit, Dance	4.0	5.0	6.0	7.0	8.0
<b>FORENSICS</b>					
Head Forensics	7.0	8.0	9.0	10.0	11.0
Assistant Forensics	5.0	5.5	6.0	6.5	7.0
<b>MUSIC</b>					
Consort	5.0	6.0	7.0	8.0	9.0
Jazz Ensemble	7.0	8.0	9.0	10.0	11.0
Marching Band Co-Dir	9.0	10.0	11.0	12.0	13.0
Music Solo Ensemble	5.0	6.0	7.0	8.0	9.0
Music Assistant Solo Ensemble	4.0	5.0	6.0	7.0	8.0
Head Pep Band	6.0	7.0	8.0	9.0	10.0
Head Advisor Vocal Jazz Ensemble	6.0	7.0	8.0	9.0	10.0
Head Advisor A Capella Singers	6.0	7.0	8.0	9.0	10.0
Jazz Combo	5.0	6.0	7.0	8.0	9.0

Folk Band	5.0	6.0	7.0	8.0	9.0
Chamber Orchestra	5.0	6.0	7.0	8.0	9.0
Symphony Winds	2.5	3.0	3.5	4.0	4.5
<b>OTHER</b>					
H.S. Student Council	4.5	5.5	6.5	7.5	8.0
Head Skills USA	7.0	8.0	9.0	10.0	11.0
Head DECA	7.0	8.0	9.0	10.0	11.0
Head FBLA	7.0	8.0	9.0	10.0	11.0
Head FFA	7.0	8.0	9.0	10.0	11.0
Head Yearbook	7.0	8.0	9.0	10.0	11.0
HOSA	7.0	8.0	9.0	10.0	11.0
FCCLA Club	7.0	8.0	9.0	10.0	11.0
Livestream Coordinator	9.0	10.0	11.0	12.0	13.0
Newspaper/Literacy	7.0	8.0	9.0	10.0	11.0
Video Production Coordinator	9.0	10.0	11.0	12.0	13.0
E sports	7.0	8.0	9.0	10.0	11.0
<b>SCIENCE OLYMPIAD</b>					
Head Science Olympiad	7.0	8.0	9.0	10.0	11.0
Assistant Science Olympiad	5.0	5.5	6.0	6.5	7.0

### SENIOR HIGH CLUB ADVISORS

Years of Experience	0-2	3-7	8+
SEE: Students Empowering Each Other	2.5	3.5	5.0
Art Club	2.5	3.5	5.0
Aviation Club	2.5	3.5	5.0
Best Buddies	2.5	3.5	5.0
Black Student Union Club	2.5	3.5	5.0
Conservation Club	2.5	3.5	5.0
Drama Club	2.5	3.5	5.0
ECO Club	2.5	3.5	5.0
Fishing Club	2.5	3.5	5.0
French Club	2.5	3.5	5.0
Future Educators Club	2.5	3.5	5.0
Future Problem Solvers	3.5	4.5	6.0
Garden of Dreams	2.5	3.5	5.0
Justice League Advisor	2.5	3.5	5.0
Los Sonadores Club	2.5	3.5	5.0
Math Team Advisor	3.5	4.5	6.0
Mental Wellness	2.5	3.5	5.0
Mock Trial	3.5	4.5	6.0
Model United Nations	3.5	4.5	6.0

Multicultural Student Achievement Network (MSAN)	2.5	3.5	5.0
National Honor Society	2.5	3.5	5.0
Pay it Forward	2.5	3.5	5.0
Robotics Club	3.5	4.5	6.0
Science Club	2.5	3.5	5.0
Spanish Club	2.5	3.5	5.0
Spanish Honor Society	2.5	3.5	5.0
WI Civics	3.5	4.5	6.0
Young Conservatives	2.5	3.5	5.0

Club advisors are expected to coordinate a minimum of two club sponsored social activities after school hours per year. In addition, clubs are encouraged to sponsor at least one all school social activity after school hours either independently or in conjunction with other clubs.

## MIDDLE SCHOOL CO-CURRICULARS ATHLETICS

Years of Experience	0-1	2-3	4-6	7-8	9+
M.S. Athletic Coordinator	13.0	14.0	15.0	16.0	17.0
<b>BASKETBALL</b>					
Head Basketball	4.5	5.5	6.5	7.5	8.0
Assistant Basketball	4.0	5.0	6.0	7.0	7.5
<b>CHEERLEADING</b>					
Head Football Cheerleading	4.0	5.0	6.0	7.0	7.5
Assistant Football Cheerleading	3.5	4.0	4.5	5.0	5.5
<b>CROSS COUNTRY</b>					
Head Cross Country	4.5	5.5	6.5	7.5	8.0
Assistant Cross Country	3.5	4.0	4.5	5.0	5.5
<b>DANCE</b>					
Head Dance	4.0	5.0	6.0	7.0	7.5
Assistant Dance	3.5	4.0	4.5	5.0	5.5
<b>FOOTBALL</b>					
Head Football	4.5	5.5	6.5	7.5	8.0

Assistant Football	4.0	5.0	6.0	7.0	7.5
<b>TRACK</b>					
Head Track	4.5	5.5	6.5	7.5	8.0
Assistant Track	3.5	4.0	4.5	5.0	5.5
<b>VOLLEYBALL</b>					
Head Volleyball	4.5	5.5	6.5	7.5	8.0
Assistant Volleyball	3.5	4.0	4.5	5.0	5.5
<b>WRESTLING</b>					
Head Wrestling	4.5	5.5	6.5	7.5	8.0
Assistant Wrestling	4.0	5.0	6.0	7.0	7.5

#### NON-ATHLETIC CLUBS/ADVISORS

Years of Experience	0-1	2-3	4-6	7-8	9+
<b>ART</b>					
Art Club	3.0	3.5	4.0	4.5	5.0
Assistant Art Club	2.0	2.5	3.0	3.5	4.0
<b>DRAMA</b>					
Head Drama/ Musical	4.5	5.5	6.5	7.5	8.0
Assistant Drama/Musical/Tech	3.0	3.5	4.0	4.5	5.0
One Act Play	4.0	5.0	6.0	7.0	7.5
<b>FORENSICS</b>					
Head Forensics	4.0	5.0	6.0	7.0	7.5
Assistant Forensics	3.0	3.5	4.0	4.5	5.0
<b>MUSIC</b>					
Chamber Orchestra Club	3.0	3.5	4.0	4.5	5.0
Music Solo/ Ensemble	4.0	5.0	6.0	7.0	7.5
Jazz Ensemble	4.0	5.0	6.0	7.0	7.5
Jazz Ensemble – Vocal	3.0	3.5	4.0	4.5	5.0

Years of Experience	0-1	2-3	4-6	7-8	9+
<b>STUDENT COUNCIL</b>					
M.S. Student Council	4.5	5.5	6.5	7.5	8.0
Int. Student Council	2.5	3.0	3.5	4.0	4.5
Asst M.S./Inter. Student Council	2.5	3.0	3.5	4.0	4.5
<b>OTHER</b>					
Head Yearbook	4.0	5.0	6.0	7.0	7.5
Junior Science Olympiad	4.0	5.0	6.0	7.0	7.5
Comedy Sports	3.0	3.5	4.0	4.5	5.0
Head FFA	4.5	5.5	6.5	7.5	8.0
Future Problem Solvers	2.5	3.0	3.5	4.0	4.5
Skills USA	4.5	5.5	6.5	7.5	8.0

The above pay schedule is total compensation for duties associated with the activity including those performed during vacations, breaks, holidays, or weekends.

## Article B - Other Positions

1. Chaperoning, Ticket Sellers, Scorers, etc. Assignments are voluntary.
  - a. Chaperoning, buses, dances (7-12) \$~~23.15~~<sup>22.49</sup>/hour.
  - b. Cashiers, ticket sellers and/or takers will be paid \$~~23.15~~<sup>22.49</sup>/hour.
  - c. Scorers, timekeepers, starters, crowd control, before and after school weight room supervision, and statisticians will be paid \$~~23.15~~<sup>22.49</sup>/hour per event (basketball, football - minimum of 2 hours/game).
  - d. Announcers - \$~~23.15~~<sup>22.49</sup>/per hour - voluntary.
  - e. Lack of participation in a, b, c, or d above shall not be considered in one's evaluation.
2. Clarification: The head coach and assistant coaches in the specific sport in which a tournament is held shall assume assigned responsibilities as part of their coaching assignments.
3. Payment for items covered in Part XI will be made at the next convenient pay period not to exceed thirty-one (31) days.

# Your Employee Rights Under the Family and Medical Leave Act

## What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

## Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

## How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

## What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

## Where can I find more information?

Call **1-866-487-9243** or visit [dol.gov/fmla](https://dol.gov/fmla) to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

SCAN ME



## Appendix A

<p>The following items will be reviewed and updated annually based upon the prior school year's July 1 CPI as established by the WERC.</p>	
Item	Location
IEP / 504 meetings	Part IV Art B.7
Annual HRA contributions	Part VI Art N
Sick Leave Value	Part VI Art N
Curriculum Planning / Summer School	Part IX Art C.1&2
Dept Chairs / Coordinators/Building Continuous Improvement Team Members	Part IX Art D
Teacher subs	Part IX Art G
Extended Supervision / Proctor	Part IX Art H
Special Education Extra Duties	Part IX Art I 1 & 2
Chemical Hygiene Officer	Part IX Art K
Weight Room Coordinator	Part IX Art L
Other Positions	Part XI Art B.1 & 2
<p>The item below will be an established percentage of the lowest cost plan option as identified for the Federal Affordable Care Act.</p>	
ABP	Part VI Art D

## Appendix B Title IX Notice

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle,  
Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 [briangrabarski@waunakee.k12.wi.us](mailto:briangrabarski@waunakee.k12.wi.us)

Director of Special Education, Waunakee Community School District. 905 Bethel Circle,  
Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 [tiffanyloken@waunakee.k12.wi.us](mailto:tiffanyloken@waunakee.k12.wi.us)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.waunakee.k12.wi.us/board/policies>

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

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

*The Waunakee School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, transgender status, 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, or according to District policy.*

*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.*