

**2023-2024**  
**EMPLOYEE HANDBOOK**



*HOME OF THE BULLDOGS*

**Boyceville Community School District**

**1003 Tiffany street**

**Boyceville, WI 54725**

**[www.boyceville.k12.wi.us](http://www.boyceville.k12.wi.us)**

# **Table of Contents**

## ***SECTION 1:***      **PURPOSE OF HANDBOOK AND ORGANIZATIONAL STRUCTURE**

- 1.1** Introductory Matters – 2
- 1.2** Purpose of Handbook - 2
- 1.3** Mission Statement - 3
- 1.4** Lines of Communication - 3
- 1.5** The Role of Management - 4

## ***SECTION 2:***      **PERSONNEL**

- 2.1** Working Together - 6
  - 2.1.1** Equal Opportunity Employment - 6
  - 2.1.2** Drug & Alcohol Prohibitions - 6
  - 2.1.3** Workplace Protections – 7
- 2.2** Technology & Communications - 9
  - 2.2.1** Distribution / Posting of Literature - 9
  - 2.2.2** Electronic Media & Social Media Policy – 10
  - 2.2.3** Video Surveillance – 12
  - 2.2.4** Political Activities - 12
  - 2.2.5** Solicitation (Non-Political) - 14

## ***SECTION 3:***      **GENERAL POLICIES**

- 3.1** Time at Work & Time Away from Work - 14
  - 3.1.1** Hours of Work / Work Schedules / Calendars - 14
  - 3.1.2** Holidays - 16
  - 3.1.3** Leaves-Bereavement - 17
  - 3.1.4** Leaves-Emergency Conditions - 17
  - 3.1.5** Leaves-Family, Medical and Military - 18
  - 3.1.6** Leaves-Jury Duty - 22
  - 3.1.7** Leaves-Personal - 22
  - 3.1.8** Leaves-Sick Leave - 23
  - 3.1.9** Leaves-Vacation - 24
  - 3.1.10** Non-FMLA Unpaid Leaves of Absence - 25
  - 3.1.11** Temporary Leaves of Absence for Teachers - 27
- 3.2** Workplace Policies-General – 27
  - 3.2.1** Performance Reviews - 27
  - 3.2.2** Personnel Files - 28
  - 3.2.3** Job Transfers and Promotions - 28

- 3.2.4 Job Vacancies & Posting - 28
- 3.2.5 Layoff & Recall - 29
- 3.2.6 Separation from Employment - 29
- 3.3 Discipline - 30
- 3.4 Grievance Procedure - 32

**SECTION 4: BENEFITS**

- 4.1 Health Insurance & COBRA - 37
- 4.2 Dental Insurance - 38
- 4.3 Long Term Disability Insurance – 38
- 4.4 Short Term Disability Insurance – 39
- 4.5 Life Insurance – 39
- 4.6 Section 125 Plan - 39
- 4.7 Retirement - 39

**SECTION 5: COMPENSATION**

- 5.1 Payroll & Deductions from Payroll - 40
- 5.2 Total Base Wages & Other Forms of Compensation – 40
- 5.3 Overtime - 42

**APPENDIX A - ORGANIZATIONAL CHART**

**APPENDIX B – EARLY RETIREMENT APPENDIX**

**C – CO-CURRICULAR SCHEDULE APPENDIX D –**

**SCHOOL CALENDAR**

**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE POLICIES & HANDBOOK**

**LINK TO REFERENCED BOARD POLICIES:**

<http://www.boarddocs.com/wi/boysd/Board.nsf/Public?open&id=policies>

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# **SECTION 1      PURPOSE OF HANDBOOK AND ORGANIZATIONAL STRUCTURE**

## ***1.1    INTRODUCTORY MATTERS***

### **WELCOME TO BOYCEVILLE COMMUNITY SCHOOL DISTRICT:**

Dear Colleague,

As Superintendent of Schools, I would like to welcome you to the Boyceville Community School District. I am very pleased to have the opportunity to serve as Superintendent of the District. The Boyceville Community Schools are a valuable asset to the quality of life in and around Boyceville, Wisconsin. Our educators seriously accept the responsibility and public trust for nurturing, guiding, and educating our young people. Our success is the result of the preparation, dedication, and teamwork of our administrators, Board of Education, teachers, and support personnel.

This Handbook is the product of countless hours of discussion and fine-tuning among district employees and outside consultants. The Handbook is intended to give an overview of employment policies and is not intended to answer all questions that may arise in the course of your employment in the District. It is expected that you will turn to your supervisor and/or to administrative personnel for additional information and guidance as the need arises. As we use this Handbook, we will critique how helpful it is in providing necessary assistance to employees. Handbook policies are subject to change.

I look forward to working with you on behalf of the students, families, community members and employees associated with the Boyceville Community School District.



Nicholas Kaiser,  
District Administrator

## ***1.2    PURPOSE OF HANDBOOK***

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

The provisions set forth in this Handbook supersede all prior personnel policies and procedures, whether written or established by past practice. Because this Employee Handbook is based on Board policies and procedures, federal and state mandated policies and procedures, and present

employee fringe benefit programs which are all subject to change, this manual is also subject to change. In the event any provision in this Employee Handbook conflicts with any applicable collective bargaining agreement provision, the collective bargaining agreement shall control. The District reserves the right to revise, add, subtract, correct, delete or update any part or all of the materials in this Handbook. Any changes made in this Handbook will be brought to the attention of all employees by: employee meetings, posting of the change on the employee bulletin board, or corrections in the Employee Handbook itself.

Pursuant to Wis. Stat. § 118.21, the School Board shall contract in writing with teachers. Pursuant to Wis. Stat. § 121.52 the School Board shall contract in writing with bus drivers. Please note that nothing contained in this document is to be construed by any employee as establishing, or modifying such contract. Furthermore, nothing herein shall be construed as a guarantee of continued employment nor as a guarantee of any benefits or conditions of employment.

### ***1.3 MISSION STATEMENT***

“The mission of the Boyceville Community School District, as a partner with family and community, is to provide a high-quality education in which students gain respect for themselves, others, and their surroundings, and develop a desire for excellence while learning the skills to become contributing members of a global society.” We strive to give every child an opportunity to succeed in a safe and nurturing environment.

### ***1.4 LINES OF COMMUNICATION***

The Board of Education has a legitimate interest in maintaining order by directing that employee communications to the School Board move initially through the chain of command to the District Administrator. Employees are expected to follow the established chain of communication as described by Board policy. Failure to do so may result in employee discipline.

The basic lines of communication in the chain of command are shown in Appendix A.

#### **A. Staff Communication to the Board**

All communications from staff members related to the performance of their job duties or responsibilities to the Board or its committees shall be submitted through their direct supervisor or the District Administrator. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures. See for example, Grievance Procedure at Section 3.4 and Workplace Protections at Section 2.1.3.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the District Administrator, who shall also keep staff members fully informed of the Board's problems, concerns, and actions.

C. Social Interaction

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members related to the performance of job duties or responsibilities are inappropriate violations of the chain of command.

**See Policy 3112 (Board-Staff Communication)**

## ***1.5 THE ROLE OF MANAGEMENT***

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

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

- A. Manage and direct the employees;
- B. Hire, promote, schedule, transfer and assign employees;
- C. Lay off and recall employees;
- D. Discharge employees or take disciplinary action;
- E. Schedule overtime as required;
- F. Develop job descriptions;
- G. Assign work duties;
- H. Introduce new or improved methods or facilities or change existing methods or facilities;

- I. Contract out for goods and services;
- J. Discontinue certain operations; and
- K. Direct all operations of the District.

## **SECTION 2: PERSONNEL**

### ***2.1 WORKING TOGETHER***

#### **2.1.1 EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of the Boyceville Community School District to provide equal opportunity in employment to all qualified teachers and applicants for employment. In order to provide equal employment opportunities for qualified individuals under the law, the Boyceville Community School District will not discriminate on the basis of race, color, age, religion, creed, sex, sexual orientation, national origin, disability, marital status, arrest record, conviction record, veteran status, genetic testing, membership in military service, or any other legally-protected class status. Positive action is required from all teachers and staff to help ensure that the District complies with its obligations under state and federal law.

Alleged violations of this policy should be immediately reported to the Director of Special Education or District Administrator. If the Director of Special Education or District Administrator is the object of the complaint, then the employee should report directly to the School Board President. Teachers and staff found to be in violation of this policy will be subject to disciplinary action, up to and including discharge from employment. The School District prohibits any form of retaliation for making a report, in good faith, about issues of equal employment opportunity.

In accordance with the Americans with Disabilities Act (ADA), the District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of their job. A qualified individual who can be reasonably accommodated for a job without undue hardship will be given the same consideration for a position as any other applicant. If you need assistance in the performance of your work-related duties, please contact the Director of Special Education.

See Policy 3122, 4122 (Nondiscrimination & EEO).

#### **2.1.2 DRUG & ALCOHOL PROHIBITIONS**

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



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

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

See Policies 3122.01, 4122.01, 4162

### 2.1.3 **WORKPLACE PROTECTIONS**

- **WORKPLACE SAFETY**

Any unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to the District Administrator. Issues of workplace safety also may be addressed, as applicable, under the Grievance Procedure set forth in Section 3.4 of this Handbook. Should a hazardous situation exist, safety concerns always take precedence over continuing operations. Any employee who identifies new ways to increase workplace safety should make these recommendations known to the District Administrator.

- **REPORTING A WORK RELATED INJURY**

Any accident that results in an injury, however slight, to an employee of the District, must be reported promptly and in writing to the District Office in compliance with Policy 8442 – Reporting Accidents. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

See Policy 8442

- **MOTOR VEHICLE DRIVING RECORD CHECK**

Any employee driving a district owned vehicle may be subject to periodic reviews of their motor vehicle records (MVRs). Drivers would be disqualified from operating company vehicles for 6 months under any of the following conditions:

- A. Any major violation within the past five years, including: driving under the influence, reckless driving/speed contests, hit & run, vehicular manslaughter/homicide, leaving the scene of an accident, fleeing/eluding a police officer, passing stopped school bus, speeding 15 miles over the speed limit, chemical test refusal, operating with a suspended or revoked license.

- B. More than two at-fault accidents, more than three moving violations, or more than one at-fault accident plus two moving violations in the past three years.
- C. A positive drug or alcohol test while in your employment.
- D. License is currently suspended or revoked.

At the conclusion of the 6 month suspension, the employee may be reinstated to drive school owned vehicles pending a successful MVR check.

- **DISCRIMINATION, HARASSMENT & RETALIATION-FREE WORK PLACE**

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

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

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

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

- A. Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of his/her protected status.

- B. Any attempt to penalize or punish a person because of his/her protected status.
- C. Creating an offensive and hostile working environment for a person because of his/her protected status, including sexual harassment.

Reports and allegations of workplace harassment and/or discrimination will be subject to investigation by management as soon as reasonably possible. If an employee is found to be responsible for harassment or other discriminatory conduct, then appropriate disciplinary action may be taken, up to and including a termination from employment. However, such action cannot be taken if management is not first made aware of the complaint.

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

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

**See Policies 3122, 3362, 4122**

## **2.2 TECHNOLOGY & COMMUNICATIONS**

### **2.2.1 DISTRIBUTION / POSTING OF LITERATURE**

**POLICY: No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on District property either during or after school hours without the permission and prior review of the principal.**

The District Administrator shall establish administrative guidelines which ensure that:

1. Criteria established in Board Policy 5722-Student Publications and Productions-are used to make a decision regarding materials that students seek to post or distribute;
2. Distribution or posting of materials employees wish to distribute on behalf of an employee organization comply with the terms of negotiated, collectively-bargained agreements;
3. No materials from any profit-making organization are distributed for students to take home to their parents unless authorized by the principal;
4. The time, place, and manner of distribution of all non-school-related materials is clearly established and communicated.

**See Policy 9700**

## **2.2.2 ELECTRONIC MEDIA & SOCIAL MEDIA POLICY**

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

### **General Guidelines - Electronic Media:**

1. All employer-provided electronic media systems are the employer's property. Additionally, all messages and files composed, sent or received on these systems are and remain the property of the employer. They are not the private property of any employee.
2. The use of our electronic media systems is reserved solely for the conduct of business, during work hours. However, if employees wish to use these systems during breaks, lunch periods, or before and after regular working hours, they may do so but employees are specifically prohibited from using these services for any illegal, illicit, immoral or offensive purposes.
3. The electronic media systems may not be used to solicit for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations.

4. The electronic media systems are not to be used to create any offensive or disruptive messages or documents.
5. The electronic media systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.
6. The employer reserves and intends to exercise the right to review, audit, intercept, access and disclose all internet activity and any messages or documents created, received or sent over the employer's electronic media systems for any purpose.
7. The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to management or they are invalid and cannot be used.
8. Employees may not modify, delete, or destroy any Employer document created by any electronic media unless specifically authorized to do so.

**General Guidelines - Social Media:**

1. **Only on Your Own Time.** Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time.
2. **Post as Yourself.** Make clear that you are expressing your personal views alone, not those of your employer.
3. **Be Respectful and Nice.** Do not post communications or material that is disparaging, obscene, profane, vulgar, bullying, threatening, or inappropriately inflammatory.
4. **Use Good Judgment.** Because what you say online is accessible to the public, use good judgment in your communications.
5. **Obey the Law.** Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.
6. **Don't Expect Privacy.** Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.

7. **Ask for Guidance.** If you have any questions about what is appropriate to include in social media communications, ask your manager.
8. **Comply with Harassment and Other Policies.** Team members may not use social media technology to engage in or post communications or material that would violate any other Handbook policy, including, but not limited to, the Workplace Safety, Discrimination, Harassment and Retaliation policy.
9. **Keep Secrets.** You must not disclose confidential information.

**Duty to Report:** All employees have a duty to report any discovered or suspected unauthorized or improper usage of electronic media or social media with impact on the workplace that he/she reasonably believes violates District policies and/or the law.

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

See Policy 7540.04, 7540.06

### **2.2.3 VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or view angle of a video camera shall be subject to disciplinary action.

### **2.2.4 POLITICAL ACTIVITIES**

**POLICY:** Employees are free to engage in political activity outside of work hours and to the extent that it does not adversely affect the performance of job duties, working relationships or the Boyceville Community School District operations. When engaging in political activity or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the Employer. Employer resources may not be used for promoting a particular candidate or political party or for advocating a particular position on an issue that has become identified as the viewpoint of a particular candidate or party.

**Definition of “Employer Resources”:** Employees may not use employer resources for political activities. Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces.

**Definition of “Political” Activities:** Political activities include partisan and non-partisan elections and referendums. Any political activity must be conducted independent of your role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the “political” activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

- Using working hours or employer resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- Posting political materials in areas open to the public (generally, individual work stations and staff lounges that are not available to the public are exempted from this restriction);
- Using the employer’s mailing address as the return address for political solicitations;
- Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

These guidelines are not intended to discourage discussion of controversial issues in the classroom, where such discussions are consistent with District curriculum guidelines and teaching methods.

This policy is not intended to limit the off-duty activities of employees where District buildings and property are made available to community groups for meetings and gatherings.

Nothing in this policy limits the rights of the District to sponsor non-partisan political forums or forums in support of District initiatives, such as building referendums. Nothing in this policy places restrictions on the District’s freedom to invite speakers with political associations to forums that are not open to the

general public.

See Policies – 3310, 4310 (Freedom of Speech), 9700

## **2.2.5 SOLICITATION (Non-Political)**

**POLICY:** In order to help maintain a work environment that protects employees from undue interference while performing their jobs, employees may not orally solicit or distribute written materials for any organization, fund, activity or cause to other employees in work areas while either employee is on working time.

**Employees On-duty:** Employees may solicit other employees or distribute written materials before or after the normal work day, during normal break or lunch times or any other time when they are not working. These solicitations and literature distribution efforts are not permitted in working areas.

**Employees Off-duty:** Off-duty employees may not solicit or distribute literature on District premises at any time.

**Non-employees:** May not solicit or distribute written materials on behalf of any organization, fund, activity or cause. Solicitations for charitable organizations are exempt as long as the organization is sponsored by an employee and prior permission has been secured from management. The same restrictions regarding working time and working areas apply to non-employees.

See Policy 9700

## **SECTION 3: GENERAL POLICIES**

### ***3.1 TIME AT WORK AND TIME AWAY FROM WORK***

#### **3.1.1 HOURS OF WORK / WORK SCHEDULES / CALENDARS**

**POLICY:** To provide employees with advance notice of work hours, work schedules, and the school calendar. The school calendar will be established by the Board. The District retains the right to change hours of work, work schedules and the school calendar as deemed necessary by the District.

**Full-time Non-Exempt Employees:** The normal work week for full-time employees shall be designated by the District, but shall be assigned to work at least 37.5 hours per week. All full-time employees hired after July 1, 2000, shall be provided with a thirty (30) minute unpaid lunch break and a fifteen (15) minute rest period for each four (4) hour period worked.\* Additionally, for those employees who are subject to call during their lunch break, their lunch break shall be paid. The number of days worked per year will be determined by



Administration.

- \* The following full-time non-exempt employee shall continue to receive her current thirty (30) minute paid lunch break at this time: Lisa McDonald.

**Part-time Non-Exempt Employees:** The normal work week for part-time non-exempt employees shall be designated by the District, but shall generally be assigned to work a minimum of 20 hours but less than 37.5 hours per week. The number of days worked per year will be determined by Administration.

**Part-time Non-Exempt Variable Employees:** The normal week for part-time non-exempt variable employees shall be designated by the District, but shall generally be assigned to work a minimum of 20 hours but less than 37.5 hours per week but may be assigned to work different hours &/or different days of the work week in order to best serve the District's needs. The number of days worked per year will be determined by Administration.

**Casual Non-Exempt Employees:** The normal work week for casual non-exempt employees shall be designated by the District, but shall generally be assigned to work less than 20 hours per week. The number of days worked per year will be determined by Administration. Employees hired on a casual non-exempt basis do not qualify for district benefits.

**Seasonal/Temporary Non-Exempt Employees:** Seasonal/Temporary employees shall be assigned to work at the discretion of the District. Employees hired on a temporary/seasonal basis do not qualify for district benefits.

**Teachers (Exempt Employees):** The normal school hours for full-time teachers will be eight (8) continuous hours per work day, Monday through Friday between the hours of 7:30 AM to 4:30 PM. The normal school hours for part-time teachers shall be designated by the District. The District will provide the part-time teacher with an annual calendar of anticipated workdays, subject to change.

On Fridays, and on the day preceding a vacation or non-student school day, teacher arrival time will be 15 minutes later unless provided with at least 24 hours advance notice of a scheduled meeting.

A daily duty free lunch period of not less than thirty minutes at or near the time of the regular school lunch period shall be granted daily to each teacher.

Teacher meetings beyond school hours shall generally be limited to eight meetings per year but additional meetings may be scheduled at the discretion of Administration. Notification of such meetings shall be at least forty-eight hours (48) in advance unless unreasonable to do so.

It is expected that additional time will be spent beyond the teaching day to complete required tasks, attend mandatory meetings, meet with parents and/or students, attend school functions and/or when directed by the District. Teachers

will receive no additional compensation, above their regular salaries, for participating in these activities before or after the normal workday, unless the activity is specifically identified in Appendix C, attached.

**School Calendar:** The school calendar shall be established by the Board, but the committee structure regarding the creation of the calendar shall be maintained to the extent that it is advisory only. The calendar shall include the length and structure of the school year including dates and duration of the new teacher's meeting, all early release days, beginning and end of quarters, semesters, and trimesters, paid holidays, days off during the contract year without pay, in-service days and record keeping days. The items mentioned above shall be assigned as indicated in Appendix D of this Agreement.

**Contractual Year for Teachers:** The contractual year for teachers shall typically be 191 calendar days. A copy of the calendar is Appendix D. New teachers will work at least one additional in-service day at the direction of Administration.

### 3.1.2 **HOLIDAYS**

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

**Holidays - Non-Exempt Staff (School Year)\*:** \*\*Labor Day, Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, and \*\*Memorial Day.

\* - Bus drivers do not get holidays.

\*\* - If a non-exempt school year employee's work schedule is such that they are scheduled to return to work before Labor Day and/or scheduled to work after Memorial Day, they shall receive holiday pay for these holidays (need to meet eligibility requirements below).

**Holidays – Non-Exempt Staff (Calendar Year)\*:** Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, and Independence Day. Employees who work more than the school year, but less than 52 weeks per calendar year shall have their holidays defined by the administration.

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

**Eligibility:** All full-time and part-time non-exempt employees (other than bus drivers) are eligible to receive compensation for holidays. Part-time non-exempt variable employees are eligible to receive compensation if the holiday/s fall on their regular scheduled day of work. In order to receive holiday pay, employees must work the day before and the day after each holiday to be eligible for holiday pay with the exception of normal days off or excused

absences. No employee shall be compensated more than once for each holiday. Holiday pay is based on regular work day hours.

**Work on Holiday:** Any employee who is required to work on any of the above-mentioned holidays shall be scheduled for a different day off in lieu of the holiday.

**Holiday Pay Rate:** Holiday pay rate shall be computed at the employee's regularly classified rate at the regularly scheduled number of hours.

**Holiday-Exempt Staff:** Teachers 3.5 days as determined by calendar.

### **3.1.3 LEAVES-BEREAVEMENT**

**POLICY:** To allow paid leave for purposes of making funeral arrangements and/or attendance at a funeral for full-time and part-time exempt and non-exempt employees.

Full-time and part-time exempt and non-exempt employees shall receive up to five (5) days absence per year with full pay for purposes of making funeral arrangements and/or attendance at a funeral. In all cases, the employee shall properly notify his/her employer of any absence. Additional days may be granted by the administration at their discretion. Administration may require verification of funeral attendance if a question arises as to the legitimacy of the leave request.

### **3.1.4 LEAVES - EMERGENCY CONDITIONS**

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

**Inclement Weather:** The District will endeavor to promptly notify employees of school starting time delays or school closure due to inclement weather. Weather conditions affecting only the ability to commute will generally not be considered a reason for not reporting to work. The District will determine whether and when to schedule any make-up days.

If the District makes a decision to close schools due to inclement weather:

- Teaching staff and Paraprofessionals are not expected to report to work and will receive their normal pay.
- Bus drivers and food service staff will be required to flex the hours they did not work on inclement weather days. These hours will be coordinated by their supervisor.
- All other employees (District office staff, custodians, maintenance, fleet mechanic, Director of Building, Grounds, & Maintenance, Network Administrator and building secretaries) are expected to report to work.

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

**Amended 01-21-13**

### **3.1.5 LEAVES – FAMILY, MEDICAL & MILITARY**

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

Eligible employees may qualify for unpaid leave under Wisconsin's Family and Medical Law (§103.10, Wis. Stats.) and/or the federal Family and Medical Leave Act. When applicable, the leaves shall run concurrently. Employee rights posters for both laws are in the workplace for reference by all employees.

**Wisconsin FMLA:** Any employee who has worked for more than 52 weeks (for a minimum of 1,000 paid hours) is eligible for unpaid leave under Wisconsin's Family and Medical Leave Act (§103.10, Wis. Stats.). However, the employee may, but is not required to, substitute definite and quantifiable paid leave benefits for unpaid leaves under the state law (e.g., paid vacation).

The amount of unpaid leave available in a calendar year pursuant to Wisconsin's law is presently as follows:

A. Family Leave

1. Up to a maximum of six (6) weeks per twelve (12) month period for the birth or adoption of a child. The leave must begin no earlier than 16 weeks before estimated birth or placement and no later than 16 weeks after birth date or placement of the child.
2. Up to a maximum of two (2) weeks leave per twelve (12) month period to care for a child, spouse, parent, parent-in-law, domestic partner [as defined in Wis. Stat. § 40.02(1) and § 770.01(1)], or domestic partner's parent who has a serious health condition.

Total maximum time for #1 and #2 is eight (8) weeks per twelve (12) month period.

B. Medical Leave

1. A maximum of two (2) weeks per twelve (12) month period for the

employee's serious health condition.

[NOTE: "Serious health condition" means a disabling physical or mental illness, injury, impairment, or condition which requires inpatient care in a hospital, nursing home or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.]

**Federal FMLA:** Any employee who has worked for more than 12 months (for a minimum of 1,250 hours) is eligible for unpaid leave under the Federal Family and Medical Leave Act of 1993. An employee will be required to substitute definite and certain paid leave benefits for unpaid leave.

The federal law provides 12 weeks of unpaid leave during a 12-month period calendar for any covered purpose, which are:

- A. The birth and first year care of a child or a child who has been placed with the employee for adoption or foster care.
- B. To care for a child, spouse or parent who is suffering from a serious health condition.
- C. For a serious health condition of the employee that makes the employee unable to perform his or her job duties.
- D. Because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty or call to covered active duty as a member of the Armed Forces, National Guard, or Reserves.

The federal law also provides for 26 weeks of unpaid leave during a single 12-month period in the case of covered service member caregiver leave because the employee is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness. This 12-month period begins on the first day the eligible employee takes leave for this purpose.

[NOTE: A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.]

**Intermittent Leave:** Under some circumstances, employees may take FMLA leave on an intermittent basis. Intermittent leave may be taken in the smallest

increment allowed by the employer for any other type of leave.

- A. Federal leave based on a birth or child placement may only be taken intermittently on a reduced leave schedule if the employer agrees;
- B. State family leave for birth/placement or care of a child, spouse, parent or parent-in-law with a serious health condition may be taken as partial absences from employment if scheduled so as not to unduly disrupt the employer's operations.
- C. Federal leave based on a serious health condition of an employee, employee's child, spouse or parent may only be taken intermittently or on a reduced-leave schedule when medically necessary, unless the employer agrees otherwise.
- D. Federal leave due to a qualifying exigency may be taken on an intermittent basis as needed.
- E. State medical leave for self may be taken in non-continuous increments as medically necessary.
- F. Leaves will be granted in hourly increments or less as may be specified in policies or labor agreements. If it is physically impossible for an employee using intermittent leave to commence or end work midway through a shift, the entire time the employee is forced to be absent shall be designated as FMLA leave.
- G. Employees shall make a reasonable effort to schedule medical treatments so they do not unduly disrupt current operations and they shall provide the employer with reasonable advance notice.

**Benefits:** An employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. If applicable, in addition to paying their portion of health insurance premiums, employees shall be required to pay the full cost of continuing their life insurance, disability insurance, etc. during leave. If an employee fails to return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or other reason beyond the employee's control, the employee will be required to reimburse the employer for the employee's cost of these benefits while the employee was on unpaid leave.

**Notice:** Both state and federal law provide that the employee requesting family and medical leave has an obligation to provide reasonable advance notice to management, when practicable, of the nature and extent of any leave requested. In any event, employees will always have a duty to cooperate with management in

arranging and processing leave requests under the state and federal laws to avoid undue disruption of the employer's operations. The employer requests that 30 days advance notice be provided whenever possible.

To receive FMLA leave, an employee must complete an FMLA leave request form. If an employee is unable to do so because the need for leave was not foreseeable, a request may be made verbally. Supervisors are not to discuss medical conditions or leave requests with employees, but are to forward them to the Payroll/Benefits Coordinator. The Payroll/Benefits Coordinator shall evaluate the request and provide a response to the employee approving or denying the request and providing the employee with a "Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)" and a "Designation Notice (Family and Medical Leave Act)" within five (5) business days, absent extenuating circumstances, of the employee's request. If additional information is needed to determine whether a leave is being taken for an FMLA-qualifying reason, the Payroll/Benefits Coordinator may wait until it has received the requested information from the employee and then notify the employee whether the leave will be designated as FMLA leave with the "Designation Notice" within five (5) business days, absent extenuating circumstances, after obtaining the information.

The employer may require employees to provide medical certification supporting the need for leave due to a serious health condition, second or third medical opinions (at the employer's expense) and periodic recertification, and periodic reports during FMLA leave regarding the employee's status and intent to return to work. A medical certification form must be presented by the employee within fifteen (15) days of being asked to do so by the employer. A return to work form from a physician will, in most cases, be required in the case of an employee's serious illness, injury, work-related injury (worker's compensation) or illness which has caused a prolonged absence from work, or if the employee's supervisor reasonably determines for the sake of safety that a medical authorization is advisable.

The employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. The employer may require an employee seeking FMLA leave due to a serious injury or illness of a covered service member to submit a certification providing sufficient facts to support the request for leave.

**Upon Return to Work:** Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. FMLA leaves shall not be counted as absences for disciplinary purposes.

**Conform with Existing Laws:** This policy does not provide any greater benefits than those provided by the family and medical leave laws. Any change in the law will impact upon the operation of this policy by modifying its provisions to conform with the law.

**For additional information on FMLA, please see Policies 3430.01, 4430.01**

**Bone Marrow and Organ Donation Leave:**

Employees are eligible to receive up to six (6) weeks leave in a 12-month period for the purpose of serving as a bone marrow or organ donor. The employee must provide his or her employer with written verification that the employee is to serve as a bone marrow or organ donor. Leave may be taken only for the period necessary for the employee to undergo the donation procedure and to recover from the procedure.

The law applies only to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1,000 hours during that 52-week period. Employees may substitute paid or unpaid leave provided by the employer for Wisconsin Family and Medical Leave.

**3.1.6 LEAVES – JURY DUTY**

**POLICY:** Employees who receive a summons to serve on jury duty or who are summoned to appear in court as a witness will be granted jury duty leave.

**General Guidelines:** Employees must give reasonable advance notice of their intended absence for jury duty. If an employee is dismissed from jury duty on any given day prior to the end of his/her regularly scheduled working hours, he/she shall report to work for the balance of the working day unless alternative arrangements have been authorized by the District.

**Jury Duty Pay:** Employees who are called for jury duty or who receive a summons to appear as a witness, shall not be subjected to a loss of pay for such service during the school year. The employee's salary or wages shall continue uninterrupted for the period served, with the District to absorb any loss between jury duty pay (excluding mileage) and the employee's salary. Employees are obligated to submit to the District the amount received for jury duty pay or witness pay (excluding mileage).

**3.1.7 LEAVES-PERSONAL**

**POLICY:** To provide employees with paid leave time, that can be taken in small time increments, in order to conduct personal business.

**Eligibility:** All full-time and part-time exempt and non-exempt employees will be granted two days of personal leave per year (pro-rated for part-time employees).

Effective July 1, 2018, all secretaries will receive three days of personal leave per year (pro-rated for part-time employees).



**Approval:** All requests for use of personal leave require advance approval from the employee's supervisor. Teachers may not take personal leave on parent-teacher conference days or on August in-service days. In addition, teachers and school year employees may not take personal leave in the first five school days of the school year or the last five school days of the school year. Days will be given on a first come, first served basis; however, no more than four (4) teachers from the entire system may be excused on any given day.

**Incremental Use:** Exempt Employees & Bus Drivers - Personal leave may be used in increments of no less than one-half day.

All other non-exempt employees may use their personal leave in increments of 30 minutes or more.

**Accrual:** If any employee does not use their personal days, they will be applied to accumulated sick leave at the end of the school year.

### **3.1.8 LEAVES – SICK LEAVE**

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

**Accrual - Teachers:** Full-time teachers shall be granted ten (10) days of sick leave per year cumulative to 104 days for illness. Employees who are sick shall be paid while on such sick leave at the rate of actual hours taken as sick leave. At the end of each contract year, teachers who have accumulated 104 days of sick leave will receive \$25.00 per day in excess of 104 days for unused sick leave. Upon separation of employment, unused accumulated sick leave shall be paid at \$15 per day provided the employee has completed ten (10) years of continuous service and informs the Board of their intent to leave on or before June 1.

**Accrual – Non-Exempt Full-Time, Part-Time and Variable Employees:** All full-time and part-time non-exempt employees shall earn sick leave at the rate of one (1) day per full month of regularly scheduled work days. Part-time, variable hour employees shall earn sick leave based upon the average of daily hours worked. Employees who are sick shall be paid while on such sick leave at the rate of actual hours taken as sick leave and at the regular rate of pay.

**Eligible aides, cooks and custodians** shall accumulate said sick leave to a total of seventy (70) days based on the current year's average daily hours worked. At the end of each year, an employee who has accumulated 70 days of sick leave will be paid at \$2.50 per hour in excess of the 70 days for unused sick leave. Upon separation of employment, unused accumulated sick leave shall be paid at \$2.50 per hour provided the employee has completed ten (10) years of continuous service and has given thirty (30) days notice.

**Eligible bus drivers** shall accumulate said sick leave to a total of thirty (30) days.

At the end of each year, an employee who has accumulated 30 days of sick leave will be paid at \$20.00 per day in excess of the 30 days for unused sick leave. Upon separation of employment, unused accumulated sick leave shall be paid out at \$20 per day provided the employee has completed ten (10) years of continuous service and has given thirty (30) days notice.

**Eligible secretaries, District Office personnel, Director of Transportation, Director of Building, Grounds & Maintenance, and Network Administrator** shall accumulate said sick leave to a total of one hundred (100) days. At the end of each year, an employee who has accumulated 100 days of sick leave will be paid at \$20.00 per day, or \$2.50 per hour in excess of the 100 days for unused sick leave. Upon separation of employment, unused accumulated sick leave shall be paid out at \$20 per day, or \$2.50 per hour, provided the employee has completed ten (10) years of continuous service and has given thirty (30) days notice.

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

**Incremental Use:** Exempt Employees & Bus Drivers – Personal Leave may be used in increments of no less than one-half day.

All other non-exempt employees may use their personal leave in increments of 30 minutes or more.

**Verification:** An employee’s supervisor may require verification of illness to be submitted pursuant to the District’s FMLA policy or at the supervisor’s discretion in cases of suspected sick leave abuse or extended absence.

Employees who exceed their accrued paid sick leave are required to pay the cost of the district paid benefits to continue benefit coverage.

**Overused Sick Leave:** If an employee were to leave the school system prior to the completion of his/her contract term or school year for an individual employee and had used up all sick leave, a sum equal to the sick leave days not earned would be deducted from the remaining pay. Deductions will be based on one (1) day of paid sick leave per month of employment.

### **3.1.9 LEAVES – VACATION**

**POLICY:** To provide 12-month non-exempt employees with paid vacation time while meeting the operational needs of the District.

**Accrual:** Twelve-month full-time and part-time non-exempt calendar year employees shall be credited with two (2) weeks of paid vacation at the beginning of each fiscal year. Vacation leave is vested only upon completion of the work year. Any employee terminated or resigning will be credited only with those days earned

at the time employment is severed.

After five (5) years of service, full-time employees receive an additional day of vacation for each year of service until the maximum of twenty-five (25) days is reached. Vacation pay is based on regular work day hours.

**Overused Vacation Leave:** If an employee were to leave the school system prior to the completion of his/her contract term or school year for an individual employee and had used up all vacation leave, a sum equal to the vacation leave days not earned would be deducted from the remaining pay. \*Employees hired prior to June 2021 are exempt from this & vacation days will continue to be allocated the following July after the year they were earned.

**Approval:** Use of vacation time requires the prior approval of the employee's supervisor. Such approval shall be at the discretion of the supervisor. It is expected that employees request vacation as far in advance as possible in order to accommodate the request and provide adequate staffing.

### **3.1.10 NON-FMLA UNPAID LEAVES OF ABSENCE**

The District may, in its sole discretion, grant unpaid leave to an employee when the leave is mutually beneficial to both the employee and the District. The District's decision regarding any request for unpaid leave shall not be subject to review. No benefits of any kind will accrue during any unpaid leave.

#### **Short Term Leave of Absence of less than 2 weeks**

1. At the discretion of the District Administrator, a leave of absence, without pay, of two (2) days or less may be granted to an eligible employee who files a written leave request with the principal/immediate supervisor.
2. At the discretion of the Board or District Administrator, a leave of absence, without pay, of more than two (2) days, but less than 2 weeks may be granted to an eligible employee who files a written leave request with the District Administrator.
3. All unpaid leaves of absence are subject to a reduction in district paid benefits.
4. All unpaid leaves of absence for teachers must be approved by the Board of Education. A written request must be filed with the District Administrator.

#### **Long Term Leave of Absence of more than five (5) days**

1. An employee within the district may request up to a one (1) year leave of absence without pay or fringe benefits. Such request must be filed with

the Board in a timely fashion.

2. Requests for such leave shall be in writing and shall include a detailed explanation as to the necessity of the leave request and planned return. Leave requests that are a medical necessity or are related to the employee's professional development shall be given preference by the Board.
3. The employee shall retain all accrued benefits upon returning to the system immediately following the expiration of the leave.
4. Upon return from such leave, an employee shall be assigned to a position within his/her certification or qualifications (as applicable)
5. The employee may maintain health insurance by reimbursing school district for the full amount of the premium.
6. Generally no more than two staff per year may take a leave. A person may take such a leave only once per year, unless it is medically necessary to do so.

**For Professional Teaching Staff Only**  
**(Approved by the Board of Education 10/26/15)**

Professional teachers shall be granted leaves and absences in accordance with state and federal laws and applicable Board of Education policies and employee handbooks.

1. The Board of Education may grant an unpaid leave of absence for a teacher for up to five days.
2. All requests for unpaid leave shall be submitted in writing 60 days prior to the requested leave date so that the request can be carefully reviewed and acted upon. Each request will be evaluated and decided on an individual basis. A teacher may be requested to provide documentation pertaining to the request.
3. Teachers can apply for unpaid leave under this policy not more than once every three (3) years.
4. No unpaid leave may be taken in the first five student contact days of a school year or in the last five student contact days of a school year.
5. Professional staff must be employed in the school district for two full years prior to the first request for unpaid leave.
6. Salary and benefit deductions shall be made on a pro-rated basis for teachers granted unpaid leave under this policy during the time they are gone.

Willful violation of this policy or the making of false reports regarding reasons for the leave shall subject the staff member to appropriate disciplinary actions.

### **3.1.11 TEMPORARY LEAVES OF ABSENCE FOR TEACHERS**

Leave for personal, legal business or other matters that cannot occur outside of the school day of no more than one hour may be arranged at the discretion of the principal. Teachers are requested to conduct personal business on their own time. Unnecessary absence from class cannot be tolerated and may result in disciplinary action, up to and including dismissal.

## **3.2 *WORKPLACE POLICIES – GENERAL***

### **3.2.1 PERFORMANCE REVIEWS**

**POLICY:** To provide for periodic review of work performance.

**Procedure:** Employee work performance will normally be evaluated on an annual basis. If an employee believes that a performance review is needed and/or past due, the employee should discuss the matter with their immediate supervisor.

**Teacher:**  
Performance Reviews

Wisconsin Act 166 developed a new process for the evaluation of educators entitled the Wisconsin Educator Effectiveness System whose purpose is to improve student learning by supporting the continuous improvement of educator practice through a performance-based evaluation. Teacher effectiveness will be determined by certified evaluators and will follow a certified framework where:

50% of the total evaluation score assigned to a teacher must be based on measures of student performance, on assessments, student learning objectives, and other criteria per state law.

The other 50% of the total evaluation score assigned to a teacher will be based on the Dr. Strong / CESA 6 Evaluation Model which evaluates teacher and educational specialist performance through the use of multiple data points of evidence based on the following standards:

<u>Teacher</u>	<u>Educational Specialist</u>
Professional Knowledge	Professional Knowledge
Instructional Planning	Communication and Collaboration
Instructional Delivery	Assessment
Assessment of and for Learning	Program Planning and Management
Learning Environment	Program Delivery

Summative evaluations will be performed every three (3) years, with information regarding the effectiveness of the teacher / educational specialist submitted to the Wisconsin Department of Public Instruction.

An Interim Performance Review will occur on an annual basis for those employees who are not due for a summative review.

All elements of the evaluation process shall be made available to the educator with a copy of the summative evaluation placed in the teacher's personnel file.

**See Policy 3220**

### **3.2.2 PERSONNEL FILES**

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

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

### **3.2.3 JOB TRANSFERS & PROMOTIONS**

**POLICY:** To permit temporary and permanent job transfers and promotions based on operational needs and based on the employee's relative ability, experience and other qualifications as determined by the Employer. Such transfers and promotions shall not be made arbitrarily or capriciously.

**Temporary Assignments:** Temporary assignments will normally not exceed 30 days and employees will normally receive no less than their regular rate of pay for the time spent in temporary assignment.

### **3.2.4 JOB VACANCIES & POSTING**

**POLICY:** To provide notification of job openings and opportunity for employees to apply for open positions.

**Procedure:** When the Employer determines that a vacancy or new position shall be filled, the Employer shall post a notice of such vacancy or new position for a minimum of five (5) working days if reasonable and appropriate to do so. The

posting shall include the date the position is to be filled, title of position, requirements, and rate of pay and benefits. The Employer retains the right to determine whether and when to recruit outside applicants.

**Interview:** The employer retains the right to interview and hire the most qualified candidate for any position.

### **3.2.5 LAYOFF & RECALL**

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

**Procedure:** The needs of the Employer shall be the prime consideration used in the Employer's determination of which employees shall be laid off. The rehiring of employees that have been laid off shall be determined by the Employer based on its need for the most qualified person to perform the available work.

**Implementation of Reduction:** When implementing a staff reduction, individuals shall be selected for full or partial layoff by utilizing the following criteria:

- (1) Educational needs of the District, as identified and determined by Board.
- (2) Qualifications as established by the Board. This may include, but is not limited to, job skills, certification(s) [if applicable], training, district evaluations, etc.
- (3) Qualifications and performance of remaining employees. The Board may consider experience and training that best relates to the positions to be maintained and the District's anticipated future needs. These experiences may include current and past assignment and practical experience in the areas of need.

**See Policy 3131, Reduction in Staff.**

### **3.2.6 SEPARATION FROM EMPLOYMENT**

**POLICY:** Separation from employment includes but is not limited to resignation, retirement, reduction in work force, failure to return from approved leave, discharge from employment, or disability. Such employment separations may be voluntary or involuntary.

Unless an employee is subject to the terms of an individual employment contract with the District, if an employee decides to voluntarily end his or her employment with the District, the District requests that the employee give at least two weeks advance notice so that any necessary replacement employees can be recruited or

otherwise assigned.

Upon any separation from employment, compensation and benefits which have been earned and accrued will be credited to the employee pursuant to law. An employee's last day worked will in most cases be considered their last day of employment. The District reserves the right to determine the last day of employment.

When any employee voluntarily terminates employment with the district, the district reserves the right to seek reimbursement from the employee of any district paid pre-payment of benefits.

On or before an employee's last day of employment, the employee must return all district owned equipment, including items enabling building access.

In turn, the employee must remove all personal belongings upon separation of employment.

Declaration of retirement by a teacher shall be filed in the district office on or before February 1<sup>st</sup> of the final teaching year.

Teachers wishing to be released from their employment contract will be subject to a penalty relative to the cost of replacement teachers as follows:

- a. If the contract is broken, there will be a liquidated separation fee as follows: \$1,000 after July 15<sup>th</sup>, \$2,000 after August 15<sup>th</sup>.

No resignation will be acted on at the Board level until the liquidated separation fee is paid in full.

- b. There will be no cost of replacement of teachers submitting their resignations after signing a contract because of illness, spouse's business transfer or change of position, maternity, or family emergencies.
- c. The Board may waive penalties if it so desires.

### **3.3 DISCIPLINE**

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

**Level of Discipline:** The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee discipline or corrective action may be imposed which include, but are not limited to,



the following: verbal warning, written warning, suspension or termination. Employee discipline for purposes of access to the grievance procedure is defined to include only termination, disciplinary suspensions and disciplinary demotions. None of these disciplinary measures are required to be used before termination from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The Employer may repeat disciplinary action.

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

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

The offenses listed above are not intended to be all-inclusive, and discipline, including

termination, may occur for any other reason depending upon the seriousness of the offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior disciplinary actions.

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

**Standard for Nonrenewal for Teachers:** Teachers employed in the District are subject to nonrenewal on a statutory basis, as prescribed in Wis. Stat. § 118.22. Such nonrenewals shall be exclusively subject to the provisions of Wis. Stat. § 118.22 and are not covered by the Grievance Procedure set forth in Section 3.4 of this Handbook.

**Standard for Teacher Discipline and Termination:** A teacher may be terminated during the contact year for "cause." Discipline or termination during the contract year is subject to the Grievance Procedure set forth in Section 3.4 of this Handbook.

**Standard for Support Personnel & Non-Exempt Staff Discipline and Termination:** The District Administrator is solely responsible for implementing any or all disciplinary measures, including but not limited to, suspension or termination of employment. Support Personnel & Non-Exempt Staff are at-will employees and may be disciplined or terminated at any time for any reason not prohibited by law. Discipline or termination is subject to the Grievance Procedure set forth in Section 3.4 of this Handbook.

### **3.4 GRIEVANCE PROCEDURE**

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

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

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

#### **II. Definitions**

##### **A. Definition of "Employee":**

1. For purposes of discipline and termination under this grievance procedure, an employee shall be defined to include regular full-time, part-time, and limited term

employees. All other individuals employed by the District, such as casual employees, temporary employees, and short-term substitutes as well as independent contractors, are specifically excluded from the definition of employee and, therefore, this grievance procedure is not available to them.

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

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

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

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

### **III. General Provisions**

**A. Role and Appointment of “Impartial Hearing Officer”:** For purposes of this procedure, the role of the “Impartial Hearing Officer” will be to define the issues, identifying areas of agreement between the parties and identifying the issues in dispute, and to hear the parties’ respective arguments. The Impartial Hearing Officer shall be appointed by District Administrator and/or Board President based upon the nature of the matter in dispute.

**B. Time Limits:** Failure to submit or process a grievance by the employee within the time limits specified below, or agreed upon extensions, shall constitute waiver of the grievance and it will be considered resolved on the basis of the District’s last answer. Failure of a District representative to meet the time limits specified below shall cause the grievance to move automatically to the next step in the procedure within seven (7) days of such failure. A grievance or decision or appeal is considered timely if

received by the employer during normal business hours or if postmarked by 12:00 midnight on the due date. The time limits contained in this procedure are to be strictly observed and can only be extended upon the express written consent of the parties.

**C. Days:** The term “days” as used in this provision means calendar days, excluding holidays as defined in the Handbook. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday, or holiday as defined in the Handbook, the time limit is the next day which is not a Saturday, Sunday, or holiday.

**D. Scheduling:** Grievance meetings and hearings will typically be held during the employee’s off-duty hours. Time spent in grievance meetings and hearings shall not be considered as compensable work time.

**E. Representation:** The employee shall have the right to representation during the grievance procedure at the employee’s expense.

#### **IV. Procedure for Grievances Concerning Employee Terminations and Employee Discipline:**

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

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

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

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

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

If timely requested, the hearing will normally be scheduled within thirty (30) days of receipt of the request for hearing. The Impartial Hearing Officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The Impartial Hearing Officer will have the authority to administer oaths, issue

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

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

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

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

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

## **V. Procedure for Grievances Concerning Employee Workplace Safety:**

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

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

in order to be addressed as part of the grievance procedure.

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

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

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

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

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

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

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

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

## **SECTION 4: BENEFITS**

*For additional details regarding any insurance coverage and premium contributions, contact the Payroll/Benefits Coordinator.*

### **4.1 HEALTH INSURANCE & COBRA**

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

**Coverage:** Levels of benefits provided and employee participation is determined by the District and applicable state and federal regulations. Generally, full-time employees (exempt and non-exempt) hired for 30+ hours/week are eligible to participate in the District's health insurance plan. The Board retains the right to change insurance carriers and plan design at its discretion. No insurance will be paid in cases where the spouse is already being provided family coverage by the Boyceville School District.

**Patient Protection and Affordable Care Act:** The Patient Protection and Affordable Care Act requires that an applicable large employer provide group health plan coverage which is comprehensive, affordable, and includes minimum essential benefits.

The Boyceville Community School District will meet those standards as they become applicable to our group health plan.

**Employee Contribution:** Eligible employees shall be required to contribute 12.6%.

Due to the rising cost of health insurance premiums, the board is choosing to freeze the district's responsibility of the premium costs at the current 2015 rate. Future increases in health insurance premium costs will be considered on a yearly budget basis.

**Termination of Retiree Group Health Plan Coverage** – Employees retiring will not be allowed to stay on the school districts employee health care plan beyond June 30<sup>th</sup> of the year they retire unless the employee chooses the COBRA option.

**Insurance Continuation:** Under state law and the Federal Consolidated Omnibus Budget  
*Boyceville Community School District*

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

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

**See Policy 3419, 3419.01, 3419.02, 4419, 4419.01, 4419.02**

**4.2 DENTAL INSURANCE & COBRA**

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

**Coverage:** Levels of benefits provided and employee participation is determined by the District and applicable state and federal regulations. Generally, full-time employees (exempt and non-exempt) hired for 30+ hours/week are eligible to participate in the District’s dental insurance plan. The Board retains the right to change insurance carriers and plan design at its discretion. No insurance will be paid in cases where the spouse is already being provided family coverage by the Boyceville School District.

**Employee Contribution:** Eligible employees shall be required to contribute 12.6% towards the monthly premium.

**Termination of Retiree Group Health Plan Coverage** – Employees retiring will not be allowed to stay on the school districts employee dental care plan beyond June 30th of the year they retire unless the employee chooses the COBRA option.

**4.3 LONG TERM DISABILITY INSURANCE**

**POLICY:** To provide long term disability insurance to those employees who qualify for coverage.

**Coverage:** Levels of benefits provided and employee participation is determined by the District and applicable state and federal regulations. The Board retains the right to change insurance carriers and plan design at its discretion.

**Contributions:** The District will pay 100% of the monthly premium for all eligible full-time and part-time employees (must work 20 hours or more to qualify).

\*Bus drivers are not eligible to participate.



#### ***4.4 SHORT TERM DISABILITY INSURANCE***

**POLICY:** To offer short term disability insurance to those employees who qualify for coverage.

**Coverage:** Levels of benefits provided and employee participation is determined by the District and applicable state and federal regulations. The Board retains the right to change insurance carriers and plan design at its discretion.

**Contributions:** Eligible full-time and part-time employees (must work 20 hours or more to qualify) are responsible for paying the entire monthly premium. There is no contribution to the short term disability insurance premium on the part of the District.

#### ***4.5 LIFE INSURANCE***

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

**Coverage:** The District shall offer life insurance to eligible employees. The insurance carrier(s), program(s), and coverage's will be selected and determined by the Board.

**Contributions:** Eligible full-time and part-time employees (must work 20 hours or more to qualify) are responsible for paying the entire monthly premium. There is no contribution to the life insurance premium on the part of the District.

#### ***4.6 SECTION 125 PLAN***

Employees may participate in the District's IRS 125 plan in accordance with the rules of said plan.

#### ***4.7 RETIREMENT***

**POLICY:** To provide retirement contributions to eligible employees in accordance with State law.

**Employee Contribution:** Once eligible for coverage under WRS, coverage is mandatory and an employee may not "opt out" of WRS. Employers and employees are required to pay a percentage of each payment of earnings equal to "one-half of the total actuarially required contribution rate." Employee contributions are pre-tax.

Employees may also elect to make additional post-tax contributions.

**Early Retirement:** See Appendix B.

### **SECTION 5      COMPENSATION**

## **5.1 PAYROLL & DEDUCTIONS FROM PAYROLL**

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

**Pay Periods:** Paychecks are normally deposited, by direct deposit, on the 15<sup>th</sup> (for work performed between the 16<sup>th</sup> and 31<sup>st</sup> of each month) and the 30<sup>th</sup> (for work performed between the 1<sup>st</sup> and 15<sup>th</sup> of each month). If such date falls on a weekend or holiday, then employees will be paid the preceding Friday.

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

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

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

See Policy 6520

## **5.2 TOTAL BASE WAGES & OTHER FORMS OF COMPENSATION**

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

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

**Salary and Wage Schedules:** The Board retains the right to hire and place staff on the schedule at its discretion. In addition to the base wage amounts, other types of supplemental compensation may occur on an annual basis at the discretion of the District. Compensation shall be pro-rated for partial year employment.

**Mileage:** District-required mileage will be paid at the current IRS rate per mile.

### **Extended Employment:**

- A. Teachers on extended contracts shall be paid at a rate equal to 80% of their base hourly salary for each hour worked (teacher's base salary divided by 191 days to determine a daily salary, divided by 8 hours to determine an hourly rate, and then calculated at 80%). Maximum extended contract hours/year shall be determined by the Building Principal and will be paid from a timesheet.
- B. Summer School: Teachers on the staff shall be considered for summer school teaching if they are experienced and certified to teach in the area offered. Staff for summer school shall be offered a contract for such employment.
- C. Extra-Curricular and Extra Duty Activities: Teachers may be assigned to and expected to participate in advising and supervising all activities without extra compensation except those enumerated on the co-curricular schedule set forth in Appendix C which is attached hereto and made a part hereof. The District retains the right to assign staff to such positions and/or hire someone outside of the existing staff at its discretion.

There shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year.

### **See Policy 3120.08**

In the event the Board determines that an insufficient number of participants are signed-up for an extra-curricular activity, the Board shall have the flexibility to cancel the activity by providing the employee with five (5) days written notice of the cancellation of the activity. The coach/advisor shall be given a prorata share of his/her extra-curricular compensation based on the portion of the activity's season which was completed as of the effective date of the notice.

- D. Mentor Pay: Teachers serving as mentors to newly licensed teachers shall receive \$700 for the first school year (prorated for mentors serving less than a full one year assignment). Mentors shall receive \$350 per school year (pro-rated for partial years) for mentoring second year teachers and thereafter. The District retains the right to select and assign mentors as appropriate. However, any teacher assigned to be a mentor has the right to refuse such assignment.
- E. Curriculum Pay: Teachers who are required to perform curriculum development work outside the normal work day or work year shall be paid \$22 per hour for such work. In order to be compensated, the curriculum development work must have prior written approval of the administration.
- F. Substitute Pay: If a teacher is required to substitute for another teacher during a preparation period, he/she shall be paid a premium of \$25 per high school period or equivalent and \$15.00 per elementary period.

### 5.3 OVERTIME

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

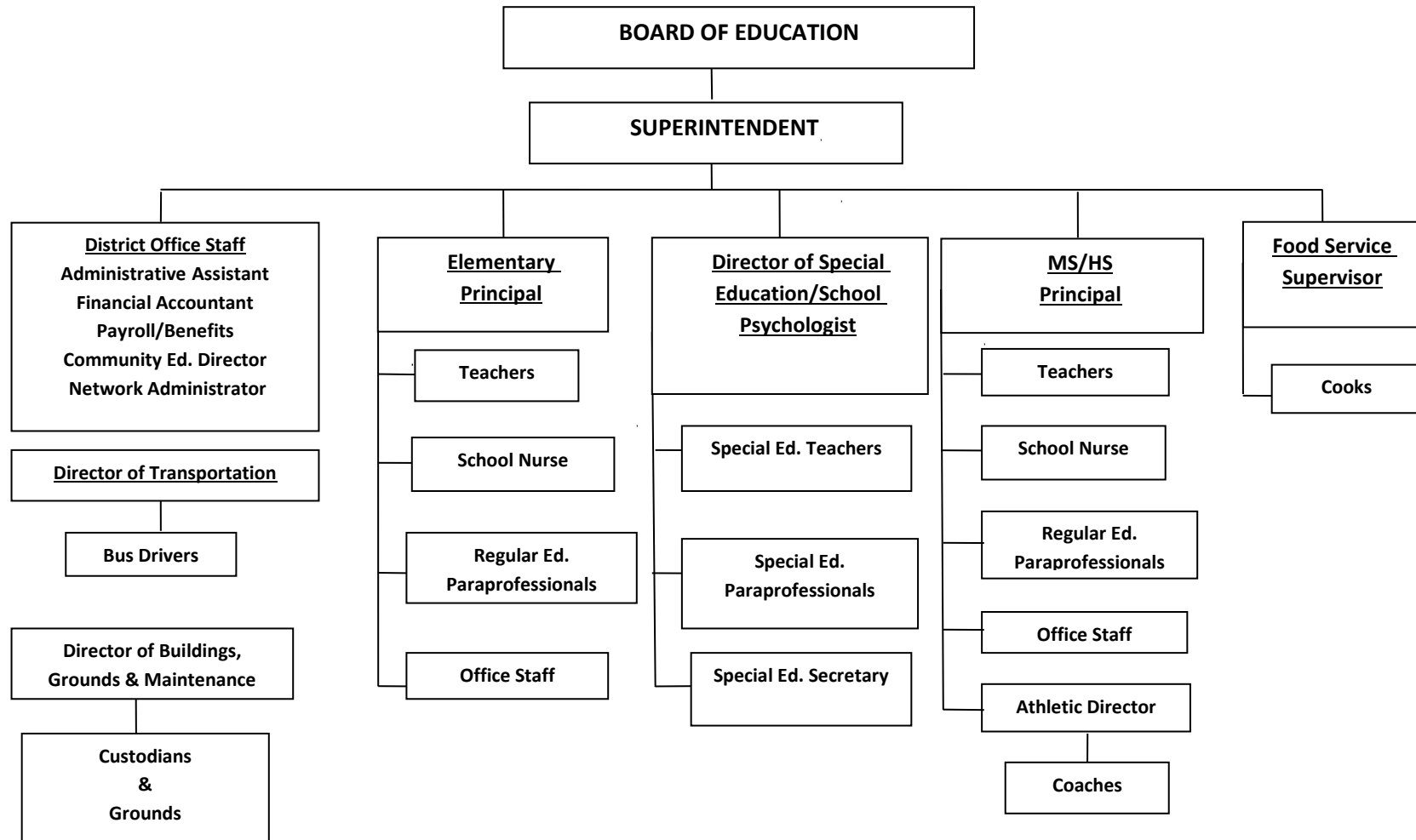
**Exempt / Non-Exempt Employees:** Each position is designated as either “Non-exempt” or “Exempt” in the federal Fair Labor Standards Act and state wage and hour laws. Employees in “non-exempt” jobs are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per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

**Overtime:** Any non-exempt employee who works more than forty (40) hours per week during a given week shall receive one and one-half (1 ½) times their regular pay for work beyond forty (40) hours per week.

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

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

APPENDIX A – ORGANIZATIONAL CHART



**APPENDIX B**  
**EARLY RETIREMENT**

To qualify for the following early retirement incentives, a full-time teacher should file a declaration of retirement in the District Office on or before February 1<sup>st</sup> of intent to retire at the end of that school year. The retirement plan cannot begin during the school year except for special circumstances with the approval of the Board.

1. If the retiring teacher is at least fifty-seven (57) years of age and has a minimum of fifteen (15) consecutive years of full-time teaching experience in the District, the Board will contribute \$5,000 per school year following retirement into a Health Reimbursement Account (“HRA”) to use towards IRS-qualifying health-related expenses for five (5) school years. District contributions shall automatically cease upon eligibility for Medicare, other Federal insurance benefits, or death, whichever occurs first.
  
2. If the retiring teacher is not yet age fifty-seven (57) but has a minimum of thirty (30) consecutive years of full-time teaching experience in the District, the Board will contribute \$3,000 per school year following retirement into an HRA to use towards IRS-qualifying health-related expenses for five (5) school years. District contributions shall automatically cease upon eligibility for Medicare, other Federal insurance benefits, or death, whichever occurs first.

Unless otherwise approved by the Board, retirement payouts will start in the July following the last school year of teaching.

**Termination of Retiree Group Health Plan Coverage** – Employees retiring will not be allowed to stay on the school districts employee dental or health care plans beyond June 30th of the year they retire unless the employee chooses the COBRA option.

## APPENDIX C – CO-CURRICULAR SCHEDULE

<b>FALL SPORTS:</b>	<b>AMOUNT:</b>
<b>FOOTBALL</b> Head Coach	\$4,300
Football Assistant Coach	\$3,000
Football Middle School Coach	\$1,600
<b>VOLLEYBALL</b> Head Coach	\$4,300
Volleyball Assistant Coach	\$3,000
Volleyball Middle School Coach	\$1,600
<b>CROSS COUNTRY</b> Head Coach	\$3,500
Middle School Cross Country Coach	\$1,600
<b>Football/Volleyball</b> Cheer Advisor	\$2,153
<b>WINTER SPORTS:</b>	<b>AMOUNT:</b>
<b>BASKETBALL</b> Head Coach	\$4,500
Basketball Assistant Coach	\$3,000
Basketball Middle School Coach	\$1,600
<b>WRESTLING</b> Head Coach	\$4,500
Wrestling Assistant Coach	\$3,000
Wrestling Middle School Coach	\$1,600
<b>CHEERLEADING</b>	
Wrestling Cheer Advisor	\$2,153
<b>SPRING SPORTS:</b>	<b>AMOUNT:</b>
<b>BASEBALL</b> Head Coach	\$3,200
Baseball Assistant Coach	\$2,000
<b>SOFTBALL</b> Head Coach	\$3,200
Softball Assistant Coach	\$2,000
<b>TRACK</b> Head Coach	\$3,200
Track Assistant Coach	\$2,000
Track Middle School Coach	\$1,600
Track Assistant Middle School Coach	\$1,000

\*The amounts displayed reflect total compensation for that item. If the position is shared among more than one person, the compensation will be divided accordingly.

POSITION:	AMOUNT:
Dance Team Advisor	\$2,654
Band	\$1,883
Chorus	\$1,217
Play (Per Production - 2 Productions/Year)	\$2,233
Yearbook Advisor	\$1,217
Elementary Vocal	\$351
Elementary Band	\$351
Quiz Bowl Advisor	\$761
National Honor Society Advisor	\$537
Academic Decathlon	\$761
Science Olympiad Coach	\$3,200
Science Olympiad Assistant	\$2,400
FFA Advisor	\$2,500
High School Student Council Advisor	\$761
Middle School Student Council Advisor	\$761
Prom Coordinator	\$540
Weight Lifting Supervisor	\$20.00/Hour
After-School Instruction (providing tutorial/supervising/ coordination of services)	\$28.00/Hour
School Dance/Bus Chaperone	\$31.35
Athletic Event Worker	\$31.35



# SCHOOL CALENDAR



## BOYCEVILLE COMMUNITY SCHOOL DISTRICT 2023-2024 CALENDAR



AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Flex day In August (1)  
 21 - New Staff In-service  
 22-25 - In-service (4.5)  
 24 - Open House (12-8PM)  
 28-29 - District Transition Days (5.5,6.5)  
 30 - First Day of School  
 2 Student Days

FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19 - Conferences (5-8PM) (12)  
 22 - Conferences (5-8PM) (12.5)  
 23 - Off  
 20 Student Days

SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 - Labor Day (Off) (1)  
 22 - In-service (7.5)  
 10 Student Days

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 - 1st Day of 3rd Trimester  
 11-15 - Spring Break (Off)  
 29 - Good Friday (Off) (2.5)  
 15 Student Days

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16 - Conferences (5-8PM) (8)  
 19 - Conferences (5-8PM) (8.5)  
 20 - Fall Break (Off)  
 21 Student Days

APRIL 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1 - 1st Day of 4th Quarter  
 19 - In-service (13.5)  
 27 - Prom  
 21 Student Days

NOVEMBER 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6 - 1st Day of 2nd Quarter  
 20-21 - In-service (9.5, 10.5)  
 22-24 - Thanksgiving Break (Off) (2)  
 27 - 1st Day of 2nd Trimester  
 17 Student Days

MAY 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24 - Graduation  
 27 - Memorial Day (Off) (3.5)  
 30 - Last Day of School (Early Release)  
 TCE 12:30PM, MSHS 12:40PM  
 31 - In-service (14.5)  
 21 Student Days

DECEMBER 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

25-29 - Christmas Break (Off)  
 16 Student Days

JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JANUARY 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 - Christmas Break (Off)  
 2 - School Resumes  
 22 - In-service (11.5)  
 23 - 1st Day of 3rd Quarter  
 21 Student Days

Days Off	
Teacher Holidays	3.5
Student School Days	173
In-service	12.5
S/T/P Conferences	2
<b>Total Contract Days</b>	<b>191</b>

## 2023 Acknowledgment and Receipt of Staff Handbook

I, \_\_\_\_\_ acknowledge receipt of this Handbook

I understand that while the Boyceville Community School District believes wholeheartedly in its policies and procedures, many of which are set out in this Handbook, they are not conditions of employment. Rather, the Employee Handbook is simply a means to acquaint me with the School District and its operations, and provide guidelines in regard to its policies and my employment.

I further understand that if I have an existing employment contract with the District, as required and pursuant to Wis. State Statute 118.21(1), and that this Employee Handbook does not constitute a separate contract of employment, express or implied, between the School District and myself and that no oral statements by Supervisors or Administrators can alter this disclaimer or create a separate contract.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date