

BOYCEVILLE COMMUNITY SCHOOL DISTRICT

EMPLOYEE HANDBOOK 2025-2026

Board Approved

August 2025



TABLE OF CONTENTS

| | |
|---|----------|
| TABLE OF CONTENTS..... | 2 |
| MISSION STATEMENT..... | 5 |
| EMERGENCY PROCEDURES..... | 5 |
| PART 1 - PROVISIONS APPLICABLE TO ALL STAFF..... | 5 |
| 1.0 PURPOSE OF HANDBOOK AND ORGANIZATIONAL STRUCTURE..... | 5 |
| 1.1 WELCOME TO THE BOYCEVILLE COMMUNITY SCHOOL DISTRICT:..... | 5 |
| 1.2 PURPOSE OF HANDBOOK..... | 6 |
| 1.3 LINES OF COMMUNICATION..... | 6 |
| 1.4 THE ROLE OF MANAGEMENT..... | 7 |
| 1.5 DEFINITIONS..... | 8 |
| 2.0 EMPLOYMENT LAW/WORKPLACE PROTECTIONS..... | 9 |
| 2.1 DISTRICT COMPLIANCE OFFICERS (CO)..... | 9 |
| 2.2 EQUAL OPPORTUNITY EMPLOYMENT..... | 9 |
| 2.3 DISCRIMINATION, HARASSMENT, AND RETALIATION-FREE WORKPLACE..... | 10 |
| 2.4 FAMILY, MEDICAL, AND MILITARY LEAVE..... | 11 |
| 2.5 FEDERAL LABOR STANDARDS ACT (FLSA)..... | 12 |
| 3.0 GENERAL EMPLOYMENT PRACTICES & EXPECTATIONS..... | 12 |
| 3.1 ACCIDENT/INJURY REPORTING..... | 12 |
| 3.2 ATTENDANCE..... | 12 |
| 3.3 CHILD ABUSE AND THREATS OF SCHOOL VIOLENCE REPORTING..... | 13 |
| 3.4 CONFIDENTIALITY..... | 14 |
| 3.5 DRUG, ALCOHOL, AND TOBACCO FREE WORKPLACE..... | 14 |
| 3.6 DISTRIBUTION/POSTING OF LITERATURE..... | 15 |
| 3.7 ELECTRONIC MEDIA & SOCIAL MEDIA POLICY..... | 15 |
| 3.8 JOB TRANSFERS & PROMOTIONS..... | 17 |
| 3.9 JOB VACANCIES & POSTINGS..... | 17 |
| 3.10 LAYOFF & RECALL..... | 17 |
| 3.11 MOTOR VEHICLE DRIVING RECORD CHECK..... | 18 |
| 3.12 PERSONNEL FILES..... | 18 |
| 3.13 POLITICAL ACTIVITIES..... | 18 |
| 3.14 SOLICITATION (NON-POLITICAL)..... | 19 |
| 3.15 VIDEO SURVEILLANCE..... | 20 |
| 3.16 WORKPLACE SAFETY..... | 20 |
| 4.0 GRIEVANCE PROCEDURES..... | 20 |
| 5.0 COMPENSATION..... | 21 |
| 5.1 PAYROLL & DEDUCTIONS FROM PAYROLL..... | 21 |
| 6.0 MILEAGE & EXPENSE REIMBURSEMENTS..... | 21 |
| 6.1 MILEAGE REIMBURSEMENT..... | 21 |

| | |
|--|-----------|
| 6.2 EXPENSES..... | 22 |
| 7.0 LEAVES OF ABSENCE..... | 22 |
| 7.1 JURY DUTY..... | 22 |
| 7.2 BONE MARROW & ORGAN DONATION LEAVE..... | 22 |
| 7.3 UNPAID LEAVES OF ABSENCE (NON-FMLA)..... | 22 |
| 8.0 DISTRICT BENEFITS..... | 23 |
| 8.1 HEALTH INSURANCE..... | 23 |
| 8.2 DENTAL INSURANCE..... | 24 |
| 8.3 LIFE INSURANCE..... | 24 |
| 8.4 DISABILITY INSURANCE..... | 24 |
| 8.5 VISION INSURANCE..... | 25 |
| 8.6 SEPARATION OF EMPLOYMENT AND INSURANCE CONTINUATION..... | 25 |
| 8.7 WISCONSIN RETIREMENT SYSTEM CONTRIBUTIONS..... | 25 |
| PART 2 - CERTIFIED STAFF: TEACHERS (STAFF WITH INDIVIDUAL CONTRACTS UNDER 118.22, WIS.STATS, AND PROFESSIONAL/EXEMPT, NON-SUPERVISORY EMPLOYEES)..... | 26 |
| 9.0 WORK SCHEDULE..... | 26 |
| 9.1 CONTRACTUAL YEAR FOR TEACHERS..... | 26 |
| 9.2 HOURS WORKED..... | 26 |
| 9.3 SCHOOL CALENDAR..... | 26 |
| 9.4 HOLIDAYS..... | 26 |
| 10.0 BASE WAGE AND COMPENSATION..... | 27 |
| 10.1 SALARY AND WAGE SCHEDULES..... | 27 |
| 10.2 CHANGE OF STATUS (MASTERS)..... | 27 |
| 10.3 EXTENDED EMPLOYMENT..... | 27 |
| 11.0 LEAVES OF ABSENCE..... | 28 |
| 11.1 BEREAVEMENT..... | 28 |
| 11.2 PERSONAL LEAVE..... | 28 |
| 4.2.1 UNPAID ADDITIONAL PERSONAL LEAVE (NON-MEDICAL)..... | 29 |
| 11.3 SICK LEAVE..... | 29 |
| 11.4 TEMPORARY LEAVES OF ABSENCES FOR TEACHERS..... | 30 |
| 11.5 EMERGENCY CONDITIONS..... | 30 |
| 12.0 DISCIPLINE..... | 30 |
| 13.0 PERFORMANCE REVIEWS..... | 31 |
| 14.0 SEPARATION OF EMPLOYMENT..... | 32 |
| 14.1 RELEASE FROM TEACHING CONTRACTS..... | 32 |
| 14.2 DECLARATION OF RETIREMENT..... | 32 |
| 14.3 EARLY RETIREMENT BENEFITS..... | 32 |
| PART 3 - NON-CERTIFIED EMPLOYEES (SUPPORT STAFF & SUPERVISORY EMPLOYEES)..... | 34 |
| 15.0 WORK SCHEDULE..... | 34 |
| 15.1 HOURS WORKED..... | 34 |

| | |
|--|-----------|
| 15.2 SCHOOL CALENDAR..... | 34 |
| 15.3 HOLIDAYS..... | 34 |
| 15.4 EMERGENCY CONDITIONS..... | 35 |
| 16.0 COMPENSATION..... | 35 |
| 16.1 SALARY & WAGE SCHEDULE..... | 35 |
| 17.0 LEAVES OF ABSENCE..... | 35 |
| 17.1 BEREAVEMENT LEAVE..... | 35 |
| 17.2 PERSONAL LEAVE..... | 36 |
| 17.3 SICK LEAVE..... | 36 |
| 17.4 VACATION LEAVE..... | 37 |
| 17.5 UNPAID LEAVES OF ABSENCE (NON-FMLA)..... | 37 |
| 18.0 DISCIPLINE..... | 38 |
| 19.0 PERFORMANCE REVIEWS..... | 39 |
| 20.0 SEPARATION FROM EMPLOYMENT..... | 39 |
| Appendix A - Organizational Chart..... | 40 |
| Appendix B - Co-Curricular Salary Schedule..... | 41 |
| Appendix C - Staff Calendar..... | 43 |

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.

EMERGENCY PROCEDURES

School Closings: Should inclement weather or other emergency situations require the District to close school(s) the following procedures shall be followed:

Calls, text messages, and/or emails will be placed to employees as soon as practicable, using the District’s emergency notification system, if conditions warrant the closing of schools. Local television and radio stations will also be notified as soon as practicable.

Please check the District website and/or local media if you do not receive a text, phone call, or an email. Employees are encouraged to monitor local television and radio stations in addition to school district email.

Emergencies: In the event of a medical or other emergency that needs immediate action from emergency personnel, call 9-1-1 and then inform your immediate supervisor as soon as practical.

| | | |
|-------------------|---------------------------------|----------------------------|
| Nick Kaiser | District Administrator | 715-643-3647 Ext. 210 |
| Patrick Gretzlock | Middle/High School Principal | 715-643-3647, Ext. 438 |
| Shannon Bignell | Interim Elementary Principal | 715-643-3647, Ext. 110 |
| Rebecca Hanestad | Director of Pupil Services | 715-643-3647, Ext. 120 |
| Derrick Retz | Director of Buildings & Grounds | 715-643-3647, Ext. 349 |
| Don Heldt | Transportation Coordinator | 715-643-2802, Ext. 252 |
| Teddi Humpal | Director of Food Service | 715-643-3647, Ext. 442 |
| Jacob Schoeder | Network Administrator | 715-643-3647, Ext. 325 |
| Brian Roemhild | Athletic Director | 715-643-3647, Ext. 304/401 |
| Michael Roemhild | Community Education Director | 715-643-3647, Ext. 305 |

PART 1 - PROVISIONS APPLICABLE TO ALL STAFF

1.0 PURPOSE OF HANDBOOK AND ORGANIZATIONAL STRUCTURE

1.1 WELCOME TO THE BOYCEVILLE COMMUNITY SCHOOL DISTRICT:

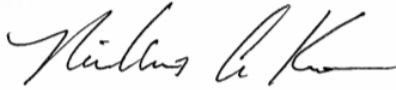
Dear Colleague,

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, WI. 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, 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 the 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.



Nick 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. 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 the 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 an employee as establishing, or modifying such contract. Furthermore, nothing herein shall be construed as guarantee of continued employment nor as a guarantee of any benefits or conditions of employment.

1.3 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 the District Administrator. This procedure is not intended to deny any staff member the

right to raise matters of concern regarding the District operations to the Board through established procedures when no resolution is reached by the administration.

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. Board member communications with staff shall also be consistent with the expectations in Board [Policy 0144.5](#).

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 and 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](#), [4112](#) (Board-Staff Communication), [0144.5](#) (Board Member Behavior and Code of Conduct)

1.4 THE ROLE OF MANAGEMENT

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.

1.5 DEFINITIONS

Administrative Employees: “Administrative Employees” are defined as persons who are required to have a contract under §118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.

Teachers: “Teachers” are defined as persons hired under a contract under §118.24, Wis. Stats.

Supervisors: “Supervisors” are defined as employees who oversee the performance of a group of employees within a department.

Regular Employees: “Regular Employees” are defined as employees whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee.

- A. Regular, Full-Time Employees: “Regular, full-time employees” are defined as one who works at least 30 or more hours per week for a school year or more per year.
- B. Regular, Part-Time Employees: “Regular, part-time employees” are defined as one who works a school year or more, but less than 30 hours per week.

Exclusion: A regular, full-time or part-time employee does not include casual, substitute, or temporary employees as described in this section.

Casual Employees: “Casual Employees” are defined as employees who are not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status.

Seasonal/Summer School Employees: “Seasonal Employees” are those employees who are hired for a specific period of time usually related to the seasonal needs of the District. A “summer school employee” is defined as an employee who is hired to work for the District during the summer school session. Summer school session is defined as the supplemental education program offered for District Students pursuant to the DPI rules and regulations.

- A. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable, qualified, regular school year employees. The District is free to use outside providers to perform such work.
- B. The terms and conditions of employment for seasonal/summer school sessions shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service, or wage/salary levels.
- C. Seasonal employees performing non-exempt duties shall be paid an hourly rate.

Substitute Employees: “Substitute Employees” are defined as persons hired to replace a regular employee during the regular employee’s leave of absence.

Temporary Employees: “Temporary Employees” are defined as persons hired for a specific project for a specific length of time. This definition includes summer school and seasonal employees as defined above. A temporary employee has no expectation of continued employment or accrual or access to district benefits.

2.0 EMPLOYMENT LAW/WORKPLACE PROTECTIONS

2.1 DISTRICT COMPLIANCE OFFICERS (CO)

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators"; hereinafter referred to as the "COs").

Rebecca Hanestad
Director of Pupil Services
BCSD Compliance Officer/Title IX Coordinator
715-643-3647, Ext. 120
1003 Tiffany Street
Boyceville, WI 54725
rebeccah@boyceville.k12.wi.us

Patrick Gretzlock
Middle/High School Principal
715-643-3647, Ext. 438
1003 Tiffany Street
Boyceville, WI 54725
patg@boyceville.k12.wi.us

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public.

2.2 EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of the District to provide equal opportunity in employment to all of our employees and applicants for employment. In order to provide equal employment opportunities for qualified individual under the law, the Boyceville Community School District will not discriminate on the basis of race, color, age, religion, creed, sex, (including gender status, change of sex, sexual orientation, or gender identity) national origin, disability, marital status, arrest record, conviction record, veteran status, genetic testing, membership in military service, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally-protected category in its programs and activities, including employment opportunities. Positive action is required from all employees to help ensure that the District complies with its obligations under state and federal law.

Alleged violations of this policy should immediately file a complaint, either orally or in writing with a Principal, the Compliance Officers (CO), or the District Administrator or other supervisory employees. Any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall coordinate with the other appointed/designated CO or, if appropriate, appoint/designate another individual to serve as CO for the complaint regarding a CO. 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.

Accommodations: 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 performance of your work-related duties, please contact the Director of Pupil Services.

The **Genetic Information Nondiscrimination Act of 2008 or “GINA”** prohibits employers and other entities covered by the law, including the Board, from requesting or requiring genetic information of an employee or applicant or family member of an employee or applicant, except as specifically allowed by law. To comply with GINA, do not provide any genetic information when responding to requests for medical information (unless the request pertains to a request for FMLA leave for the purpose of caring for an immediate family member with a serious health condition). “Genetic information”, as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic test, the fact that an individual or an individual’s family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or family member receiving assistive reproductive services.

See Policies [1422](#), [3122](#), [4122](#) (Nondiscrimination & EEO), [1422.02](#), [3122.02](#), [4122.02](#) (Nondiscrimination Based on Genetic Information of the Employee (GINA)), [8913](#) (Section 504/ADA Prohibition Against Disability Discrimination in Employment)

2.3 DISCRIMINATION, HARASSMENT, AND RETALIATION-FREE WORKPLACE

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 be 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 be subject to the offer of 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 towards other employees, by employees towards 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 other 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 their protected status.
- B. Any attempt to penalize or punish a person because of their protected status.
- C. Creating an offensive and hostile working environment for a person because of their protected status, including sexual harassment.

“Bullying” is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve teasing, threats, intimidation, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation, or destruction of property.

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 Pupil Services or the Middle/High School Principal. The report may be made verbally or in writing. The allegations should provide sufficient information and detail so that the Director of Pupil Services or Middle/High School Principal can thoroughly investigate the complaint. If the Director of Pupil Services or Middle/High School Principal is the object of the complaint, then the employee should report directly to the District Administrator. If the 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 Pupil Services or Middle/High School Principal will take appropriate steps to investigate the complainant's allegations. Such reports shall be kept confidential to the maximum extent possible. Any 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](#), [4122](#) (Nondiscrimination and Equal Opportunity), [3362](#), [4362](#) (Employee Anti-Harassment), [3362.01](#), [4362.01](#) (Threatening Behavior Toward Staff Members)

2.4 FAMILY, MEDICAL, AND MILITARY LEAVE

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 with other paid leave. Employee rights posters for both

laws are in the workplace for reference by all employees. Any and all questions regarding FMLA should be directed to the district office.

This policy does not provide any greater benefit than those provided by the family and medical leave laws. Any change in the law will have an impact upon the operation of this policy by modifying its provisions to conform to the law.

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provision of Federal and State law.

See Policies [3430.01](#), [4430.01](#) (Family and Medical Leave Absence “FMLA”)

2.5 FEDERAL LABOR STANDARDS ACT (FLSA)

It is the policy of the Boyceville Community School District to comply with the provisions of Federal and State Laws and their respective implementing regulations, relating to minimum wages and overtime. To that end, the District shall pay at least the minimum wage to all employees. Further, the District recognizes the safe and efficient operation of the District may occasionally require covered, non-exempt employees to work more than forty (40) hours during a given work week. Such employees shall be paid overtime compensation.

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” positions 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.

3.0 GENERAL EMPLOYMENT PRACTICES & EXPECTATIONS

3.1 ACCIDENT/INJURY REPORTING

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 contact the **EMC Insurance OnCall Nurse line at 1-844-322-4668**. You will be asked to include the date, time, and place of the incident; the names of the persons involved; the nature of the injury to the extent that is known; and a description of all relevant circumstances.

See Policy [8442](#) (Reporting Accidents)

3.2 ATTENDANCE

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

- A. Reporting Procedures: Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Employees are to utilize the Skyward Employee Access (employee access time off) process for reporting absences. Any time spent not working during an employee's scheduled day must be accounted for in employee access time off using the appropriate reasons. The District will monitor attendance and absence patterns.
- B. Doctor's Certificate: Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. Such a certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism. Any absence of five (5) or more days will require the completion of district FMLA paperwork and doctor certification.

3.3 CHILD ABUSE AND THREATS OF SCHOOL VIOLENCE REPORTING

- A. Child Abuse Reporting - Any school employee who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below in section B.

A person required to report shall immediately inform, by telephone or personally, the applicable District administrative personnel and the county department or, in a county having a population of 500,000 or more, the department or a licensed child welfare agency under contract with the department or the sheriff or city, village, or town police department of the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur.

In accordance with State law, each District Employee shall receive mandatory reporter training prior to the beginning of his/her assignment and every 5th year of employment after that.

- B. Threats of School Violence Reporting - Any school employee who believes in good faith that there is a serious and imminent threat to the health or safety of any student, any school employee, or the public, based on a threat that has been made by an individual seen in the course of the employee's professional duties regarding violence in or targeted at a school, shall report the threat as required by state law and this handbook provision. In particular:
 - 1. The facts and circumstances contributing to the belief that there is such a serious and imminent threat shall be reported immediately, by telephone or personally, directly to a law enforcement agency.
 - 2. The person making the report to law enforcement shall also immediately inform the building principal of the nature of the threat and circumstances. Such notice to a responsible administrator or supervisor in the District does not have to be given prior to contacting a law enforcement agency. Page 23 School District of the Menomonie Area Employee Handbook

The administration shall promptly evaluate and process known threats of school-related violence according to the District's school safety plan and under any other established procedures for responding to safety emergencies.

The District shall not take any disciplinary action against a school employee, discriminate against an employee in regard to employment, or threaten an employee with any such treatment for making a report of threatened school violence in good faith under this handbook provision. School employees may be subject to District disciplinary action, as well as penalties under state law, for failure to report such threats.

See Policy [8462](#) (Child Abuse and Neglect)

3.4 CONFIDENTIALITY

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

See Policy [8350](#) (Confidentiality)

3.5 DRUG, ALCOHOL, AND TOBACCO FREE WORKPLACE

Prohibited Acts – Drugs and Alcohol: The District prohibits any member of the District's staff from any of the following at any time while on or in District property or while performing duties at a District related activity or event (This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conference.).

- A. Manufacturing, possessing, using, distributing, dispensing, or being under the influence of any controlled substance or alcohol;
- B. Using, distributing, or possessing drug paraphernalia; or
- C. Unlawfully possessing, using, distributing, dispensing, or abusing a prescribed or over-the-counter medication.

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 and 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.

Tobacco Products: District employees shall not consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events.

Disciplinary Action: Any staff member who violates these policies shall be subject to disciplinary action, up to and including termination from District employment. In addition

at the District's discretion, may refer a staff member to drug and alcohol counseling or rehabilitation programs and/or may refer the matter to law enforcement.

See Policies [3122.01](#), [4122.01](#) (Drug-Free Workplace), [4162](#) (Controlled Substance and Alcohol Policy for Employees that Transport Students), [3215](#), [4215](#) (Use of Tobacco and Nicotine by Staff), [5500.01](#) (Conduct in Virtual Classroom), [7434](#) (Use of Tobacco and Nicotine on School Premises)

3.6 DISTRIBUTION/POSTING OF LITERATURE

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:

- A. Criteria established in Board Policy 5722 – School-Sponsored Publications and Productions – are used to make a decision regarding materials that students seek to post or distribute;
- B. No materials from any profit-making organization are distributed for students to take home to their parents; unless authorized by the principal.

See Policies [5722](#) (School-Sponsored Publications and Productions), [9700](#) (Relations with Non-School Affiliated Groups)

3.7 ELECTRONIC MEDIA & SOCIAL MEDIA 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:

- A. 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.
- B. 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.
- C. 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.
- D. The electronic media systems are not to be used to create any offensive or disruptive messages or documents.

- E. 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.
- F. 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.
- G. 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 by management or they are invalid and cannot be used.
- H. 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:

- A. **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.
- B. **Post as Yourself.** Make clear that you are expressing your personal views alone, not those of your employer.
- C. **Be Respectful and Nice.** Do not post communications or material that is disparaging, obscene, profane, vulgar, bullying, threatening, or inappropriately inflammatory.
- D. **Use Good Judgment.** Because what you say online is accessible to the public, use good judgment in your communications.
- E. **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.
- F. **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.
- G. **Ask for Guidance.** If you have any questions about what is appropriate to include in social media communications, ask your manager.
- H. **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.
- I. **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 they reasonably believe violates District policies and/or law.

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

See Policies [7530.02](#) (Web Content, Apps, and Services), [7540](#) (Technology), [7540.04](#) (Staff Technology, Acceptable Use and Safety), [7540.06](#) (District Issued Staff E-Mail Account), [7544](#) (Use of Social Media)

3.8 JOB TRANSFERS & PROMOTIONS

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 Assignment: 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.

Policies [3130](#), [4130](#) (Assignment & Transfer)

3.9 JOB VACANCIES & POSTINGS

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.

Policies [3132](#), [4132](#) (Vacancies)

3.10 LAYOFF & RECALL

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:

- A. **Educational needs of the District**, as identified and determined by the Board.
- B. **Qualifications as established by the Board.** This may include, but is not limited to, job skill, certification(s), [if applicable], training, district evaluations, etc.
- C. **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 assignments and practical experience in the areas of need.

See Policy [3131](#), [4131](#) (Reduction in Staff)

3.11 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 and 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 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 DVR check.

District Approved Drivers: Employees driving school vehicles will be required to complete a MVR background check annually.

3.12 PERSONNEL FILES

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 their personnel file, the employee may submit a written statement explaining their position which shall be included in the file.

Policy [8320](#) (Personnel Records)

3.13 POLITICAL ACTIVITIES

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 nonpartisan 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 differentiation 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:

- A. Using working hours or employer resources to solicit money or signature or to make political contributions;
- B. Using non-work hours to solicit contributions, signatures, or services from other employees who are on work time;
- C. Posting political materials in areas open to the public (generally, individual workstations and staff lounges that are not available to the public are exempted from this restriction);
- D. Using employer’s mailing address as the return address for political solicitations’
- E. 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);
- F. Providing a forum for an individual candidate to promote their campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- G. 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](#) (Employee Expression in Non Instructional Settings), [9700](#) (Relations with Non-School Affiliated Groups)

3.14 SOLICITATION (NON-POLITICAL)

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 their 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](#) (Relations with Non-School Affiliated Groups)

3.15 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.

See Policy [7440.01](#) (Video Surveillance & Electronic Monitoring)

3.16 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 4.0](#) 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.

- A. Weapons Prohibition: Except as otherwise permitted by this section, firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: WIS. STAT §§ 120.13(1), 948.60, .605, .61.
 - 1. This prohibition does not apply where state law prohibits a school district from restricting any individual's right to possess a firearm or other weapon in a location covered by this policy (e.g., law enforcement officers possessing a firearm or other weapon on school grounds in the line of duty).

See Policies [3217](#), [4217](#), [7217](#) (Weapons)

4.0 GRIEVANCE PROCEDURES

Refer to the Board Policy-Employee Grievance Procedures. The purpose of this rule is to provide for an internal grievance procedure that is consistent with the required state law and Board policy for resolving grievances concerning employee discipline, employee termination, and workplace safety. This rule is intended to serve as the written document, required by statute, that sets forth the process for the grievance and the District to use to process a grievance.

See Policies [3340](#), [4340](#) (Grievance Procedure)

5.0 COMPENSATION

5.1 PAYROLL & DEDUCTIONS FROM PAYROLL

- A. Pay Periods: Paychecks are normally deposited by direct deposit, on the 15th (for work performed between the 16th and 31st of each month) and the 30th (for work performed between the 1st and 15th of each month). If such a date falls on a weekend or holiday, then employees will be paid the preceding Friday.
- B. 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. Any paid leave shall not be counted as hours worked for overtime purposes.

All overtime must be approved in advance by management.

Workweek defined: Sunday - Saturday

- C. Deductions from Payroll: 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 accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all facts and circumstances. If an investigation reveals that you were subject 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.

- D. Direct Deposit: All employees shall participate in a direct payroll deposit plan. There will be no notice of deposit provided by the District other than the employee's information contained in the employee access portal in Skyward. Direct deposit changes may be made after giving thirty (30) calendar days notice in writing.
- E. Salary Deferrals – 403(b) investment Programs: Employees can elect to contribute to the District's pre-approved 403(b) plans. Contributions are employee based only. Contact the District's Financial Accountant for more information.
- F. Data Changes: Please notify the District Office 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 an emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

6.0 MILEAGE & EXPENSE REIMBURSEMENTS

6.1 MILEAGE REIMBURSEMENT

The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the District to drive their

personal vehicle during the course of performing duties for the District. Forms to be used to report mileage are available on our website/Staff Access/Forms.

6.2 EXPENSES

Employees required, or approved, by the District to attend conferences, seminars, and in-service training sessions shall receive reimbursement for travel, meals, lodging, and registration in accordance with District policy.

See Policies [3243](#) (Professional Meetings), [3440](#), [4440](#) (Job Related Expenses)

7.0 LEAVES OF ABSENCE

Paid leave addressed in the applicable employee section of this Handbook.

7.1 JURY DUTY

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, they 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).

7.2 BONE MARROW & 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 their 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 to only 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.

7.3 UNPAID LEAVES OF ABSENCE (NON-FMLA)

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.

A. Short-term leave of absence of 2 weeks or less (10 business days)

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 two (2) weeks may be granted to an eligible employee who files a written leave request with the District Administrator.
3. All unpaid leave of absences 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.

B. Long-term leave of absence of more than 2 weeks (10 business days)

1. An employee within the district may request up to a one (1) year leave of absence without pay or fringe benefits. Such a 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 (by March 1st for the subsequent school year). 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 their certification or qualifications (as applicable).
5. Generally, no more than two staff per year may take a leave. A person may take such leave only once per year, unless it is medically necessary.

Policies [3431](#), [4431](#) (Employee Leaves)

8.0 DISTRICT BENEFITS

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.

Section 125 Plan (Cafeteria Plan) – Employees may participate in the District's IRS 125 plan in accordance with the rules of said plan.

8.1 HEALTH INSURANCE

Coverage: Generally, Regular, full-time employees are eligible to participate in the District's health insurance plan. No insurance will be paid in cases where the spouse is already being provided family coverage by the 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 essential benefits.

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

- A. Employee Contribution: Eligible employees shall be required to contribute 12.6% of the insurance premium.

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 2015 rate. Future increases in health insurance premium costs will be considered on a yearly budget basis.

- B. Cash-in-lieu of Health Insurance: Employees who can provide proof that they have other insurance coverage outside of our District may choose to opt out of our District's health insurance plan. Cash-in-lieu payments are taxable and will be split between 24 payments and may be prorated.

8.2 DENTAL INSURANCE

Coverage: Generally, Regular, full-time employees are eligible to participate in the District's dental insurance plan. No insurance will be paid in cases where the spouse is already being provided family coverage by the District.

Employee Contributions: Eligible employees shall be required to contribute 12.6% of the insurance premium.

8.3 LIFE INSURANCE

Coverage: Regular, part-time and full-time employees working a minimum of 20 hours per week are eligible for life insurance.

- Bus Drivers are not eligible (*unless they qualify through WRS*)

Employee Contributions: There is no contribution to the life insurance premium on the part of the District. The employee is responsible for 100% of the premium costs.

8.4 DISABILITY INSURANCE

A. Short-Term Disability

Coverage: Regular, part-time and full-time employees working a minimum of 20 hours per week are eligible for short-term disability insurance.

- Bus Drivers are not eligible.

Employee Contributions: There is no contribution to the short-term disability premium on the part of the District. The employee is responsible for 100% of the premium costs.

B. Long-Term Disability

Coverage: Regular, part-time and full-time employees working a minimum of 20 hours per week are eligible for long-term disability.

- Bus Drivers are not eligible.

Employee Contributions: There is no cost to the employee for long-term disability. The District will pay for 100% of the premium for eligible employees.

8.5 VISION INSURANCE

Coverage: Generally, Regular, full-time employees are eligible to participate in the District's vision insurance plan.

Employee Contributions: There is no contribution to the vision insurance premium on the part of the District. The employee is responsible for 100% of the premium costs.

8.6 SEPARATION OF EMPLOYMENT AND INSURANCE CONTINUATION

An employee who terminates their employment with the District, whether through a retirement, resignation, or termination will maintain their coverage through the end of that current month.

School year employees ending their employment at the end of their contract, will maintain their coverage through June 30th.

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

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

8.7 WISCONSIN RETIREMENT SYSTEM CONTRIBUTIONS

Coverage: Eligibility is based on an hours worked criteria. Contact the District Office if you have questions regarding your eligibility. Once eligible for coverage under WRS, coverage is mandatory and an employee may not "opt out" of WRS.

Employee Contributions: 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-taxed.

Additional Contributions: Employees may elect to make additional post-tax contributions.

PART 2 - CERTIFIED STAFF: TEACHERS (STAFF WITH INDIVIDUAL CONTRACTS UNDER 118.22, WIS.STATS, AND PROFESSIONAL/EXEMPT, NON-SUPERVISORY EMPLOYEES)

9.0 WORK SCHEDULE

9.1 CONTRACTUAL YEAR FOR TEACHERS

The contractual year for teachers shall typically be 191 calendar days. A copy of the calendar is [Appendix B](#). New teachers will work at least one additional in-service day at the direction of administration.

9.2 HOURS WORKED

The normal school hours for full-time teachers will be eight (8) continuous hours per work per day, Monday through Friday between the hours of 7:30 a.m. to 4:30 p.m. 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 fifteen (15) minutes later unless provided with at least twenty-four (24) hours advance notice of a scheduled meeting.

Duty Free Lunch: A daily duty free lunch period of not less than thirty (30) minutes at or near the time of the regular school lunch period shall be granted daily to each teacher.

Teacher Meetings: Teacher meetings beyond school hours shall generally be limited to eight (8) meetings per year but additional meetings may be scheduled at the discretion of administration. Notification of such meetings shall be at least forty-eight (48) hours in advance unless unreasonable to do so.

Additional Time Worked: 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 B](#), attached.

9.3 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 C](#) of this Handbook.

9.4 HOLIDAYS

Teachers will receive 3.5 holidays as determined by the calendar.

10.0 BASE WAGE AND COMPENSATION

Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for the total base wages and the distribution thereof. Premium pay, merit pay, automatic pay progressions, and any other types of supplemental compensation may occur on an annual basis at the discretion of the District. Compensation shall be prorated for partial year employment.

10.1 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 be considered, but not bargained, by the employer.

10.2 CHANGE OF STATUS (MASTERS)

New contracts made necessary due to increased educational attainment, will be issued when the teacher notifies the District that their work has been satisfactorily completed on or before September 10. Evidence of such work completed should be provided as soon as possible. New contracts will not be issued after September 10.

10.3 EXTENDED EMPLOYMENT

- A. Extended Contracts: Teachers on extended contracts shall be paid at a rate equal to 80% of their base hourly salary for each hour worked. Maximum extended contract hours/year shall be determined by the building principal and will be paid from a timesheet.

Calculation: Base salary divided by 191 days to determine a daily salary, divided by 8 hours to determine an hourly rate, then calculated at 80%.

- B. Overloads: The Board shall have the right to assign middle and high school teachers up to six (6) assignments per day with students and be entitled to one (1) preparation period and one (1) duty or supervision. Teachers with assignments during their preparation or duty/supervision period may be paid a premium of \$750 per semester.

Definitions

Assignment - A specific time period when a teacher is teaching students, including classes, compass time, or tutoring.

Duty/Supervision - A specific time period when a teacher is responsible for students without providing instruction, including study halls, noon duty, recess duty, etc. A duty may also include other contracted positions.

Prep - The designated time when a teacher is not in charge of students and may prepare for classes or take care of other matters. If a teacher is required to substitute for another teacher during a prep period, they shall be paid a premium of \$25.00 per period.

- C. Summer School: Teachers on the staff shall be considered for summer school teachers if they are experienced and certified to teach in the area offered. Staff for summer school shall be offered a contract for such employment.
- D. 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 B](#). 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](#) (Employment of Personnel for Co-Curricular/Extra-Curricular Activities)

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 prorated share of their extra-curricular compensation based on the portion of the activity's season which was completed as of the effective date of notice.

- E. Mentor Pay: Teachers serving as mentors to newly licensed teachers shall receive \$800 for the first school year (prorated for mentors serving less than a full one year assignment). Mentors shall receive \$400 per school year (prorated 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.
- F. Curriculum Pay: Teachers who are required to perform curriculum development work outside the normal work day or work year shall be paid \$25 per hour for such work. In order to be compensated, the curriculum development work must have prior written approval of the administration.
- G. Substitute Pay: If the teacher is required to substitute for another teacher during a preparation period, they shall be paid a premium of \$25 per period.

11.0 LEAVES OF ABSENCE

11.1 BEREAVEMENT

Teachers shall receive up to five (5) days of absence per year with full pay for purposes of making funeral arrangements and/or attendance at a funeral (pro-rated for part-time employees). In all cases, the employee shall properly notify their 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.

Incremental Use: Bereavement leave may be used in increments of no less than one-half day.

11.2 PERSONAL LEAVE

Teachers will be granted two (2) personal days per year (prorated for part-time employees).

Approval: All requests for personal leave require advance approval from the employee's supervisor and are subject to the availability of substitute staff. Teachers may not take personal leave on parent-teacher conference days or on August in-service days. In addition, teachers 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 serve basis; however, no more than four (4) teachers from the entire system may be

excused on any given day. Personal leave requested as an extension of a school holiday period will be subject to the ability of the District to fill the position with substitute staff.

Incremental Use: Personal leave may be used in increments of no less than one-half day.

Accrual: Teachers may accumulate no more than five (5) personal days. Personal leave accrued beyond five (5) days will be applied to accumulated sick leave.

4.2.1 UNPAID ADDITIONAL PERSONAL LEAVE (NON-MEDICAL)

Professional teachers shall be granted leaves and absences in accordance with State and Federal laws and applicable Board Policies and Employee Handbook.

1. The Board may grant an unpaid leave of absence for a teacher for their own personal reasons (non-medical) for up to five (5) days.
2. All requests for unpaid leave shall be submitted in writing sixty (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 (5) student contact days of a school year or in the last five (5) student contact days of a school year.
5. 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.

11.3 SICK LEAVE

Teachers are provided with paid time to address their own personal health care needs or the health care needs of an immediate family member. Teachers shall be granted ten (10) days of sick leave per year (pro-rated for part-time employees).

Incremental Use: Sick leave may be used in increments of no less than one-half day.

Accrual: Teachers can accumulate up to 104 sick leave days. At the end of the contract year, teachers who have accumulated 104 days of sick leave will receive \$25 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 April 1.

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 their contract term or school year and used all of their 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 leave per month of employment.

11.4 TEMPORARY LEAVES OF ABSENCES FOR TEACHERS

Leaves 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.

11.5 EMERGENCY CONDITIONS

The District will endeavor to promptly notify employees of school starting times delays or school closures 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 are not expected to report to work and will receive their normal pay. If students are released early due to inclement weather, administration may request that teachers complete the work day.

12.0 DISCIPLINE

Disciplinary action against employees may be taken for violation of standards of conduct, violations of policies and procedures, or for unsatisfactory work performances. 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. Then appropriately, 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 Non Renewal for Teachers: Teachers employed in the District are subject to nonrenewal on a statutory basis, as prescribed in Wis. Stats. § 118.22. Such nonrenewal shall be exclusively subject to the provisions of Wis. Stats. § 118.22 and are not covered by the Grievance Procedure set forth in [Section 4.0](#) of this Handbook.

Standard for Teacher Discipline and Termination: A teacher may be terminated during the contract year for "cause". Discipline or termination during the contract year is subject to the Grievance Procedure set forth in [Section 4.0](#) of this Handbook.

13.0 PERFORMANCE REVIEWS

Wisconsin Educator Effectiveness System (Wisconsin Act 166)

As part of our commitment to continuous professional growth and improved student outcomes, all certified instructional staff and school administrators will participate in the Wisconsin Educator Effectiveness (EE) System. This statewide system is designed to support educators through a cycle of reflection, goal setting, professional learning, and evidence collection, with a focus on both professional practice and student outcomes.

The Educator Effectiveness System aligns with the Wisconsin Framework for Teaching and the Wisconsin Framework for Principal Leadership. It provides a collaborative and developmental process that encourages ongoing feedback, dialogue, and support between educators and evaluators.

Participation in the EE System is required by the Wisconsin Department of Public Instruction (DPI) and will be implemented in accordance with DPI guidelines and district policies. More information, including timelines, expectations, and resources, will be provided annually.

Evaluation scores will be assigned based on the CESA 6 Evaluation Model (Dr. Stronge) which evaluates staff on the following domains.

Teacher

- Professional Knowledge
- Instructional Planning
- Instructional Delivery
- Assessment of and for Learning
- Learning Environment
- Professionalism

Specialists

- Professional Knowledge
- Communication and Collaboration
- Assessment
- Program Planning and Management
- Program Delivery
- Professionalism

New-to-District Staff: Summative evaluations will be required for the first two years of employment; a third year may be required per administrative review OR should the instructor wish to have a third summative year.

*Administrator may adjust summative years based on staff imbalances pending a conversation with the administrator and respective staff member.

See Policy [3220](#) (Staff Evaluation and Educator Effectiveness)

14.0 SEPARATION OF EMPLOYMENT

Separation from employment including, but is not limited to, resignation, retirement, reduction in workforce, failure to return from approved leave, discharge from employment, or disability. Such employment separations may be voluntary or involuntary.

Compensation and Benefits: Upon any separation from employment, compensation and benefits which have been earned and accrued will be credited to the employee pursuant to the 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 an employee voluntarily terminates employment with the District, the District reserves the right to seek reimbursement from the employee of any district pre-paid benefits.

District Owned Property: On or before the employee's last day of employment, the employee must return all District owned equipment, including items enabling building access.

Personal Belongings: The employee must remove all personal belongings upon separation of employment.

14.1 RELEASE FROM TEACHING CONTRACTS

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

- A. If the contract is broken, there will be a liquidation separation fee as follows:
 - a. After July 1 - \$1,000
 - b. After August 15 - \$2,000
- B. No resignation will be acted on at the Board level until the liquidated separation fee is paid in full.
- C. 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.

14.2 DECLARATION OF RETIREMENT

Teachers shall file a declaration of retirement in the District Office on or before February 1st of their final teaching year.

14.3 EARLY RETIREMENT BENEFITS

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 1st of intent to retire at the end of the school year. A teacher may request an extension to the retirement notification timeline. Such request shall be in writing and be given to the District Administrator on/or before January 1 for Board approval. The retirement plan cannot begin during the school year except for special circumstances with the approval of the Board.

- A. 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.
- B. 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.

PART 3 - NON-CERTIFIED EMPLOYEES (SUPPORT STAFF & SUPERVISORY EMPLOYEES)

15.0 WORK SCHEDULE

15.1 HOURS WORKED

Employee work schedules will be determined by administration. Employees will be compensated at their regular hourly rate, or overtime rate if applicable, for additional time worked beyond their normal work day upon submission of a timesheet. Additional hours worked are to be approved by administration prior to working them.

Meal Break: All full-time, non-exempt employees shall receive a thirty (30) minute unpaid lunch break.

Rest Periods: All full-time, non-exempt employees shall receive a fifteen (15) minute rest period for each four (4) hour period worked. Employees working more than four (4) hours and up to six (6) hours per day are entitled to one, twenty (20) minute rest period.

15.2 SCHOOL CALENDAR

The school calendar shall be established by the Board. The calendar includes the length and structure of the school year including dates and durations of inservice days, early release days, beginning and end of quarters, semesters, and trimesters, paid holidays, days off during the contract year without pay, and record keeping dates. The items mentioned above shall be assigned as indicated in [Appendix C](#) of this Handbook.

15.3 HOLIDAYS

Eligibility: All regular, full-time and part-time employees are eligible to receive compensation for holidays. Part-time, non-exempt variable employees are eligible to receive compensation if the holiday falls 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 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.

*Bus Drivers are not eligible for paid holidays.

School Year Employees: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and Memorial Day

Calendar Year Employees: Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, 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 administration.

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

Work on a 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.

15.4 EMERGENCY CONDITIONS

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:

- 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 Buildings, 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 outage, a natural disaster, or a quarantine imposed by health officials. Under such circumstances, the District may authorize paid leave status for employees.

16.0 COMPENSATION

16.1 SALARY & WAGE SCHEDULE

The Board retains the right to hire and place staff on the schedule at its discretion. Compensation shall be pro-rated for partial year employment.

17.0 LEAVES OF ABSENCE

Leaves of absences may be prorated for part-time employees.

17.1 BEREAVEMENT LEAVE

Employees shall receive up to five (5) days of absence per year with full pay for purposes of making funeral arrangements and/or attendance at a funeral (pro-rated for part-time employees). In all cases, the employee shall properly notify their 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.

Incremental Use:

Exempt employees and bus drivers - Personal leave may be used in increments of no less than one-half day.

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

17.2 PERSONAL LEAVE

School year employees (Bus Drivers, Food Service, Paraeducators, Transportation Coordinator, and Director of Food Service) will be granted two (2) personal days per year.

School year secretaries with extended contracts over 200 days will receive three (3) days of personal leave per year.

Calendar year employees working 12 months, will receive four (4) personal days per year.

Approval: All requests for personal leave require advance approval from the employee's supervisor and are subject to the availability of substitute staff. Personal leave requested as an extension of a school holiday period will be subject to the ability of the District to fill the position with substitute staff if applicable.

Accrual: School year employees who do not receive vacation leave may accumulate no more than five (5) personal days. Personal leave accrued beyond five (5) days will be applied to accumulated sick leave at the end of the school year. Employees who receive vacation leave may not accumulate additional personal days.

Incremental Use

Exempt employees and bus drivers - Personal leave may be used in increments of no less than one-half day.

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

17.3 SICK LEAVE

Accrual: Employees are provided with paid time to address their own personal health care needs or the health care needs of an immediate family member. Employees shall earn sick leave at a rate of one (1) day per full month of regular scheduled work days. Part-time, variable hour employees shall earn sick leave based upon the average of the 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 Custodians, Food Service, and Paraeducators: Shall accumulate 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 \$2.50 per hour in excess of the 70 days of 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 \$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 \$20.00 per day providing the employee has completed ten (10) years of continuous service and has given thirty (30) days notice.

Eligible Secretaries, District Office Staff, Director of Transportation, Director of Buildings, 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 \$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 \$20.00 per day, or \$2.50 per hour, providing the employee has completed ten (10) years of continuous service and has given thirty (30) days notice.

Incremental Use: Exempt employees and bus drivers - Personal leave may be used in increments of no less than one-half day.

All other non-exempt employees may use their sick 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 their contract term or school year and used all of their 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 leave per month of employment.

17.4 VACATION LEAVE

Employees working more than the regular school year shall earn vacation leave.

Accrual: Twelve-month, full-time and part-time calendar year employees shall be credited with ten (10) days of paid vacation at the beginning of each fiscal year. Vacation leave is vested only upon completion of the work year.

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 and used all their vacation leave, a sum equal to the vacation leave days not earned would be deducted from the remaining pay..

17.5 UNPAID LEAVES OF ABSENCE (NON-FMLA)

[See section 7.3](#)

18.0 DISCIPLINE

Disciplinary action against employees may be taken for violation of standards of conduct, violations of policies and procedures, or for unsatisfactory work performances. 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. Then appropriately, 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 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. Non-certified personnel 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](#) of this Handbook.

19.0 PERFORMANCE REVIEWS

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.

20.0 SEPARATION FROM EMPLOYMENT

Separation from employment including, but is not limited to, resignation, retirement, reduction in workforce, 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 thirty (30) days advance notice so that any necessary replacement employees can be recruited or otherwise assigned.

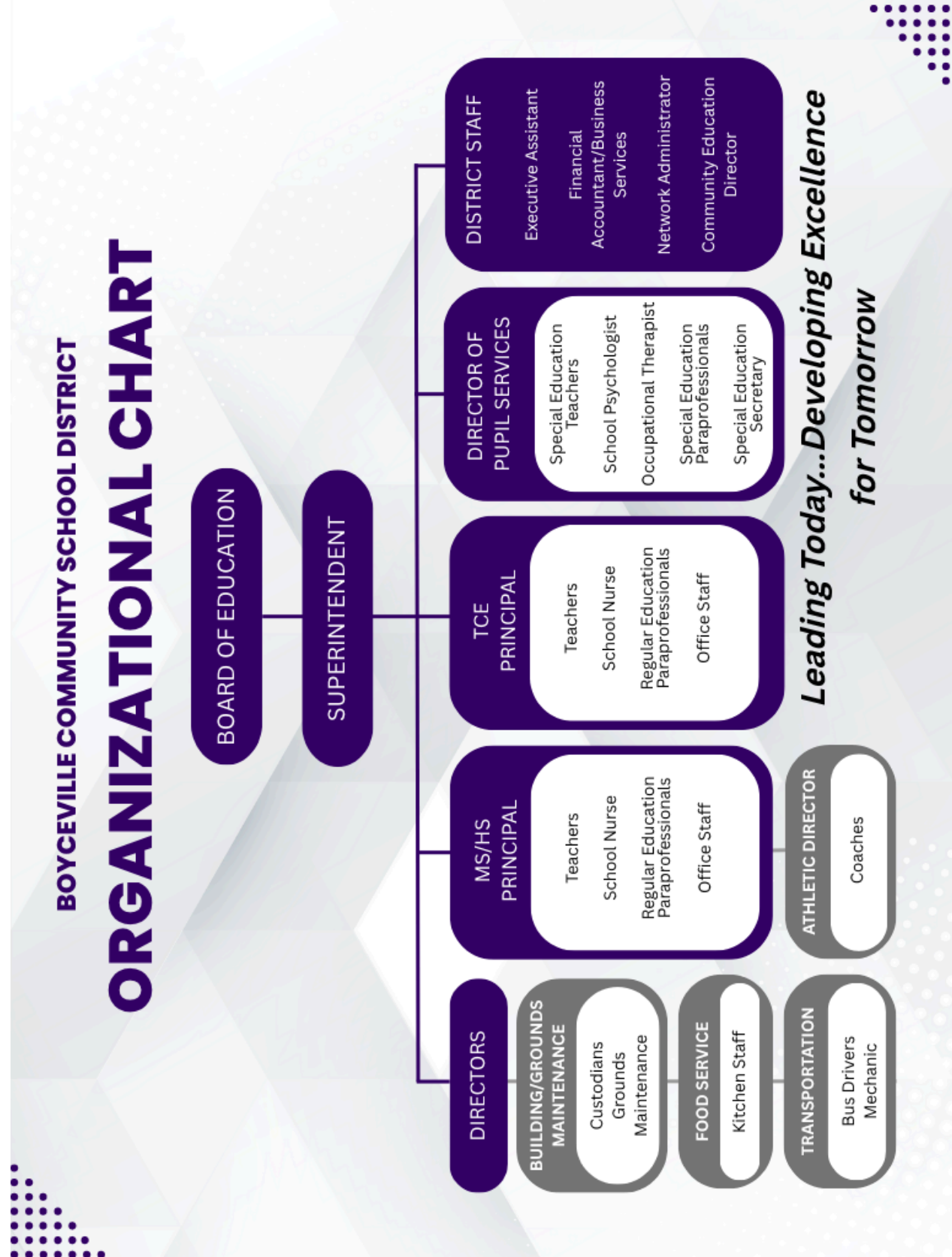
Compensation and Benefits: Upon any separation from employment, compensation and benefits which have been earned and accrued will be credited to the employee pursuant to the law. An employee's last day worked will in most cases be considered their last day of employment. The District reserves the right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

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

District Owned Property: On or before the employee's last day of employment, the employee must return all District owned equipment, including items enabling building access.

Personal Belongings: The employee must remove all personal belongings upon separation of employment.

Appendix A - Organizational Chart



Appendix B - Co-Curricular Salary Schedule

BOYCEVILLE COMMUNITY SCHOOL DISTRICT CO-CURRICULAR SCHEDULE

Per Board Policy 3120.08, 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.

A school employee who no longer wishes to accept a middle/high school coaching position or non-athletic, extracurricular duty must notify the middle/high school principal or athletic director prior to March 15 of the current school year.

SCHEDULE B SALARY SCHEDULE

| POSITION | AMOUNT |
|--|------------|
| Academic Decathlon Advisor | \$801 |
| Band, Elementary | \$400 |
| Band, Middle/High School | \$2,380 |
| Chorus, Elementary | \$400 |
| Chorus, Middle/High School | \$2,380 |
| Drama Director (per production, 2/yr) | \$2,500 |
| Drama Director Assistant (per production, 2/yr) | \$1,500 |
| FFA Advisor | \$2,500 |
| National Honor Society Advisor | \$800 |
| Prom Coordinator | \$800 |
| Quiz Bowl Advisor | \$800 |
| Science Olympiad Head Coach | \$3,400 |
| Science Olympiad Assistant Coach | \$2,600 |
| Science Olympiad Middle School Coach | \$2,600 |
| Student Council Advisor, High School | \$800 |
| Student Council Advisor, Middle School | \$800 |
| Yearbook Advisor, High School | \$1,300 |
| Yearbook Advisor, Elementary | \$1,300 |
| Web Page Coordinator | \$700 |
| OTHER NON-ADVISORY POSITIONS | AMOUNT |
| Weight Room Supervisor | \$20/hr |
| After-School Instruction (providing tutorial/supervising/coordination of services) | \$30/hr |
| School Dance/Bus Chaperone | \$35/event |
| <u>Athletic Event Workers</u> | |
| Tickets | \$35/event |
| Middle School - Book/Clock/Supervisor | \$40/event |
| High School - Book/Clock | \$45/event |
| High School - Supervisor | \$50/event |

COACHING SALARY SCHEDULE

| FALL SEASON | | |
|--------------------------|--------------------------------------|---------|
| FOOTBALL | Head Football Coach | \$4,300 |
| | Assistant Football Coach | \$3,000 |
| | Middle School Football Coach | \$1,600 |
| VOLLEYBALL | Head Volleyball Coach | \$4,300 |
| | Assistant Volleyball Coach | \$3,000 |
| | C-Squad Volleyball Coach | \$3,000 |
| | Middle School Volleyball Coach | \$1,600 |
| CROSS COUNTRY | Head Cross Country Coach | \$3,500 |
| | Assistant Cross Country Coach | \$1,883 |
| | Middle School Cross Country Coach | \$1,600 |
| CHEER/DANCE | Football Cheerleading Advisor | \$2,153 |
| | Fall Dance Team | \$1,327 |
| WINTER SEASON | | |
| BOYS BASKETBALL | Head Boys Basketball Coach | \$4,500 |
| | Assistant Boys Basketball Coach | \$3,000 |
| | C-Team Boys Basketball Coach | \$3,000 |
| | Middle School Boys Basketball Coach | \$1,600 |
| GIRLS BASKETBALL | Head Girls Basketball Coach | \$4,500 |
| | Assistant Girls Basketball Coach | \$3,000 |
| | C-Team Girls Basketball Coach | \$3,000 |
| | Middle School Girls Basketball Coach | \$1,600 |
| WRESTLING | Head Wrestling Coach | \$4,500 |
| | Assistant Wrestling Coach | \$3,000 |
| | C-Team Wrestling Coach | \$3,000 |
| | Middle School Wrestling Coach | \$1,600 |
| CHEER/DANCE | Basketball Cheerleading Advisor | \$2,153 |
| | Wrestling Cheerleading Advisor | \$2,153 |
| | Winter Dance Team Advisor | \$1,327 |
| SPRING SEASON | | |
| BASEBALL | Head Baseball Coach | \$3,200 |
| | Assistant Baseball Coach | \$2,000 |
| SOFTBALL | Head Softball Coach | \$3,200 |
| | Assistant Softball Coach | \$2,000 |
| TRACK & FIELD | Head Track Coach | \$3,200 |
| | Assistant Track Coach | \$2,000 |
| | Middle School Track Coach | \$1,600 |
| | Assistant Middle School Track Coach | \$1,000 |

Appendix C - Staff Calendar



**BOYCEVILLE COMMUNITY
SCHOOL DISTRICT**
Leading Today...Developing Excellence for Tomorrow

Approved 2/19/25

2025-2026 STUDENT CALENDAR

AUGUST 2025

| S | M | T | W | T | F | S | |
|----|----|----|----|----|----|----|----------------------------------|
| | | | | | 1 | 2 | 19 - Open House (2-6PM) |
| | | | | | | | 21-22 - District Transition Days |
| | | | | | | | 25 - First Day of School |
| 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 | | | | | | | |

JANUARY 2026

| S | M | T | W | T | F | S | |
|----|----|----|----|----|----|----|---|
| | | | | 1 | 2 | 3 | 1-2 - No School, Christmas Break |
| | | | | | | | 5 - School Resumes |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 19 - No School, Teacher In-service |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 20 - MS/HS First Day of 3rd Quarter, TCE First Day of 2nd Semester |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | |

SEPTEMBER 2025

| S | M | T | W | T | F | S | |
|----|----|----|----|----|----|----|------------------------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 1 - No School, Labor Day |
| | | | | | | | 29 - No School, Teacher In-service |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | 29 | 30 | | | | | |

FEBRUARY 2026

| S | M | T | W | T | F | S | |
|----|----|----|----|----|----|----|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 23 - Parent/Teacher Conferences TCE 4-7 pm, MS/HS 5-8 pm |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 26 - Parent/Teacher Conferences TCE 4-7 pm, MS/HS 5-8 pm |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 27 - No School, Teacher In-service |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |

OCTOBER 2025

| S | M | T | W | T | F | S | |
|----|----|----|----|----|----|----|---|
| | | | 1 | 2 | 3 | 4 | 20 - Parent/Teacher Conferences TCE 4-7 pm, MS/HS 5-8 pm |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 23 - Parent/Teacher Conferences TCE 4-7 pm, MS/HS 5-8 pm |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 24 - No School, Fall Break |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 28 - MS/HS First Day of 2nd Quarter |
| 26 | 27 | 28 | 29 | 30 | 31 | | |

MARCH 2026

| S | M | T | W | T | F | S | |
|----|----|----|----|----|----|----|-------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 16-20 - No School, Spring Break |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 26 - MS/HS First Day of 4th Quarter |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | 31 | | | | | |

NOVEMBER 2025

| S | M | T | W | T | F | S | |
|----|----|----|----|----|----|----|---------------------------------------|
| | | | | | | 1 | 24-28 - No School, Thanksgiving Break |
| 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 | | | | | | | |

APRIL 2026

| S | M | T | W | T | F | S | |
|----|----|----|----|----|----|----|-----------------------------------|
| | | | 1 | 2 | 3 | 4 | 3 - No School, Good Friday |
| | | | | | | | 6 - No School, Teacher In-service |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 25 - Prom |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 26 | 27 | 28 | 29 | 30 | | | |

DECEMBER 2025

| S | M | T | W | T | F | S | |
|----|----|----|----|----|----|----|------------------------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 22-31 - No School, Christmas Break |
| 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 | | | | |

MAY 2026

| S | M | T | W | T | F | S | |
|----|----|----|----|----|----|----|---|
| | | | | | 1 | 2 | 22 - Graduation |
| | | | | | | | 25 - No School, Memorial Day |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 29 - Last Day of School (Early Release) TCE 12:30PM, MS/HS 12:40PM |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | |