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- B. Formal Grievance Submission: The employee must file a written grievance within fifteen (15) working days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. “Working day” is defined as any day that the District Business Office is open.
- C. Administrative Response: The Director of Business Services and Human Resources, or his/her designee, will meet with the grievant within fifteen (15) working days of receipt of the written grievance. The Administration will provide a written response within five (5) working days of the meeting.
- D. Impartial Hearing: The grievant may file an appeal to an IHO by giving written notice to the Director of Business Services and Human Resources within ten (10) working days of the Administrative Response. The Administration will work with the Impartial Hearing Officer and grievant to schedule a mutually agreeable hearing date.
- E. Impartial Hearing Officer Response: The IHO shall file a written response within thirty (30) working days of the hearing date.
- F. School Board Review: The non-prevailing party may file a request for School Board review within ten (10) working days of receipt of the Impartial Hearing Officer Response. The School Board shall make a decision regarding whether or not a hearing will be held within twenty-five (25) working days of the appeal. A written decision will be made within sixty (60) working days of the filing of the appeal.
- G. All timelines may be extended by mutual agreement.

### III. Process

- A. Grievances will be processed per the provided timelines.
  - 1. An employee may advance a grievance to the next step if a response is not provided within the designated timeframes.
  - 2. An employee may not file or advance a grievance outside of the designated timeframes. The Director of Business Services and Human Resources may advance a grievance to the next step at the written request of either the employee or the supervisor. Failure of the employee to adhere to any of the specified timelines within the process shall result in the grievance being denied. The School Board in its discretion may, however, consider an otherwise untimely grievance at the School Board level of the grievance procedure.
- B. Grievance meetings/hearings held during the employee’s off-duty hours will not be compensated.
- C. Granting the requested or agreed upon remedy resolves the grievance.
- D. The decision of the Board is final.

## SECTION 4. PAY PERIODS

- A. Professional Staff:
  - 1. Annualized Payroll: Professional, salaried employees scheduled to work the school year may voluntarily request to be paid on a twelve (12) month payroll cycle, consisting of twenty-four (24) pay periods. Such request shall be made in writing and submitted to the Business Office

- by September 1. For employees with an individual letter of intent, such election may be provided at the same time as the issuance of the letter of intent.
2. School Year Payroll: Professional, salaried employees who do not voluntarily request to be paid on a twelve (12) month payroll cycle, the payroll cycle shall be on a ten (10) month basis, consisting of twenty (20) pay periods.
- B. Salaried Fiscal Year Employees: All employees scheduled to work the fiscal year will be placed on a twelve month payroll cycle, consisting of twenty-four (24) pay periods.
- C. Hourly Staff – all non-exempt, hourly employees will be paid for the time actually worked following the payroll schedule developed each fiscal year and posted on the District web site.

#### Payroll Dates

Pay dates will be on the 15<sup>th</sup> and the last day of the month. If the pay date falls on a weekend or banking holiday, the pay date will be the day prior to the weekend or holiday on which the bank is open. The first pay date of the school year for professional staff will be September 15.

#### Direct Deposit Payment Method

All employees shall participate in a direct payroll deposit plan. Direct deposit changes may be made after giving thirty (30) calendar days notice in writing. All employees will have access to electronic records indicating the number of accumulated paid leave days and the number of vacation days (if applicable) to be taken and the number remaining. This access is available through the District website.

#### Salary Deferrals –Tax Sheltered Annuities (TSA)

- A. The District will maintain a TSA program without regard to the employee’s current or former employee’s contribution amounts. Employees shall have the opportunity to participate in the District’s Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money through salary deferral in annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an “Investment Vehicle”).

The purchase of the annuity will be optional for the individual employee. The employee may make 403(b) elective salary reductions as pre-tax dollars (salary reduction, also known as “regular” TSA contributions).

The employee agrees to provide documentation certifying compliance with applicable IRS rules and regulations for the employee’s TSA vendor within thirty (30) calendar days if requested by the District.

- B. All employees will be permitted to have their contribution remitted via payroll deduction to an Investment Vehicle offered by a vendor listed as a District-approved vendor, as required by the IRS Code and as directed by the District’s plan document.
- C. A vendor becomes a District-approved vendor by meeting the requirements set forth by the District which include, but are not limited to, the vendor signing a District-approved Hold Harmless Agreement. The District may ask for proof of vendor registration from the teacher to ensure a District-approved vendor has been chosen. The total number of vendors shall be limited to no more than three (3). If at any time there are no active employees contributing to a particular vendor, that vendor shall be removed from the District-approved vendor list.
- D. The amount to be deducted is selected and the determination made wholly by the person choosing to participate in the Savings Program.
- E. Employees may choose to defer either a percent of salary or a specific dollar amount up to the amount permitted by law. The salary reduction limit (402(g)(1)), the age fifty (50) additional

deferral (414(v)(2)(B)(i)), and the “catch up” provision (402(g)(7)) for employees with fifteen (15) or more years of service may change annually.

F. General:

1. The employee shall be permitted to change the TSA amount or vendor two (2) times per calendar year, unless otherwise permitted by the Director of Business Services and Human Resources, provided he/she provides the District with at least ten (10) business days notice prior to the second payroll date of the month. Stopping contributions does not constitute a change. Upon initial enrollment for new employees, the employee shall certify in writing as requested by the District but no more than two times per year (e.g., due to a change in full-time equivalency, absence, other deferrals, etc.), that the percentage or dollar amount of salary reduction withheld from compensation complies with the limits applicable to 403(b) TSA plan deferrals and does not exceed the amount permitted under Section 403(b), 415 and 402(g) of the IRS Code except as provided for below.
2. In no event shall the employee’s contribution exceed one hundred percent (100%) of the employee’s compensation less payroll and other required deductions. Employee contributions are 100% vested and non-forfeitable at all times.

G. Salary Reduction Agreement:

1. Employees will be required to sign an agreement to authorize TSA deductions from salary. The District, without the consent of the employee, is authorized to modify the salary reduction agreement to comply with applicable legal requirements. The District will provide the employee with reasonable notice concerning any such modification.
2. The District will provide the employee with a dated and initialed copy of the authorized salary reduction agreement once the employer acknowledges receipt of the modified salary reduction agreement.
3. A change in a beneficiary designation shall take effect when the election is accepted by the Vendor.
4. The employee acknowledges the District made no representation to the employee regarding the advisability, appropriateness or tax consequences of any salary reduction agreement, participation in a tax sheltered annuity, or the company which issues the annuity contract or which invests the employee’s salary reduction funds. The employee agrees the District shall have no liability whatsoever for any loss, solvency, operation or benefits provided by the TSA vendor.

## **SECTION 5. WORKERS’ COMPENSATION**

### Workers’ Compensation Coverage and Reporting Responsibilities

All employees shall be covered by Workers’ Compensation Insurance. Any employee who is injured on the job shall report the injury to the Business/Human Resources Office or its designee within twenty-four (24) hours, or as soon as possible. The employee shall fill out an accident report form available on the Human Resources page of the District website.

### Benefits While on Workers’ Compensation

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

- A. Up to day sixty (60) of Workers’ Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured.

This income will be generated by combining workers' compensation insurance with prorated accumulated paid leave as available. After paid leave has been exhausted, only Workers' Compensation insurance amounts will be provided. This provision will apply up until the sixtieth (60th) consecutive day of leave or as long as the employee has accumulated sick leave available, whichever occurs first.

- B. Day sixty-one (61) and thereafter of Workers' Compensation Leave: The employee will receive his/her workers' compensation payment. No other leaves will be applied to the workers' compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.

#### Injuries Not Covered by Workers' Compensation

Some types of injuries suffered while at work may not be covered by workers' compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, injuries because of an intentionally self-inflicted wound, injuries sustained because of an employee's horseplay, injuries sustained while an employee does an activity of a strictly private nature.

## **SECTION 6. PAID LEAVES**

### Types of Paid Leave

- A. Sick Leave: Employees working 30 or more hours per week are eligible for sick leave benefits. School year employees shall be eligible for seven (7) sick days per year. Professional staff working at least 0.5 FTE will be eligible for a prorated amount of sick days. Calendar year employees shall be eligible for nine (9) sick days per year. No employee may accumulate more than sixty (60) sick days. Sick leave shall be paid for any absence from work due to the:
  - 1. Personal illness, injury or serious health condition of the employee;
  - 2. Illness or injury of an employee's child under the age of eighteen (18) or age eighteen (18) or older if the child has a handicapping condition as set forth in Wisconsin Administrative Code section PI 11.02(23) (Examples of a handicapping condition are: Cognitive disability, learning disability, autism, etc.)
  - 3. Serious health condition of a spouse, child, or parent.
  - 4. Medical or dental appointments for the employee, spouse, and/or child that cannot be schedule outside of the employee's regularly scheduled work hours.

Definitions: the following definitions apply under this section:

- a. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.
- b. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee or an employee's spouse's parent.
- c. Spouse: means an employee's legal husband or wife.

Sick leave may be allowed in increments of full or half days. Sick leave, though credited at the beginning of the fiscal year, is vested only upon completion of the work year. Any employee terminating or resigning will be credited only with those days earned at the time of separation.

Any unearned days used will be deducted from any remaining pay. Any remaining sick day balance at termination, resignation or retirement will not be paid out.

Absences must be submitted in Skyward and those employees requiring a substitute must check the "Sub Required" box and log in to Aesop to request a substitute. Absences should be submitted as far in advance as possible, preferably not later than 90 minutes before the start of the day of the absence in the event of an unanticipated illness or emergency. If the absence is for consecutive days, the Principal shall be notified of the probable date of return. Notification canceling a previously approved leave day shall be submitted at least three (3) working days prior to the date of the leave. Requirements for notice may be waived in unusual or emergency situations. Employees must enter the reason for the leave day (sick, bereavement, family illness, etc.) in Skyward. Additional substantiation for leave days may be required if the administration identifies an unusual absence request or pattern of absences. Requests for paid leave days adjacent to breaks and holidays may require a doctor's excuse for sick leave or other substantiation related to the reason for the leave. A doctor's certificate may be required after three (3) consecutive days of absence. Employees shall not receive sick leave benefits for any day that the employee abuses sick leave benefits. In addition, abuse of this provision shall subject the employee to discipline or discharge. For all absences of three (3) or more consecutive days and those that may otherwise qualify for Family and Medical Leave Act, in addition to submitting the days in Skyward, the employee must notify the Business Office.

For employees with days in either the Conversion Bank or the Paid Leave Bank, those days may be used in the case of an emergency prior to or following the use of Paid Leave Days with the approval of the Superintendent or his/her designee. No additional days shall be added or transferred to these banks.

In the event an employee becomes eligible for the District's long term disability insurance program, the employee will no longer receive paid sick leave.

- B. Jury Duty: Non-accumulative paid leave for as much time as is required will be provided to an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or work days.

An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will send a copy of the check received from serving on the jury to the Director of Business Services and Human Resources and/or his/her designee and will be docked that amount (less any travel expenses received) on the next payroll. The employee will not suffer any loss of benefits that would be accrued during this time (i.e., paid leave days leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from paid leave days or vacation time (if applicable) the employee has earned or will earn in the future.

- C. Bereavement Leave: In the event of death in an employee's immediate family, the employee shall be allowed per occurrence three (3) days off work with pay. Immediate family includes the

spouse, parents, children, brother, sister, grandchildren, grandparent, step-relatives of the same relationship as provided herein of the employee and his or her spouse.

Employees shall be granted one (1) day with pay per occurrence to attend funerals of aunts, uncles, nieces, nephews, first cousins and other individuals residing in the employee's household. In extenuating circumstances, additional days may be granted by the Superintendent or his/her designee.

- D. Personal Days: Employees working 30 or more hours per week are eligible to use three (3) days of personal leave each year. Professional staff working at least 0.5 FTE will be eligible for a prorated amount of personal days. Personal days may be used in increments of half or full days and must be approved in advance unless there is an emergency.

Personal leave days shall not be used to extend a holiday, vacation, school recess period or after April 30. The personal leave day will not be granted for teachers on a parent-teacher conference day or on a professional development day. Personal leave during these days may be approved on a limited basis at the discretion of the Superintendent or his/her designee. Personal days requested after April 30 may only be used for extenuating circumstances and with prior approval unless it is an emergency. If a personal day after April 30 is approved, substantiation of the need for the absence is required.

Personal leave days must be requested and entered into Skyward as far in advance as possible, with a recommendation of five (5) days in advance. Emergencies may delay the request/submission into Skyward until the employee returns to work. The supervising administrator has the right to approve or deny all requests. The supervising administrator may limit the number of granted personal days on any given day due to supervision or other legitimate concerns.

Unused personal days at the end of the fiscal year (June 30) will be moved to the sick leave if the employee has not reached the maximum of sixty (60) days of sick leave. Any remaining personal day balance at termination, resignation or retirement will not be paid out.

- E. School Cancellation Days – In the event school is canceled the Superintendent or his/her designee shall have the discretion to require employees to report to school. Professional staff, classified staff (with the exception of custodians and maintenance staff), and paraprofessional staff are not to report to work on days when school is closed without prior approval of the Superintendent or his/her designee. Unless otherwise notified, custodian and maintenance are always required to report to work on school cancellation days.

Hourly (non-exempt) workers will only be paid for the hours actually worked. If eligible, hourly workers may use a vacation day to be paid for school cancellation days. Salaried (exempt) employees may not have salaries docked per state and federal guidelines.

Employees will be required to work any day designated as a make-up day by the School Board which requires teachers to be in attendance. Professional staff will not receive additional compensation for make-up days.



## SECTION 7. UNPAID LEAVES

### Uniformed Services Leave of Absence

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 provisions of federal law, state law, and this Handbook.

The “uniformed services” consist of the following: Army, Navy, Marine Corps, Air Force and Coast Guard; Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve and Coast Guard Reserve; Army National Guard and Air National Guard; Commissioned Corps of the Public Health Service; any other category of persons designated by the President in time of war or emergency.

### Medical Leave of Absence

- A. Application Procedures: All requests for an unpaid medical leave of absence, other than emergencies, must be submitted to the District at least thirty (30) days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the Director of Business Services and Human Resources and shall be granted or denied in his/her sole discretion and in accordance with applicable law.
- B. Benefits During Leave:
  - 1. Length of service and other benefits shall not accrue during such leave as required by applicable law.
  - 2. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.
- C. Placement upon Return from Leave: The employee should notify the Director of Business Services and Human Resources or his/her designee of the employee’s intent to return to work at least forty-five (45) days prior to the expiration of the leave or as soon as possible. Refer to Board Policy 532.2, Professional Staff Leave and Absences.
- D. Failure to Return after Expiration of Leave: In the event the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.
- E. Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the Federal Family and Medical Leave Act.

### Other Unpaid Leave of Absence

- A. Application Procedures: All requests for other unpaid leave of absence, other than emergencies, must be submitted to the Director of Business Services and Human Resources at least sixty (60) days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the Superintendent and shall be granted or denied in his/her sole discretion. The unpaid leave of absence shall not exceed one (1) calendar year.
- B. Benefits During Leave:
  - 1. Length of service and other benefits shall not accrue during such leave.
  - 2. The employee may continue health insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health insurance at the employee’s

expense is contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.

3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.

C. Placement upon Return from Leave: The employee shall notify the Director of Business Services and Human Resources or his/her designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the leave is expected to continue past April 15, the notice of return must be made by April 15. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee will return to the place on the salary schedule the employee was on before the leave. The employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or layoff, whichever is applicable.

## **SECTION 8. BENEFITS APPLICABLE TO ALL EMPLOYEES**

### Flexible Spending Account

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

- A. Payment of insurance premium amounts (IRC Section 106);
- D. Permitted medical expenses not covered by the insurance plan (IRC Section 105) subject to limitations set forth by the Internal Revenue Code;
- E. Dependent care costs (IRC Section 129) subject to limitations set forth in the Internal Revenue Service Code.

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

### 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 his or her personal vehicle during the course of performing duties for the District. Forms to be used to report mileage shall be available in the District Business Office and on the District website.

### Dental Insurance

The District shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

#### A. Eligibility

- 1. Minimum Hours for Participation: An employee whose individual contract or assignment is at least 30 hours or more per week is eligible to participate in the District's dental insurance. Employees whose assignments are less than 30 hours per week are not eligible to participate in the District's dental insurance.

- B. Commencement and Termination of Benefits: Dental coverage will commence on the employee's first day of employment. The insurance benefits described in this Handbook terminate according to the following schedule:
  1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
  2. If an eligible school year employee resigns or is terminated after completion of a school year but before the commencement of the next school year, his/her insurance benefits shall terminate as of August 31.
- C. Premium Contributions:
  1. Single Coverage: For eligible employees that select single coverage, the District shall pay 87.4% of the District selected dental insurance plan.
  2. Family Coverage: For eligible employees that select family coverage, the District shall pay 87.4% of the District selected dental insurance plan.

### Health Insurance

The District shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the District.

- A. Eligibility
  1. Minimum Hours for Participation: An employee whose individual contract or assignment is at least 30 hours or more per week is eligible to participate in the District's health insurance. Employees whose assignments are less than 30 hours or more per week are not eligible to participate in the District's health insurance. 2.
- B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment. The insurance benefits described in this Handbook terminate according to the following schedule:
  1. If an employee resigns or is terminated during the term of his/her individual contract or assignment, District coverage shall cease at the end of the month the resignation or termination becomes effective.
  2. If an eligible school year employee resigns or is terminated after completion of a school year but before the commencement of the next school year, his/her insurance benefits shall terminate as of August 31.
- C. Premium Contributions:
  1. Single Coverage: For eligible employees that select single coverage on the PPO plan, the District shall pay 87.4% of the single premium cost of the District selected health insurance plan. Employees selecting the single PPO plan shall be responsible for the remaining portion of the premium (12.6%). For eligible employees that select single coverage on the High Deductible Health Plan (HDHP), the District shall pay 92% of the single premium cost of the District selected health insurance plan. Employees selecting the single HDHP shall be responsible for the remaining portion of the premium (8%). Payroll deductions will be made pre-tax. 2. Family Coverage: For eligible employees that select family coverage on the PPO plan, the District shall pay 87.4% of the District selected insurance premium cost. Employees selecting the family PPO plan shall be responsible for the remaining portion of the premium (12.6%). For eligible employees that select family coverage on the High Deductible Health Plan (HDHP), the District shall pay 92% of the District selected health insurance premium cost. Employees selecting the family HDHP shall be responsible for the remaining premium (8%). Payroll deductions will be made pre-tax.

3. District Health Savings Account contributions for employees selecting the HDHP amounts will be determined on an annual basis by the Board of Education during the budget process.

#### Cash-in-Lieu of Health Insurance

Eligibility for and payments toward coverage for individual employment groups are set forth in the applicable part of the Handbook covering such employees.

- A. Employees eligible for insurance may annually choose, either:
  1. Participation in the District's health plan, with the premium payment specified above
  - OR
  2. Cash compensation-in-lieu of health insurance benefit of \$5,000(the Cash-In-Lieu Option).
- B. Any employee who qualifies for participation in the District group health insurance plan may waive such participation and elect to receive the Cash-In-Lieu Option.
- C. Eligible employees may choose the Cash-In-Lieu Option at the beginning of any month with thirty (30) days notice to the District. The amount of the cash-in-lieu option will be prorated for the remainder of the year accordingly.
- D. The Board may, at its discretion, discontinue the Cash-In-Lieu Option. benefit by providing the participating employees with written notice by August 1 and with an "open enrollment" opportunity to enroll in the group health insurance plan.
- E. An employee has two options for the payment: a cash payment or payment into a TSA (Tax Sheltered Annuity). An employee selecting a cash payment will have the payments made on each payroll check (twice per month) during the course of the fiscal year. All appropriate payroll taxes for this type of payment will be deducted (excluding WRS).

An employee selecting that the payment be made into a TSA will have the payment made once per month to the WEA Trust (the District's designated vendor for this type of payment). All appropriate payroll taxes for this type of payment will be deducted (excluding WRS).

Any employee whose TSA salary reduction amount exceeds the limitations of law is ineligible for additional deferrals to the TSA. The amount, which would have been contributed to the TSA except for the limitations of law, will be added to the employee's paycheck as taxable compensation subject to all applicable payroll taxes, including FICA and Medicare.
- F. The amount shall be paid to the employee as additional taxable earnings which are not subject to Wisconsin Retirement System (WRS) contributions to the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state and federal taxes deducted from the employee's payroll check.
- G. Beginning Eligibility Date for Cash-in-Lieu Option:
  1. New Employees. Payments shall be based on the employee's eligibility date. For new employees, this constitutes the employee's first day of active service. Employees not electing health coverage must enroll in the cafeteria plan within 30 days of the employee's first day of active service. Thereafter, an annual election must be made prior to the beginning of each cafeteria plan benefit year. However, the District will use the same rule for contributions as for health insurance payments; if the employee's first date of active service is after the 15th of the month, no cash-in-lieu option is required in that month. If the employee's first date of active service is on the 1st through the 15th of the month, the District will contribute the payment.

2. Current Employees. Current employees changing to the cash-in-lieu option when permitted by applicable Internal Revenue Code section 125 “cafeteria plan” rules are only eligible to waive coverage for the health insurance and begin the cash-in-lieu option on the first payroll of any month. Absent a mid-year (January through December) cafeteria section 125 exception (such as an employee getting married, loss of spouse coverage, etc.), employees must make a written annual cafeteria plan election prior to each open enrollment period to permit the election of the cash option in the next cafeteria plan year. Once the employee is eligible to begin cash-in-lieu option status, contributions will begin in that month.

### Liability Insurance

The District shall carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

### Life Insurance

The District shall provide life insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the District.

- A. Eligibility:
  1. Minimum Hours for Participation: An employee whose individual contract or assignment is at least 30 hours per week is eligible to participate in the District’s life insurance. Employees whose assignments are less than 30 hours per week are not eligible to participate in the District’s life insurance
- B. Commencement and Termination of Benefits. Coverage will commence on the employee’s first day of employment. The life insurance benefits described in this Handbook and on the individual contract terminate according to the following schedule:
  1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease on the effective date of separation.
- C. Premium Contributions: The District shall pay the entire premium for term life insurance equal to the next highest one thousand dollars (\$1,000.00) of each eligible employee's salary, not to exceed \$100,000.

### Long-term Disability Insurance

The District shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the District.

- A. Eligibility:
  1. Minimum Hours for Participation: An employee whose individual contract or assignment is at least 30 hours or more per week is eligible to participate in the District’s long-term disability insurance. Employees whose assignments are less than 30 hours or more per week are not eligible to participate in the District’s long-term disability insurance.
- B. Commencement and Termination of Benefits: Coverage will commence on the employee’s first day of employment. The long-term disability insurance benefits described in this Handbook and on the individual contract terminate according to the following schedule:
  1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease on the effective date of separation.
- C. Premium Contributions: The District shall pay the full premium amount for long-term disability insurance for full-time employees. The benefits will be equal to sixty six and two thirds percent

(66 2/3%) of an employee's monthly wages subject to the maximum amount as indicated in the current policy. Coverage shall begin after sixty (60) consecutive calendar days of disability and continue until the employee is eligible to work or is eligible for Medicare/Medicaid.

#### Wisconsin Retirement System (WRS) Contributions

The District agrees to contribute the employer's share. The employee will pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the District pay the employee's required WRS contribution. Payroll deductions for WRS contributions will be made pre-tax.

#### COBRA Law Continuation of District Health Plan Participation

The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers the opportunity to remain on the District's health and dental insurance plan at the group rate in certain instances where coverage under the plan would otherwise end. Contact the Director of Business Services and Human Resources for details and specific information regarding COBRA.

### **SECTION 9. EMPLOYMENT PROVISIONS**

#### Employment of Minors

No one under eighteen (18) years of age will be employed without providing proper proof of his or her age. Minors will be employed only in accordance with state and federal laws and District policies.

#### Equal Employment Opportunity

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or workers' compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policies of the District. Reference Board Policies 511, Equal Opportunity Employment and 511R, Employee Discrimination Complaint Reporting Procedures, Rule, available on the District website.

#### Fair Labor Standards Act

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act (FLSA). For non-exempt employees, issues concerning overtime,

compensatory time off, minimum and notification of rights under FLSA are found in each building work area and in the District Office mailroom.

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

- A. Notification of Benefits and Leave Rights: Information concerning FMLA entitlements and employee obligations under the FMLA is included in this Handbook as required by federal law. The District shall also post the notice contained in the following link in a conspicuous place where notices to employees and applicants are customarily placed. (<http://www.dol.gov/whd/fmla/finalrule/FMLAPoster.pdf>)

The notice is posted in each building work area and in the District Office mail room. A copy of the FMLA request form, notification of benefits and leave rights, eligibility notice, designation notice, and rights and responsibilities notice are on the District website.

- B. Eligibility Notice. When an employee requests FMLA leave, or when the employer acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the employer must notify the employee of the employee's eligibility to take FMLA leave within five business days, absent extenuating circumstances.
- C. Rights and Responsibilities Notice. The District shall provide written notice outlining specific obligations of the employee and explaining any consequences of not meeting those requirements. The District is satisfying this notice requirement by directing the employee to the following website, which combines the eligibility notice and the rights & responsibilities notice into a single form: U.S. DEP'T OF LABOR, Notice of Eligibility and Rights & Responsibilities (FMLA), available at <http://www.dol.gov/whd/fmla/finalrule/WH381.pdf>.
- D. Designation Notice. The District shall inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. U.S. DEP'T OF LABOR, Designation Notice (Family and Medical Leave Act), available at <http://www.dol.gov/whd/forms/WH-382.pdf>.

#### Immigration Law Compliance

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

#### Discrimination and Harassment

The District will not tolerate discrimination or harassment. Harassment includes action on the basis of a protected class, such as race, color, religion, sex, national origin, disability, marital status, or sexual orientation. See school board policy regarding this matter.

All employees are responsible for ensuring that discrimination and harassment do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures available on the District website. Reference Board Policies 512, Employee Harassment/Intimidation and 512R, Employee Harassment/Intimidation Complaint Reporting Procedures.

All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result

in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment, as described above, may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

#### **SECTION 10. CONFORMITY TO LAW**

If any provision of this Handbook, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby.



# SCHOOL DISTRICT OF GRAFTON

## PROFESSIONAL STAFF HANDBOOK

(Teachers, School Counselors, School Psychologists, Library Media Specialists)

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## **SECTION 1. PROFESSIONAL HOURS**

### Normal Hours of Work

Professional staff are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1) (L), Wis. Stats.

Professional staff are responsible for completion of their professional duties as set forth by the District, whether such duties are performed at the employee's work site or elsewhere. Specific work schedules, including hours and days of work and duties and responsibilities, will be established by the employee's supervisor and/or the District.

### Administratively Called Meetings and Staff Development Sessions

Both part-time and full-time professional staff are required to attend all mandatory administratively called staff meetings and staff development sessions. The administrators shall attempt to provide reasonable notice of all such meetings. Professional staff who are required to attend any type of administratively called meetings will receive no additional remuneration above their regularly paid salaries for attending such meetings.

### Attendance at School Events

Professional staff are required to attend all school events related to their professional responsibilities, as directed by their supervisors. Examples of this include open houses, parent-teacher conferences, and particular programs and events as they relate to specific positions within the school district. Staff members shall be given reasonable notice of such events. Professional staff who have an extra-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the Building Principal. Professional staff shared between two or more buildings should consult with the principal of each building to determine the amount of time spent at each building for such school events.

### Emergency School Closures

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

## **SECTION 2. TEACHER SUPERVISION AND EVALUATION**

### Evaluators

Every teacher in the District will be supervised and evaluated by an administrator and/or his/her designee. The administrator may be a certified building principal, associate principal, Superintendent, Director of Curriculum and Instruction, or Director of Special Education and Student Services. The District will provide the employees with their placement within the supervision and evaluation rotation cycle. The District may modify this list at any time during the school year. The District shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel.

### Evaluation Process

#### A. Basic Requirements

1. An employee new to the District shall be formally evaluated at least three (3) times during the first year of employment. Evaluations shall consist of a pre-conference, observation, and post-conference. The first two evaluations must be completed by February 1.
2. A continuing employee shall be formally evaluated every school year, every second school year, or every third school year at the discretion of the District.

3. All required observations must be completed by May 31.
  4. All formal observations will be followed by a conference with the administrator. This conference will take place within ten (10) working days of the actual observation.
  5. Assistance, recommendations and directions may, at the discretion of the District, be provided to each teacher in an attempt to correct professional difficulties observed.
- B. Acknowledgement of Receipt and Response: The teacher shall acknowledge receipt of all documents related to supervision and evaluation by signing and dating the document within ten (10) school days of the conference. The teacher shall have the right to attach a report with any remarks concerning the document(s). Acknowledging receipt does not imply agreement with all or part of the documents received. Any employee wishing to comment on the evaluation or who feels the evaluation was incomplete, inaccurate, or unjust may reduce those comments or objectives to writing and have them attached to the evaluation instrument to be placed in the personnel file. A teacher may attach a response to any document related to this process after the teacher's receipt of the evaluation document(s) listed above. The file copy of the evaluation and any comments or objectives shall be signed by both parties to indicate awareness of the content. The response must be initialed by the supervisor.
- C. Copy of Evaluation Forms: A copy of the teacher evaluation form will be made available to all teachers. Other evaluation forms specific to certain jobs will be disseminated to appropriate staff as they are developed.
- D. Performance Improvement Plan: Continuing teachers whose overall performance has not met expectations may, at the discretion of the District, be placed on a Performance Improvement Plan and may or may not be non-renewed pursuant to applicable state statutes. If, in the District's discretion, a Performance Improvement Plan is necessary, the plan will include the following:
1. Goal of a Performance Improvement Plan: The goal of a Performance Improvement Plan is for the teacher to meet performance expectations. The plan will be designed to meet the specific needs of the teacher and the performance expectations of the District.
  2. Content of a Performance Improvement Plan: It may include a description of the teacher's deficiencies, a description of appropriate performance, a goal setting plan to help the teacher develop required skills, a schedule of supervisory activities including at least one additional evaluation, and a target date(s) by which time the teacher will perform satisfactorily. The plan is not limited to, but might include, the following interventions: any means of staff development defined in the District staff development plan, observations and/or support by experts outside the District, and/or peer coaching or mentoring.

#### Teacher Mentor Program

- A. Description: Recruitment, hiring, and retention of high quality professional staff members are essential to the continued success of the Grafton Schools. Equally important is support to these new educators so that they will be successful in teaching our children and be committed to remaining with the District.

New teachers (mentees) are those:

- new to the teaching profession,
- new to the District or returning to the profession after a significant absence (as determined by the administration), and
- in major assignment changes within the District.

Mentors shall be recruited by the building principal from among persons who have:

- completed the District training program,
- at least five (5) years teaching experience with at least three (3) years in the District,

- satisfactory evaluations,
- completed the District application form, and
- a valid teaching license.

After the principal recruits a mentor for the new mentee, this shall be shared with the Director of Curriculum and Instruction.

Goals of the mentoring program include:

- enhance beginning teacher performance
- attract and retain beginning teachers
- promote professional collegiality
- facilitate the personal and social adjustment of the new teacher to the school and community
- provide an understanding of the climate and culture of the school district and community
- meet the goals and requirements of PI34 and the state teaching standards

Structure: There are many ways in which these goals can be met. The following program attempts to provide a framework and will be regularly reviewed and evaluated. The following chart explains the mentoring structure and time commitment.

What:	Who:	What:
New Teacher Orientation	All teachers newly hired to the District	3 days in August prior to the start of the school year for new teachers; mentors are present for 2 days
1 <sup>st</sup> year Mentoring Program	1 <sup>st</sup> year teachers to the profession	Five District seminars after the school day for two hours each
	Newly hired experienced teachers	Weekly meetings with the mentor/mentee at mutually agreed-upon time for 30-60 min.
2 <sup>nd</sup> Year Mentoring Program	2 <sup>nd</sup> year teachers to the profession	Five District seminars after the school day for two hours each
	2 <sup>nd</sup> year experienced teachers who express an interest	Two meetings a month with the mentor/mentee at a mutually agreed-upon time for 30-60 min.
	2 <sup>nd</sup> year experienced teachers based upon principal request	

B. Structure for New Teachers (Mentees) in the Mentor Program

1. New Teacher Orientation—Prior to the start of the school year all new teachers hired to the District will participate in activities at a three day orientation in August. The intent is to provide an introduction to the District and community; develop an understanding of the mentor program and its expectations; and to begin working with the mentor and administration on designated activities.
2. 1<sup>st</sup> Year Mentoring Program
  - a. Weekly meetings with mentor and mentee. These meetings will take place outside the student teaching day, during common preparation time, or during release time. Meetings

- will include review of the District checklist, a review of the past week, and goal setting for the following week.
    - b. New teachers will participate with the mentor and building administrator in quarterly non-evaluative conferences relating to teacher expectations.
    - c. New teachers may be released from their regular scheduled duties for up to two days equivalent per year to visit and observe other classrooms after discussion with the mentor and principal.
    - d. The new teacher shall participate in five after-school seminars during the school year addressing topics of concern to the new teachers, mentor, and/or District.
  - 3. 2<sup>nd</sup> Year Mentoring Program
    - a. Two meetings a month with mentor and mentee for 30-60 minutes.
    - b. Quarterly District seminars. Five seminars during the school for about two hours with mentor and mentee.
- C. Structure for Mentors in the Mentor Program
1. Mentor Training: Mentors will participate in a mentor-training workshop provided by individuals contracted by the District prior to beginning mentorship duties. All training will be at the District's expense. The mentors will be paid an amount equal to the District's per person cost of one (1) credit of tuition or receive the three (3) credits offered for the class for their participation in the training.
  2. Mentor Criteria: The following criteria shall apply to mentor selection:
    - a. Three years of successful teaching experience in the District and a total of at least five years teaching experience overall.
    - b. Appointment for up to three years, renewable by agreement.
    - c. Successful completion of the district approved mentoring workshop or course.
  3. Mentor Selection: After a mentor is recruited by the building principal, a committee consisting of the building principal and the Director of Curriculum and Instruction will confirm mentors. The selected mentor may decline without reason.
  4. Mentor requirements and responsibilities before the school year: Mentors will participate in two (2) days of the New Teacher Orientation sessions in August.
  5. Mentor responsibilities during the school year for the 1<sup>st</sup> year mentoring program:
    - a. Mentors will hold at least one meeting per week with the new teacher. The meeting will include review of the items on the District checklist, a review of the past week, and goal setting for the following week.
    - b. Mentors will participate in District-hosted after school seminars during the school year addressing topics of concern to new teachers and/or the District. These seminars will be outside of the school day for two hours, five times per year.
    - c. Mentors will be released from their teaching/supervisory duties to observe and assist the new teacher in strengthening his/her skills. Days/time (periods) will be scheduled following consultation with the building principal. Mentors shall be available for at least six (6) one-half day visitations per mentee per year.
    - d. Mentors cannot be required or empowered to evaluate any other teacher. The mentors shall not be involved in any phase of observation that may be used for employment evaluation. However, there should be communication between the teacher, mentor, and administrator to avoid conflicting messages. All communication between mentor and the mentee shall remain confidential (i.e., exclusively between them). The mentor may

provide a letter of recommendation for the mentee, but such letter shall not be used as part of the mentee evaluation and shall only be released to the mentee.

6. Mentor responsibilities during the school year for the 2<sup>nd</sup> year mentoring program:
  - a. Two (2) meetings a month with mentor and mentee for 30-60 min.
  - b. Five (5) District seminars or study teams during the school year for about two hours each with mentor and mentee.

- D. Mentor Removal or Change Request: Either the mentor or mentee may request a change of mentors during the school year. These requests are to be made to the building principal.

The Mentor may request to be removed from mentoring a mentee. The removal of the mentor will not occur without the mentee being informed. If the mentee no longer wishes to participate, the request shall be granted and a new mentor provided as soon as possible. There shall be no recriminations once the mentor makes the request.

The mentee may request the removal/change of a mentor. A new mentor will be provided as soon as possible.

- E. Mentor Incentives: The mentor shall be paid the amount of \$1000.00 per mentee during the 1<sup>st</sup> year mentoring program and \$500.00 per mentee for the 2<sup>nd</sup> year mentoring program. The amount shall be paid in 20/24 payments as per the mentor's payment selection, or in whole following the successful completion of the program. If for any reason the mentor cannot complete the responsibilities for a full year the mentor payment shall be prorated.

### **SECTION 3. TEACHER ASSIGNMENTS, VACANCIES AND TRANSFERS**

#### Teacher Assignments, Vacancies and Transfers

- A. Determination of Assignment: Teachers will be assigned or transferred by the Superintendent, or his/her designee, in conjunction with principals and/or other District staff. Notice of assignments and transfers will be made when known or as soon as practical.
- B. Assignment Preference Consideration: Teachers may express in writing to the Superintendent, or his/her designee, their preference of: a) school; b) grade level; or c) subject. If a teacher wishes to be transferred to another position which may open during the summer, application for a transfer should be made in writing to the Superintendent or his/her designee. Consideration may be given to these requests.
- C. Job Posting: When a position becomes vacant or a new position is created, notice of such available position shall be posted on the District's website for a minimum of five (5) days. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. The notice shall include the date of posting, the job requirements, classification, a description of the position available, the anticipated start date and the qualifications required for the position.
- D. Process for Filling Vacancies: An employee who applies for a vacant position prior to the end of the posting period may be granted an interview for the position. The District retains the right to select the most qualified applicant. The District retains the right to determine the job descriptions needed for any vacant position.

#### Employee Resignations

The teacher's individual contract shall be considered binding on both parties. If for any reason a teacher asks for release from the contract, it is understood that the teacher must give the District notice that he/she

intends to sever his/her contract with the District. Whenever possible, the teacher must give such notice at least sixty (60) calendar days prior to the date the employee desires the severance to occur.

#### Summer School Assignments

All current teachers in the District may apply for summer school positions in the same manner as non-District teachers. Summer school teachers will be paid \$21.00/hour.

### **SECTION 4. REDUCTION IN FORCE AND POSITIONS**

#### Notice of Reduction

In the event the district decides to reduce the workforce, employees selected for reduction (layoff) shall be selected at the sole discretion of the District. If so selected, employees will receive a preliminary notice of non-renewal of their contract by the end of April and a final notice of non-renewal by May 15. Said non-renewal shall be a non-renewal for economic purposes. Wisconsin Statue 118.22 shall be the basis for said non-renewal for economic purposes.

### **SECTION 5. PROFESSIONAL COMPENSATION**

#### Salary Information

Salary information for professional staff will be made available by June 1. In circumstances where the District does not have the information to make its salary decisions by June 1, the District will provide a preliminary decision by July 15, and final notice of salary by August 1.

#### Initial Salary

The District, in its sole discretion, may place newly employed employees at a salary that exceeds his/her actual years of service. The number of years of credited experience will be determined by the Director of Business Services and Human Resources at the time the first contract is granted and is not subject to the grievance procedures of this Handbook.

#### Educational Lane Adjustments

The District encourages continuing education. The impact of this belief shall be reflected in the development of salaries. Advancement to a higher level of salary by reason of acquiring additional credits shall be made only on or before the first student contact day of the school year for those credits earned, documented, and submitted prior to that date. The Superintendent or his/her designee will approve or disapprove all requests.

#### Department Chairs/Team/Grade Leaders/Lead Teachers

- A. The District may have designated department chairs and team/grade leaders as determined and designated by administration. Individuals for these positions will be selected by administration from staff members that apply. The department chairs will coordinate department business and tasks. Department chairs are responsible to the building principal.
- B. Compensation for Department Chairpersons/Team/Grade Leaders
  1. Department chairpersons (high school) and District LMC chairperson shall be compensated at the rate of \$200.00 per year plus \$100.00 per year for each person in the department.
  2. Team leaders (middle school) shall be compensated at \$200.00/year.
- C. Compensation for Lead Teacher (elementary and middle schools only) – Teachers will receive \$95.00/day when requested to serve as “Lead Teacher” by the building principal in his/her absence.



**SECTION 6. RETIREMENT BENEFITS 2014-15**  
**These benefits apply to teachers retiring after March 1, 2015.**  
**Notice must be given by February 1, 2015.**

Eligibility

Retirement benefits will be available to any teacher whose combined total of his/her number of years of credited teaching experience plus his/her age equals eighty-five (85) (“the rule of 85”), who have been employed by the District for fifteen (15) or more years, and who resign their regular full-time or part-time teaching position. Only birth dates that are on or before September 1 of the next school year will be included in the calculation for determining the age portion of the “rule of 85.” Part-time experience will be credited on a FTE percentage basis.

Health Insurance

For those teachers who are eligible, the District will provide a maximum of \$18,000 payment toward a family health insurance premium and HSA contribution (if applicable) or a maximum of \$8,000 payment toward a single health insurance premium and HSA contribution (if applicable) per year for three (3) years or until Medicare eligible.

Tax-Sheltered Annuity

For those teachers who are eligible, the District will make a contribution of \$4,200 per year payable in January of each year for five (5) years to a tax-sheltered annuity on behalf of the retiree. This amount will be prorated for part-time teachers based on their full-time equivalency percentage at the time of retirement.

Notes:

There is no dental insurance benefit and no payout of paid leave.

**SECTION 6. RETIREMENT BENEFITS 2015-16**  
**These benefits apply to teachers retiring after March 1, 2016.**  
**Notice must be given by February 1, 2016.**

Eligibility:

Retirement benefits will be available to any teacher who reaches 55 years of age and collects a Wisconsin Retirement System annuity.

- Teachers with twenty (20) or more years of service in the Grafton School District  
The District will make a contribution of \$15,000 per year payable in January of each year for five (5) years to a tax-sheltered annuity on behalf of the retiree. This amount will be prorated for part-time teachers based on their full-time equivalency percentage at the time of retirement.
- Teachers with fifteen (15) years of service in the Grafton School District  
The District will make a contribution of \$7,500 per year payable in January of each year for five (5) years to a tax-sheltered annuity on behalf of the retiree. This amount will be prorated for part-time teachers based on their full-time equivalency percentage at the time of retirement.

**SECTION 7. STANDARD FOR EMPLOYMENT**

### Standard for Nonrenewal for Teachers

Employees may be recommended for non-renewal in accordance with applicable Wisconsin Statutes. Such nonrenewal is subject to the grievance provisions of this Handbook.

### Termination of Employment

The employment relationship between the District and any employee is terminated if the employee:

- A. Is non-renewed as described above.
- B. Quits his/her employment.
- C. Fails to return to work on the work day following the expiration of an authorized leave of absence unless unable to notify because of illness or other reasonable basis.
- D. Retires.

# SCHOOL DISTRICT OF GRAFTON

## PARAPROFESSIONAL HANDBOOK (Special Education Aides, General Education Aides, Educational Interpreters)

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## **SECTION 1. HOURS/DAYS OF WORK**

### Letter of Appointment

Each employee shall be issued an annual letter of appointment that shall be consistent with, but subservient to, this Handbook and Board policy, before August 25 of each year, if practical. The letter of appointment shall identify the employee and the position(s) for which the employee is hired. Specific assignments and hours cannot be guaranteed indefinitely.

### Regular Workday and Starting and Ending Times

Because of different schedule requirements, an employee's starting, lunch, and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods based upon the employee's full time equivalency (FTE).

All aides (special and general education) and educational interpreters will work their scheduled hours on all student contact days. Staff development days or other hours of work may be offered by the District at its discretion.

### Additional Hours - Approval and Assignment

Working hours beyond the employee's regularly scheduled starting and ending times requires prior approval of the employee's immediate supervisor. Additional hours should be documented on a time sheet and turned in to the Business Office in a timely manner.

### Lunch Period

All employees who work seven (7) hours or more per day will be entitled to an unpaid half-hour (30 minute) lunch period, which shall be duty free.

### Breaks

Employees scheduled to work over four (4) hours per work day shall receive one (1) fifteen (15) minute paid break.

### Time Sheets

All time worked shall be recorded in True Time in Skyward and submitted at the end of each work week for approval.

### Emergency School Closings

All employees shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the control of the District. Employees shall be required to make days up in the event that the District schedules make-up days.

### Attendance at Meetings

Employees required to attend meetings called or scheduled by the Employer shall be paid for all hours spent in attendance at such meetings, if such meetings are held when the employee would not regularly be on duty.

## **SECTION 2. REDUCTION IN FORCE, POSITIONS & HOURS**

### Selection for Reduction

In the implementation of staff reductions, the District may consider attrition, volunteers, the educational and other needs of the District, and the experiences and qualifications of the employees.

### Notice of Reduction

In the event the District determines to reduce the number of positions or the number of hours in any position, the District will give at least ten (10) calendar days notice of reduction. The notice shall specify the effective date and the reason for the reduction.

### Reduction in Hours

Employees who are reduced in hours shall not lose any paid leave days, time of service, or vacation (if applicable) they have accrued.

### Insurance Benefits During Reduction

Please see the COBRA subsection of the All Staff portion of the Handbook for an explanation of insurance continuation options or contact the Business Office.

## **SECTION 3. ASSIGNMENTS, VACANCIES AND TRANSFERS**

### Job Posting

When a position becomes vacant or a new position is created, notice of such available position shall be posted internally and externally simultaneously for a minimum of five (5) working days, unless circumstances as determined by the District require a shorter posting period. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. Vacancies will be posted on the District's website. The notice shall include the date of posting, the job requirements, classification, a description of the position available, the tentative work hours of the position, and the qualifications required for the position.

### Interviews

An employee who applies for a vacant position prior to the end of the posting period may be granted an interview for the position.

### District Ability to Select the Most Qualified Applicant

The District retains the right to select the most qualified internal or external applicant for any position.

### District Ability to Determine Job Description

The District retains the right to determine the job descriptions needed for any vacant or current position.

### Transfers

The District reserves the right to transfer employees at its discretion.

## **SECTION 4. HOLIDAYS**

### Holidays Defined

Three (3) paid holidays will be provided to aides and interpreters who work four or more days/week as follows: Thanksgiving Day, December 25, and Good Friday.

## **SECTION 5. COMPENSATION AND EXPENSES**

### Wage Information

Employees will be provided with wage information. New employees shall be compensated at the discretion of the District.

### Expenses

Employees required, or approved, by the District to attend conferences, seminars, and staff development training off-campus may receive reimbursement for overnight accommodations (if appropriate), travel and meals. Registration should be paid through a District purchase order if at all possible. The District will not pay for any alcohol.

### Substitutes for Teachers

Instructional aides, with teacher licensure, assigned to substitute for an absent teacher for one class period or more will be paid the daily substitute rate (or prorated) for the time spent substituting for a teacher during the teacher's absence, provided that rate is more than they would earn for the same period as an aide. By definition, instructional aides who do not hold teaching or substitute certificates are not qualified teachers and shall not be required, permitted nor authorized to take the place of a teacher for the purpose of instructing students during times that a qualified substitute for that teacher could reasonably be expected to be hired. This provision does not preclude instructional aides from being assigned to student supervision responsibilities, such as, but not limited to, monitoring a study hall, cafeteria, hallway, or playground.

### Conversion Bank

Accumulated sick days in excess of sixty (60) on June 30, 2011 will be transferred to a sick day "conversion bank" (no more than 40 days). The days in the "conversion bank" are available for use in the case of an emergency, subject to Superintendent approval.

Days in either the Conversion Bank or the Paid Leave Bank may be used in the case of an emergency prior to or following the use of Paid Leave Days with the approval of the Superintendent or his/her designee.

## **SECTION 6. JOB RELATED TRAINING AND LICENSURE**

### Staff Development Training

The District within its discretion may provide appropriate paid staff development training to each employee.

### Licensure for Special Education Aides and Educational Interpreters

Special education aides and educational interpreters who are employed by the District are required to possess and maintain appropriate licensure through the Wisconsin Department of Public Instruction. Failure to do so will result in termination of employment.

## **SECTION 7. EMPLOYEE EVALUATIONS**

### Evaluation

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District. The District will orient all new employees regarding evaluation procedures and instruments. If an instrument is changed, all affected employees will be reoriented. Evaluations shall be conducted by the building administrators.

### Frequency

The frequency of evaluations shall be established at the discretion of the District, but will occur at least one time in each of the first three (3) years of employment. Following that, evaluations will take place at least once every three years. If an employee is transferred to a different building or different employee category within a building, evaluation will occur at least one time in each of the subsequent three (3)

years of employment. The District shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel.

Receipt of Evaluation and Comments or Disputes

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation but only to acknowledge receipt of the same. The employee may respond in writing with his or her comments attached to the completed evaluation.

**SECTION 8. STANDARD FOR EMPLOYMENT**

Standard for Employment

The Superintendent, or his/her designee, is solely responsible for implementing any or all disciplinary measures, including, but not limited to, suspension and/or dismissal from employment. Such discipline or termination shall be subject to the grievance procedure provisions of the Staff Handbook.

**SECTION 9. RESIGNATION FROM EMPLOYMENT**

Notice of Separation

Employees will give written notice of termination of employment as soon as possible, but at least ten (10) working days prior to the effective date of resignation.



# SCHOOL DISTRICT OF GRAFTON

## CLASSIFIED STAFF HANDBOOK

(Administrative Assistants, Clerks, Custodians, Maintenance Staff, Nutrition Services Staff,  
Coordinators, & Technology Staff)

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## **SECTION 1. HOURS OF WORK**

### Regular Workday and Starting and Ending Times

Because of different schedule requirements, an employee's starting, lunch, and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods. This section shall not be construed as a guarantee or limitation on the number of hours per day or hours in a work week which may be scheduled or required by the District.

### Additional Hours and Overtime - Approval and Assignment – Hourly Employees

In order for a non-salaried employee to work beyond his or her contract hours in any week, prior approval must be obtained from the immediate supervisor. Any additional hours should be documented on a time sheet.

### Lunch Period

All employees who work seven (7) hours or more per day will be entitled to an unpaid half-hour (30 minute) lunch period, which shall be duty free.

### Breaks

Employees scheduled to work over four (4) hours per work day shall receive one (1) fifteen (15) minute paid break.

### Time Sheets

All time worked shall be recorded in True Time in Skyward and submitted at the end of each work week for approval.

### Emergency School Closings

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

All other employees shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the control of the District. Employees shall be required to make days up in the event that the District schedules make-up days.

### Attendance at Meetings

Employees required to attend meetings called or scheduled by the District shall be paid for all hours spent in attendance at such meetings if they are held when the employee would not regularly be on duty.

## **SECTION 2. REDUCTION IN FORCE, POSITIONS & HOURS**

### Selection for Reduction

In the implementation of staff reductions, the District may consider attrition, volunteers, the educational and other needs of the District, and the experiences and qualifications of the employees.

### Notice of Reduction

In the event the District determines to reduce the number of positions or the number of hours in any position, the District will give at least ten (10) calendar days notice of reduction. The notice shall specify the effective date and the reason for the reduction.

### Reduction in Hours

Employees who are reduced in hours shall not lose any paid leave days, time of service, or vacation (if applicable) they have accrued.

### Insurance Benefits During Reduction

Please see the COBRA subsection of the All Staff portion of the Handbook for an explanation of insurance continuation options or contact the Business Office.

## **SECTION 3. ASSIGNMENTS, VACANCIES AND TRANSFERS**

### Job Posting

When a position becomes vacant or a new position is created, notice of such available position shall be posted internally and externally simultaneously for a minimum of five (5) working days, unless circumstances as determined by the District require a shorter posting period. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. Vacancies will be posted on the District's website. The notice shall include the date of posting, the job requirements, a description of the position available, the tentative work hours of the position, and the qualifications required for the position.

### Interviews

An employee who applies for a vacant position prior to the end of the posting period may be granted an interview for the position.

### District Ability to Select the Most Qualified Applicant

The District retains the right to select the most qualified internal or external applicant for any position.

### District Ability to Determine Job Description

The District retains the right to determine the job descriptions needed for any vacant or current position.

### Transfers

The District reserves the right to transfer employees at its discretion.

## **SECTION 4. PAID VACATION**

Section 4, Paid Vacation, applies only to fiscal year employees.

### Notice

The number of available and used vacation days for each eligible employee is available through the District management software (Skyward and ERMAlink).

### Paid Vacation

Provided as follows:

Zero (0) to five (5) years in the District – 10 vacation days/year

Six (6) to ten (10) years in the District – 10 vacation days/year plus one (1) additional day each year, beginning in year six to a maximum of fifteen (15)

Eleven (11) or more years in the District – fifteen (15) days/year

Vacation is earned monthly. If employee resigns or employment is terminated, used but unearned vacation will be deducted from the employee's pay.

Vacation for part-time fiscal year employees will be prorated relative to full-time equivalency. In the first year of employment, vacation time will be prorated based on hire date through June 30.

### Scheduling of Vacation

Vacation time may be taken in full day or half day blocks, as arranged with the immediate supervisor. Requests for vacation time shall normally be made and approved at least five (5) working days prior to taking such leave; however, vacation time requested with less than five (5) working days notice may be approved by the immediate supervisor. No employee may be denied the ability to take all of his or her accrued vacation during a 12-month period, but the immediate supervisor shall have the right to schedule vacations on a first-come, first-served basis as necessary to accomplish work objectives.

### Vacation Accumulation

An employee may carry over a total of five (5) vacation days from the prior year to the next year's vacation amount. Vacation days carried over to the next year must be used by December 31 of the next year.

### Payment upon Termination/Transfer to a Position Not Eligible for Vacation

Any employee who terminates his or her employment for any reason, other than discharge, or any employee who transfers to a position that is not eligible for vacation, shall be entitled to earned but unused vacation pay.

## **SECTION 5. HOLIDAYS**

Section 5, Holidays, applies only to full-time fiscal year employees.

### Holidays Defined

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided to full-time and part-time employees working a full fiscal year as follows: January 1, Memorial Day, Good Friday, July 4, Labor Day, Thanksgiving Day and the day after, December 24, December 25, December 31.

### Holidays Falling on Weekends or During Vacation

If any of the holidays listed above falls on a Saturday, the preceding workday shall be observed as the holiday. If any of the above named holidays falls on a Sunday, the following workday shall be observed as the holiday. If January 1st falls on a Sunday and school is scheduled to begin on the following Monday, the preceding work day shall be observed as the holiday.

## **SECTION 6. COMPENSATION AND EXPENSES**

### Wage Information

Employees will be provided with wage information. New employees shall be compensated at the discretion of the District.

### Expenses

Employees required, or approved, by the District to attend conferences, seminars, and staff development training off-campus may receive reimbursement for overnight accommodations (if appropriate), travel and meals. Registration should be paid through a District purchase order if at all possible. The District will not pay for any alcohol.

### Conversion Bank

Accumulated sick days in excess of sixty (60) on June 30, 2011 will be transferred to a sick day "conversion bank" (no more than 40 days). The days in the "conversion bank" are available for use in the case of an emergency, subject to Superintendent approval.

Days in either the Conversion Bank or the Paid Leave Bank may be used in the case of an emergency prior to or following the use of Paid Leave Days with the approval of the Superintendent or his/her designee.

## **SECTION 7. JOB RELATED TRAINING AND LICENSURE**

### Staff Development Training

The District, within its discretion, may provide appropriate paid staff development training to each employee.

### Licenses

Other employees may be required to possess and maintain licensures appropriate to their area of employment.

## **SECTION 8. EMPLOYEE EVALUATIONS**

### Evaluation

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District. The District will orient all new employees regarding evaluation procedures and instruments. If an instrument is changed, all affected employees will be reoriented.

### Frequency

The frequency of evaluations shall be established at the discretion of the District, but will occur at least one time in each of the first three (3) years of employment. Following that, evaluations will take place at least once every three years. If an employee is transferred to a different building or different employee category within a building, evaluation will occur at least one time in each of the subsequent three (3) years of employment. The District shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel.

### Receipt of Evaluation and Comments or Disputes

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation but only to acknowledge receipt of the same. The employee may respond in writing with his or her comments attached to the completed evaluation.

### Performance Improvement Plan

Continuing employees whose overall performance has not met expectations may, at the discretion of the District, be placed on a Performance Improvement Plan or may have their employment terminated.

1. Goal of a Performance Improvement Plan: The goal of a Performance Improvement plan is for the employee to meet performance expectations. The plan will be designed to meet the specific needs of the employee and the performance expectations of the District.
2. Content of a Performance Improvement Plan: It may include a description of the employee's deficiencies, a description of appropriate performance, a goal setting plan to help the employee develop required skills, a schedule of supervisory activities including at least one additional conference, and a target date(s) by which time the employee will perform satisfactorily. The plan is not limited to, but might include, the following interventions: any means of staff development, observations and/or support by District employees, and peer mentoring.

## **SECTION 9. STANDARD FOR EMPLOYMENT**

### Standard for Employment

The Superintendent, or his/her designee, is solely responsible for implementing any or all disciplinary measures, including, but not limited to, suspension and/or dismissal from employment. Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook.

## **SECTION 10. RESIGNATION FROM EMPLOYMENT**

### Notice of Separation

Employees will give written notice of termination of employment as soon as possible, but at least ten (10) working days prior to the effective date of resignation. If an employee has overused the holiday, paid leave days or vacation time (if applicable) earned, the employee will have an amount equal to the value of that overused leave withheld from his or her last paycheck. The employee's insurance benefits will terminate at the end of the month in which the employee works his/her last day.

# SCHOOL DISTRICT OF GRAFTON

## INFORMATION FOR SUBSTITUTES

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### **Pre-employment Requirements**

All new substitute staff hires will have to meet all new staff requirements, including, but not limited to, a physical examination (including a tuberculin test or chest x-ray) and a criminal background check.

### **Licensure and/or Permit**

All substitutes shall have the necessary license and/or permit if required by state law to serve in the substitute assignment.

### **Assignment and Professional Responsibilities Assignments**

Substitutes shall be assigned at the discretion of the District.

#### **A. Building Policies and Procedures**

A copy of the school policies and building procedures will be made available to the substitute as appropriate. Board of Education policies are available on the District's website.

#### **B. Notifying/Declining Daily Substitute Call/Mistaken Acceptance of Assignment**

1. A substitute teacher or aide may refuse an automated or personal daily call. The District may, in its sole discretion, unilaterally remove individuals from the substitute lists if the substitute demonstrates a pattern or practice of declining assignments.
2. A substitute teacher or aide who accepts a job by mistake will contact the District as soon as possible to rectify the error. A substitute teacher or aide who wishes to cancel an assignment on the current date or in advance of the current date must inform the AESOP Manager. Any substitute who abuses the cancellation privilege, in the District's discretion, will have his/her cancellation privileges revoked and possibly be removed from the substitute list.

#### **C. Professional Responsibilities**

The professional responsibilities and duties of substitutes shall be consistent with the duties of the employee who is absent and for whom they are substituting.

#### **D. Substitute Teaching Day**

When subbing for a full-time teacher who is absent for a whole day, the substitute's day may end fifteen (15) minutes after the last bell.

### **Compensation – Substitute Teachers**

#### **A. Daily Rate**

Short term substitute teachers shall receive one hundred dollars (\$100.00) per day. Part-time substitute teachers shall be paid on a prorated basis. Substitutes will be hired in half- and full-day increments.

#### **B. Homebound or Alternative Site Instruction**

Substitute teachers who are contracted to provide homebound or alternative site instruction to a student of this District shall be compensated at the rate of twenty-one dollars (\$21.00)/hour.

Substitute teachers will be paid mileage from the student's school to the student's location and back at the IRS rate.

#### **C. Long-Term Substitute Teaching Assignment**

1. When a substitute teacher is assigned for more than twenty (20) consecutive days in the same teaching position, the long-term pay rate begins with day twenty-one (21). Upon completion of the long-term assignment, however, the substitute will receive the higher pay-rate for the first twenty (20) days retroactively. If the substitute does not complete the teaching assignment, the higher rate does not apply retroactively.

2. Responsibilities of the long-term substitute teacher shall be the same as the regular classroom teacher.

**Compensation -- Substitute Aides and other hourly substitutes**

Compensation for substitute aides and other hourly substitute positions will \$11.88 per hour. Substitutes working for hourly employees shall work and be paid based on the hours entered into AESOP. Any deviation from the hours entered in AESOP must be approved prior to the date in which the substitute works by the building administrator and a request to update the hours in AESOP must be made to the Director of Business Services.

**Dismissal/Removal from Substitute List**

Substitutes are casual employees and therefore have no expectation of continued employment. As such, substitutes may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitutes may also be removed from the substitute list at the discretion of the District.

**Miscellaneous Provisions**

A. Mileage

Substitutes assigned and working for the District on the same day at more than one school or work location shall be reimbursed mileage at the IRS rate for using their personal automobile in traveling from one District work site to another.

B. Duty Free Lunch

All full-day substitutes shall be provided with a daily duty-free lunch period of at least thirty (30) continuous minutes.

C. Staff Development/Orientation

The District may provide an orientation at the beginning of each school year. Attendance at the staff development will be voluntary and the staff development shall last no more than two (2) hours. Substitutes attending the staff development program will not be compensated for their attendance.

**Substitute Teacher Pay Schedule**

Substitute teachers shall be employed at the rate established by the District. All substitute teachers will be paid through direct deposit. As of November 1, 2014 the rate of pay is as follows:

Short-term per diem substitute -- \$100.00/day

Long-term per diem substitute -- \$186.64/day

Substitutes for hourly employees - \$11.88/hour

Part-time substitute teachers shall be paid on a prorated basis based off of the full daily rates set forth above. Substitute teachers will be hired in half- and full-day increments.

**SCHOOL DISTRICT OF GRAFTON**

**INFORMATION FOR ATHLETIC COACHES  
AND EXTRA-CURRICULAR ADVISORS**

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Evaluation of Athletic and Extra-Curricular Assignments	2
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### **Letter of Assignment**

Employees shall assume responsibility for the supervision of the athletic and/or extra-curricular activities that are included in their letters of assignment according to the following guidelines:

- A. Athletic and/or extra-curricular activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. However, under no circumstances shall a Board of Education member work as a coach, assistant coach, advisor, or assistant advisor to an extra-curricular activity (on either a paid or a volunteer basis).
- B. The stipend for athletic and/or extra-curricular activities shall be specified in the letter of assignment.
- C. The letter of assignment shall not be deemed a contract, and individuals holding athletic and/or extra-curricular positions are at-will employees.

### **Payments**

Payments for athletic and/or extra-curricular activities shall be made in accordance with District payroll procedures. Wages earned will be in one installment following satisfactory completion of the assignment.

### **Evaluation of Athletic and Extra-Curricular Assignments**

Individuals holding athletic and/or extra-curricular assignments shall be evaluated in the manner and frequency that their supervisors deem appropriate. When determining the manner and frequency of evaluations, the supervisors may take into account such factors as: (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and, (4) any other consideration that a supervisor, in his/her reasonable discretion, deems appropriate.

Continuing coaches or advisors whose overall performance has not met expectations may, at the discretion of the District, be placed on a Performance Improvement Plan and may or may not have their athletic and extra-curricular assignment continued. If, at the District's discretion, a Performance Improvement Plan is offered, the plan will include the following:

1. **Goal of a Performance Improvement Plan**  
The goal of a Performance Improvement Plan is for the coach or advisor to meet performance expectations. The plan will be designed to meet the specific needs of the coach/advisor and the performance expectations of the District.
2. **Content of a Performance Improvement Plan**  
It may include a description of the coach/advisor's deficiencies, a description of appropriate performance, a goal setting plan to help the coach/advisor develop required skills, a schedule of supervisory activities including at least one additional evaluation, and target date(s) by which time the coach/advisor will perform satisfactorily. The plan is not limited to, but might include, the following interventions: any means of skill development defined by the District, observations and/or support by experts outside the District, and/or peer mentoring.

### **Volunteers**

Upon approval from the head coach/advisor and the athletic director or principal, an individual may serve as a volunteer coach/advisor for an athletic and/or extra-curricular activity. The following guidelines apply to volunteers:

- A. They will not be eligible for salary/wages, stipend, or benefits;

- B. They will be covered by the District’s general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District’s liability insurance policy for claims made against volunteers by other volunteers or District employees;
- C. They will be ineligible for workers’ compensation;
- D. They must consent to a background check and agree to have a tuberculin skin (TB) test;
- E. They must follow all District activity and athletic policies and procedures and other District policies as applicable;
- F. They accept direct and indirect supervision of the head coach and assistant coaches; and,
- G. They may be dismissed at any time without cause.

**Athletic and Extra-curricular Classifications**

- A. To be placed on the extra-curricular list and receive compensation, the activity must be recommended by both the building principal and the Director of Business Services and Human Resources, approved by the Board of Education AND have functioned independently (without compensation or District financial support) for two (2) consecutive years.
- B. Assignment of an athletic or extra-curricular (non-athletic) activity to a classification category for payment is determined by the Board of Education and Administration, with staff input, and is based on the following:
  - 1. Length of season (practice and game/meet)
  - 2. Equipment responsibilities
  - 3. Number of contests; number of evening contests
  - 4. Vacation or non-school day practices, games, or competitions
  - 5. Number of players involved
  - 6. Risk of injury to students
  - 7. Number of assistants
  - 8. Amount of recordkeeping
  - 9. Post-season tournaments/post-school year competitions
  - 10. Scouting responsibilities
  - 11. Facility responsibilities
  - 12. Budget responsibilities/fund-raising responsibilities
  - 13. Scheduling personnel assignments
  - 14. Parent group responsibilities
  - 15. Off-campus competitions

C. Athletic Classifications

**Grafton High School**

<u>Sport</u>	<u>Level</u>	<u># Positions</u>	<u>Classification</u>
Football	Varsity	1	1
Girls Basketball	Varsity	1	1
Boys Basketball	Varsity	1	1
Boys Track	Varsity	1	2
Girls Track	Varsity	1	2
Wrestling	Varsity	1	2
Volleyball	Varsity	1	2

<u>Sport</u>	<u>Level</u>	<u># Positions</u>	<u>Classification</u>
Baseball	Varsity	1	2
Gymnastics	Varsity	1	2
Softball	Varsity	1	2
Boys Soccer	Varsity	1	2
Girls Soccer	Varsity	1	2
Girls Swimming	Varsity	1	2
Boys Swimming	Varsity	1	2
Hockey	Varsity	1	2
Cross County – Boys	Varsity	1	3
Cross County – Girls	Varsity	1	3
Boys Tennis	Varsity	1	3
Girls Tennis	Varsity	1	3
Dance Team	Varsity	1	3
Golf	Varsity	1	3
Football	JV	2	4
Football Assistant	Varsity	3	4
Boys Basketball	JV	1	4
Girls Basketball	JV	1	4
Baseball	JV	1	4
Girls Soccer	JV	1	4
Boys Soccer	JV	1	4
Baseball	Frosh	1	5
Gymnastics	JV	1	5
Football	Frosh	2	5
Wrestling	JV	1	5
Girls Track	Assistant	2	5
Boys Track	Assistant	2	5
Track Assistant (Co-ed)	Assistant	1	5
Softball	JV	1	5
Girls Basketball	Frosh	1	5
Boys Basketball	Frosh	1	5
Cheerleading	Varsity	1 Football	5
Cheerleading	Varsity	1 Basketball	5
Cheerleading	Varsity	1 Competition	5
Volleyball	Frosh	1	5
Volleyball	JV	1	5
Girls Soccer	Frosh	1	5
Boys Soccer	Frosh	1	5
Softball	Frosh	1	5
Tennis-girls	JV	1	5
Tennis-boys	JV	1	5
Girls Swimming	Assistant	1	6
Boys Swimming	Assistant	1	6
Boys Swimming	JV	1	6
Girls Swimming	JV	1	6
Golf	JV	1	6
Cheerleading	JV-Football	1	6
Dance Assistant	Assistant	1	6

**John Long Middle School**

<u>Sport</u>	<u>Level</u>	<u># Positions</u>	<u>Classification</u>
Boys Basketball – A	8th Grade	1	7
Boys Basketball – B	8th Grade	1	7
Boys Basketball – A	7th Grade	1	7
Boys Basketball – B	7th Grade	1	7
Girls Basketball – A	8th Grade	1	7
Girls Basketball – B	8th Grade	1	7
Girls Basketball – A	7th Grade	1	7
Girls Basketball – B	7th Grade	1	7
Wrestling	Head	1	7
Wrestling	Assistant	1	8
Track	Head	1	8
Cross Country (Co-ed)	Head	1	8
Volleyball – A	7th Grade	1	8
Volleyball – B	7th Grade	1	8
Volleyball – A	8th Grade	1	8
Volleyball – B	8th Grade	1	8
Dance Team	Head	1	8
Cheerleading	Head	1	8
Track	Assistant	up to 4	9

## D. Extra-curricular (non-athletic) classifications

**Grafton High School**

<u>Position</u>	<u># Positions</u>	<u>Classification</u>
ACT Test Prep	1	B
Amnesty International	1	I
Auto Skills	1	E
Battle-Bots	1	F
Class Advisors (1/class)	4	I
DECA	1	A
Forensics (Head)	1	B
Forensics, Asst.	1	E
FCCLA	1	F
GHOST	1	I
GOAT	1	D
LEAD	1	I
Math Hawks	1	H
Military History Book Club	1	I
Music-Chamber Singers	1	D
Music-Jazz Band	1	H
Music-Pep Bank	1	D
Music Pianist	1	B
Music-Vocal Jazz	1	D

<u>Position</u>	<u># Positions</u>	<u>Classification</u>
Musical-Choral Director	1	B
Musical-Choreographer	1	A
Musical – Costumes	1	E
Musical Director/Producer	1	A
Musical Drama Director	1	A
Musical – Hair	1	I
Musical – Make-up	1	I
Musical – Pianist	1	D
Musical-Pit Director/Orch.	1	C
Musical Program	1	E
Musical Set Construction	1	D
Musical-Stage Manager	1	D
Musical-Tickets	1	G
National Honor Society	1	F
Play-Spring-Director	1	A
Play-Spring-Stage Director	1	E
Play – Spring Set Const.	1	F
Prom Coordinator	1	F
Skills USA	1	E
SMART Team	1	I
Solo/ensemble – vocal	1	I
Solo/ensemble – instrumental	1	I
Spanish Club	1	I
Student Council Advisor	2	C
Video Club	2	B
Yearbook	1	A

**John Long Middle School**

<u>Position</u>	<u># Positions</u>	<u>Classification</u>
Pep Band	1	E
Basketball	2	I
Battle of the Books	1	I
Cambiata	1	E
Chess Club	1	I
Chorale	1	E
Choir Treble	1	E
Forensics	1	H
Jazz Ensemble	1	E
Music—Accompanist	1	D
Musical Accompanist	1	D
Musical Costumes	1	F
Musical Director/Producer	1	B
Musical Choral Director	1	D



<u>Position</u>	<u># Positions</u>	<u>Classification</u>
Musical Choreographer	1	D
Musical Drama Director	1	C
Musical Hair/Make-up	1	I
Musical Set Design	1	E
Science Club	1	F
Solo-ensemble—vocal	1	I
Solo-ensemble—instrumental	1	I
Sign Language Club	1	I
Student Council Advisor	1	D
Student Council Assistant	1	E
Variety Show	1	G
Volleyball (internal)	1	I
Yearbook	1	C

**Elementary Extra-curricular Classifications (non-athletic)**

<u>Position</u>	<u># Positions</u>	<u>Classification</u>
Choir	1/building	G
Student Council Advisor	1/building	D
District-wide		
Destination Imagination:		
Not to exceed five (5) positions		I
throughout the District. #/building may		
vary from year to year.		

**Athletic Coaches Salary Schedule**

Classification	Years in Position			
	1 to 3	4 to 6	7 to 9	10+
1	\$3,750.00	\$4,083.75	\$4,447.20	\$4,843.00
2	\$3,236.25	\$3,524.28	\$3,837.94	\$4,179.51
3	\$2,792.88	\$3,041.45	\$3,312.14	\$3,606.92
4	\$2,410.26	\$2,624.77	\$2,858.38	\$3,112.77
5	\$2,080.05	\$2,265.18	\$2,466.78	\$2,686.32
6	\$1,795.09	\$1,954.85	\$2,128.83	\$2,318.30
7	\$1,549.16	\$1,687.03	\$1,837.18	\$2,000.69
8	\$1,336.92	\$1,455.91	\$1,585.49	\$1,726.59
9	\$1,153.77	\$1,256.45	\$1,368.28	\$1,490.05

**Extra-curricular Salary Schedule**  
(non-athletic)

<u>Classification</u>	<u>Rate</u>
A	\$2,045.00
B	1,583.03
C	1,225.43
D	948.60
E	734.31
F	568.43
G	440.02
H	340.62
I	263.68