



SCHOOL DISTRICT OF THORP

EMPLOYEE HANDBOOK

Revision History

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Purpose of Handbook

This Employee Handbook has been prepared for staff members. This Employee Handbook shall be effective upon Board approval and shall remain in full effect and force until such time that it is changed or rescinded by Board of Education action.

This Employment Handbook is a collection of selected employment policies and procedures, as well as rules and regulations of the School District of Thorp ("District"). It has been prepared to acquaint all staff members with the policies, procedures, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each staff member's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the Superintendent as well as the rules and regulations contained herein.

If a staff member has questions regarding any of the Board policies and/or Superintendent's administrative guidelines, and/or the rules or regulations set forth in this Employment Handbook, or about matters which are not covered, the staff member should direct them to their immediate supervisor (Superintendent).

ALL STAFF SECTION

I. Rights

A. Management Rights

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

General Guidelines:

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

1. Manage and direct the employees
2. Hire, promote, schedule, transfer and assign employees
3. Layoff and recall employees
4. Discharge employees or take disciplinary action
5. Schedule overtime
6. Develop job descriptions
7. Assign work duties
8. Introduce new or improved methods or facilities or change existing methods or facilities
9. Contract out for goods and services
10. Discontinue certain operations, and
11. Direct all operations of the School District.

B. Employee Rights

The School District of Thorp is committed to providing a safe and supportive educational environment that fosters an environment of learning and inspires employees to excel in their individual performance.

In the event that the District determines that corrective and/or disciplinary action involving an employee is appropriate, the level of corrective action and/or discipline imposed will take into consideration the seriousness of the infraction, the event(s) surrounding the infraction, and the employee's performance record. An employee will be provided with a copy of any corrective and/or disciplinary record that is placed in the employee's personnel file.

II. General Workplace Policies

A. Equal Opportunity Employer

The School District of Thorp is an equal opportunity employer. Personnel hiring and administration does not discriminate against properly qualified individuals on the basis of sex, race, color, religion, creed, age, national origin, ancestry, marital status, sexual orientation, disability, arrest record, conviction record, genetic testing, or any other legally-protected class status.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the district.

Application forms, hiring practices and personnel administration shall be periodically evaluated to identify and eliminate practices that may facilitate discriminatory treatment and/or discriminatory impact.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of this policy.

The School District of Thorp's coordinator for IX (sex) and pupil non discrimination (multiple protected groups) is Mike Dombrowski, 605 S Clark St, Thorp, WI 54771. Phone 715-669-5401 ext. 2010 Email: mdombrowski@thorp.k12.wi.us

The School District of Thorp's coordinator for section 504/Title II of the ADA (disability) is Nicole Demske 605 S Clark St, Thorp, WI 54771. Phone 715-669-5401 ext. 1380 Email: ndemske@thorp.k12.wi.us

B. Harassment, Discrimination and Retaliation-Free Work Place

It is the policy of the School District of Thorp to maintain a work environment that is free from all forms of harassment, intimidation, discrimination and retaliation, and to insist that each person is treated with dignity, respect and courtesy.

Harassment and discrimination means behavior toward a person based, in whole or in part, on any legally-protected class status including, but not limited to, sex, race, religion, national origin, color, ancestry, creed, , marital status, sexual orientation, or disability which unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Examples of harassment and acts of discrimination can include: name calling, negative stereotyping, unsolicited and derogatory statements or gestures, offensive calendars, posters, cartoons or e-mails, inappropriate or unwelcome physical contact, any attempt to penalize or punish a person because of his/her protected status, making employment decisions on the basis of an employee's submission or refusal to submit to conduct of a sexual nature. Workplace harassment and discrimination, whether engaged in by employees, supervisors or members of the public, will not be tolerated and will subject employee-offenders to disciplinary action, discharge from employment, and referral to legal authorities, as appropriate.

Duty to Report

All employees, students and volunteers have rights under state and federal laws to be protected from harassment and other forms of discrimination and are required to report incidents which may violate this policy according to the procedures attached to this policy.

Retaliation

Retaliation in any form against any person for complaints, or for participation in any investigation of alleged harassment or other acts of discrimination, is prohibited. Employees are required to report any perceived or alleged acts of retaliation.

Definitions

The following definitions are not intended to be all-inclusive.

The School Board will not tolerate any conduct which fails to comply with the letter and spirit of these guidelines which prohibit sexual harassment, other forms of harassment, and discrimination.

Sexual Harassment:

Sexual harassment is unwelcome and repeated conduct of a sexual nature and is illegal under state and federal law. The School District of Thorp is committed to providing a work environment that is free from sexual harassment, where all employees, students and volunteers can work together comfortably and productively.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other repeated verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

Harassment:

The School District of Thorp does not tolerate harassment in any form. Harassment is engaging in any type of unreasonable or offensive behavior that could result in unreasonably interfering with another's ability to learn or function in the school environment.

"Harassment" includes striking, shoving, kicking, throwing objects at, writing epithet, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person.

Discrimination:

Federal and state law protects the rights of properly qualified individuals to obtain employment and to be free from employment discrimination based on any legally protected class status under the law. Applicants and employees will be evaluated based upon individual qualifications rather than upon a particular class to which the individual may belong.

Harassment/Discrimination/Retaliation Complaint Procedures (Staff)

The building principal is responsible for handling harassment, discrimination and retaliation concerns in his or her school building. The superintendent is the designated Complaint Officer in the district. The enforcement of this policy and complaints regarding allegations of harassment, discrimination or retaliation under this policy shall be processed according to the following procedure:

Step 1:

Complaints may be presented in writing or orally. Oral complaints will be handled informally at the building level. Written complaints are to be presented to the building principal unless the alleged offender is the building principal, in which case, the complaint would be presented directly to and processed by the superintendent. In the event a complaint alleges inappropriate conduct by the superintendent, the complaint will be presented to the president of the Board of Education. The complaint should include the specific nature of the harassment, discrimination, or retaliation, the corresponding dates, the name, address and the phone number of the complainant. The building principal will promptly notify the superintendent regarding the complaint and will file a copy of the complaint with the superintendent. All complaints will be kept confidential to the maximum extent possible.

Step 2:

The building principal will fully and promptly investigate all oral and written complaints, notify the person who has been accused of harassment, discrimination or retaliation, arrange meetings to discuss the complaint with all concerned parties, and submit a report of the results of the investigation to all parties as soon as possible after receiving a complaint. The building principal may exercise discretionary authority to discipline the employee involved if he or she feels satisfied that the evidence as presented warrants. Disciplinary action against an employee shall be in accordance with applicable board policy, administrative rules, collective bargaining agreements, and Employee Handbook provisions.

Step 3:

If the complainant is not satisfied with the result of the investigation by the building principal, he or she may submit a written appeal to the superintendent indicating the nature of the disagreement with the report and reason underlining such disagreement. Such appeal must be filed within ten (10) working days (school business office days) after receipt of the building principal's report. The superintendent will arrange a meeting with the complainant and other affected parties to discuss the appeal, if requested by the complainant or deemed appropriate by the superintendent. The superintendent will give a written response to the complainant's appeal within thirty (30) working days. The superintendent may exercise discretionary authority to discipline the employee involved if he or she feels satisfied that the evidence as presented warrants the discipline. Disciplinary action against an employee shall be in accordance with applicable board policy, administrative rules, collective bargaining agreements, and Employee Handbook provisions.

Step 4:

If the complainant or the superintendent wishes to pursue the matter further, either party may file an appeal requesting a hearing with the Board of Education within ten (10) working days after the decision in step 3 has been rendered. The Board of Education will review the reports and determine whether or not proper due process was followed.

Individuals may submit complaints/appeals to other agencies as provided by state and federal laws.

A substantiated charge against an employee will subject him or her to appropriate disciplinary action, which may include discharge and/or referral to legal authorities, depending on the severity of the offense. Disciplinary action against an employee shall be in accordance with applicable board policy, administrative rules, collective bargaining agreements, and Employee Handbook provisions.

C. Drug and Alcohol-Free Workplace

The unlawful manufacture, distribution, dispensing, possession or use of alcohol, a controlled substance, or drug paraphernalia is prohibited in and on the properties of the School District of Thorp, or while at school-sponsored activities at any location. Any employee who engages in any of the above prohibited activities is subject to any and/or all (but not necessarily limited to) the following disciplinary actions: termination of employment, required treatment and rehabilitation, legal action, suspension and reprimand, or other actions as appropriate to the situation.

D. Safety

The Board of Education is committed to promoting the safety and health of employees. In accordance with law, the Board shall make reasonable efforts to provide employees with a safe place to work that is free of recognized hazards. The Board shall comply with all safety regulations, state codes and orders, and all applicable local safety and health codes and regulations. The Superintendent shall serve as the District's Safety Coordinator, however, the Board believes that safety is everyone's business and expects full cooperation of all employees in fire and accident prevention. Employees are required to report all safety/health incidents, whether the employee was a participant or witness to an incident, as soon as reasonably practicable and no later than 24-hours post incident. In order for the District to appropriately follow-up, such a report should be made in writing.

E. Standard of Conduct

District employees are public servants responsible for the education and care of children and young adults. The Board of Education expects every staff member to conduct himself/herself in a manner deserving of this trust by demonstrating a high level of commitment to students, students' families, the Thorp community and coworkers.

1. *Conduct Commitment to Students*- Each district employee is responsible for creating an emotionally and physically safe and healthy learning environment for students which is free from harassment, intimidation, bullying, bias, and discrimination. Employees are also expected to maintain the confidentiality of student information as required by law.
2. *Conduct Commitment to Students' Families*- District employees shall promote, respond to, and maintain communication with students' parent(s)/guardian(s) as needed and appropriate.

3. *Conduct Commitment to the Thorp Community*- District employees shall perform their work duties in a manner which promotes public confidence in the integrity of the education services being provided at the School District of Thorp. All employees have a responsibility to maintain public confidence by: reporting to work ready to perform all assigned duties in a highly competent manner, maintaining a strong attendance record, demonstrating a willingness to assist community members when they are in school facilities or on school grounds, exhibiting a positive, friendly attitude, and dressing neatly. Employees are also expected to properly care for school property and to only use school resources for district operational purposes. District employees are expected to promote the District in a positive light. This includes social media sites. Personal Social Networking & Media Accounts – Before employees create or join an online social network, they should ask themselves whether they would be comfortable if a 'friend' decided to send the information to their students, the students' parents, or their supervisor. Educators must give serious thought to the implications of joining an online social network. Because online content can be spread in mere seconds to a mass audience, the District encourages employees to ask themselves before posting any information online whether they would be comfortable having this information printed in the newspaper alongside their photo.
4. *Conduct Commitment to Coworkers*- Each district employee shall conduct him/herself in a manner which reflects positively on the reputation of his/her colleagues and the School District of Thorp. Every employee is expected to work cooperatively and collaboratively with coworkers to create a school culture that focuses on continuous system improvement, promotes the sharing and discussion of ideas and supports the implementation of the most effective and efficient work procedures. Employees are also expected to keep up to date on licensing and/or certification requirements related to their position.

F. Employee Discipline

1. The District recognizes the teacher's rights under the United States Constitution and the Wisconsin State Constitution.
2. Disciplinary action against employees may be taken for violations of Standards of Conduct, violations of policies and procedures, or for unsatisfactory work performance. Disciplinary action will typically be taken after an investigation and after giving the employee an opportunity to respond to any and all allegations.
3. The Board or Superintendent shall have the right to take corrective action, discharge, non-renew, suspend, reduce in rank or compensation any employee in its employ. An employee may appeal a disciplinary action of demotion/reduction in pay, disciplinary suspension or discharge through the grievance procedure set forth herein. Corrective actions, including verbal and written warnings, are not subject to the grievance procedure. All information forming the basis for disciplinary action or termination will be made available to the employee.
4. Suspension Procedure

- a. When, in the judgment of the superintendent, a condition or situation warrants the superintendent may suspend a staff member with full pay, pending action by the Board.
- b. The superintendent shall file written charges with the Board of Education and shall forward copies of said charges to the suspended staff member by certified mail.
- c. When deemed necessary, the Board shall schedule a meeting with the employee to act upon the charge.

G. Travel - Meals

Transportation: The employees authorized by the superintendent to attend workshops, conferences, tournaments, coaching clinics, etc., must take a school vehicle if available. Only if a school vehicle is not available will the employee be paid mileage at the IRS rate.

All employees who drive a District vehicle must undergo an annual driver's license record check. If any employee receives a driving citation or conviction of a traffic violation, they must immediately notify their immediate supervisor. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle.

Employees who transport students for school activities in their cars shall carry minimum insurance policy limits of \$500,000 combined single limit liability, \$250,000/\$500,000 bodily injury and \$100,000 property damage. Employees must notify and receive approval from the building principal prior to transporting students in private cars for school activities. Damage to personal vehicles while used as authorized for transporting students for school activities may be reimbursed by the District, in its discretion, provided the District's maximum reimbursement shall not exceed the deductible amount of one thousand dollars (\$1,000.00). No such reimbursement shall be provided where the employee is found to be liable in any degree for the damage to the personal vehicle.

Meals: Amount allowed for reimbursement if not included with conference or room reservations: \$30.00 per day reimbursed to employees.

Receipts: All receipts must be itemized and turned in to your supervisor within 5 business days of the event for reimbursement. If a receipt is not itemized or it is turned in after 5 business days, employees may not be reimbursed.

H. Accident/Incident Reports

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

I. Confidentiality

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

J. Fraud and Financial Impropriety

The District prohibits fraud and financial impropriety, as defined below, in the actions of the Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

This includes but is not limited to forgery or unauthorized alteration of any document or account belonging to the District; forgery or unauthorized alteration of a check, bank draft, or any other financial document; misappropriation of funds, securities, supplies, or other District assets, including employee time; impropriety in the handling of money or reporting of District financial transactions; profiteering as a result of inside knowledge of District information or activities; unauthorized disclosure of confidential or proprietary information to outside parties; unauthorized disclosure of investment activities engaged in or contemplated by the District; accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy; inappropriately destroying, removing, or using records, furniture, fixtures or equipment; disposing of District property for personal gain or benefit and any other dishonest act regarding the finances of the District.

If an employee is found to have committed fraud or financial impropriety, the District Administrator or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, District Administrator, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

K. Personnel - Student Relations

All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any action of conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace.

L. Political Activity

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

1. No school employee shall, (1) in the presence of any students, and (2) during hours for which pay is received or while the employee is otherwise acting within the scope of their employment, engage in any activity for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. When not engaged in the performance of their duties (e.g. during designated break periods) and when no students are present, employees who are at a work location may engage in private conversations with non-students as otherwise permitted by law.
2. During established hours of employment or while an employee is engaged in his/her official duties, no employee or other person may solicit or receive from any employees any contribution or service of any political purpose, where a "political purpose" includes an act done for the purpose of influencing the election or nomination for election of a person to office. Furthermore, no person may enter any District building, office or facility in order to request, make, or receive a contribution for a political purpose.
3. No school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. This provision does not apply to use of District facilities by employees for events or activities that are not within their scope of employment and that are held pursuant to the District's policies regarding facilities use by third parties.
4. No school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

M. Severance from Employment

An Employee's employment relationship shall be broken and terminated by:

Termination pursuant to the terms this Handbook and the employee's individual contract (if any); voluntary resignation or quit; retirement; nonrenewal of the employee's contract; failure to return to work following an offer of reemployment subsequent to a reduction in force within fourteen (14) calendar days of receipt of the reemployment offer; failure to report to work by the date directed by the District; the employee having been on reemployment opportunity status for twelve (12) consecutive months; failure to return to work the day following the expiration of an authorized leave of absence and job abandonment.

III. Work Day Conditions

Dress Code

The purpose for the School District of Thorp dress code is to ensure that a positive, professional image of our schools is projected to students, parents, community members and district visitors.

Employees should come to work each day in attire that reflects a personal understanding of their responsibilities as role models to students and district representatives.

Business casual dress is the standard expectation for Administrators, Teachers, Secretaries, and Aides. Custodians and Food Service workers are expected to wear clothing that is clean, in good condition, and appropriate for the work tasks to which the employee is assigned.

- There are activities and special occasions in which business casual dress may not be necessary. Some examples include:
 - Physical education teachers may wear clothing appropriate for exercising and physical activities,
 - Jeans for Fridays or similar pre-arranged dress up days,
 - Field trip involving outdoor activities

If clothing fails to meet expectations, as determined by the employee's supervisor, the building principal and/or the Superintendent, the employee will be subject to corrective and/or disciplinary action.

IV. Personnel Policies

A. Job Transfers, Vacancies, and Posting

Notices of vacancies will normally be posted electronically both internally and externally at the same time. The District retains the right to determine whether a vacancy or new position shall be filled and whether and when to recruit outside applicants.

1. Such notices shall contain the date of position, a description of the position, name and location of the school, requirements of the position, name of the person to which the application is to be returned, and the date by which the application is to be returned.
2. Employees who desire a change in assignments may file a written statement of such desires with the superintendent no later than March 1. This statement must be filed each year to remain active.
3. All employees who interview for a position will be notified of the selection outcome.

B. Long Term Substitutes

For the purpose of future hires of substitute employees, any person hired to fill a position vacated during the term of a contract shall be deemed to be a substitute employee and paid on a day-to-day basis pursuant to District policy unless issued a contract by the District.

C. Evaluation

Performance reviews will be provided to the employee. If an employee believes that a performance review is needed and/or past due, the employee should discuss the matter with their immediate supervisor

D. Personnel Records

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

V. Extra-Curricular

Extra-Curricular Duties

The District retains the right to hire the best candidate for any position regardless of employment in the district.

1. A teacher may be expected to advise an extracurricular assignment if it is directly related to his/her teaching position (Examples: FFA, FCCLA, FBLA, Marching Band-Instrumental Music, Choir-Vocal Music), and may not resign from that assignment separately from their position with the district.
2. Extracurricular openings will be posted electronically internally and externally
3. Athletic coaches and extra-curricular advisors shall receive one year contracts. These contracts are not automatically renewed.
4. Coaching/Advisor Evaluations will be conducted after the conclusion of the season. Recommendations for the following season will be discussed at this time.

VI. Internet Use

Use of District Technology Resources

The School District of Thorp (the "District") supports staff use of technology resources for the sole purpose of achieving District educational goals, standards, and curricular objectives. Technology resources are defined as hardware, software, data, and networks. This includes local databases, externally accessed databases such as the Internet, storage media, communication technologies (including email and video) and new technologies as they come available.

Access to these district-owned educational resources provides unique professional teaching opportunities for staff. Staff access is a privilege, not a right. Staff is responsible for demonstrating appropriate behavior while using technology resources just as they are in a classroom or school building.

Network storage areas and individual storage mediums are treated like District operational property. General professional rules for behavior and communication apply. In addition, each staff member is required to sign the Technology Acceptable Use Code of Conduct before utilizing computers and peripherals, central storage, and before accessing the Internet for information or for communication (email).

Violations of established policies and procedures may result in the loss of access to technology resources. Additional disciplinary action may be taken according to existing practices and policies. When applicable, law enforcement agencies may be involved. Individual users are

ultimately responsible for their activity on the technology resources and may not allow anyone to use their account, provide access to their files, or share passwords with any other user.

The District may review files, network account activity, and communications to maintain system integrity and ensure that users are demonstrating acceptable use of systems, which includes shutting down systems when they are not being used to allow for appropriate backups and control of access. The District will not be held liable for any information that may become lost, damaged, or unavailable due to technical or other difficulties. The District is not liable for losses, claims, or demands against the District or any user by any other party based on the user's unethical or illegal use of technology resources.

Unacceptable use may include use for personal business, commercial or financial gain, unethical or disruptive activities, sending junk mail and becoming a member of non-work related listservs.

Employees are prohibited from communicating with students who are enrolled in the District through electronic media, except as set forth herein. An employee is not subject to this prohibition to the extent the employee has a pre-existing social or family relationship with the student. If an employee receives an unsolicited electronic contact from a student that is not within the employee's professional responsibilities(e.g.for classroom teachers, matters relating to classwork, homework, and tests), the employee shall not respond to the student using any electronic media except to address a health or safety emergency.

For all electronic media, employees are subject to certain state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off District property. These restrictions include, but are not limited to, confidentiality of student records, other District records, health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law and prohibition against harming others by knowingly making false statements about a colleague or the District.

Neither e-mail nor the Internet should be used to send unsolicited jokes or other comments that may be discriminatory, harassing or offensive to others, or material that defames an individual, or discloses personal information without authorization. Wis. Stat. 947.0125

Consistent with the employer's policy on harassment and discrimination, employees are not to access pornographic sites or display images of a sexual nature on their monitors. Employees are expected to use technology resources in accordance with the law.

VII. Insurance and Benefits

A. Health Insurance

The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and plan design, including deductibles, co-pays and coinsurance, will be selected and determined by the Board.

Eligibility: All employees working Thirty (30) or more hours per week will be eligible for health insurance as noted in this Section #2.

The District shall pay up to 87.4% for a single or family plan. The employee shall pay 12.6% of their health insurance premium per month. The contribution rate will be established by the Board, in accordance with applicable law, and is subject to change.

Insurance coverage for covered employees will run on a twelve (12) month basis with coverage starting the first day of employment.

B. Dental Insurance

Eligibility: All employees working 30 hours per week or more will be eligible for Dental insurance as noted in this Section #2.

The school shall pay an annual rate of 90% toward the single and family rate of a Dental Insurance Plan for each eligible employee. The contribution rate will be established by the Board and is subject to change.

C. Wisconsin State Retirement System Contribution

Employer Payment of Employee's Contribution to Retirement Fund: Employers and employees are required to pay a percentage of each payment of earnings equal to "one half of the total actuarially required contribution rate."

D. Workers' Compensation Insurance

Workers' Compensation provides for payment of reasonable medical expenses and compensation for lost wages for work-related injuries or disabilities. The District shall provide such insurance coverage and benefits in accordance with the law.

E. Long-Term Disability Insurance

Eligibility: Teachers and Administrators who work 20 hours or more per week. Support staff who work 20 hours or more per week.

The school shall pay for Long-Term Disability insurance for each eligible employee.

F. Life Insurance

The district shall provide life insurance to eligible employees in the amount of twice the employee's annual salary. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

VIII. Payroll and Other Compensation

Payroll

1. There shall be two (2) pay periods per month (24 per year). These pay periods shall fall on the 1st and 15th of the month. If the day falls on a Saturday, Sunday or a School District designated Holiday, the business day preceding the 1st or 15th will be used as the pay date.
2. Employees shall be paid via direct deposit.
3. All employees need to notify the district payroll clerk if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependent's eligibility for medical insurance, and other important matters.

IX. Grievance Procedure

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

A. Purpose and Applicability:

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

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

B. Definitions

1. **Definition of "Employee":**

- a. For purposes of discipline and termination under this grievance procedure, an employee shall be defined to include regular full-time, part-time, and limited term employees. All other individuals employed by the District, such as casual employees, temporary employees, and short-term substitutes as well as independent contractors, are specifically excluded from the definition of employee and, therefore, this grievance procedure is not available to them.
 - b. For purposes of workplace safety under this grievance procedure, an employee shall be defined to include regular full-time, part-time, limited term, casual, and temporary employees. All other individuals employed by the District are specifically excluded from the definition of employee and, therefore, this grievance procedure is not available to them.
2. **Definition of "Discipline":** For purposes of this procedure, "discipline" means an employment action that results in a disciplinary suspension or disciplinary demotion. "Discipline" for purposes of access to this grievance procedure does not include any written or verbal notices, warnings, reprimands, or reminders; verbal disciplines will be documented, but are not subject to the grievance procedure. The purpose of written and verbal notices, warnings, reprimands, or reminders is to alert the employee that failure to correct the behavior may result in disciplinary suspension, without pay, disciplinary termination, or disciplinary demotion.
3. **Definition of "Termination":** For purposes of this procedure, "termination" means a separation from employment by the employer for disciplinary or quality of performance reasons. "Termination" does not include layoff, reduction in workday, furlough, non-renewal, reduction in workforce, job transfer or reassignment, or the end or completion of temporary employment, which are not subject to the grievance procedure.
4. **Definition of "Workplace Safety":** For purposes of this procedure, "workplace safety" includes any conditions of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. "Workplace Safety" does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, assignments and work schedules.

C. General Provisions

1. **Role and Appointment of "Impartial Hearing Officer":** For purposes of this procedure, the role of the "Impartial Hearing Officer" will be to define the issues, identifying areas of agreement between the parties and identifying the issues in dispute, and to hear the parties' respective arguments. The Impartial Hearing Officer shall be appointed by the Superintendent based upon the nature of the matter in dispute.
2. **Time Limits:** Failure to submit or process a grievance by the employee within the time limits specified below, or agreed upon extensions, shall constitute waiver of the grievance and it will be considered resolved on the basis of the District's last answer. Failure of a District representative to meet the time limits specified below shall cause the

grievance to move automatically to the next step in the procedure within seven (7) days of such failure. A grievance or decision or appeal is considered timely if received by the employer during normal business hours or if postmarked by 12:00 midnight on the due date. The time limits contained in this procedure are to be strictly observed and can only be extended upon the express written consent of the parties.

3. *Days:* The term “days” as used in this provision means calendar days, excluding holidays as defined in the Handbook. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday, or holiday as defined in the Handbook, the time limit is the next day which is not a Saturday, Sunday, or holiday.
4. *Scheduling:* Grievance meetings and hearings will typically be held during the employee’s off-duty hours. Time spent in grievance meetings and hearings shall not be considered as compensable work time.
5. *Representation:* The employee shall have the right to representation during the grievance procedure at the employee’s expense.

D. Procedure for Grievances Concerning Employee Terminations and Employee Discipline

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

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

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

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

Step 2: If the grievance is not settled in Step 1, and the employee wishes to appeal the decision of the supervisor, the employee shall submit the written grievance to the Superintendent within seven (7) days after receipt of the supervisor’s written answer to request a meeting with the Superintendent.

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

If timely requested, the meeting will normally be scheduled within fourteen (14) days of receipt of the request for meeting.

The Superintendent will reply in writing to the employee within fourteen (14) days after the meeting.

Step 3: If the grievance is not settled in Step 2, and the employee wishes to appeal the decision of the Superintendent, the employee shall submit the written grievance to the Superintendent or designee within seven (7) days after receipt of the Superintendent's written answer to request a hearing before an Impartial Hearing Officer. The Impartial Hearing Officer will be appointed by the Superintendent or designee.

If timely requested, the hearing will normally be scheduled within thirty (30) days of receipt of the request for hearing. The Impartial Hearing Officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The Impartial Hearing Officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. At the conclusion of the hearing, the Impartial Hearing Officer shall render a written decision indicating the reasons for one of four decisions: 1) Sustaining the discipline/termination, 2) Modifying the discipline/termination, 3) Denying the discipline/termination, or 4) Recommending additional investigation prior to final determination. The Impartial Hearing Officer shall issue the written decision to the employee and employer within thirty (30) calendar days from the date of the hearing or submission of post-hearing briefs. In cases where the Impartial Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing shall be scheduled. The Impartial Hearing Officer may apply relaxed standards for the admission of evidence and may request oral or written arguments and replies.

Costs: The employee shall pay a \$50 filing fee when requesting the service of an Impartial Hearing Officer who is selected by, and paid for by, the employer. Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney's fees, in investigating, preparing, presenting, or defending a grievance.

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

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

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

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

E. Procedure for Grievances Concerning Employee Workplace Safety

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

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

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

After receipt of the written report, the immediate supervisor or designee will conduct additional investigation, as required, and normally issue a final report on its findings and conclusions within thirty (30) days of receipt of the written report. Copies of the report will be given to the persons who signed the written report as well as to the Superintendent or designee.

Step 2: The employee may appeal the findings and conclusions of the immediate supervisor or designee and request a meeting with the Superintendent. The employee shall submit in writing within seven (7) days after receipt of the supervisor's written report to request a meeting with the Superintendent.

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

If timely requested, the meeting will normally be scheduled within fourteen (14) days of receipt of the request for meeting.

The Superintendent will reply in writing to the employee within fourteen (14) days after the meeting.

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

If timely requested, the hearing will normally be scheduled within thirty (30) days of receipt of the request for hearing. The Impartial Hearing Officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The Impartial Hearing Officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. At the conclusion of the hearing, the Impartial Hearing Officer shall render a written decision indicating one of three outcomes: 1) Sustaining the conclusions of the Immediate Supervisor or Superintendent, 2) Denying the

conclusions of the Immediate Supervisor or Superintendent and ordering additional or alternative remedial measures, or 3) Recommending additional investigation prior to final determination. The Impartial Hearing Officer shall issue the written decision to the employee and employer within thirty (30) calendar days from the date of the hearing or submission of post-hearing briefs. In cases where the Impartial Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing shall be scheduled. The Impartial Hearing Officer may apply relaxed standards for the admission of evidence and may request oral or written arguments and replies.

Costs: The employee shall pay a \$50 filing fee when requesting the service of an Impartial Hearing Officer who is selected by, and paid for by, the employer. Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorneys' fees, in investigating, preparing, presenting, or defending a grievance.

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

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

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

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

CERTIFIED STAFF SECTION

I. Certified Staff Working Conditions

A. Work Days and Hours

Contracted Days

Teachers will be contracted for 185 days. These days are a combination of scheduled student contact days and scheduled teacher inservice days.

Additional contract days may be added to the contracted school calendar for each teacher upon mutual agreement of the teacher and the District. Teachers shall be compensated for said days

at their individual contracted per diem rates of pay as per \$25/hour for each of the extended contract days. Days may be scheduled in full or partial day increments.

Teachers will be expected to supervise school district events as assigned by the District and may be paid at a rate determined by the District. The typical payment for supervising a normal event will be twenty-five (\$25.00) dollars per event. The rate of pay may be increased for larger events.

Teaching Day

A normal teaching day shall be from 7:30 a.m. to 3:30 p.m. unless mutually agreed upon by staff member and administration but such adjusted times must maintain 7.5 hours in the teaching day for full-time staff. Any individual agreement made under this paragraph shall not be precedential. Teachers are required to be in the school building during these hours unless excused by the superintendent or principal. The normal work hours for part-time teachers shall be designated by the Administration.

B. Work Schedules

Teaching is a professional, salaried position and it is expected that time will be spent beyond the regular teaching day to complete required tasks, meet with students/parents/community members/colleagues, attend District events such as graduation, and/or as requested or directed by administration.

Teaching Load

Daily work schedules for teachers will include student instruction, student supervision, and classroom preparation time. Student supervision includes tutoring, coordinating, facilitating, and similar activities assigned by the Superintendent and/or Board.

Preparation Time is important to provide quality lessons for students. Administration will determine the amount of preparation time. Preparation time is time during which teachers are not assigned teaching or supervision duties.

Class Size

An attempt will be made to keep class sizes at a level to assure optimum teaching effectiveness as recommended by the State Department of Public Instruction.

School Year/Calendar

The calendar shall be created by the Board. A committee may be designated by the Board to complete the calendar.

Noon Hour

All teachers shall be provided with a daily minimum of thirty continuous minutes of a duty free lunch period.

C. Leave

Whenever you are ill or a family emergency arises, please submit your time off in Red Rover as early as possible so that a qualified substitute may be found. If at all possible, submit it the night before or no later than 6:15 AM the day you need a substitute. Submit your time off for each day you are going to be absent.

1. Full time exempt employees shall accrue sick leave at the rate of ten (10) days per year.
2. Sick leave shall be paid for any absence from work due to the: Personal illness, injury or serious health condition of the employee; 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 disability as set forth in Wisconsin Administrative Code section PI 11.02(2) and §115.76(5), Stats. (Examples of a disability include: cognitive disability, learning disability, autism, etc.); Serious health condition of a spouse, child, domestic partner or parent; medical or dental appointments for the employee and/or child that cannot be scheduled outside of the employee's regularly scheduled work hours.

The district may require a statement from the employee's caregiver in order for the employee to receive payment for any scheduled work time that was missed because of injury or illness.

3. Sick leave for full-time and part-time employees will accumulate from year to year. Upon retirement, an employee will be reimbursed thirty (\$30.00) dollars for each day of unused sick leave with a maximum payout of five thousand (\$5,000.00) dollars. Upon leaving the district, an employee will be reimbursed fifteen (\$15.00) dollars for each day of unused sick leave with a maximum payout of two thousand five hundred (\$2,500.00) dollars
4. Employees are permitted to donate to a Sick Leave Bank (SLB) that will be used to support an employee when that employee, or a member of their immediate family, suffers from a catastrophic illness or injury, and the employee has exhausted all sick leave and other paid leave options. The SLB, while supporting your colleagues, also acts like an insurance policy for you, in case of unforeseen events. Donated sick leave days are irrevocably given to the SLB and cannot be rescinded for any reason whatsoever. A donation to the SLB shall be a general donation and shall not be donated to a specific employee for their exclusive use. Only donors will be permitted to withdraw from the SLB. Employees who elect not to donate to the SLB upon first becoming eligible must wait until the next open donation period and are not eligible to withdraw from the Bank until they have donated. Donations will be accepted during the month of May each year. The donations period will not occur in any year in which the SLB contains two hundred (200) or more days. Employees are allowed to donate up to three (3) days of accumulated sick leave to the SLB.

5. Full time exempt employees shall receive two (2) personal days per year. Personal leave may be used in increments of no less than four (4) hours. Personal leave cannot be “carried over” or accumulated. Personal leave may be used for personal obligations which cannot reasonably be conducted outside of the employee’s workday. A request in writing to the Administrator shall be made as far in advance as possible, normally not less than five (5) days. Unused personal days will be paid out at the end of the school year at a rate of \$100.00 per day.

- a. Personal Leave Day Restrictions-The personal leave day will not be granted during the first or last week of a semester, on a parent-teacher conference day, an inservice day, the week before or after a holiday break, or two weeks prior to the end of the school year. Personal leave during these periods may be approved for personal business that cannot be rescheduled for a different time at the discretion of the District Administrator or his/her designee. Personal leave shall not be used to attend Association membership meetings or legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District. Personal leave may not be granted if a substitute is not available.

6. All leave benefits granted by the Board shall cease upon termination of employment.
7. Military Leave shall be granted in accordance with state and federal law.
8. Court Leave: If a difference exists between regular pay and court pay for any mandatory court appearance or jury duty, the difference will be paid for by the District and not deducted from sick leave. This does not include those absences resulting from a personal violation of law.
9. Professional Leave

In addition to the leave provisions itemized in this section above, a teacher may be granted up to three (3) days of professional leave per year to attend other school sessions, conferences, workshops, institutes and other meetings relating to the teacher's discipline including, but not limited to, extra-curricular and coaching responsibilities. A request for professional leave may include evening, weekend or other non-school day functions provided they are requested in half-day increments. Additional days may be granted at the discretion of the Administration. This section does not apply to state tournaments.

Professional leave days may be granted upon advance written request to the administration so that proper arrangements for a substitute can be made.

10. Family and Medical Leave (FMLA) shall be granted in accordance with state and federal law.
11. Bereavement/Funeral Leave

In the event of death of the employee's spouse or children including step-children, the employee shall be allowed per occurrence up to five (5) days off work to travel to, make preparations for, and attend the funeral and related services. Employees shall be granted up to three (3) days per occurrence to travel to, make preparations for, and attend the funeral and related services of a parent, sibling, grandchild, or individual residing in the employee's household, including in-laws and step-relatives of the same relations as provided herein. Employees shall be granted up to one (1) day off to travel to, make arrangements for, and attend the funeral and related services of a grandparent, aunt, uncle, niece, nephew, including in-laws and step-relatives of the same relations, or close personal friend.

II. Certified Staff Personnel Policies

Breach of Individual Teacher Contract

Any teacher who shall break his/her contract shall be subject to the following penalties as and for liquidated damages to be incurred by such default:

After July 1: \$1,500

After August 1: \$3,000

The Board at its discretion may waive the liquidated damages or refuse to accept a resignation. The Board is not precluded from seeking and recovering the actual amount of damages resulting from a breach of individual contract.

III. Certified Staff Job Placement and Professional Development

A. Assignment of Duties

1. The Administration retains the right to assign employees, in whole or in part, to assignments they are certified in regardless of their current and/or previous assignment.
2. Teachers shall be assigned to teach only those subjects in which they are, or can be, certified.
3. Teachers may request assignment to subject matter areas within the scope of their teaching certificate. Such requests may be honored if a vacancy exists.

4. Teachers will be assigned teaching duties with consideration being given to their major fields of preparation.
5. If any school teacher is absent the principal may perform his/her teaching duties; a substitute teacher may be hired to replace absent teachers. If a teacher is requested to substitute, he/she shall be paid \$30.00 per class period if it is during said teacher's prep hour.

B. Layoff and Non-Renewal

1. The Board retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work, regardless of their previous length of employment.
2. When a teaching position is being considered for reduction or elimination, the Administration will evaluate and recommend to the Board of Education which teacher(s) is (are) to be laid off. Timelines defined in Wisconsin Statute 118.22 will be followed.
3. Non-renewals shall be pursuant to Wisconsin Statute 118.22. Due process will be provided in cases of dismissal.
4. Any teacher who has been absent from work for three (3) consecutive semesters due to disability or illness may be terminated from employment by the Board.

IV. Certified Staff Wages and Other Compensation

Salary

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

General Guidelines

1. All contracted teachers shall be placed on the salary schedule as deemed appropriate by administration.
2. The normal daily work load for grades 1-12 shall consist of no more than seven instruction/supervision periods (with no more than six instructional) and with at least one prep period. If the District assigns more than six instructional tasks or no prep period, it shall pay the teacher \$2500/semester for the overload assignment (whether loss of preparation time or too many instructional periods)

3. Curriculum work done outside of the regular school calendar or outside of the normal school day (before 7:30 A.M. or after 3:30 P.M.) will be compensated at \$ 20.00 per hour and must be approved by Administration beforehand.
4. The School District of Thorp will reimburse teachers \$250.00/credit provided the course has been preapproved by the District Administrator. Courses should be relevant to the subject area the educator teaches or must show advancement in educator effectiveness. Teachers will be limited to nine (9) credits per fiscal year.

V. Certified Staff Insurance and Benefits

In Lieu of Health Insurance

For any Full-time employee eligible to participate in District provided health insurance that opts not to participate in the health insurance, the District shall provide taxable compensation to the employee.

For each full-time employee, who opts not to take the District offered health insurance, the District will compensate them \$4,500.00 for family insurance or \$2,250.00 for single insurance, depending upon what they qualify for. This compensation will be paid on a semi monthly basis, and be included on their paychecks.

Post-Employment Benefits

A teacher with at least 10 years of local experience shall be eligible for voluntary early retirement. This may be taken in the school year in which the employee turns 55 or thereafter. Compensation shall be determined as follows:

1. Retiree will receive two hundred fifty (\$250.00) dollars per month.
2. The maximum eligibility would be 8 years or until eligible for Medicare, whichever comes first.

SUPPORT STAFF SECTION

I. Support Staff Working Conditions

A. Work Hours

1. Employees who work more than forty (40) hours per week during a given week shall receive one and one-half (1½) times their regular pay for work beyond forty (40) hours per week. "Hours worked" does not include paid leave time (vacation, sick, holiday, etc.) for purposes of determining overtime hours and pay.

2. All regular full-time employees shall receive an unpaid thirty (30) minute duty free lunch period.
3. Employees called back to work after their normal work shift will be paid a minimum of two (2) hours per trip unless the employee was called back due to an error or omission on the employee's part. An employee scheduled to open and close a school building on a day outside of the employee's normal work shift shall be paid for one trip only.
4. Employees attending specialized sessions outside contracted hours, such as Technology/Curriculum days, as directed by the supervisor will be paid their hourly rate.
5. In lieu of overtime pay, employees may, at their supervisor's option, choose to receive compensatory time off. Compensatory time off may be taken by mutual agreement between the employer and the employee and must be included in the employee's regular 40-hour work week.
6. In order for an employee to work beyond his or her contract hours in any week, prior approval must be obtained from the immediate supervisor.
7. In conjunction with local health and/or public safety authorities, the District may decide to close school or take other emergency measures in order to safeguard the health and welfare of employees and the public and/or because a situation exists affecting the ability of employees to perform their job. Examples of emergency conditions might include power outages, a natural disaster, or a quarantine imposed by health officials. If this happens, employees shall suffer no loss of compensation due to school closing.

B. Leave

Whenever you are ill or a family emergency arises, please submit your time off in Red Rover as early as possible so that a qualified substitute may be found. If at all possible, submit it the night before or no later than 6:15 AM the day you need a substitute. Submit your time off for each day you are going to be absent. Custodians, secretaries and food service workers contact your supervisor as soon as possible.

1. Full time exempt employees shall accrue sick leave at the rate of ten (10) days per year. Part time exempt employees shall accrue ten (10) days per year on a prorated basis.
2. Sick leave shall be paid for any absence from work due to the: Personal illness, under the age of eighteen (18) or age eighteen (18) or older if the child has a disability as set forth in Wisconsin Administrative Code section PI 11.02(2) and §115.76(5), Stats. (Examples of a disability include: cognitive disability, learning disability, autism, etc.); Serious health condition of a spouse, child, domestic partner or parent; medical or dental appointments for the employee and/or child that cannot be scheduled outside of the employee's regularly scheduled work hours.

The district may require a statement from the employee's caregiver in order for the employee to receive payment for any scheduled work time that was missed because of

injury or illness.

3. Sick leave for full-time and part-time employees will accumulate from year to year. Upon retirement, an employee will be reimbursed thirty (\$30.00) dollars for each day of unused sick leave with a maximum payout of five thousand (\$5,000.00) dollars. Upon leaving the district, an employee will be reimbursed fifteen (\$15.00) dollars for each day of unused sick leave with a maximum payout of two thousand five hundred (\$2,500.00) dollars.
4. Employees are permitted to donate to a Sick Leave Bank (SLB) that will be used to support an employee when that employee, or a member of their immediate family, suffers from a catastrophic illness or injury, and the employee has exhausted all sick leave and other paid leave options. The SLB, while supporting your colleagues, also acts like an insurance policy for you, in case of unforeseen events. Donated sick leave days are irrevocably given to the SLB and cannot be rescinded for any reason whatsoever. A donation to the SLB shall be a general donation and shall not be donated to a specific employee for their exclusive use. Only donors will be permitted to withdraw from the SLB. Employees who elect not to donate to the SLB upon first becoming eligible must wait until the next open donation period and are not eligible to withdraw from the Bank until they have donated. Donations will be accepted during the month of May each year. The donations period will not occur in any year in which the SLB contains two hundred (200) or more days. Employees are allowed to donate up to three (3) days of accumulated sick leave to the SLB
5. Full time exempt employees shall receive two (2) personal days per year. Personal leave may be used in increments of no less than four (4) hours. Personal leave cannot be "carried over" or accumulate. Personal leave may be used for personal obligations which cannot reasonably be conducted outside of the employee's workday. A request in writing to the Administrator shall be made as far in advance as possible, normally not less than five (5) days. Unused personal days will be paid out at the end of the school year at a rate of \$100.00 per day. Part-time employees will receive two (2) personal leave days on a prorated basis. Unused personal days for part-time employees will be paid out at the end of the year on a prorated basis.

Personal Leave Day Restrictions

The personal leave day will not be granted during the first or last week of semester, on a parent-teacher conference day, an in-service day, the week before or after a holiday break, or two weeks prior to the end of the school year. Personal leave during these periods may be approved for personal business that cannot be rescheduled for a different time at the discretion of the District Administrator or his/her designee. Personal leave shall not be used to attend Association membership meetings or legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District. Personal leave may not be granted if a substitute is not available.

6. All leave benefits granted by the Board shall cease upon termination of employment.

7. Military Leave shall be granted in accordance with state and federal law.
8. Court Leave: If a difference exists between regular pay and court pay for any mandatory court appearance or jury duty, the difference will be paid for by the District and not deducted from sick leave. This does not include those absences resulting from a personal violation of law.
9. Professional Leave
 - a. In addition to the leave provisions itemized in this section above, a teacher may be granted up to three (3) days of professional leave per year to attend other school sessions, conferences, workshops, institutes and other meetings relating to the teacher's discipline including, but not limited to, extra-curricular and coaching responsibilities. A request for professional leave may include evening, weekend or other non-school day functions provided they are requested in half-day increments. Additional days may be granted at the discretion of the Administration. This section does not apply to state tournaments.
 - b. Professional leave days may be granted upon advance written request to the administration so that proper arrangements for a substitute can be made.
10. Family and Medical Leave (FMLA) shall be granted in accordance with state and federal law.
11. Bereavement/Funeral Leave

In the event of death of the employee's spouse or children including step-children, the employee shall be allowed per occurrence up to five (5) days off work to travel to, make preparations for, and attend the funeral and related services. Employees shall be granted up to three (3) days per occurrence to travel to, make preparations for, and attend the funeral and related services of a parent, sibling, grandchild, or individual residing in the employee's household, including in-laws and step-relatives of the same relations as provided herein. Employees shall be granted up to one (1) day off to travel to, make arrangements for, and attend the funeral and related services of a grandparent, aunt, uncle, niece, nephew, including in-laws and step-relatives of the same relations, or close personal friend.

II. Support Staff Personnel Policies

Resignation Policy

In the event the Employee resigns/retires without giving at least two (2) weeks' notice, the sum of Five Hundred Dollars (\$500.00) is determined to be the reasonable liquidated damages which the parties, looking forward, reasonably anticipate will follow from such a breach and the Board may, at its option, demand and recover from Employee said amount as liquidated damages.

III. Support Staff Job Placement

Job Placement

1. The Board reserves the right to retain those employees who are most qualified to perform the available work, regardless of their previous length of employment.
2. When a position is being considered for reduction or elimination, the Administration will evaluate and recommend to the Board of Education which employee(s) shall not be retained.

IV. Support Staff Wages and Other Compensation

A. Salary

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

B. Holidays

1. All regular twelve-month employees shall be paid at their regular straight time rate when not working on the following holidays:

New Year's Day	Good Friday	Memorial Day
July 4th	Labor Day	Thanksgiving Day
Friday after Thanksgiving	Christmas Eve	Christmas Day
New Year's Eve		

2. When holidays occur on a weekend, the Friday or Monday will be the paid holiday.
3. Persons who volunteer to work extra hours during the summer or school vacations are not considered regular 12-month employees and shall not receive paid holidays.
4. In order to be paid for a holiday, the employee must work, be on paid leave or unpaid leave of less than 30 days duration, on the work day immediately preceding the holiday and on the work day immediately following the holiday.

C. Vacation

1. All regular full-time twelve month employees shall receive paid vacation as follows:

After 1 year	After 5 years	After 10 years	After 20 years
5 days	10 days	15 days	20 days

2. Vacation must be taken in no less than half day increments.
3. Vacation time requires the prior approval of the employee's supervisor.
4. Unused vacation days may not be accumulated.
5. Earned vacation shall be paid according to the proportion of full months worked to the total contract year. If the full two (2) weeks' notice is not given, earned vacation will be forfeited.
6. Custodial vacations shall be taken during the time when school is not in session, however, with prior administration approval, at least one (1) Custodial employee may be granted vacation during the time when school is in session.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE POLICIES AND HANDBOOK

I acknowledge that I have received and reviewed a copy of the School District of Thorp Professional Employee Handbook. I understand that it is my responsibility to read it thoroughly. If there are any policies or provisions provided to me that I do not understand, I will seek clarification from my immediate supervisor. I understand that this Handbook states the School District of Thorp's policies and procedures in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

I further understand that nothing contained in the Handbook may be construed as creating a guarantee of future employment, future benefits or conditions of employment, or a binding contract with the School District of Thorp for employment or benefits or for any other purpose. I understand that nothing contained in the Handbook may be construed as changing my employment status. I understand that pursuant to Wis. Stat. §118.21, the School Board shall contract in writing with teachers and that nothing contained in this Handbook is to be construed by any employee as establishing or modifying such teacher contract.

I understand that I must sign and date a copy of this receipt and return it to the District Office and failure to do so may result in my immediate termination.

Employee Signature: _____

Print Employee Name: _____

Date: _____