



**WESTOSHA CENTRAL HIGH SCHOOL**

**2023-24 PROFESSIONAL STAFF MANUAL**

**Board Approved August 8, 2023**

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## **MISSION STATEMENT**

Inspire, Challenge, Empower...Creating our future together

## **VISION STATEMENT**

Each and Every Student Prepared for Their Future

## **INTRODUCTION**

This Manual has been prepared to acquaint teachers and other professional staff with Westosha Central High School's (hereinafter referred to as "District") policies, procedures, rules, and regulations. It is your responsibility to read and become familiar with this information and to follow the District's policies, procedures, rules, and regulations. If you have any questions regarding the Manual or matters which are not covered, please direct them to the Principal or one of the Associate Principals. For any questions regarding benefits, please contact the District's Human Resource Office. The District also has other policies that apply to staff and students that are available on the District's website.

This Manual has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of any other rights or benefits, or a contract of employment, expressed or implied.

The provisions set forth in this Manual may be altered, modified, changed, or eliminated at any time by the District. This Manual supersedes any and all previous manuals, statements, policies, procedures, rules, or regulations given to employees, whether verbal or written.

## **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Kevin Kitslaar  
Principal  
262-843-2321  
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[Policy 3122-Nondiscrimination And Equal Employment Opportunity](#)

## **INTRODUCTORY PERIOD**

New teachers to the District will be provided with a mentor and will participate in the District's Mentor Program. During their first year of employment, the professional staff member will receive feedback through the evaluation process which will include classroom observations, meetings with their evaluator, and a written evaluation.

In the event that the professional staff member shall be terminated or non-renewed, such action shall be taken only after the administrators charged with the supervision of professional staff in their introductory period have undertaken personal observation and evaluation of the professional staff member and have offered counseling and guidance to correct such teaching deficiencies.

Section 118.22, Wisconsin Statutes, shall apply to non-renewal of all professional staff.

## **PAY PERIOD**

All teachers will be paid biweekly, over 20 or 26 pay periods, until the entire salary has been paid. Teachers will elect annually to choose between 20 or 26 pay periods. The first paycheck will be paid on the first payroll date in September.

## **TEACHER CONTACT DAYS**

Teacher-student contact days will follow the school calendar. Teachers will be contracted for 185 days each year.

Teachers who are employed for periods extending beyond the normal school year will be compensated at a rate set by the school district. Summer school rates will be determined separately (see [Summer School](#)).

## **TEACHER PERFORMANCE STANDARDS**

Initial salary and any salary changes shall not be determined solely on years of teaching experience and current level of training but shall be determined by the Board considering all factors relating to the continuing individual performance of the teacher.

An individual teacher whose performance demonstrates a need for administrative assistance to perform teaching duties in a more satisfactory manner will be placed on a Plan of Improvement. Teachers being placed on a Plan of Improvement for the next school year will not receive a salary increase for the next year per the Compensation Plan approved by the Board.

## **NEW HIRE SALARY DETERMINATION**

The District will determine the salary for a new teacher. This will take into account any prior teaching experience and education, to the extent applicable.

### **ADDITIONAL CLASS ASSIGNMENTS FOR TEACHERS**

The District may assign teachers to a sixth and/or seventh class overload period. Teachers may also volunteer for a sixth or seventh class assignment. Compensation for a sixth or seventh class assignment will be as follows:

<b><u>Years of District Experience</u></b>	<b><u>Semester Rate Per Class</u></b>
1 to 5 years	\$3,958.80
6 to 10 years	\$4,948.50
11 or more years	\$5,938.20

Teachers will be compensated during the semester that the overload is taught. Teachers assigned one overload will not have a duty and will have one prep period; teachers teaching two overloads will not have a duty or a prep period.

### **LEADERSHIP TEAM DEPARTMENT REPRESENTATIVE STIPENDS**

Leadership Team Department Representatives are defined as Alternative Education, Business and Marketing, English, Family and Consumer Sciences, Fine Arts, Mathematics, Physical Education, Reading, Science, Social Studies, Special Education, Student Services, Technology and Engineering, and World Language. Leadership Team Department Representatives will be compensated according to experience as a Leadership Team Department Representative at the District as follows:

<b><u>Years of Experience as Leadership Team Rep</u></b>	<b><u>Annual Stipend</u></b>
1 to 5 years	\$1,469.80
6 to 10 years	\$1,653.53
11 or more years	\$1,837.45
In-Training Representative	\$600.00

## **SUBSTITUTE TEACHERS**

District teachers assigned as substitute instructors during their prep period will have two options for compensation:

- A. Paid \$26.03 per class period.
- B. Earn one additional personal day by substituting ten class periods during their prep period, without pay, for other absent teachers. Teachers may only earn one additional personal day each year. If the employee does not substitute ten class periods by the end of the school year, the teacher will be paid for the number of unpaid class periods substituted.

Daily substitute teachers employed by the District will be paid \$140 for each full day they substitute teach.

Long-term substitute teachers employed by the District will be paid \$170 for each full day they substitute teach.

## **SUMMER SCHOOL**

The hourly rate will be based on years of experience as follows:

<b><u>District Summer School Experience</u></b>	<b><u>Pay Rate</u></b>
1 to 3 years	\$30 per hour
4 to 6 years	\$35 per hour
7 or more years	\$40 per hour

## **EDUCATIONAL STANDARDS**

- A. The teacher workday will be 7:15 a.m.-3 p.m. The teaching staff is expected to remain until 3:15 p.m. for student assistance, parent/teacher conference and until 3:45 p.m. for staff meetings. Teachers will be permitted to leave after the buses depart on Fridays and on days prior to a school break.
  - 1. Staff meetings will begin ten minutes after the end of the school day. Teachers are expected to attend all scheduled staff meetings.
  - 2. When possible, the Principal and teacher(s) will work together to formulate the agenda for staff meetings.

- B. A classroom teacher's normal assignment is based on an eight-class period day and shall consist of five instructional classes, one preparation period, one semester of a duty (the other semester is a second prep period), and a lunch/advisory period.
1. This assignment will be within the framework of the total school day.
  2. If needed, Departmental Leadership Representatives may be assigned one class period of one semester for study hall supervision.
  3. The non-instructional assigned period shall be used for supervisory duties, professional duties, or student assistance based on the District's needs. Teachers not assigned supervisory duties shall perform professional duties or student assistance during this period.
    - a. Student assistance during this period requires the teacher to be available to students at a specific location to respond to students' needs on an individual basis.
    - b. Professional duty includes non-supervisory responsibilities necessary to develop and improve the curriculum and program available to students and faculty.
    - c. A teacher who has been assigned more than the normal workload shall be entitled to additional compensation as set forth in [Additional Class Assignments for Teachers](#).

#### **GUIDELINES FOR INSTRUCTIONAL STAFF – PART-TIME**

The District will enter into a part-time agreement based on the following:

- A. Ability to Meet Student Requests and Does Not Cause Unwanted Overloads**
1. The request does not cause an overload for another staff member. Rather, students can be absorbed in other sections without going over the capacity of the section.  
OR
  2. If students cannot be accommodated in other sections and accommodations cause a staff overload, there must be an agreement with another qualified staff member stating their willingness to accept the overload.
- B. Annual Approval of Part-Time Status**
- Having the part-time agreement one year does not guarantee the same agreement



the following year. The decision to continue the agreement is based upon the conditions set forth in Number 1.

**C. Acceptance of Pro-Rated Pay, Responsibilities, and Expectations as Determined by the District**

**D. Change in Enrollment will not Result in a Change in the Agreement After Board Approval**

This would be applicable when a large number of new students enroll, causing an unexpected need for more sections.

**E. Multiple Requests**

In the event of multiple requests from the same department, each request will be approved based on the conditions set forth in this agreement. If only one request can be honored, the following prioritization will be used:

1. First, if a staff member is currently under a part-time agreement, that staff member has the first option to continue.
2. If all requests are new and meet the criteria in Letter A, but only one can be honored, then the first request emailed to the Principal will have priority. Requests can be made beginning on January 1 for the upcoming school year.  
**Teacher Schedule is based on an eight-period day.**

### **HARASSMENT AND DISCRIMINATION**

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

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See [Policy 3362-Employee Anti-Harassment](#).

### **FAMILY MEDICAL LEAVE**

The Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA) provide employees with the right to take leave when employees need

time off from work to care for themselves or a family member who is seriously ill, to care for a newborn or newly adopted child or to attend to the affairs of a family member who is called to active duty in the military. See [Policy 3430.01-Family & Medical Leave of Absence \(FMLA\)](#).

## **ELECTRONIC COMMUNICATIONS**

The Board of Education (hereinafter referred to as “Board”) is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. Safeguards shall be established so that the Board’s investment in both hardware and software achieves the benefits of technology and inhibits negative side effects.

The District’s internet system has a limited educational purpose. The District’s internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District’s computers, network and internet services (“network”) is in accordance with its limited educational purpose. Employees’ use of the District’s network will be governed by this policy and the related administrative guidelines, and any applicable employment contracts. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the network. See [Policy 7540.04-Staff Technology Acceptable Use and Safety](#), [Policy 7540.06-District-Issued Staff E-Mail Account](#), and [Policy 7544-Use Of Social Media](#).

## **DRESS CODE**

The District believes that all employees of the District represent the District and set an example in their dress and grooming. Therefore, professional staff are expected at all times during scheduled working hours to wear attire that defines a professional atmosphere to students, parents and the public. See [Policy 3216-Staff Dress And Grooming](#).

## **NO SMOKING PERMITTED**

The School District does not permit smoking in any of the District facilities, or on District property. Violation of this policy will result in discipline, up to and including, termination. See [Policy 3215 - Use of Tobacco by Professional Staff](#).

## **RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS**

Staff may not advertise or promote the interest of any non-school related agency or organization. See [Policy 9700-Relations With Non-School Affiliated Groups](#).

## **USE OF DISTRICT PROPERTY**

Use of District property or supplies for personal use without permission of the District Administrator is prohibited.

## **DRUGS AND ALCOHOL**

The District recognizes alcohol and other drug abuse as a potential health, safety and security problem, and it is the District's intent and obligation to provide a drug-free, healthful, safe and secure work environment. Therefore, the use, sale, purchase, manufacture, distribution, dispensation, possession or presence in one's system of alcohol or a controlled substance on District premises or while conducting District business off premises (e.g. overnight trips, chaperoning or supervising students, athletic events) is absolutely prohibited by the District. The policy will be applied in a manner which is consistent with the District's obligations under state and federal disability laws.

All employees are advised that remaining drug and alcohol free is a condition of continued employment with the District. Any employee who fails to remain alcohol and drug free on premises and during his/her hours of employment at work will be terminated. The District may require an employee to undergo a drug and/or alcohol test when the District has a reasonable suspicion that the employee is in violation of this rule. The employee will be referred to a certified testing laboratory for completion of the test.

Employees must, as a condition of employment, abide by terms of this policy. In addition, an employee must notify the District of any criminal drug statute conviction for a violation occurring on District premises or while conducting District business off premises. Anyone violating this policy will be terminated. See [Policy 3122.010-Drug-Free Workplace](#).

## **NEPOTISM**

No member of an employee's immediate family shall supervise another member of the same family. Immediate family members shall include spouses, parents, grandparents, children, siblings, stepparents, stepchildren, and in-laws. See [Policy 3120-Employment of Professional Staff](#).

## **ATTENDANCE**

Regular attendance is required of every District employee. It is the employee's responsibility to be on the job on time each day, ready to work, to return on time from scheduled breaks, and to remain working until the end of the scheduled shift. Excessive absenteeism and or excessive tardiness may lead to discipline, including termination.

Reporting: If an employee must be absent or late on any work day, he or she is to notify the District through the procedures created by the District; these procedures will be reviewed annually with all staff prior to the start of the school year.

Substitute Folder: Teachers are expected to have a substitute folder for use when the teacher is absent from school. The folder must be left in a visible place or there must be a note designating where it can be located. The folder should include information on student seating and other helpful hints to assure safe and productive instruction occurs while the teacher is out. If possible for unplanned absences, but required for pre-planned absences, the teacher should provide a detailed lesson plan that aligns to the topic being studied and refrain from busy work unrelated to course objectives. It is important to view these days as continuous instruction days and not as "free days" for the students. Teachers are responsible to follow up on substitute recommendations and referrals for student misconduct.

Absence: An absence due to the employee's own accident or illness will be considered an excused absence. If an employee is absent due to accident or illness for three consecutive days, he or she may be required to provide a written excuse, and at the supervisor's option, a release for return to work signed by a licensed physician.

Unless approved by a supervisor, an absence for any other reason will be considered an unexcused absence, and each scheduled work day that an employee is absent is a separate incident. Unexcused absences from work for two scheduled work days without calling in or notifying the employee's supervisor is considered a voluntary resignation.

When a teacher is absent for part of the school day, the absence shall be recorded as the fraction of the day missed. All periods are valued at 1/7. The teacher's lunch period will not be included in that fraction.

Tardiness: Tardiness, unless due to emergency conditions excused by a supervisor, is never warranted. Excessive tardiness may result in disciplinary action, up to and including suspension and/or dismissal.

## **CONFIDENTIALITY**

All student records are to be treated as confidential information, unless otherwise directed by this policy and/or applicable law. The Principal, or designee, has primary responsibility for maintaining the confidentiality of all student records kept in the school.

Employees shall use confidential information appropriately and with respect for the rights of individuals. Privileged information shall not be used for personal gain or to the detriment of the District.

Violation of this policy may result in progressive discipline, up to and including suspension and/or dismissal. See [Policy 8350 - Confidentiality](#).

## **EMPLOYEE RECORDKEEPING**

The District maintains personnel records and files for each employee. Maintaining these files with up-to-date information is very important as it provides the District with contact information in case of emergency, address mailings, data for payroll purposes, and information required for reporting purposes and benefit programs.

All employees must promptly notify the District Human Resource Office of any changes in:

- A. Address
- B. Marital status or name change
- C. Party to be notified in case of emergency
- D. Phone number(s)
- E. Dependent(s)

It is the District's policy to protect the privacy of each employee and therefore the District is committed to the confidential handling of every employee's personnel information.

Records of all personnel shall be considered confidential to the extent provided by law and shall be kept in the District's Human Resource Office. Records shall be maintained in accordance with all applicable federal and state laws and regulations and retained in accordance with the District's record retention schedule. See [Policy 8320-Personnel Records](#).

## **ACCESS TO PERSONNEL FILE**

If an employee desires to review his/her personnel records, contact the District Administrator for an appointment. Consistent with applicable law, the District will allow employees to inspect their personnel records twice a year and within seven working days

after the employee makes the request for inspection. Only administrative, management, and supervisory personnel with a need to know may review another employee's personnel records. See [Policy 8320-Personnel Records](#).

## **DISCIPLINE AND GRIEVANCES**

Discipline Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the District. Disciplinary action may call for any of four steps, verbal warning, written warning, suspension (with or without pay) or termination of employment, depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The District reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Grievances It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. Each employee of the District shall be provided an opportunity to understand and resolve certain matters affecting employment that the employee believes to be unjust. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees.

A grievance shall mean a dispute concerning an employee's discipline or termination of employment, or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. An earnest effort shall first be made to settle the matter informally between the teacher and the immediate supervisor. See [Policy 3340-Grievance Procedure](#) for complete grievance procedures.

## **EMPLOYMENT TERMINATION AND NON-RENEWAL OF EMPLOYMENT**

In the event of misconduct, the District reserves the right to discipline, and, if necessary, terminate a teacher in accordance with any applicable state statutes. The District may non-renew a teacher's individual contract as provided for under Sec. 118.22, Wis. Stats. See [Policy 3140-Non-Renewal, Resignation, And Termination](#).

## **LIQUIDATED DAMAGES**

A teacher who requests the cancellation of an individual teaching contract after it has been signed shall pay liquidated damages to the District in the amount specified below. The request must be in writing and directed to the District Administrator. The effective date for

receipt of the request shall be the date the request is received by the District Administrator. The teacher shall pay the liquidated damages at the same time.

<b><u>Date of Canceling Contract</u></b>	<b><u>Liquidated Damages Amount</u></b>
Prior to July 1	\$500
July 1-July 31	\$750
August 1 or Later	\$1,837

The Board will consider the teacher's request to be released from his/her employment contract. The teacher must agree to pay the liquidated damages in order to be released from his/her individual teaching contract.

### **CALENDAR**

The school calendar will be developed by the District Administrator and approved by the Board. In the case of school closings due to inclement weather or other emergencies, the Board will determine if it is necessary to make up for the missed days. Virtual Learning Days may be used on days when school is closed. Teachers will not be required to report on days on which school is closed. Teachers are expected to meet their contractual obligations in instruction.

### **ASSIGNMENT TO EXTRA-CURRICULAR DUTIES**

The Activities Director will assign extra-curricular duties to qualified applicants. Assignments shall be made in the following manner:

- A. Volunteers for appointment to the position shall be sought.
- B. Where there are no qualified volunteers, the Activities Director will assign an employee or consider another person for the position.
- C. The Activities Director reserves the right to remove an employee from an extracurricular position at the Activities Director's discretion.

### **EXTRA DUTY PAY**

The District Administrator will assign extra duties to qualified teachers as necessary. Assignments shall be made in the following manner:

- A. The District Administrator will solicit qualified volunteers for extra duty work assignments throughout the school year.

- B. In the event there are no qualified volunteers for the assignment, the District Administrator has the right to assign these duties to a qualified person. All such assignments shall be made by September 30 of the school year except in situations where such notice cannot be given.
- C. The District Administrator will avoid making extra duty work to an employee more than seven times during the school year. This limitation shall not apply to those employees who volunteer for more than seven such extra duty work assignments.
- D. Payment for extra duty work assignments under this section shall be per time worked.

### **CURRICULUM COMMITTEE**

The curriculum must remain under constant review so that it enhances student achievement and needs. Suggestions for change will come from five sources: Board, administration, teachers, community members, and/or students. So that changes can be studied and made, if proven necessary, the Board established a Building Curriculum Committee.

- A. The Building Curriculum Committee will consist of the District Administrator, the Principal, one other administrator, three teachers and two board members.
- B. A recommendation for a curriculum change must be submitted in writing to the Building Curriculum Committee. The curriculum change may come from departments, administration, or the Board. Curriculum change recommendations evolving from departments must be reviewed and recommended by the entire department. Recommendations shall be in written form and will be made available to everyone on the committee so that they may become familiar with the request before proceeding to Step Three (C).
- C. An open meeting will be held during which the department or person making the request will present and explain the recommendation. Anyone in attendance may bring up questions or objections.
- D. At a later time, the Curriculum Committee of the Board will meet to consider changes and additions and make a recommendation. The Board Committee will consist of the District Administrator and the Board's Curriculum Committee.
- E. Recommendations will then be presented to the Board for a final decision.

### **MENTORS**

This program provides ongoing orientation, formative assessment, professional development, mentoring, and PI 34 support for teachers new to the District. Veteran



teachers within the building serve as mentors for new teachers. Mentors are available for consultation throughout Years One and Two and support new teachers on a variety of levels. Third, fourth, and fifth year teachers receive support to fulfill the requirements of PI 34.

### **Program Overview**

The New Educator Mentor Program is designed to successfully onboard all new educators to the school district and provide learning opportunities that will positively impact the educator over time. Supporting our new educators to the best of our ability so that we may all serve our students to the best of our ability is at the basis of this program.

### **Program Goals**

- A. Retain promising initial educators by easing their transition into teaching, promoting their personal and professional well-being, and conveying the culture of the District to them.
- B. Enhance student achievement by fostering a supportive educational environment through collaboration among teachers.
- C. Continually renew the teaching profession by providing opportunities for professional growth for both initial educators and veteran teachers.

### **In order to meet those goals,**

- A. Each new educator is assigned a mentor by the District.
- B. Each new educator participates in a summer orientation. The mentor attends this orientation with the new educator.
- C. New educators receive ongoing support over the course of the first two school years by participating in reflective meetings with their mentors and by participating in a professional learning seminar series.

### **New Educators**

#### **Definitions:**

- A. Level 1 New Educator (New to the Profession): Prior to becoming a new educator at the District, this educator had less than three years of experience as a licensed educator.
- B. Level 2 New Educator (New to the District): Prior to becoming a new educator at the District, this educator had three or more years of experience as a licensed educator.

#### **Level 1 New Educator Expectations:**

In the first year,

- A. Attends the New Educator Inservice Day(s) prior to the start of the school year as scheduled by the District.
- B. Participates in six New Educator Seminars scheduled to take place throughout the academic year.
- C. Participates in three formative classroom observations and reflection meetings.
- D. Formally meets with assigned mentor on a monthly basis to reflect on teaching and learning. This is an opportunity to reflect, celebrate, and seek support on a regular basis. More frequent informal meetings occur as needed.
- E. Seeks additional support and questions as needed.

Level 2 New Educator Expectations:

In the first year,

- A. Attends the New Educator Inservice Day(s) prior to the start of the school year as scheduled by the District.
- B. Has the option to participate in all six New Educator Seminar Series scheduled to take place throughout the academic year. Minimally must attend the two designated dates in the series.
- C. Participates in three formative classroom observations and reflection meetings.
- D. Formally meets with assigned mentor on a monthly basis to reflect on their practice. This is an opportunity to reflect, celebrate, and seek support on a regular basis. More frequent informal meetings occur as needed.
- E. Seeks additional support and questions as needed.

Compensation

Counts towards one professional development activity if all requirements are met towards the Compensation Model.

Mentors

A mentor is an experienced professional educator who is recognized for classroom excellence and success. The mentor needs to be a good listener, a problem solver, and a positive role model, available to dedicate time to the new educator and be a help to, not a critic of, the new teacher. Mentors maintain confidentiality about their mentee and are not in an evaluation situation.

Qualifications:

- A. Possess a valid Wisconsin Educator License.
- B. Have at least three years of experience in education. Three years of experience within the District is preferred.
- C. Endorsement of a school administrator as a reflective and qualified educator.
- D. Willingness to participate in the mentorship program by completing all the responsibilities associated with the program and in supporting their mentee.

Expectations:

In the first year,

- A. Attends the New Educator Inservice Day prior to the start of the school year as scheduled by the District.
- B. Participates in two New Educator Seminars with mentee: one in the winter and one in the spring as determined by the Director of Learning and Innovation.
- C. Participates in three formative classroom observations and reflection meetings with the mentee.
- D. Formally meets with assigned mentee on a monthly basis to reflect on their practice. This is an opportunity to reflect, celebrate, and support on a regular basis. More frequent informal meetings occur as needed.

Compensation:

- Mentors are compensated \$861 upon satisfactory completion of mentor responsibilities for the New Educator Mentor Program in Year One.
- If a second year of mentorship is required and approved by administration, mentors are compensated \$431.

**LAYOFF AND RECALL**

At times it may be necessary to reduce the number of staff employed by the District. In the event that the District determines that it is necessary to reduce the number of staff, the District will follow the procedures listed in [Policy 3131-Reduction in Staff](#).

## COMPENSATION AND BENEFITS

### **Compensation for Professional Staff**

The Board will follow the plan approved by the District on July 11, 2023. Click here for the [Compensation Plan](#).

### **Fringe Benefits**

The following fringe benefits will be made available to professional staff contracted at a 75 percent Full Time Equivalent (FTE) or greater.

### **Dental Insurance**

The Board shall pay the full costs associated with single or family dental premiums for eligible employees. Newly hired teachers will be eligible for dental coverage beginning on September 1. Teachers resigning at the end of the school year will have coverage through August 31. Teachers resigning during the school year will have coverage through the end of the month of the effective date of their resignation. Less than 1.0 FTE teachers shall pay the balance of the required premium costs and the Board shall pay an amount equivalent to the FTE assigned to that teacher by contract.

### **Health Insurance**

The Board will pay 92 percent per month toward a single or family health premium. The balance of the premium will be deducted from the employee's payroll. Less than 1.0 FTE teachers shall pay a prorated contribution rate based on their FTE.

Newly hired teachers will be eligible for health coverage beginning on September 1. Teachers resigning at the end of the school year will have coverage through August 31. Teachers resigning during the school year will have coverage through the end of the month of the effective date of their resignation.

The District will provide an Open Enrollment period annually. The dates will be communicated to all staff.

In order to be eligible for health insurance coverage through the District during the current year, an employee not previously covered must be able to demonstrate that they are eligible to enroll due to experiencing a qualifying event. Employees must notify the Human Resource Office within 31 days of the qualifying event. A list of qualifying events can be obtained in the District Office.

### **Option Plan Coverage**

Teachers may waive District health insurance coverage and elect to take a payment in lieu of health insurance coverage. For employees not considered full time, the annual payment shall be prorated. The prorated amount shall be determined by the teacher's FTE.

The annual amount for cash-in-lieu is \$7,040 for employees who elect this option on or after July 1, 2014.

The annual amount for cash-in-lieu is \$9,680 for employees who elected this option prior to July 1, 2014.

### **Basic Group Life Insurance**

The Board provides Life Insurance and Accidental Death & Dismemberment (AD&D) coverage in the amount equal to one time the employee's annual base salary rounded to the next \$1,000. Please refer to the certificate for explanation of your plan's benefits, exclusions, limitations, and reductions.

### **Supplemental/Additional Life Insurance**

The employee will be allowed to participate in the Supplemental/Additional Life insurance with the premium paid 100 percent by the employee. Please refer to the certificate for explanation of your plan's benefits, exclusions, limitations, and reductions.

### **Long-Term Disability Insurance**

The Board will provide group long-term disability insurance. The District will pay a dollar amount sufficient to cover the monthly premium cost for long-term disability insurance. This benefit will be 90 percent of employee's wages after the employee meets the 90-day qualifying period. Please refer to the certificate for explanation of your plan's benefits, exclusions, limitations, and reductions.

### **Short-Term Disability Insurance**

District employees may participate in a short-term disability plan offered by the District with the premium paid 100 percent by the employee. Please refer to the certificate for explanation of your plan's benefits, exclusions, limitations, and reductions.

### **Vision Insurance**

District employees may participate in a vision insurance plan offered by the District with the premium paid 100 percent by the employee.

## **GENERAL LEAVE - PROFESSIONAL STAFF**

### **General Leave Earned**

Professional Staff shall be allocated twelve (12) days of general leave per contract year. General leave days for part-time employees will be prorated to coincide with the percentage of employment.

### **General Leave Use**

A request via the school information system to the Principal or designee shall be made as far in advance as possible, normally not less than five (5) days. Emergencies may delay the submitting of the written statement until the employee returns to work.

The Principal or designee has the right to approve or deny all requests. The total number of staff using general leave on any given day shall be limited at the discretion of the Principal or designee.

All paid general leave days must be used prior to taking unpaid general leave days.

General leave shall be paid for any absence from work due to any of the following:

1. When an employee is ill. For absences from school that number three (3) or more days consecutively, a medical note may be required upon return to work to document such leave.
2. When an employee, or his/her family or household member, has a doctor's appointment that cannot be scheduled outside of school hours, or when an employee must take a child or spouse to/from the hospital.
3. When an employee must remain home to care for a sick child, spouse, or parent who lives in the employee's home.
4. When an employee's spouse, child, or other member of his/her immediate family is undergoing surgery. Three (3) days will be permitted with prior approval of the Principal.
5. When it is necessary to care for a sick child or parent who does not live in the employee's home, up to five (5) sick days may be approved by the Principal.
6. Birth in an immediate family.
7. Absence necessitated by summons to court will be approved by the District Administrator.
8. General leave may be used for personal obligations. Specific limitations include, but are not limited to:
  - a. General leave days may not be used to extend holidays, vacations, or school recess periods unless the event is a "once in a lifetime experience". In this case, the Principal must approve thirty (30) days in advance (if possible).

- b. The maximum of two (2) consecutive general leave days will be approved. The Principal may approve additional consecutive days, but only in the case of a “once in a lifetime experience”. In this case, the Principal must approve thirty (30) days in advance (if possible).
- c. The general leave day will not be granted during the first or last week of a semester or on an in-service day. General leave during these periods may be approved for personal business that cannot be rescheduled for a different time at the discretion of the Principal or his/her designee.
- d. In addition, general 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.

### **General Leave Accumulation**

General leave will accumulate for full-time and part-time employees to a maximum of ninety (90) days.

Unused general leave days beyond ninety (90) days will be paid out at seventy five dollars (\$75) per day, after June 30.

There is no payout for general leave at the termination of employment unless outlined in the employee’s contract or in the retirement section of the handbook.

The Board may require verification of the teacher’s condition, whether on sick leave or disability leave, by the teacher’s physician. The Board may also require any teacher on sick leave or disability leave to submit to a medical examination by a physician of the Board’s choice, for the purpose of substantiating the reason for the leave. In the event the teacher shall object to the Board’s choices of physician, the Board shall select a different physician after consulting with the teacher. Any such examination by the Board’s physician shall be at the Board’s expense.

A teacher found to be using sick leave for purposes other than sickness as defined in this article shall be subject to discipline.

### **BEREAVEMENT LEAVE**

Leave will be provided to an employee in the event of the death of a family member as follows:

**Immediate Family:** Three paid days allowed to prepare for and attend the funeral of an immediate family member. Immediate family includes: spouse/domestic partner, children/stepchildren, parents/stepparents, brothers/step brothers and sisters/step

sisters, grandparents, grandparents-in-law, grandchildren, parents-in-law, and brother/sister-in-law, daughter/son-in-law of an employee. These days will not be deducted from accumulated sick or personal leave.

**Non-Immediate Family:** Two days may be used to prepare for and attend the funeral of a member of the employee’s non-immediate family. Any leave used for a non-immediate family will be deducted from the teacher’s sick leave.

See [Policy 3431-Employee Leaves](#).

### **CATASTROPHIC SICK LEAVE BANK**

Teachers may seek additional support through the Catastrophic Sick Leave Bank for those who may be in need of such a bank. Catastrophic is defined as a serious health condition such as an illness, impairment, or physical or mental condition that involves a period of incapacity of at least five consecutive working days and requires a regimen of continuing treatment by a health care provider. This extends to members who are caregivers of an immediate family member of the professional staff member.

Provisions in the establishment and maintenance of this Catastrophic Sick Leave Bank include the following:

1. Teachers once annually may voluntarily contribute sick leave day(s) to the Catastrophic Sick Leave Bank for the purpose of allowing a fellow staff member to access days from the bank to cover when a professional staff member has exhausted all sick and personal leave days.
2. The only exception to the once annual voluntary contribution of sick leave days may occur if the total number of days in the bank falls below 30 days.

**Contributions by professional staff members will follow the formula below:**

<b>Number of Sick Days Accrued/Possessed by Professional Staff Member</b>	<b>Number of Days Professional Staff Member May Contribute to Sick Leave Bank Per Year</b>
Less than 20 days	No Contributions to Bank
21 to 30 days	Maximum Contributions – 1 Day
31 to 40 days	Maximum Contributions – 2 Days
41 days and beyond	Maximum Contributions – 3 Days



3. Any contributions to the Catastrophic Sick Leave Bank are non-refundable.
4. Only individuals who contribute may access the Bank.
5. Any unused sick leave days contributed will carry over to the following year.
6. A professional staff member who applies to the bank for access of days must have exhausted all sick and personal days for a period up to 5 days prior to accessing the bank.
7. The maximum number of sick leave days used per teacher from the bank shall not exceed 10 days in any school year.
8. The maximum lifetime access of sick leave bank days shall not exceed 30 days.
9. The process for awarding days from the bank shall be determined by an ad hoc committee of 3 representatives from the professional staff, the Human Resources/Benefit Specialist, the District Administrator, a building administrator appointed by the Principal, and a board member appointed by the Board President. A simple majority vote of the members on the committee is needed to award days.

The Board and Administration extend this Catastrophic Sick Leave Bank with the understanding that the Board and Administration can alter or cancel the bank at any time. Any remaining days may be distributed as outlined above until the bank is depleted of all contributions.

### **MILITARY LEAVE**

Staff members will be afforded protected leave in accordance with the law.

See [Policy 3431-Employee Leaves](#).

### **MILEAGE REIMBURSEMENT AND JOB-RELATED EXPENSES**

Job-related expenses incurred in the course of performing services for the District will be reimbursed as applicable in [Policy 3440-Job-Related Expenses](#) and [Administrative Guideline 3440A-Job-Related Expenses](#).

## **JURY DUTY**

An employee who serves on a jury shall be paid his/her regular salary while serving on the jury. The employee shall pay the District any monies received for jury duty pay. If an employee is dismissed from jury duty, he/she shall return to school to complete his/her normal workday.

See [Policy 3431-Employee Leaves](#).

## **WISCONSIN RETIREMENT SYSTEM**

All eligible employees will be covered under the Wisconsin Retirement System. The Board pays the employer's share and the employee pays the employee's share.

## **WORKER'S COMPENSATION**

All employees are entitled to worker's compensation coverage. If the injury or illness is of the duration in which worker's compensation is paid to the employee, the employee shall endorse and turn over said check to the District and receive his or her regular pay.

If you are involved in an accident while working or witness an accident, it is to be reported immediately to your supervisor and the District Office. You are required to complete a written report related to the accident within 24 hours.

## **RETIREMENT – PROFESSIONAL STAFF**

Supplemental retirement benefits are available to regular and early retirees meeting criteria as described in this section. Early retirement is defined as retirement before the statutory age. Retirement must occur at the end of a school year; it will not be allowed any other time. These benefits do not apply to any teacher who is discharged or non-renewed for cause, or any teacher who is receiving benefits under the District's long-term disability program.

The benefits offered under this section are not vested benefits; the Board reserves the right to revise and/or eliminate these benefits at any time.

### **Steps to Retirement**

1. Notify the District in writing before February 15 of the professional staff member's final year.
2. Meet with the District Administrator to confirm the severance package.

**STAFF HIRED PRIOR TO SEPTEMBER 1, 1996**

Full-time professional staff age fifty-five or older will receive the following supplemental retirement benefits.

**Years of Service Payment**

- Three days pay for each full-time year of service for the District, not to exceed fifty days.
- Paid at the per diem rate at time of retirement. Per diem rate will not include any additional compensation outside of the teaching contract.
- Payment made over two fiscal years. Half will be paid in June at the time of retirement and half will be paid the following January.

**Sick Days Payment (General Leave Days)**

- Fifty percent of unused sick days, not to exceed fifty days.
- Paid at the per diem rate at time of retirement. Per diem rate will not include any additional compensation outside of the teaching contract.
- Payment made over two fiscal years. Half will be paid in June at the time of retirement and half will be paid the following January.

**Insurance Coverage or Cash-in-Lieu**

- The District will contribute an amount equal to the cost of single/family health and dental insurance in effect at the time of the employee's retirement for seven years. The retiree will pay the difference of any increases in the premium.
- The employee must be enrolled in health and/or dental benefits at time of retirement to receive the insurance benefits.
- In case of the retiree's death, the spouse may continue the insurance at his/her own expense for a maximum of three years.
- In lieu of retiree health insurance, retirees may elect to receive an annual cash payment for the same period of time that the insurance coverage would have been extended. The annual amount of cash-in-lieu for retirees who elected cash-in-lieu on or after July 1, 2014 is \$7,040. The annual amount of cash-in-lieu for retirees who elected cash-in-lieu prior to July 1, 2014 is \$9,680.
- Once a retiree removes him/herself from health insurance (ex.: choose cash-in-lieu), they will no longer be eligible for retiree health insurance.

**STAFF HIRED ON OR AFTER SEPTEMBER 1, 1996 AND PRIOR TO SEPTEMBER 1, 2001**

Full-time professional staff age fifty five or older will receive the following supplemental retirement benefits.

**Years of Service Payment**

- Three days pay for each full-time year of service for the District, not to exceed fifty days.
- Paid at the per diem rate at time of retirement. Per diem rate will not include any additional compensation outside of the teaching contract.
- Payment made over two fiscal years. Half will be paid in June at the time of retirement and half will be paid the following January.

**Sick Days Payment (General Leave Days)**

- Fifty percent of unused sick days, not to exceed fifty days.
- Paid at the per diem rate at time of retirement. Per diem rate will not include any additional compensation outside of the teaching contract.
- Payment made over two fiscal years. Half will be paid in June at the time of retirement and half will be paid the following January.

**Insurance Coverage or Cash-in-Lieu**

- The District will contribute an amount equal to the cost of single/family health and dental insurance in effect at the time of the employee's retirement for three years. The retiree will pay the difference of any increases in the premium.
- The employee must be enrolled in health and/or dental benefits at time of retirement to receive the insurance benefits.
- In case of the retiree's death, the spouse may continue the insurance at his/her own expense for a maximum of three years.
- In lieu of retiree health insurance, retirees may elect to receive an annual cash payment for the same period of time that the insurance coverage would have been extended. The annual amount of cash-in-lieu for retirees who elected cash-in-lieu on or after July 1, 2014 is \$7,040. The annual amount of cash-in-lieu for retirees who elected cash-in-lieu prior to July 1, 2014 is \$9,680.
- Once a retiree removes him/herself from health insurance (ex.: choose cash-in-lieu), they will no longer be eligible for retiree health insurance.

**STAFF HIRED ON OR AFTER SEPTEMBER 1, 2001**

Full-time professional staff age fifty-five or older with ten years of local experience will receive the following retirement benefits.

**Years of Service Payment**

- \$2,000 per year for each full-time year of service, up to a maximum of ten years.
- Payment made over two fiscal years. Half will be paid in June at the time of retirement and half will be paid the following January.

**Sick Days Payment (General Leave Days)**

- Fifty percent of unused sick days, not to exceed fifty days.
- Paid at the 2010-2011 per diem rate, or earliest per diem rate if hired after 2010-2011. Per diem rate will not include any additional compensation outside of the teaching contract.
- Payment made over two fiscal years. Half will be paid in June at the time of retirement and half will be paid the following January.