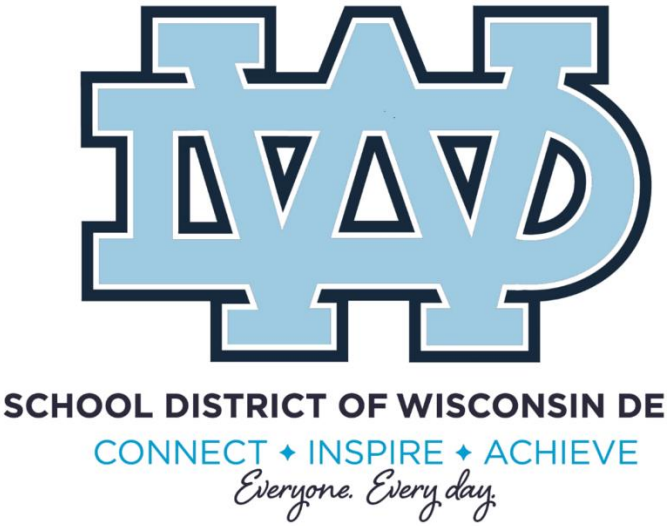

SCHOOL DISTRICT OF WISCONSIN DELLS

EMPLOYMENT HANDBOOK
for
PROFESSIONAL STAFF MEMBERS

August 25, 2025

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I. INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for professional staff members including all regularly employed full-time and part-time teachers, teaching principals, librarians, school counselors, school psychologists, social workers, school nurses, and speech and language pathologists. The provisions described herein are the terms and conditions governing employment in the School District of Wisconsin Dells and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of School District of Wisconsin Dells ("District"). It has been prepared to acquaint all professional staff members with the policies and administrative guidelines, 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 professional 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 District Administrator that are available electronically on the District website at www.sdwd.k12.wi.us, as well as the rules and regulations contained herein.

If there are questions regarding any of the Board policies and/or administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, staff members should direct them to their immediate supervisor or the District Office.

DISCLAIMER STATEMENT

None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. The individual contracts issued by the Board to District's professional staff members employed shall control if there are conflicts between the contract and this Handbook.

Furthermore, any professional staff member who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with Policy 3139 – Staff Discipline.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook shall control if there are conflicts between the Handbook and any and all previous handbooks, statements, Memorandums of Understanding, Letters of Understanding, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

GOVERNANCE

The Board of Education for the School District of Wisconsin Dells governs the District solely through its policies. These policies set forth the goals and expectations for the District and define how the Board interacts with the District Administrator. In addition, the Board of Education sets policies regarding its own functions.

The Employment Handbook is approved by the Board of Education in compliance with these policies. The daily operations of the District are under the authority of the District's Administration. The District reserves the right to interpret and apply the terms of the Handbook.

STATEMENT OF PHILOSOPHY

The Board of Education believes that the purpose of education is to facilitate the development of the potential of each student. In a free society, every individual has both the right and responsibility to make choices and decisions for himself/herself and for society. A prerequisite for every member of such a society in meeting those responsibilities is competence in the use of the rational thought processes needed to make intelligent, ethical choices and decisions. If our society, as originally conceived, is to survive and function effectively, its young people need to be prepared to exercise their rights and their responsibilities in ways that benefit them and the society. Likewise, if individuals are to be able to achieve their life goals in a free society, they need to be competent to choose among the myriad alternatives that are and continue to be available to them.

The enculturation process in our society focuses on preparing the young to meet certain expectations and to avail themselves of opportunities to attain personal goals within that society. The District's program should reflect the formal aspect of the enculturation process, and, therefore, needs to focus on both the areas of societal expectations and personal opportunity available in our society.

With regard to societal expectations, people in this society are expected to:

1. be self-sufficient -- that is, to meet their own needs, to the extent they are able, in their own way and without inhibiting others' opportunity to do the same;
2. fulfill their responsibilities to contribute to the "common good" by actively participating in affairs affecting all members of society.

Today there is ample evidence that many students are not learning how to make effective, rational, responsible, or ethical choices or decisions in regard to how they treat their minds and bodies, how they plan their futures, how they cope with frustration, or how they solve personal, social, and economic problems.

The Board and staff believe that the thought and action process involved in taking intelligent, ethical action can be learned just as any other set of procedures can be learned, provided students are given consistent, appropriate opportunities to:

1. see the procedures modeled;
2. learn what the procedures are;
3. practice using the procedures and correct ineffective use of them;
4. apply the procedures to a variety of relevant situations.

The District is committed to ensuring equitable provision for such opportunities and to the applications of these processes to achieving the other educational goals associated with the District's mission.

Policy 2110 – Statement of Philosophy

SCHOOL DISTRICT OF WISCONSIN DELLS

CONNECT ✦ INSPIRE ✦ ACHIEVE

Everyone. Every day.

Our Vision:

Academic and individual excellence for a stronger community.

Our Beliefs:

- We set high academic standards and expect each student to reach his/her full potential.
- We are committed to the whole child: healthy, safe, engaged, supported, and challenged.
- We embrace our diversity, integrate equitable practices, and believe all students will be successful regardless of race, income, gender, sexual identity and learning differences.
- We partner with families and community to develop informed and responsible citizens.
- We collaborate to support individuals and families.
- We deliver a consistent and rigorous curriculum in every classroom.
- We value adult learning as a key to student learning.
- We pursue innovative ideas, evidence-based practices, and modern technologies.
- We seek to provide physical environments that facilitate high levels of learning and serve the needs of our community.

MULTI-YEAR STRATEGIC PLAN

June 2020

Core Strategies:

The following four core strategies organize our continuous improvement work at the system and at the school level over the long-term. Our core strategies are further defined and supported by our strategic objectives. We will focus on key performance objectives each year within these identified areas in order to meet our system's mission, vision, and belief statements.

- **STUDENT GROWTH AND ACHIEVEMENT**
- **PROFESSIONAL GROWTH AND LEADERSHIP**
- **DISTRICT AND COMMUNITY ENGAGEMENT**
- **FACILITIES, FINANCE, AND OPERATIONS**

Strategic Objectives:

STUDENT GROWTH AND ACHIEVEMENT

Embed ***equitable practices;*** improve ***K-12 literacy,*** and ***graduate*** students ***ready for post-high school success***.

PROFESSIONAL GROWTH AND LEADERSHIP

Provide ***targeted professional development*** that reflects our student growth and achievement priorities, and deepen the implementation and consistency of our ***professional learning communities***.

DISTRICT AND COMMUNITY ENGAGEMENT

Initiate an ongoing ***stakeholder feedback process*** and develop ***district communication practices*** that promote our community as a great place to live, work and raise families.

FACILITIES, FINANCE, AND OPERATIONS

Implement a ***long-term plan*** that ensures ***safe, clean, and healthy facilities*** and ***deliver student-focused services*** while maintaining ***fiscal responsibility***.

We live our mission and strive for our vision.

THIS IS WD.

DISTRITO ESCOLAR DE WISCONSIN DELLS

CONECTAR ✦ INSPIRAR ✦ LOGRAR

Todos Cada Día

Nuestra Visión:

Excelencia academico y individual para una comunidad fuerte.

Nuestras Creencias:

- Establecemos altos estándares académicos y esperamos que cada estudiante alcance su máximo potencial.
- Estamos comprometidos con el niño: sano, seguro, comprometido, apoyados y desafiados.
- Abrazamos nuestra diversidad, integrar prácticas equitativas y creo que todos los estudiantes tendrán éxito sin importar raza, ingresos, género, identidad sexual y las diferencias de aprendizaje.
- Nos asociamos con las familias y comunidad para el desarrollo de ciudadanos informados y responsables.
- Colaboramos para apoyar a individuos y familias.
- Entregamos un currículum coherente y riguroso en cada clase.
- Valoramos el aprendizaje adulto como un vínculo para el aprendizaje de los estudiantes.
- Perseguimos ideas innovadoras, pruebas prácticas y tecnologías modernas.
- Buscamos proporcionar ambientes físicos que facilitan altos niveles de aprendizaje y atender las necesidades de nuestra comunidad

PLAN ESTRATÉGICO MULTIANUAL
Junio 2020

Estrategias Centrales:

Los siguientes cuatro líneas estratégicas organizan nuestro trabajo de mejora continua en el sistema y en la escuela a largo plazo. Nos centraremos en los objetivos de rendimiento importante cada año dentro de estas áreas identificadas para cumplir con la misión, visión y declaraciones de la creencia de nuestro sistema.

- **LOGRO Y CRECIMIENTO DE LOS ALUMNOS**
- **LIDERAZGO Y CRECIMIENTO PROFESIONAL**
- **INVOLUCRAMIENTO DISTRITO Y COMUNITARIO**
- **OPERACIÓN FINANCIERO Y INSTALACIONES**

Objetivos Estratégicos:

LOGRO Y CRECIMIENTO DE LOS ALUMNOS
Emportar prácticas equitativas; mejorar la literatura K-12 y preparar a los alumnos graduados para el éxito posterior a la escuela secundaria.

LIDERAZGO Y CRECIMIENTO PROFESIONAL
Proporcionar un desarrollo profesional específico que refleje las prioridades de crecimiento y el logros de nuestros estudiantes y profundizar la implementación y la coherencia de nuestras comunidades de aprendizaje profesional.

INVOLUCRAMIENTO DISTRITO Y COMUNITARIO
Iniciar un proceso continuo de retroalimentación de las partes interesadas y desarrollar prácticas de comunicación del distrito que promuevan a la comunidad como un excelente lugar para vivir, trabajar y criar familias.

OPERACIÓN FINANCIERO Y INSTALACIONES
Implementar un plan a largo plazo que garantice servicios seguros, limpios y sanos y brindar servicios enfocados en los estudiantes mientras se mantienen las responsabilidades fiscal.

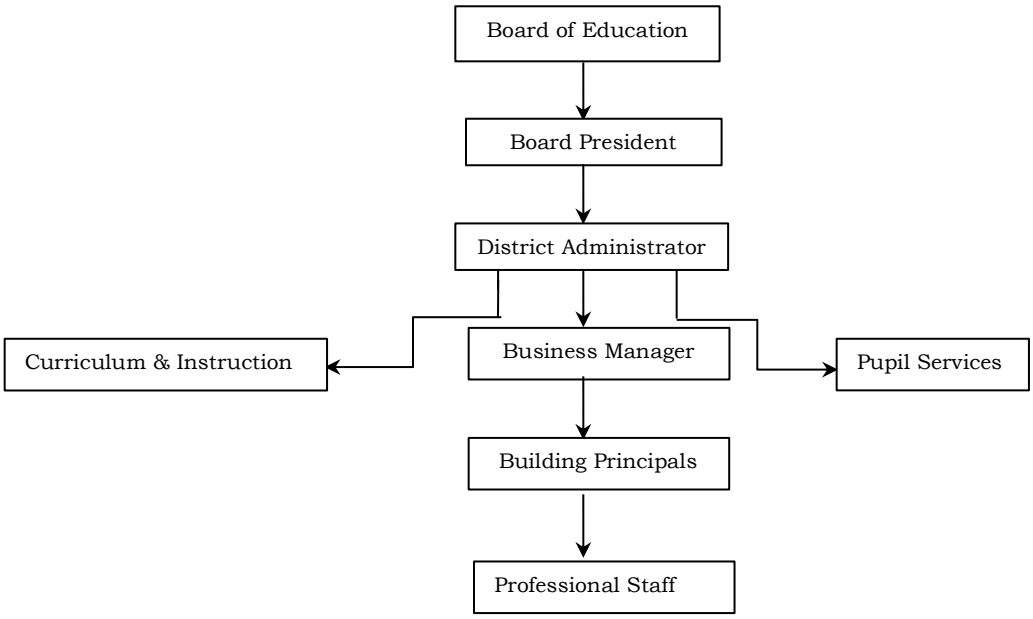
Vivimos a nuestra misión y trabajamos para nuestra visión

SOMOS WD.

CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District.

Policy 3112 – Board-Staff Communications



DISTRICT EXPECTATIONS

The District expects employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook and legal obligations. Violation of any policies, regulations and guidelines may result in disciplinary action, up to and including termination of employment.

II. EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of professional staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wisconsin Statutes), sex (including transgender status, change of sex or gender identity), pregnancy sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

A person that believes that s/he has been discriminated against or denied equal opportunity in employment or access to programs or services may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following person(s) is/are designated as the District's Civil Rights Coordinator:

Complaint Coordinators

Dawn Sine
Director of Pupil Services
300 Vine Street
Wisconsin Dells, WI 53965
608-253-2467, ext. 2106
608-253-4054 (Fax No.)
dsine@sdwd.k12.wi.us

Hugh Gaston
Director of Digital Learning & Technology
300 Vine Street
Wisconsin Dells, WI 53965
608-253-2467, ext. 2112
608-254-6397 (Fax No.)
hgaston@sdwd.k12.wi.us

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights (OCR), Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, Telephone number: 312-730-1560 Fax: 312-730-1576; TDD: 877-521-2172, E-mail: OCR.Chicago@ed.gov.

A person who believes s/he has a valid basis for a complaint may discuss the matter informally and on an oral basis with the District's Civil Rights Coordinator, who will investigate the complaint and reply with an answer to the complainant. If the informal procedures do not resolve the matter to the complainant's satisfaction or s/he skips the informal process, s/he may initiate

formal procedures according to the following steps:

Informal Procedures

The complainant shall orally discuss the complaint with the District's Civil Rights Coordinator, who shall in turn investigate and answer the complaint. The complainant may also initiate the formal procedure as described below.

Formal Procedure

Step 1

Investigation by the District Civil Rights Coordinator: A person may initiate a form investigation by filing a written complaint with the District Civil Rights Coordinator. The complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, and describe the alleged discriminatory action in sufficient detail to inform the Civil Rights Coordinator of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the Civil Rights Coordinator for good cause. The Civil Rights Coordinator will conduct an impartial investigation of the complaint. As part of the investigation, the Civil Rights Coordinator shall permit the complainant to present witnesses and other evidence in support of his/her complaint. The investigation shall be completed within ten (10) business days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain the District’s files and records relating to the complaint.

Step 2

Appeal to the District Administrator: If the complainant is not satisfied with the Civil Rights Coordinator's Step 1 decision, s/he may submit, in writing, a signed statement of appeal to the District Administrator within five (5) business days after receipt of the Coordinator's response. The District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of receiving the written appeal.

Step 3

Appeal to the Board of Education: If the complainant remains unsatisfied, s/he may file a written appeal with the Board of Education within five (5) business days of his/her receipt of the District Administrator's response in Step 2. In an attempt to resolve the complaint, the Board of Education shall meet with the parties and their representative within twenty (20) business days of the receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of this meeting.

The complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case in the appropriate Federal District Court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

The Civil Rights Coordinator will provide a copy of the District's complaint procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the office of each building administrator.

The complaint must generally be filed within one hundred and eighty 180 days of the date the discrimination occurred. You do not have to file a complaint with the

District before filing a complaint with the Office for Civil Rights, and you may file complaints with both the District and the Office for Civil Rights if you wish to do so.

If the professional staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment he/she should refer to:

Policy 3122 - Nondiscrimination and Equal Employment Opportunity
AG 3122 - Nondiscrimination and Equal Employment Opportunity
AG 3122b - Complaint Procedures for Nondiscrimination and Equal Opportunity/Access

ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, based on race, color, national origin, age, sex (including transgender status, change of sex, or gender identity), sexual orientation, pregnancy, creed or religion, genetic information, handicap, or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices. Additionally, the Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, male-to-female, female-to-male,

male-to-male, or female-to-female.

The District Administrator has prepared written administrative guidelines for professional staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines.

Any staff member who believes that he/she is the victim of any of the above actions or has observed such actions taken by a student, parent, fellow staff member, supervisor, co-worker, or other person associated with the District such as a vendor, contractor, volunteer, or school official should take promptly the following steps:

A. If the alleged threatener is the staff member's supervisor, the affected employee should, as soon as possible after the incident, contact the District Administrator or if the threatener is the District Administrator, the Board President.
B. If the alleged threatener is not the staff member's supervisor, the affected staff member should, as soon as possible after the incident, contact his/her supervisor.
C. If the threatener is a student of the District, the supervisor, if not the student's principal, should immediately inform the student's principal of the alleged threat.

The staff member may make contact either by a written report or by telephone or personal visit. During this contact, the reporting staff member should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly by the staff member receiving the report and forwarded to the Director of Pupil Services.

Each report received by the supervisor or other administrator as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

A. protect the confidentiality of the staff member who files a complaint;
B. encourage the reporting of any incidents of threat;
C. protect the reputation of any party wrongfully charged with threatening conduct.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All staff members and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate, remedial and/or disciplinary action will be taken immediately to prevent the continuance of the threat or its recurrence.

The District recognizes that determining whether a particular action or incident is a threat must be based on all of the facts in the matter. Given the nature of this type of intimidation, the District recognizes that false accusations of a threat can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present threat allegations or charges against fellow staff members, students, or others associated with the District.

For more information employees shall refer to:

Policy 3362 - Employee Anti-Harassment
AG 3362a - Reporting Threatening Behaviors

FAIR LABOR STANDARDS ACT

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative and professional employees who meet regulatory requirements under the Fair Labor Standards Act (FLSA). Notification of rights under the FLSA is set forth in the employment posters posted in each work site employee lounge.

Each employee will be advised of his/her classification as an exempt or non-exempt employee upon hire/transfer/reassignment.

FAMILY AND MEDICAL LEAVE

In accordance with Federal and State law, the Board of Education will provide family and medical leave for professional staff members. The provisions of both the Federal and State family and medical leave provisions require specific eligibility and qualifying reasons to access this leave. To determine if the staff member is eligible or qualify for family and medical leave, refer to Policy 3430.01 – Family and Medical Leave of Absence (FMLA).

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

WH1420 REV 04/23

Wisconsin Family and Medical Leave Act

Section 103.10, Wisconsin Statutes, requires that all employers with 50 or more employees display a copy of this poster in the workplace. Employers with 25 or more employees are required to post their particular leave policy

Under state law all employers with 50 or more permanent employees must allow employees of either sex:

- **Up to six (6) weeks leave in a calendar year for the birth or adoption of the employee's child, providing the leave begins within sixteen (16) weeks of the birth or placement of that child.**
- **Up to two (2) weeks of leave in a calendar year for the care of a child, spouse, domestic partner, as defined in § 40.02(21c) or 770.01(1) or parent or a parent of a domestic partner with a serious health condition.**
- **Up to two (2) weeks leave in a calendar year for the employee's own serious health condition.**

This law only applies to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1000 hours during that 52-week period. The law also requires that employees be allowed to substitute paid or unpaid leave provided by the employer for Wisconsin Family and Medical Leave. Employers may have leave policies, which are more generous than leaves required by the law.

A complaint concerning a denial of rights under this law **must be filed within 30 days** after the violation occurs or the employee should have reasonably known that the violation occurred, whichever is later.

For answers to questions about the law, a complete copy of the law, or to make a complaint about a denial of rights under the law contact:

STATE OF WISCONSIN
DEPARTMENT OF WORKFORCE DEVELOPMENT
EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE ROOM A100
PO BOX 8928
MADISON WI 53708

Telephone: (608) 266-6860

819 N 6th ST
ROOM 723
MILWAUKEE WI 53203

Telephone: (414) 227-4384

Website: https://dwd.wisconsin.gov/er/

The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us.

ERD-7983-P (R-06/2020)

IMMIGRATION REFORM ACT COMPLIANCE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

For more information regarding this compliance, please refer to the following:

Policy 3111 - Creating a Position
AG 3111 - Creating a Position

JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for professional staff member accountability that each professional staff member is fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, professional staff members shall refer to Policy 3120.01 – Job Descriptions. Further, if a copy of a job description is required or desired, the professional staff member shall request a copy from the District Office.

Policy 1400 - Job Descriptions
Policy 3120.01 - Job Descriptions

PHYSICAL EXAMINATION

Prior to completing the hiring process, all new employees are required to have a physical examination, which includes a tuberculin screening questionnaire ~~test~~, and because the positions in the District are safety sensitive in that they supervise and/or interact with minor children, new employees must also pass a test for controlled substances. The results of such test must indicate there is no evidence of non-prescribed (illegal) drug use. Any individual who refuses to submit to or fails to pass the post-offer, pre-employment drug test shall be rejected for hire and shall be disqualified for hire in the future. The District shall pay for the physical exam, tuberculin test and drug test. The District will contract with a provider for the physical, tuberculin test and drug test. If the physician prescribes a chest x-ray, the District shall pay for it. The physician will furnish the District with the results of the exam, tuberculin test and/or chest x-ray, and drug test. Employees will be notified of the results of the medical examination upon receipt.

Policy 3160 - Physical Examination

CONFLICT OF INTEREST

Professional staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

Policy 1130 - Conflict of Interest – Private Practice
Policy 3210 - Staff Ethics

OUTSIDE ACTIVITIES OF STAFF

It is imperative that professional staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a professional staff member is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, professional staff members should review the following:

Policy 3231 - Outside Activities of Staff

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Professional staff members should refer to the detailed procedure regarding communication set forth in:

Policy 3112 - Board-Staff Communication

POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board-owned or used property, within all school buildings and at all school sponsored activities.

AG 3231A – Participation in Political Activities

STAFF USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCDs") has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee, the employee is responsible for using the device in a safe and appropriate manner.

Policy 7530.02 - Staff Use of Personal Communication Devices

DISTRICT KEYS AND/OR ELECTRONIC ACCESS FOB

SDWD employees may be issued physical keys and/or an electronic fob.

1. **Immediate Reporting of Loss:** In the event that any of the issued keys or the electronic access fob is lost or misplaced, the employee will immediately report this loss to his/her direct supervisor within the same workday.

2. **Electronic Fob Replacement:** If the issued electronic access fob is lost, the district will deactivate the lost fob to ensure security. The employee will be responsible for the cost of purchasing a replacement electronic access fob.

3. **Key Replacement and Re-keying Costs:** If any of the issued keys are lost, it may be necessary to re-key all locks that are accessed by the lost key to ensure the security of district facilities. The employee will be responsible for the full cost associated with re-keying these locks.

4. **Personal Use Only:** The issued keys and/or electronic access fob are for the employee's use only in the performance of his/her duties as an employee of the school district.

5. **Prohibition of Transfer or Unauthorized Use:** It is strictly prohibited to transfer, loan, or otherwise provide the issued keys and/or electronic access fob to another individual or the purpose of allowing that individual to gain entry to district buildings or property.

6. **Disciplinary Action:** Allowing any unauthorized individual to use the employee's assigned keys or electronic access fob may result in disciplinary action, up to and including loss of employment with the school district.

III. EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

The Board establishes the specific categories of employment by which staff are identified as members of the professional staff if they fall into a category established in Policy 3120 – Employment of Professional Staff, or are identified as members of the support staff if they fall into a category established in Policy 4120 – Employment of Support Staff.

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of professional staff members and grant access to inspect or review those records in accordance with Policy 8320 – Personnel Records and State law.

PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in Policy 8320 – Personnel Records to have a correction made to the information in question, to have the content in question removed from the file, or to attach an explanatory statement to the disputed portion of the record.

PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation. This program shall focus upon the early identification of specific areas in which the professional staff member needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with the following:

A. applicable State statutes
B. Policy 3220 - Staff Evaluation
C. AG 3220A - Evaluation of Staff

The district will recognize two levels of employee assistance related to their professional performance. The first level is a staff member may be assigned a plan of expectation. A plan of expectation indicates there is one (1) items their evaluator/supervisor expects the staff member to focus on in a more discrete manner with an expectation of making improvement in this limited scope of their position. Staff members who are provided a plan of expectation are eligible for Consumer Price Index raise but are not eligible for any PD-Unit advancement until they have fully met the conditions of their plan of expectation. The second level of performance evaluation is when a staff member is placed on a plan of improvement his/her salary will be frozen at their current level until the following contract year.

PROFESSIONAL GROWTH REQUIREMENTS

Professional staff members are expected to comply with the Professional Development Plan requirements of their license and provide timely verification of progress towards fulfilling this responsibility.

Policy 3242 – Professional Growth Requirements

STUDENT SUPERVISION AND WELFARE

The Board requires each professional staff member to maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

For the Board's expectations in this regard, professional staff members should refer to Policy 3213 - Student Supervision and Welfare.

ASSIGNMENT AND TRANSFERS

The District Administrator is responsible for the proper assignment of all professional staff members in conformance with any legal requirements or certification requirements. Assignments for the forthcoming school year will be made in accordance with AG 3130 – Assignment and Transfer of Professional Staff.

Further, professional staff members may be transferred between schools when the District Administrator determines that the needs of the students, the school or District so require.

AG 3130 - Assignment and Transfer of Professional Staff

REDUCTION IN STAFF

The Board may abolish professional staff positions and/or reduce the administrative and/or professional staff as necessary. Such staff reductions will be made in compliance with Wis. Stat. §118.22 and Policy 3131 – Reduction in Staff

TERMINATION, NON-RENEWAL AND RESIGNATION

Individual employment contracts may be terminated or non-renewed pursuant to Wis. Stat. §118.22 and upon a majority vote of the full membership of the Board, provided that the decision is not arbitrary or capricious, or in violation of any applicable law.

Any decision to terminate a staff member's employment contract shall be subject to review consistent with Policy 3340 - Grievance Procedure.

Finally, a staff member may resign in accordance with the terms of his/her individual employment contract.

Policy 3140 – Termination, Non-Renewal and Resignation

LIQUIDATED DAMAGES

Any professional staff member, who breaches his/her contract by submitting a letter of resignation after June 15, shall pay a penalty of $750, any professional staff member who resigns after July 1 shall pay a penalty of $1,000, any professional staff member who resigns after August 1, shall pay a penalty of $1,500 and any professional staff member, who submits a letter of resignation after the first contract day, shall pay a penalty of $2,000. Such damages are determined to

be reasonable liquidated damages which the parties, looking forward, reasonably anticipate will follow from such breach of contract.

IV. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

1. Professional staff employed for the full school year shall receive the salary specified on their individual contract in twenty-one (21) equal installments, unless they elect twenty-six 26 pay periods (a full 52 weeks) in writing. The written election is required and will continue until the District receives a written withdrawal or change from the professional staff member.
2. Paydays shall be every other Friday, and professional staff shall receive their first paycheck on the first regular payday in September.
3. If a payday falls on a day when the District's bank is closed, professional staff may be paid on the preceding weekday.
4. Professional staff shall be paid by direct deposit.
5. Professional staff will access their payroll advice of deposit report through Skyward Employee Access for viewing or printing.
6. If technical problems prevent professional staff from accessing their advice of deposit within two 2 business days of the pay date, they shall be provided the information by the Business Office upon individual request.

EMPLOYEE LEAVES

LEAVES OF ABSENCE (extended leave)

Any professional staff member may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves consisting of four (4) or more days shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave.

If the leave is approved, the Board action will also provide the conditions applicable for the employee to return to work.

Leaves will be granted in accordance with Policy 3430 - Leaves of Absence

EMPLOYEE SICK LEAVE

1. Each full-time professional staff member shall be allowed eight (8) days sick leave per year. Sick leave is cumulative up to hundred twenty (120) days.
2. Sick leave is granted for personal illness and the personal illness of spouse, dependent children, adults living in the home, parents, grandparents, and grandchildren.
3. Any professional staff member who is absent from work for four or more consecutive days shall provide the District with a note from a physician explaining the medical reason(s) for which the employee was unable to work when he/she returns to work. Further, the District may require a note from a physician for absences of less than four (4) consecutive days, if the absence is questionable.
4. An employee shall follow the procedures described in the Attendance and Reporting Absences and Absence Reporting Procedures sections to request to use paid leave.
5. An employee may not take sick leave payment and long-term disability payment at the same time.
6. Professional staff members may not carry over more than one hundred twenty (120) days from one school year to the next school year. At the end of each school year, the District shall pay each professional staff member at the rate of $75.00 per day for each sick leave day beyond the maximum one hundred twenty (120) sick leave days. Such payment shall be included in the professional staff member's final paycheck for the school year.

FUNERAL LEAVE

1. Each employee shall be eligible to take a total of up to five (5) days of funeral leave per school year. Funeral leave is not cumulative. Funeral leave is deducted from the employee's sick leave days.

2. Employees shall follow the procedures described in the Attendance and Reporting Absences and Absence Reporting Procedures sections to request use of personal leave. In all cases, the District Administrator, at his/her discretion, may approve or deny an employee's request for such leave.

3. Funeral leave is intended to allow the employee to have time off work to attend the funeral or other service/event related to the death of a family member or other loved one.

    A. For a death in the immediate family (mother, father, stepparent, sister, brother, husband, wife, significant other, child, stepchild, grandchild), from one (1) to five (5) days may be taken.

B. For a death of a mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, from one (1) to three (3) days may be taken. If up to two (2) additional days are needed, they may be taken with prior approval of the District Administrator.

C. For a death of a loved one or close friend, from one (1) to three (3) days.

4. Employees are expected to seek advanced approval from the District Administrator to utilize funeral leave. The District recognizes that seeking prior approval may not be possible in certain situations. If the employee fails to notify the District Administrator of the intention to use funeral leave withing five (5) days after taking the leave the employee's leave shall be provided on an unpaid basis. They may also be subject to disciplinary action, up to and including termination.
5. Employees may request funeral leave beyond five (5) days in a school year from the District Administrator. Any such leave, if granted, shall be unpaid.
6. In the event of the death of a student currently enrolled in the District, requests by professional staff to attend the student's funeral may be granted by the District Administrator. However, the District Administrator may deny such a request if the District Administration determines it is in the best interest of the District to do so. If approved, no deduction shall be made from the employee's sick days. The District is able to provide the required coverage of duties of the professional staff member without having to hire substitute teachers for that purpose.

LEGAL COURT ORDER LEAVE

1. A full-time professional staff member shall be allowed one (1) day per year for court appearance for legal reasons, such as adoption proceedings, settlement of wills, court actions, real-estate closings. Such leave includes when:
   A. Professional staff member is required to appear in court in an action where he/she is a named party; and/or
   B. To appear in court in response to subpoena.
2. Employees must provide written verification of the need to use Legal Court Order Leave and must submit the request at least five (5) working days in advance of the absence.
3. Said leave shall be deducted from accumulated sick leave.
4. Any court leave related to school business and approved by the District Administrator or his/her designee shall not be deducted from sick leave.

Paid leave shall not be available for court or administrative agency actions filed by the employee against the district.

EDUCATIONAL LEAVE

1. After teaching four (4) years in the School District of Wisconsin Dells, a professional staff member may request an educational leave for the purpose of furthering their education.
2. All such leave requests shall be made in writing by March 1st prior to the year of intended leave of absence and shall state the educational program the professional staff member intends to participate in. All requests for educational leave shall be subject to Board approval. The approval of educational leave shall be based on the merits of the program to be studied and the benefits to the School District of Wisconsin Dells. The decision of the Board to deny or grant any educational leave request shall be final and not subject to the grievance procedure. No more than 5% of the staff shall be granted educational leave in any one year.
3. Upon completion of such one-year leave, the professional staff member may return and teach in the School District of Wisconsin Dells. Notification of intent to return must be made to the District Administrator in writing prior to February 15.

PERSONAL LEAVE

1. Employees who have completed the school year as an active employee and who have not used their allotted day of personal leave for the school year prior to the last day of instruction for students, may be paid out for unused personal leave day(s) at the rate of one hundred fifty ($150.00) dollars per day upon request. Such payment shall be included in the employee's last paycheck for the school year. In the employee does not submit a written request for payment by June 15, the District shall convert the personal leave day to sick leave and add it to the employee's sick leave account.

2. Employees shall follow the procedures described in the Attendance and Reporting Absences and Absences Reporting Procedures sections to request use of personal leave.

3. Employees must request personal leave, as far in advance as possible, normally no less than ten (10) calendar days.

4. Employees requesting personal leave shall provide a reason upon submitting a request.

5. The District Administrator has the discretion to approve or deny requests for personal leave. Some of the reasons why such a request may be denied, in but are not limited to**:**

   A. When such requests exceed 5% of the professional staff;

   B. When used for a personal holiday; or

   C. when used to extend a scheduled vacation period. Scheduled vacation periods include, the summer vacation, winter break, spring break, Thanksgiving break, and Memorial Day.

6. Personal leave may not be used in combination with unpaid leave to extend any of the above-listed vacation periods.

7. Employee requests to use personal leave in the month of May shall be denied unless there is good cause.

JURY DUTY

1. Absence for Jury Duty will be considered a paid absence upon receipt of proof that the employee has performed jury duty. Any money received from Jury Duty will be returned to the District, excluding mileage reimbursement.
2. Any Juror released prior to noon will return to their teaching assignment.

MILITARY LEAVE

1. The District shall provide military leave in accordance with State and Federal Laws. Benefits due employees while on voluntary or involuntary military leave will be determined by applicable State and Federal laws and only those benefits as required by such laws will be provided. If State and Federal laws are not applicable to a specific benefit, no such benefit will be provided.
2. If a state of emergency is declared and an employee is called to active military duty, up to ten (10) days of military leave with pay will be provided by the District.
3. Group hospitalization insurance coverage shall be continued for an employee and for the dependents of an employee until said employee has come under military coverage.
4. Military Leave. The state and federal laws governing military leave are intended to ensure that employees who serve or have served in the Armed Forces, Reserves, National Guard or other "uniformed services:" (1) are not disadvantaged in their civilian careers because of their service; (2) are

promptly reemployed in their civilian jobs upon their return from duty; and (3) are not discriminated against in employment based on past, present or future military service. This Employee Handbook provision governs unless in contradiction with federal or state law.

Military leave is available for employees, who are members of a state or federal military branch or reserve unit, and who require a leave of absence to perform military service duties, which includes the service, training, and/or an emergency response associated with the federal military, national guard, state guard, or other uniformed service are entitled to leaves of absence, pursuant to state and federal military leave laws, e.g., USERRA.

Employees who wish to take paid or unpaid military leave must submit a written request for leave immediately or as soon as practicable after receipt of official notice to report to duty. A request for military leave must include written documentation of the employee's impending service duties, unless military necessity prevents the giving of notice or notice is otherwise impossible or unreasonable. The employee's request must include the length of leave requested and whether it is intermittent or continuous.

Such military leave shall be provided to employees on an unpaid basis, except as provided herein.

A. For the first ten (10) days of military leave required during the fiscal year, the employee shall be paid by the District. Such leave shall not be deducted from the employee's other accrued paid leave.

B. For any military leave required beyond ten (10) days during each fiscal year, an employee may use his/her accrued paid leave, if any, to continue compensation.

For purposes of providing compensation to employees taking military leave, the District shall provide such compensation to employees on military leave by paying the difference between the employee's regular pay and any compensation received by the employee for the leave day, to ensure the employee's pay during their absence is the same as they would receive during their civilian employment. If the stipend received is equal to or greater than the pay of their civilian employment, the District shall issue no payment to the employee for military leave.

LEAVE INCREMENTS

1. All leaves under this section shall be in hourly increments.

2. In the event a staff member is requesting leave for one (1) period, then the staff member shall be responsible for finding an hourly sub through a colleague with a planning period during that time.

   If a professional staff member has approved leave under these specific circumstances they may be provided compensation or job protection during such absence from their assigned job duties for the District.

INSURANCE BENEFIT CONTINUATION

1. While on FMLA/WFMLA approved paid or unpaid leave, employee is responsible for the employee's share of premiums for health and dental benefits.
   A. Cost of the employee's share of the premiums for such benefits for duration of paid FMLA leave will be deducted from employee's pay check(s) during the leave.
   B. Cost of the employee's share of the premiums for such benefits for duration of unpaid FMLA leave may be prepaid or will be deducted from employee's pay check(s) following return from leave.
   C. Benefits will be maintained as long as employee makes timely payments during unpaid leave of absence.
2. While on non-FMLA/WFMLA approved paid leave, employee is responsible for the employee's share of the premiums for health and dental benefits.
   A. Cost of the employee's share of the premiums for such benefits for duration of paid FMLA leave will be deducted from employee's pay check(s) during the leave.
3. While on non-FMLA/WFMLA approved unpaid leave, employee is responsible for the full cost (employee and employer shares) of the premiums for health, dental, basic life and long-term disability insurance benefits.
   A. Cost of benefits for duration of unpaid leave will be deducted from employee's pay check(s) following return from unpaid leave.
   B. Benefits will be maintained as long as employee makes timely payments during unpaid leave of absence.

BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget

process, the anticipated share cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

GROUP HEALTH INSURANCE

1. The District shall pay 82.4% of the monthly premium of the lowest priced plan offered for all full-time professional staff enrolled in the District's single or family group health insurance plan.
2. Professional staff who participate in a District approved health screening appointment, complete an online health assessment and submit a health care affidavit form shall receive a 5% credit on their share of the monthly group health insurance premium.
3. Instead of providing two (2) separate health insurance plans, the District shall pay 100% of the monthly group health insurance premium for the lowest priced plan offered for any spouses who are both employed by the District on a full-time basis, subject to an employment contract governed by Wis. Stat. §118.22 or §118.24, and enrolled in the District's family group health insurance plan.
4. High Deductible – Health Saving Account:
   A. The District shall provide a Health Savings Account (HSA), to provide subscriber reimbursement for eligible incurred medical expenses, at a rate of $1,650 per benefit plan year for single plan subscriber and $3,300 per benefit plan year for family plan subscriber.
   B. In order to preserve employee confidentiality and adherence to all applicable state and federal laws and regulations, the District shall employ a qualified third-party administrator to administer the Health Savings Account.
   C. Each individual subscriber shall be responsible for any fees associated with the operation of his/her individual health savings account.
5. The District reserves the right to change the health insurance carrier and/or the type of health insurance benefits offered at any time.
6. The effective date for group health insurance coverage for new employees will be the first contract date of employment.
7. Part-time professional staff must work at least thirty (30) hours per week to participate in the District's group health insurance plan and shall receive a pro-rated health insurance benefit, based on the professional staff member's percent of full-time employment.

ALTERNATIVE BENEFIT PLAN IN LIEU OF GROUP HEALTH INSURANCE

1. Eligible professional staff may waive participation in the District's group health insurance plan and elect to receive this Alternative Benefit Plan (ABP), i.e., cash compensation in lieu of the District's group health insurance

benefit.

2. In order to be an eligible professional staff member for purposes of the ABP, an employee must meet all the following criteria:

   A. Be eligible for participation in the District's group health insurance plan;
   B. Have credible coverage through another non-District health insurance plan, which is not part of the federal marketplace set up through the Affordable Care Act or a government sponsored plan, such as BadgerCare;
   C. Not be participating in the District's group health insurance plan as a dependent of a current employee or retiree; and
   D. Sign a written waiver of coverage under the District's group health insurance plan.

3. The annual ABP is a cash payment of $4,000, which shall be payable to the professional staff member through the District's Section 125 plan, and shall be paid in equal installments based on the number of paychecks per contract year. This ABP cash payment is paid to the professional staff member as additional taxable earnings; however, the payment is not creditable earnings for purposes of the Wisconsin Retirement System (WRS).

4. Part-time professional staff, who are eligible to participate in the District's group health insurance plan and who otherwise meet the eligibility criteria referenced above, shall receive a pro-rated ABP benefit, based on the professional staff member's percent of full-time employment.

5. Professional staff, who choose the ABP cash payment in lieu of health insurance, must submit the request to participate in the District's group health insurance plan within thirty (30) calendar days following a qualifying event, which changes the professional staff member's access to the District's group health insurance or during the District's open enrollment period.

6. The Board may, at its discretion, discontinue the ABP by providing participating professional staff with written notice of not less than sixty (60) calendar days and an "open enrollment" opportunity to enroll in the District's group health insurance plan.

GROUP DENTAL INSURANCE

1. The District shall pay 87.4% of the monthly group dental insurance premium for all full-time professional staff enrolled in the District's single or family group dental insurance plan.
2. The District reserves the right to change the dental insurance carrier and/or the type of dental insurance benefits offered at any time.

3. The effective date for group dental insurance coverage for new employees will be the first day of the month following thirty (30) days of employment in the District.
4. Part-time professional staff must work thirty (30) or more hours per week to participate in the District's group dental insurance plan and shall receive a pro-rated dental insurance benefit, based on the professional staff member's percent of full-time employment.

GROUP TERM LIFE INSURANCE

1. The District will pay 100% of the monthly group term life insurance premium for professional staff who work twenty (20) or more hours per week and enroll in the District's group term life insurance plan.
2. The amount of term life insurance is equal to the individual professional staff member's annual teaching salary rounded up to the nearest $1,000.
3. The District reserves the right to change the insurance carrier and/or the type of insurance at any time.
4. The effective date for group term life insurance coverage for new employees will be the first day of the month following employment in the District.

GROUP LONG TERM DISABILITY INSURANCE

1. The District will pay 100% of the monthly group long-term disability insurance premium for professional staff who work twenty (20) or more hours per week and enroll in the District's group long-term disability insurance plan.
2. Long-term disability insurance benefits begin after the professional staff member has been totally disabled for ninety (90) calendar days and will generally pay the professional staff member 90% of his/her gross salary rounded to the nearest thousand.
3. The District reserves the right to change the insurance carrier and/or the type of insurance at any time.
4. The effective date for group long-term disability insurance coverage for new employees will be the first day of the month following employment in the District.

SHORT-TERM DISABILITY INSURANCE

1. This is a voluntary short-term disability insurance plan.
2. The employee pays 100% of the premium.

3. The short-term disability insurance plan coordinates with the District's long-term disability insurance. Benefits begin on the 1st day of absence following an injury and the 4th day of absence following an illness.
4. The maximum coverage period is ninety (90) days.

IRS SECTION 125 – CAFETERIA PLAN

This plan allows an employee to pay Group Medical and Dental Insurance premiums with pre-tax dollars. This is automatically set up for the employee. If an employee does not wish to participate in the premium conversion portion of the District's cafeteria plan, he/she must inform the payroll & benefits bookkeeper.

Additionally, an employee has the option of contributing pre-tax dollars to limited purpose, dental & vision expenses only and dependent care flexible spending accounts. These are voluntary programs that the employee must elect to participate in each year.

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

Eligible professional staff members who are provided coverage under self-funded group health plans are assured the privacy protections required by Federal and State law.

Policy 3419.01 - Privacy Protections of Self-Funded Group Health Plans.

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

Eligible Professional Staff members who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law.

Policy 3419.02 - Privacy Protections of Fully Insured Group Health Plans.

WISCONSIN RETIREMENT SYSTEM

1. The District will pay the required employer contributions into the Wisconsin Retirement System for all eligible employees.
2. The eligible employee will pay the required employee contributions into the

Wisconsin Retirement System as set forth in state statute.

TAX-SHELTERED INVESTMENT OPTIONS

The District offers Voluntary Tax-Sheltered Investment Programs.

1. All employees are eligible to make salary reduction contributions into a District-approved tax-sheltered investment plan, subject to limitations set forth by the Internal Revenue Code.
2. Employees may request information regarding the available options from the District's Business Office.
3. A tax-sheltered investment account is automatically set up for each eligible employee with an employee contribution of 2% of the employee's compensation. If the employee wishes to opt out of the tax-sheltered investment plan, the employee must contact the District's Business Office. If the employee wishes to change the employee contribution level, the employee must contact WEA Member Benefits at 1-800-279-4030.

RESIDENCY INCENTIVE STIPEND

Effective with the 2023-2024 school year, all full-time professional staff members hired on or after July 1, 2011, who take up initial residency within the boundaries of the District, shall be eligible to apply for a monthly stipend of $400, which, if approved, shall be paid until the staff member is no longer a resident of the District, or the staff member has received the stipend for thirty-six (36) months, whichever occurs first.

The stipend shall be classified as additional compensation and shall be subject to all applicable state and federal taxes and withholdings. The stipend shall be included in the professional staff member's earnings for Wisconsin Retirement System (WRS) purposes.

The District will consider requests for the residency incentive stipend from professional staff members, who submit written requests supported by written verification of residency (such as a signed lease or mortgage for a residence within the boundaries of the District). The residence must be the primary residence where the professional staff member and his/her immediate family, if applicable, reside.

The District shall not approve more than twelve (12) professional staff members to receive the residency incentive stipend at one time. Requests will be processed based on the date of receipt of complete requests by the District. The District may, at its discretion, increase the number of professional staff members eligible to receive the residency incentive stipend.

Approval to receive the residency incentive stipend in no way serves as an employment contract or a guarantee of continued employment in the District. Professional staff members, who are approved to receive the Residency Incentive Stipend, will still be subject to the applicable provisions of his/her Employment Contract, Board Policies, and state and federal laws governing professional staff member employment and the termination of such employment, including the non-renewal of the Employment Contract.

V. WORKING CONDITIONS AND HOURS OF WORK

The Board of Education reserves the right to establish pay for duties not covered in this schedule and policies regarding conditions as may be necessary.

SCHOOL CALENDAR

1. Administration will work with the professional staff in the development of a School Calendar.
2. The School Calendar, shall be approved by the Board of Education.
3. Each School Calendar shall consist of one hundred eighty-eight (188) professional staff contract days as specified below:

178.0	Student Contact (Face-to-Face Instruction) Days
1.5	Parent-Teacher Conference Days
.5	Post-School Check-Out Day
1.0	Work Day & Open House
1.0	In-Service Day
3.0	Professional Development (PD) Flex Days
3.0	Holidays (Labor Day, Thanksgiving and Memorial Day)
188.0	Total

4. School will start for students in accordance with Wis. Stat. §118.045 Commencement of School Term.
5. Work Day & Welcome Back Open House: Professional staff will be provided five (5) hours to work in their classrooms to prepare for the open house and first day of school. In the event that building principals have a faculty meeting on this day, they shall provide an equal amount of work time within the in-service day, which shall be the day before the work day and open house.
6. School Day Cancellation: When it is necessary to cancel school for conditions unsafe for transporting students including but not limited to excessive snow, ice, fog or for any other unforeseen reasons professional staff will not be required to make up the first two cancellation days.

   Cancellation days beyond two (2) days will require professional staff to make these days up with one of the following options as selected by the District Administrator or Board of Education:

   a. The District Administrator may require professional staff members to report to work by 10:00 a.m. to work the remainder of the school day. Staff will be notified no later than 7:30 a.m. of the need to report to work.

When the District Administrator deems professional staff should not report to work, professional staff will be required to make up lost work time by documenting make up work time before or after the contract work day of 7:40 a.m. to 3:40 p.m. This time is to be made up before the end of the last day of instruction for students.

b. In the event the District accrues enough inclement weather days, the Board of Education may require the lost instructional days to be made up as instructional days.

Inclement weather days that are required to be made up shall not result in additional pay, and days the District does not require professional staff to make up shall not result in any pay reduction.

The District Administrator, at his/her discretion, may cancel in-person instruction and require virtual instruction for all schools, staff, and students or for particular schools, staff, and/or students. Cancellation of in-person instruction shall not be counted as a cancellation day for purposes of the make-up day requirement set forth herein.

7. Working Day: The term "working day" whenever used in this Agreement shall mean a regularly scheduled working day for the professional staff, including teaching days, in-service days, and parent conference days, but excluding snow/inclement weather days on which school is closed all day; except that between the end of one school year and the beginning of the next, the term "working day" shall mean a weekday, excluding holidays.

SCHOOL DAY

1. Professional staff are expected to be on the job at the time designated by the school building principal.
2. The standard school day throughout the District shall be 7:40 a.m. to 3:40 p.m. and each full-time professional staff member shall receive a thirty (30) minute duty free lunch period. However, the District may modify the aforementioned standard school day to accommodate the transportation schedule.
3. In the event there is the necessity for a late start, professional staff will report fifteen (15) minutes prior to the start of the school day.
4. Planning/Preparation Time:
   A. Elementary classroom teachers grades PK-5 shall receive at least two hundred forty 240 minutes of planning/preparation time per week.
   B. Middle and high school teachers grades 6-12 shall receive at least three hundred fifty 350 minutes of planning/preparation time per week.
   C. Special area teachers (art, band, choir, general music, health and physical education) teachers who have shared assignments between multiple buildings shall receive at least two hundred and forty 240

minutes of planning/preparation time per week.

5. Building and District-Wide Faculty Meetings:
   A. Professional staff shall be required to attend one (1) faculty meeting per month, to be scheduled with at least two (2) weeks' notice by the building principal or the District Administrator.
   B. Faculty meetings will be limited to two (2) hours in length from their start time.
   C. Unless told otherwise by the Building Principal or the District Administrator, if a faculty meeting is cancelled, it will be rescheduled for one week later than the originally scheduled meeting.

   The Building Principal or District Administrator may schedule up to two Professional and Collaboration Time (PACT) meetings per school month for each professional staff member, which will require the professional staff member to work until approximately 4:15 pm on the extended contract day without additional compensation. The Building Principal or District Administrator will provide advance notice by scheduling these at least two weeks in advance of the meeting date of the extended PACT date(s). [Notes: The desired outcome is for grade level teams and subject area departments to briefly meet to focus and continue to work on specific teaching practices, standards, and grade level/department goals.]

HOURLY SUBSTITUTES

1. In the event that a professional staff member is absent and there is no available substitute, other professional staff member(s) will be required to cover each class period in that staff member's schedule.
2. Office staff will create a list of each period's professional staff's planning/preparation time. When a sub is needed to teach for a specific period/class, the first professional staff member on the list will be assigned to sub for that period/class. The next time a sub is needed for that period/class, the next professional staff member on the list will be assigned to sub, and this process will be utilized on a rotating basis. Staff shall not decline the substitute assignments.
3. When a professional staff member elects to be noted as a "call first," the office will note his/her name being available during their planning/ preparation time. He/she will be called first when a substitute is needed for that period/class. If he/she declines, the professional staff member next in the rotation will be assigned to sub that period/class.
4. Regular teacher substitute pay is $30.00 per hour. For example, if a teacher substitutes for a 70-minute length class, that teacher would be compensated $35.00 and if a teacher substitutes for a 35-minute length class, that teacher would be compensated $17.50.

CURRICULUM RATE

1. The curriculum rate is $25.00 per hour.
2. Professional staff who have been assigned to work additional hours beyond the regular school day or beyond the school term that have been pre-approved by the District Administrator shall be paid for the approved additional hours at the curriculum rate.
3. Professional staff who are required to attend IEP-Team meetings beyond one hour past the school day or beyond the school term shall be paid for the additional hours at the curriculum rate.

DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for staff.

When on duty, professional staff members are expected to dress in a manner that is consistent with the expectations described in Policy 3216-Staff Dress and Grooming.

ATTENDANCE AND REPORTING ABSENCES

Regular and reliable attendance is an essential function of every professional staff person's employment with the District. Staff members are expected to report for duty daily; however, when a staff member must be absent, the following procedure shall be followed:

The District expects employees to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively employees are expected to perform all assigned duties and work all scheduled hours during each designated workday unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this Handbook. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator. Professional staff will be expected to attend school related meetings, such as faculty meetings, IEPs, open houses and other events that

are part of the functioning of the schools. Professional staff will be allowed to sign out of their buildings(s) during their non-teaching time to attend to personal business, essential school business, or crucial family matters, such as medical or legal appointments.

Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Any absence from the workplace during an employee's scheduled day must be accounted for in Skyward Employee Access using the appropriate reasons. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action, up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action, up to and including termination.

ABSENCE REPORTING PROCEDURES

Absence reporting is the responsibility of the employee; employees are required to report absences as soon as possible, and all absences must be reported according to District guidelines. Absences must be reported using Skyward Employee Access using the following standards:

Pre-arranged Absences

1. Immediately enter the absence details in Skyward Employee Access.
2. From Skyward Employee Access, link to the District's online substitute tracking and automated calling system to make any substitute requests.

Short-notice Absences (the night before or early the morning of the absence)

1. Immediately enter the absence details in Skyward Employee Access and from Skyward Employee Access, link to the District's online substitute tracking and automated calling system to make any substitute requests; or
2. Call or log in to the District's online substitute tracking and automated calling system to make any substitute requests and enter the absence details in Skyward Employee Access the day employee returns from the absence.

The absence reporting procedures may be modified in the event that the District is concerned about attendance, absence patterns, theft of time, or other misconduct related to attendance.

Professional Absences

1. Request approval for the absence from the employee's building principal in advance.
2. Enter the absence details in Skyward Employee Access and from Skyward Employee Access, link to the District's online substitute tracking and automated calling system to make any substitute requests prior to the absence as far in advance as possible.

PERSONAL COMMUNICATIONS

a.

During work hours, personal communications made or received, regardless of whether on a Wireless Communication Device (WCD), regular telephone, or network computer, can interfere with employee productivity, distract others, and/or set a bad example for students. Employees are expected to use discretion in using personal WCDs while at work. Employees are expected to limit personal communication to breaks and lunch period and to inform friends and family members of the Board's policy in this regard.

Policy 7530.01 – Cell Phone Allowance

USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by employees will be in accordance with the District Administrator's guidelines.

Policy 7530 – Lending of District-Owned Equipment
AG 7530 – Personal use of District Equipment/Facilities

USE OF PERSONAL PROPERTY AT SCHOOL

Employees may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

AG 3281 – Personal Property of Staff Members

EMERGENCY CLOSINGS

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with Policy 8420 – Emergency Evacuation of Schools.

TRAVEL EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including travel expenses, of any professional staff member that is incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

1. Reimbursement for use of private cars in connection with performing school duties shall be according to federal tax code.
2. Mileage expense invoices are to be presented each month.
3. No mileage shall be allowed unless the professional staff member has prior approval by the District Administrator or his/her designee.

Policy 3440 – Job-Related Expenses
AG 3440a – Job-Related Expenses
AG 3440b – Use of Private Car for School Business

VI. SAFETY AND HEALTH

TOBACCO USE AND ELECTRONIC SMOKING DEVICES

The Board of Education is committed to providing students, professional staff, and visitors with a tobacco, smoke and vape-free environment. Accordingly, the Board prohibits professional staff members from using tobacco in any form, and electronic smoking devices, on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Policy 3215 – Use of Tobacco by Professional Staff

TRAINING

Professional staff members, for whom training in the following areas is deemed necessary and appropriate by the District Administrator or his/her designee, shall include but not be limited to training staff in the following areas**:** be trained in:

1. the use of automated external defibrillators (Policy 8452 – Automated External Defibrillators),
2. the control of blood borne pathogens (Policy 8453.01 - Control of Blood-Borne Pathogens),
3. the control of casual-contact communicable diseases (Policy 8450 –Control of Casual Contact Communicable Diseases), and
4. understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (Policy 8453 – Direct Contact Communicable Diseases).
5. Mandatory reporting and seclusion & restraint training.

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Business Office in compliance with Policy 8442 – Reporting Accidents. The injured employee shall comply with all directives issued by the District's Business Office regarding the procedure and forms to report the injury.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT TECHNOLOGY, THE INTERNET, AND THE DISTRICT'S NETWORK

Staff use of the District's Network will be governed by Policy 7540.04 – Staff Network and Internet Acceptable Use and Safety and the related administrative guidelines. Staff use of personal communication devices will be governed by Policy 7530.02 and Policy 7542.

EMAIL

When available, the District's e-mail system must be used by employees for any official District e-mail communications.

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of e-mail established in Policy 7540.06 – Electronic Mail and the District Administrator's established guidelines regarding e-mail.

SOCIAL MEDIA

In accordance with Policy 1213 – Student Supervision and Welfare and Policy 3213 - Student Supervision and Welfare, professional staff members are discouraged from engaging students in social media and online social networking media. Staff are also reminded that, while they have First Amendment rights to express themselves online, not all social media communications are protected. For example, if the staff member shares confidential or other information obtained through their position in the District or if the staff member fails to ensure that

his/her speech will not be perceived as attributable to the District, the staff member may face disciplinary action, up to and including discharge. Furthermore, to the extent the staff member disparages or defames an individual or entity through the staff member's personal use of social media, the District will not be responsible for any legal claims arising out of such actions.

TEXTING AND SOCIAL MEDIA PRIVATE MESSAGES

In accordance with Policy 1213 – Student Supervision and Welfare and Policy 3213 - Student Supervision and Welfare, professional staff members are discouraged from engaging students through text messages or social media private messages. If a staff member communicates with colleagues, students, parents, or anyone else in the staff member's capacity as an employee of the District, the staff member must ensure that a copy of the communication is provided to the District in order to allow the District to comply with the law, including, but not limited to the Public Records Law and the state and federal pupil records laws.

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a professional staff member shall be consistent with the terms established in Policy 3139 – Staff Discipline.

The District Administrator may discipline a professional staff member, provided the decision for such discipline is not arbitrary or capricious.

GRIEVANCE PROCEDURE

Each professional staff member of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust as provided in Policy 3340 – Grievance Procedure.

The grievance procedure is available for any cause or complaint arising between the District and its employees with reference to a condition of employment.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance. The procedures detailed in Policy 3340 – Grievance Procedure shall be followed when a grievance has been filed.

DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administrative and/or professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates Policy 3122.01 – Drug-Free Workplace shall be subject to disciplinary action in accordance with Policy 3139 – Staff Discipline and the District Administrator's guidelines.

The District may require a professional staff member to submit to drug and alcohol testing if there is reasonable suspicion of intoxication on school grounds.

WEAPONS

The Board of Education prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the District Administrator.

Policy 3217 Weapons

MANDATORY REPORTING

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a child by other that accidental means. Each District employee shall also be required to report any serious and imminent threats to the health or safety of a student or school employee or the public.

Policy 8462 Student Abuse and Neglect
Policy 8462.01 Threats of Violence

IX. POST-EMPLOYMENT BENEFITS

1. Eligibility for Retirement Benefits:
   A. Retirement benefits shall be available to members of the professional staff who are at least fifty-seven (57) years of age or will turn age fifty-seven (57) before the first working day of the school year in which their retirement would become effective, and have been employed in a professional staff position as a regular full-time employee for at least fifteen (15) years.

   B. A retiree who meets the above-stated eligibility criteria shall be eligible to participate in the District's group health insurance, group dental insurance and group life insurance plans for a maximum of 8 years, according to the scale below, or until he/she reaches the normal age of eligibility for Medicare, whichever occurs first:

      15 Years of Employment in the District = 6 Years of Benefits
      20 Years of Employment in the District = 7 Years of Benefits
      25 Years of Employment in the District = 8 Years of Benefits

2. Notice of Retirement: Written notice of retirement, effective at the end of the employee's contract year, must be filed with the superintendent no later than February 15th of the final contract year, or the first working day after this date, if February 15th is not a working day. This written notice of retirement will be considered a letter of resignation.

3. Unused Sick Day Compensation:
   A. The District shall pay each professional staff member, who meets the requirements for retirement, for unused sick days up to 120 days according to the following scale:

      15 years: $35/day
      20 years: $40/day
      25 years: $45/day

   B. The District shall deposit compensation for unused sick days into the District's Health Reimbursement Account for each professional staff member who meets the requirements for the compensation and participates in the District's group health plan.

      a) Funds are deposited into the retiree's account on a pre-tax basis and without a F.I.C.A. deduction.
      b) Funds earn interest and may be used on a pre-tax basis to pay the retiree's share of health and dental insurance premiums or

other eligible medical-related expenses, at the retiree's discretion.

C. The District shall deposit compensation for unused sick days into the District's Employer Sponsored 403(b) Plan for each professional staff member who meets the requirements for the compensation and does not participate in the District's group health plan.

a) Funds are deposited into this account on a pre-tax basis and without a F.I.C.A. deduction.

b) Funds earn interest and may be withdrawn by a retiree who is at least 57 years of age without a tax penalty, subject to state and federal taxation, but without a F.I.C.A. deduction.

4. Group Dental Insurance Benefits/Coverage:

A. The District shall pay 87.4% of the group dental insurance premium for the first four years or until the end of the retiree's benefit period.

B. The premium payment made by the District at the end of the 4th year will be the District's maximum contribution for the remaining years of the retiree's benefit period.

C. In the event of the retiree's death, the retiree's participating surviving spouse and/or dependents will receive this benefit in accordance with the formula described above, until the end of the retiree's benefit period.

D. Any retiree or surviving spouse or surviving dependent who chooses to participate in another dental insurance program, for any reason, shall become immediately ineligible to participate in the District's group dental insurance plan and shall be ineligible to re-enroll at a later date.

5. Group Health Insurance Benefits/Coverage:

A. The District shall pay 82.4% of the group health insurance premium for the lowest priced plan offered for the first four years or until the end of the retiree's benefit period. For the first four (4) years, retirees who annually participate in a District approved health screening appointment, complete an online health assessment and submit a health care affidavit form shall receive a five percent (5%) credit on their share of the monthly group health insurance premium.

B. For the remaining years of the retiree's benefit period, if any, the District's maximum contribution toward premiums shall be the 82.4% of the group health insurance premium for the lowest priced plan at the end of the 4th year. For any remaining years in the retiree's benefit period, retirees who annually participate in a District approved health screening appointment, complete an online health assessment and submit a health care affidavit form shall receive a five percent (5%) credit on their share of the monthly group health insurance premium.

C. In the event of the retiree's death, the retiree's participating surviving spouse and/or dependents will receive this benefit in accordance with the formula described above, until the end of the retiree's benefit period.

D. Any retiree or surviving spouse or surviving dependent who chooses to participate in another health insurance program, for any reason, shall become immediately ineligible to participate in the District's group health insurance plan and shall be ineligible to re-enroll at a later date.

6. Waiver: In consideration for the retirement benefits provided pursuant to this section, any eligible professional staff member who retires from District service must waive any right or claim as permitted by law to back pay, reinstatement, or other damages to which the professional staff member may have under the Federal Age Discrimination in Employment Act of 1967 (29 U.S.C. s621 et seq.) as amended by the Older Worker Benefit Protection Act of 1990 and the Wisconsin Fair Employment Act (Wis. Stat. Ss111.31 and 111.33). Such waiver shall be demonstrated only by the professional staff member's signature on a Waiver and Release Form.

X. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read School District of Wisconsin Dells' Employee Handbook for Professional Staff Members and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Professional Staff Members may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the Employee Handbook for Professional Staff Members and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is at-will unless governed by my individual employment contract and that my employment may be terminated at any time with or without cause or terminated or not renewed consistent with the terms of my individual contract.

_____

(Employee Signature)

_____

(Printed Name)

_____

(Date)

Appendix A – Extra Curricular Salary Matrix

School District of Wisconsin Dells Extra Curricular Salary Matrix	
Category: Academic Related Assignments	Base Salary
AFTER SCHOOL TUTOR	
Middle School	$27.50 per hour
High School	$27.50 per hour
CLUBS-ACADEMIC	Base Salary
Art-WDHS	$ 467
FBLA-WDHS	$ 467
FFA-WDHS	$ 467
Key Club-WDHS	$ 467
National Honor Society	$ 467
SKILLS USA	$ 467
OVERLOAD-TEACHING	
18-Week Teaching Overload	$ 2,000
36-Week Teaching Overload	$ 4,000
STUDENT COUNCIL	Base Salary
High School Co-Advisor (If one advisor the salary is doubled)	$ 835
Middle School Co-Advisor (if one advisor the salary is doubled)	$ 438
SUMMER SCHOOL TEACHING	
Academic Courses (English, Math, Reading, Science)	$30.00 per hour
Enrichment Courses (Art, CTE, Music, Physical Education)	$25.00 per hour
YEARBOOK	Base Salary
WDHS-Advisor	$ 1,018
WDMS-Advisor	$ 546
VOLUNTEER ADVISORS	
Japan Exchange	
Interact-Rotary	

School District of Wisconsin Dells Extra Curricular Salary Matrix	
Category-Education Based Athletics-WIAA Sanctioned Sports	
BASEBALL	WD Base Salary
Head Coach	$ 3,235
Assistant Coach	$ 2,260
Junior Varsity Coach	$ 2,260
Freshmen Coach	$ 2,260
Middle School Head Coach 8th Grade	$ 1,469
Middle School Head Coach 7th Grade	$ 1,469
BASKETBALL [Boys & Girls]	Base Salary
Head Coach	$ 4,129
Varsity Assistant	$ 2,992
Junior Varsity Coach	$ 2,992
Freshmen Coach	$ 2,992
Middle School Head 8th	$ 1,469
Middle School Head 7th	$ 1,469
MS Assistant 7 & 8	$ 1,050
CROSS COUNTRY [Boys & Girls]	Base Salary
Head Coach	$ 3,179
Assistant Coach	$ 2,270
Middle School	$ 1,484
FOOTBALL	Base Salary
Head Coach	$ 4,129
Assistant Coaches	$ 2,865
Middle School 8th-Head	$ 1,525
Middle School 7th-Head	$ 1,411
Middle School 8th Assistant	$ 1,525
Middle School 7th Assistant	$ 1,411
GOLF [Boys & Girls]	Base Salary
Head Coach	$ 2,625
Assistant Coach	$ 1,628
Middle School 7th & 8th Co-Ed	$ 1,134

School District of Wisconsin Dells Extra Curricular Salary Matrix	
Category-Education Based Athletics-WIAA Sanctioned Sports	
SOCCER [Boys & Girls]	Base Salary
Head Coach	$ 2,625
Assistant Coach	$ 1,628
SOFTBALL	Base Salary
Head Coach	$ 3,235
Assistant Coach	$ 2,260
Junior Varsity Coach	$ 2,260
Freshmen Coach	$ 2,260
Middle School Head Coach 8th Grade	$ 1,469
Middle School Head Coach 7th Grade	$ 1,469
TRACK	Base Salary
Head Boys & Girls	$ 3,426
Assistant Coach	$ 2,424
Middle School Head-8	$ 1,467
Middle School Head-7	$ 1,467
Middle School Assistant	$ 1,248
VOLLEYBALL	Base Salary
Head Coach	$ 3,447
Varsity Assistant Coach	$ 2,518
Junior Varsity Coach	$ 2,216
Junior Varsity Reserve	$ 2,216
MS Head 8th	$ 1,409
MS Head 7th	$ 1,409
MS Assistant 7 & 8	$ 1,126
WRESTLING	Base Salary
Head Coach	$ 4,070
Assistant Coach	$ 3,034
Freshmen Coach	$ 1,951
MS Head 7th & 8th	$ 1,507
MS Assistant 7th & 8th	$ 1,243
WEIGHTROOM SUPERVISOR	
After/Before School [$20.00 per hour]	

School District of Wisconsin Dells Extra Curricular Salary Matrix
Category-Education Based Athletics-WIAA Sanctioned Sports
Extended Season Compensation Program Head Coach Pay
Varsity Conference Championship [Stipends for High School Coaches]
WIAA Regional Team Championship
WIAA Sectional Team $100 per win
WIAA State Team Tournament $200 per win

Extended Season Compensation Program Assistant Coach Pay
Varsity Conference Championship [Stipends for High School Coaches]
WIAA Regional Team Championship
WIAA Sectional Team $75 per win
WIAA State Team Tournament $100 per win

School District of Wisconsin Dells Extra Curricular Salary Matrix	
Category: Leadership	
CLASS ADVISOR	Base Salary
Freshmen Advisor	$ 332
Sophomore Advisor	$ 332
Junior Advisor	$ 740
Senior Advisor	$ 740
LEADERSHIP TEAMS	
Elementary	$ 835
Middle-High	$ 835
Teacher Mentor	Base Salary
Level-I Initial Educator (Year-1)	$ 835
Level-II Initial Educator (Year-2)	$ 557
Level-I Professional Educator (Year-1)	$ 279

Category: Performance Oriented Non-WIAA Sanctioned Activities	
CHEERLEADING	Base Salary
Football	$ 1,179
DANCE	Base Salary
Head Coach	$ 1,179
DRAMA/MUSICAL-WDHS	Base Salary
Drama or Musical Director	$ 1,590
Assistant Director or Drama Coach	$ 1,187
Technical Director	$ 1,114
Tech/Sound/Lighting	$ 557
DRAMA/MUSICAL-SHMS	Base Salary
Director	$ 1,273
Assistant Director	$ 1,058
Tech/Sound/Lighting	$ 557
FORENSICS	Base Salary
Head Coach-HS	$ 1,631
Assistant-HS	$ 1,175
Middle School	$ 417
MUSIC	Base Salary
Music Team Member	$ 1,167
High School Jazz Ensemble	$ 583
Head Marching Band	$ 1,750
Assistant Marching Band & Flags	$ 1,576
Assistant Marching Band	$ 992

SCHOOL DISTRICT OF WISCONSIN DELLS

CONNECT • INSPIRE • ACHIEVE *Everyone. Every day.*

Phone 608-254-7769 Fax 608-254-8058

DISTRICT OFFICE: 1501 Brew Farm Rd, Wisconsin Dells, WI 53965

Mailing Address: P.O. Box 118, Wisconsin Dells, WI 53965

Terrance Slack, District Administrator tslack@sdwd.k12.wi.us

John Belter, Business Manager jbelter@sdwd.k12.wi.us

AFFIDAVIT OF RESIDENCY

I certify I currently reside at the following address: _____

_____.

I certify the above-listed address is my primary residence and it is located within the boundaries of the School District of Wisconsin Dells ("District").

I have attached to this Affidavit written proof of residency within the District. Examples of documents, which, if they include my address, may serve as proof of residency include, but are not limited to:

- Utility bill issued within the last 90 days.
- Bank, credit union, credit card, or mortgage statement.
- Current and valid Wisconsin driver license or Wisconsin identification card.
- A government-issued document.
- Check issued by a unit of government.
- Real estate tax bill or receipt for the current year or the previous year.
- Residential lease.
- Official identification card or license issued by a Wisconsin governmental body or unit.
- Fishing and hunting licenses.
- Vehicle registrations.

I am submitting this Affidavit in order to receive the Residency Stipend from my employer, the District.

I hereby authorize the District to obtain information, as necessary, to confirm my residency. I understand the District may rely on this information to determine the primary residence of the employee and may rely on this information to grant the residency stipend.

I certify the information provided by me in this Affidavit and attached hereto is true and complete to the best of my knowledge. I understand that if it is determined that I was untruthful or fraudulent with regard to my residency, I may face disciplinary action up to and including immediate termination.

I further understand that any offer or payment of the residency stipend is not a guarantee of continued employment with the District.

_____

Signature

_____

Printed Name Date

School District of Wisconsin Dells

Payment-In-Lieu of Health Insurance Program

Employee: _____ Date: _____

1. Eligible professional staff may waive participation in the District's group health insurance plan and elect to receive this Alternative Benefit Plan (ABP), i.e., cash compensation in lieu of the District's group health insurance benefit.

2. In order to be an eligible professional staff member for purposes of the ABP, an employee must meet all the following criteria:

   - Be eligible for participation in the District's group health insurance plan;
   - Have credible coverage through another non-District health insurance plan, which is not part of the federal marketplace set up through the Affordable Care Act or a government sponsored plan, such as BadgerCare;
   - Not be participating in the District's group health insurance plan as a dependent of a current employee or retiree; and
   - Sign a written waiver of coverage under the District's group health insurance plan.

3. The annual ABP is a cash payment of $4,000, which shall be payable to the professional staff member through the District's Section 125 plan, and shall be paid in equal installments based on the number of paychecks per contract year. This ABP cash payment is paid to the professional staff member as additional taxable earnings; however, the payment is not creditable earnings for purposes of the Wisconsin Retirement System (WRS).

4. Part-time professional staff, who are eligible to participate in the District's group health insurance plan and who otherwise meet the eligibility criteria referenced above, shall receive a pro-rated ABP benefit, based on the professional staff member's percent of full-time employment.

5. Professional staff, who choose the ABP cash payment in lieu of health insurance, must submit the request to participate in the District's group health insurance plan within thirty (30) calendar days following a qualifying event, which changes the professional staff member's access to the District's group health insurance or during the District's open enrollment period.

6. The Board may, at its discretion, discontinue the ABP by providing participating professional staff with written notice of not less than sixty (60) calendar days and an "open enrollment" opportunity to enroll in the District's group health insurance plan

Insurance Waiver Information:

I have elected to waive health coverage from the School District of Wisconsin Dells as I have obtained insurance through:

Source of Coverage: _____ (spouse, parent/guardian, etc.)
Attach copy of ID Card

I have read this form and relevant information contained within the Employee Benefits *Guide* provided by the School District of Wisconsin Dells and choose the benefits as indicated on this form. I understand that I will stay with the benefits I have chosen until I have a qualifying family status change which permits me to change my elections or choose to enroll during the open enrollment period.

_____ _____
Employee Signature Date