

Certified Employee Handbook 2026-27

The Hudson School District is an equal opportunity employer. Personnel hiring and administration in the District are to be conducted so as not to unlawfully discriminate against applicant or employee on the basis of age, race, religion, sex (including sex-based stereotypes, gender identity, or transgender status), sexual orientation, disability, citizenship status, marital status, pregnancy, national origin, creed, color, political or religious affiliation, ancestry, arrest or conviction record, military service, genetic information, use or nonuse of a lawful product off school premises during nonworking hours, declining to attend a meeting or participate in any communication about religious or political matters, the authorized use of family or medical leave or worker's compensation benefits, or any other reason prohibited by state or federal law. Specific state and federal laws and regulations further define the actions that do, or do not constitute unlawful discrimination, harassment or retaliation with respect to the various protected classes.

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Section 1. INTRODUCTION

1.1 Overview. Each of you is a valued staff member and has an integral part in accomplishing our mission. To help guide our working relationship, this Handbook has been provided as a method of communicating general District information, rules and regulations. Its purpose is to familiarize certified staff members with the personnel policies of the Hudson School District. We understand that a handbook cannot anticipate and answer all of the questions that may arise in the course of your employment with the District. You should turn to your immediate supervisor and other administrative personnel, as necessary and appropriate, in order to find answers to employment questions that are not addressed in this Handbook or applicable Board policy/procedure.

The provisions set forth in this Handbook supersede all prior personnel policies and procedures, whether written or established by past practice. Because this Certified Staff Handbook is based on School Board policies and procedures, federal and state mandated policies and procedures, and present certified staff members fringe benefit programs which are all subject to change, this handbook is also subject to change. If there is a conflict between a Board policy and this Handbook, the Board policy shall take precedent. The District reserves the right to revise, add, subtract, correct, delete or update any part or all of the materials in this Handbook. Any changes made in this Handbook will be brought to the attention of all certified staff members through email, teacher meetings, posting of the change, or corrections in the Certified Staff Handbook itself.

1.2 Definition of "Certified Staff." "Certified staff" is defined to include any Hudson School District employee (also referred to staff or staff members) whose position falls under Wis. Stat. 118.22(b). Specifically, any employee who holds a teacher's certificate or license issued by the state superintendent or a classification status under the technical college system board and whose legal employment requires such certificate, license, or classification status. In the Hudson School District, it includes, but is not limited to, eligible teachers, school psychologists, instructional coaches, school counselors, occupational therapists, physical therapists, speech and language pathologists and social workers.

1.3 Disclaimer. The content of this Handbook is not intended to create a contract of employment. The District reserves the right, at any time, to modify the content of the handbook. Pursuant to Wis. Stat. 118.21, the School Board shall contract in writing with certified staff. Please note that nothing contained in this Handbook is to be construed by any employee as establishing or modifying the specific terms of such a certified staff contract. Furthermore, nothing herein shall be construed as a guarantee of continued employment nor as a guarantee of any benefits or conditions of employment.

1.4 Employee Acknowledgement. It is each staff member's responsibility to read and become familiar with the policies/procedures adopted by the Board, administrative guidelines/procedures promulgated by District administration, and this Handbook. If you have any questions regarding policies, procedures, guidelines, or expectations, please direct them to your immediate supervisor and/or the Human Resources Department. All employees must read and electronically sign the "Employee Acknowledgement" form in Frontline Central.

Section 2. SCHOOL DISTRICT AND BUILDING CONTACT INFORMATION

2.1 School Board Members.

Bob Baumann, President
Kate Garza, Vice President
Megan Rozowski, Treasurer
Molly Powers, Clerk
Bryan Dahl, Member
Erin Gerlach, Member
Maria Rudie, Member

2.2 District Office.

1350 Carmichael Road
Hudson, WI 54016
715-377-3700, Extensions Below

Superintendent's Office.

Chief Executive Officer: Dr. Nick Ouellette - 3702

Executive Administrative Assistant: Kelly Schickling - 3702

Director of Community Relations: William Sealy - 8023
Community Services Specialist: Jennifer Blank - 3722

School Age Care.
Community Education Program Coordinator: Bev Hagen - 8095

Financial Services.

Chief Financial and Operations Officer: Bonnie Stegmann - 8031
Assistant Director of Finance: Dave Gerberding - 8032
Administrative Assistant to Financial Services: Tammy McKenzie - 8030
Payroll Specialist: Rebecca Simpson - 8036
Accounts Payable Specialist: Andrea Boock - 8035

Facilities and Grounds.
Assistant Director of Operations: Dustin Hayes - 8060
Facilities and Grounds Program Supervisor: Steve Gullickson - 8063
Facilities Specialist: Betsy Ganz - 8064

Nutrition Services.
Emily Ly - 8085

Document Services.
Crystal Tape – 8055

Teaching and Learning.

Chief Academic Officer: Shannon Sexe - 8024
Assistant Director of Teaching and Learning: Laura Mlynarczyk - 8033
Data and Assessment Coordinator: Melissa Miller - 8047
Virtual School Coordinator: Tonya Krueger - 8026
Administrative Assistant to Teaching and Learning: Amber Dols - 8025
Administrative Assistant to Teaching and Learning: Kelly Paul - 8020

Instructional Technology Services.

Assistant Director of Teaching and Learning for Technology: Amanda McCarthy - 8071
ITS Administrative Assistant: Beverly Marion - 8070
Network Coordinator: Joe Barbey - 8077
Data Specialist: Julie Johansson - 8019
Technology Specialists:
Kristen Clemmens - 8076
Jessica Stein - 8075
Steve Gaffer - 8081
Jenna Strom - 8072
Elijah Belz - 8078

Student Services.

Chief of Schools Officer: Tara Gonyer - 8012
Assistant Director of Student Services: Fafani Weinzierl - 8027
Administrative Assistant to Student Services: Bev Borgstrom - 8010
Administrative Assistant to Student Services: Amy Howell - 8015

Human Resources.

Chief Human Resources Officer: Ha-Keem Abdel-Khaliq - 8011
Assistant Director of Human Resources: Sarah Jamieson - 8041
Human Resources Generalist: Hollie Thorsen - 8042
Administrative Assistant to Human Resources: Holly Quinn-Marrs - 8040
Benefits Specialist: Lori Williquett - 8037

Transportation.
Administrative Assistant to Transportation: Ashley Kopp - 8051

2.3 Elementary Schools.

E.P. Rock. 340 13th Street South. 715-377-3840
Principal: Dolf Schmidt - 2201

Hudson Prairie. 1400 Carmichael Road. 715-377-3860
Principal: Joe Behnke - 2401

North Hudson. 510 Lemon Street North. 715-377-3870
Principal: Sue Hellmers - 2501

River Crest. 535 County Road F. 715-377-3890
Principal: Paula Blattner - 2701

2.4 Middle School. 1300 Carmichael Road. 715-377-3820

Principal: Jim Dalluhn - 4001
Associate Principal: Trevor Hagerman - 4003
Assistant Principal: Nicole Brite - 4002
Dean of Students: Sheila Warren - 4004
Assistant Activities Director: Jacob Sande - 4238

2.5 High School. 1501 Vine Street. 715-377-3800

Principal: Mike Ballard - 6001
Associate Principal: Josh Halvorson - 6003
Associate Principal: Andrea Sorensen - 6002
Activities Director/Associate Principal: Aaron Moen - 8091
Assistant Activities Director: Jacob Sande - 4238
Dean of Students: Andy Bauschelt - 6008
Dean of Students: Dana Krahenbuhl - 6005

Section 3. EQUAL OPPORTUNITY EMPLOYMENT

The Hudson School District is an equal opportunity employer. Personnel hiring and administration in the District are to be conducted so as not to unlawfully discriminate against applicant or employee on the basis of age, race, religion, sex (including sex-based stereotypes, gender identity, or transgender status), sexual orientation, disability, citizenship status, marital status, pregnancy, national origin, creed, color, political or religious affiliation, ancestry, arrest or conviction record, military service, genetic information, use or nonuse of a lawful product off school premises during nonworking hours, declining to attend a meeting or participate in any communication about religious or political matters, the authorized use of family or medical leave or worker's compensation benefits, or any other reason prohibited by state or federal law. Specific state and federal laws and regulations further define the actions that do, or do not constitute unlawful discrimination, harassment or retaliation with respect to the various protected classes.

Positive action is required from all employees to help ensure that the District complies with its obligations under state and federal law and does not discriminate with regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms and conditions of employment.

In accordance with the Americans with Disabilities Act (ADA), the District will reasonably accommodate qualified individuals with a disability so that the individual can perform the essential functions of their job. An individual who can be accommodated for a job without undue hardship will be given the same consideration for a position as any other applicant.

Safety standards apply to all applicants and employees. Applicants/employees who pose a direct threat to the health/safety of other individuals in the workplace, when such threat cannot be eliminated by a reasonable accommodation, shall have their employment status reviewed.

Any employee with questions or concerns about equal employment opportunities in the workplace, or reasonable accommodation, should bring the issue to the attention of their immediate supervisor. The District prohibits any form of retaliation for making a report in good faith about issues associated with equal employment opportunity and reasonable accommodation.

Section 4. THE ROLE OF MANAGEMENT

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

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

A. Manage and direct the employees;
B. Hire, promote, schedule, transfer and assign employees;
C. Lay off employees;
D. Discharge and/or nonrenew employees or take disciplinary action;
E. Schedule overtime as required;
F. Develop job descriptions;
G. Assign work duties;
H. Introduce new or improved methods or facilities or change existing methods or facilities;
I. Contract out for goods and services;
J. Discontinue certain operations; and
K. Direct all operations of the District.

Section 5. SCHOOL CALENDAR, CONTRACT DAYS AND WORK DAY

5.1 **School Calendar.** The School Calendar is established by the Board with certified staff input. Attached as "Appendix A" is the 2026-27 school calendar.

5.2 **Certified Staff Contract Days.** There are 192 certified staff contract days (194 certified staff contract days for probationary teachers). There are 178 student learning days.

5.3 **Certified Staff Work Day.** A full-time staff member's basic workday is 7 ½ hours at the place of employment exclusive of a 30-minute duty free lunch period. Certified staff are expected to be on duty at least fifteen (15) minutes prior to the AM bell for students. The building principal establishes the specific workday hours in collaboration with the District administration.

5.4 **Make-Up for Inclement Weather/School Closure Days.** Depending upon the particular circumstances of any given year, certified staff may not be required to make up the first two (2) inclement weather/school closure days. Circumstances to consider include, but are not limited to, State Wisconsin law and regulations requiring the make-up of student learning time, the total number of instruction minutes lost, the dates of the closures, etc.

Section 6. PROBATIONARY PERIOD FOR TEACHERS

Certified staff new to the Hudson School District will serve a three-year probationary period. The probationary period is a time for staff to learn about the District, its strategic vision, and expectations. It is also a time to improve practices and collaboration that support each student learning at higher levels. The District provides support for probationary staff with mentors (initial educators), building orientation buddies, instructional coaching/feedback, collaboration, and/or professional development. In order for a probationary staff member to move to non-probationary staff member status after the third year, the staff member must be effective or distinguished by District standards.

During the three-year probationary period, a certified staff member may be non-renewed by the Board without cause, but such nonrenewal will not be arbitrary or capricious. Probationary staff being non-renewed will not have access to the grievance procedure.

Section 7. CERTIFIED STAFF EVALUATION SYSTEM

All certified staff in the Hudson School District are expected to be effective or distinguished in all areas of evaluated performance. The Hudson School District's evaluation system:

- Works from a perspective that if students are learning, the teaching must be effective;
- Requires the principal to utilize coaching conversations as a tool for improving staff performance;
- Focuses on the staff member's professional growth as a part of a continuous improvement cycle;
- Guides the work of the principal with the staff member;
- Establishes professional norms of inquiry into and reflection upon practice;
- Parallels the key role of assessment in effective instructional practices;
- Utilizes multiple data sources (evidence) focused on student learning;
- Ties observation to content and performance standards;
- Includes both formal and informal observations; and
- Is based on the research and best practices from Dr. James Stronge.

Effective with the 2014-15 school year, the School Board has adopted the CESA #6 Effectiveness Project – Educator Effectiveness System for its state-mandated evaluation system.

By Wisconsin Statute, formal Summative Evaluations must be completed for all certified staff during their first year of employment (this includes 1-year only long-term substitutes) and every three (3) years thereafter. Through Hudson Administrative Guidelines, summative evaluations must be completed annually for the first three (3) years of a staff member's employment and every three (3) years thereafter. Copies of signed Summative Evaluations are submitted by principals to the Human Resources Office.

Wisconsin Statute 121.02 (1)(q), Wisconsin Administrative Code PI 8.01 (2)(q), and Board Policy #538-Certified Staff Evaluation.

Section 8. COMPENSATION

8.1 Salary for Certified Staff. For performing the duties that the District assigns, an individual staff member will earn a gross annual salary pursuant to their individual contract. In accordance with its regular payroll schedule, the District will pay this annual salary to the staff member in equal installments over twenty (20) pay periods, or (24) pay periods, chosen by staff member. On August 14, 2023, the School Board approved a new compensation system ("Raider Compensation System") effective with the 2024-25 school year. This new structure focused on the following guiding principles:

- No backwards salary movement;
- Transparency;
- Predictability;
- Recruitment and Retention;
- Sustainability; and
- Competitive amongst our comparable districts.

See Appendix E for the 2026-27 Raider Compensation System salary grid.

8.2 Comparability Analysis. The District recognizes that it is in competition with other districts to attract and retain qualified and high performing certified staff. Although there are other factors, e.g. professional development opportunities, District reputation, and community characteristics, etc. that are relevant to attracting and retaining such staff, salary and benefits are undeniably important.

In an effort to remain competitive, the District will endeavor to periodically conduct comparability studies of the salaries and benefits offered by other districts. Such data will be used to inform the Board as it makes compensation decisions. Effective with the 2018-19 school year, the School Board has identified the following schools as part of its comparable districts for certified staff: Eau Claire, Elmbrook, Forest Lake, Howard-Suamico, New Richmond, Richfield, River Falls, So. Washington County, Stillwater, and White Bear Lake.

8.3 Payroll Information and Deductions. It is the District's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the Payroll Specialist in the Finance Department who can assist you in understanding the information that is required in order to investigate the matter. The District is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed and the District will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

The staff member authorizes the District to make required payroll deductions, including deductions for the employee's health and dental insurance premium contribution, if applicable. The District's obligation to make any payments under an individual staff member's contract will cease immediately in the event that the staff member resigns or is discharged. The gross annual salary does not include compensation for any applicable extra-curricular/extra duty responsibilities, stipends, or other non-base building earnings.

Staff must notify your supervisor and the Human Resources Department if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

8.4 Credit Compensation, Master's Programs and Credit for Educational Advancement.

A. Credit Compensation
Certified Staff are eligible for an expense allowance for graduate work at the rate of $50.00 per semester credit, up to six (6) credits per fiscal year (July 1st–June 30th).

- **Requirements:** All course requests must be submitted electronically through Frontline Central and approved in advance by the Chief Academic Officer or designee.
- **Eligibility:** Staff must earn a grade of B- or better.
- **Deadlines:** Requests for compensation must be submitted through Frontline Central by June 30th.
- **Note:** District-wide compensation is limited to $24,000 per fiscal year based on the date of submission to the Human Resources Office.

B. Credit Approval and Salary Advancement (Raider Compensation System)
Pursuant to the Raider Compensation System ("RCS"), certified staff may be eligible for salary schedule lane movement.

- **Submission Limit:** Staff may submit up to nine (9) pre-approved graduate credits per year (July 1st–June 30th). Credits exceeding this limit may be banked for future year's advancement.
- **Requirements:** A grade of B- or better is required. Staff must electronically submit the Reimbursement Form and transcripts in Frontline Central by June 30th to qualify for the upcoming year's salary placement.
- **Timeline:** Lane advancements occur only in July and are effective at the beginning of that school year's contract.

C. Master's Programs Approval and Salary Advancement

The following education/administrator-related Master's programs are pre-approved: University of Wisconsin system, University of Minnesota system, St. Mary's, Hamline, St. Thomas, and Viterbo. Additional programs will be considered upon request and approval by the Chief Academic Officer or designee.

- **Process:** Submit all program requests through Frontline Central for review and approval.
- **Verification:** To qualify for lane advancement, staff must submit the requisite form and transcripts showing proof of degree completion by June 30th.
- **Timeline:** Lane advancements occur only in July and are effective at the beginning of the upcoming school year's contract.

8.5 Certified Staff Compensation for Extra-Curricular/Extra Duty Responsibilities.

ACTIVITIES STIPEND SYSTEM

Level 1 - $6,180stipend		
Level 2 - $4,950 stipend		
HS Fall Musical Play		
Level 3 - $4,385 stipend		
HS Forensics Head	HS Yearbook	HS/MS Weight Room Supervisor
Level 4 - $3,333 stipend		
HS DECA	HS Quiz Bowl	HS Spring Play
HS Band (2)	HS Choir (2)	HS Orchestra
Level 5 - $2,570 stipend		
HS FFA	HS Forensics – Asst.	HS HOSA
HS Marching Band	HS Peer Helpers (2)	
Level 6 - $2,068 stipend		
K-12 Destination Imagination (2)	HS Diversity Club	HS Drumline
HS Fall Musical Choreography	HS NHS (2)	HS One-Act Play (2)
HS Science Olympiad	HS Student Council (2)	MS Science Olympiad
MS Band (2)	MS Choir (2)	MS Orchestra
Level 7 - $1,359 stipend		
HS Prom	HS Rhinestone Raiders (2)	HS SADD
HS Science Olympiad Asst.	HS Student to Student	HS Sustainability Club
MS Cheer Head	MS Forensics	MS Math Counts
MS Math Masters	MS Raiderettes Head	MS Science Olympiad Asst.
MS Student Council (2)		

Level 8 - $1,115 stipend		
ELEM - General/Orchestra Music	HS H-Club	HS Marching Band Asst.
HS NAHS	HS Quiz Bowl Asst.	HS School Store
MS Cheer Asst.	MS Raiderettes Asst.	
Level 9 - $788 stipend		
ELEM Student Council (6)	HS German	HS Spanish
MS Yearbook		
Level 10 (Probationary) - $558 stipend		
*New clubs may be placed in Class 10 (Probationary) for a minimum of two years in order to establish measurable indicators for review by activities committee to determine future placement into the stipend scale. **Beginning 2019-2020 current clubs/activities will be placed into the Payment Schedule based on Schedule Placement Indicators. Any advisor that receives a reduction in pay will retain the higher stipend amount as long as they continue to advise/coach that specific activity.		
High School Student-Led – approximately $7,281 budget		
Budget to be divided among various HS Clubs and Activities (annually determined; minimum 10 student members; minimum 12 meetings).		
Middle School Student-Led - $7,281 budget		
Budget to be divided among various MS Clubs and Activities (annually determined; minimum 10 student members; minimum 12 meetings).		

A. Activities Committee:
- **a.** Objectives:
  - i. Review new club/organization proposals.
  - ii. Determine the removal and/or addition of any positions on the extra pay schedule.
  - iii. Determine the point assessment for any new positions added to the extra pay schedule, in addition to appeals to placement.
- **b.** Committee Members (minimum requirements for following departments)
  - i. (2) District, (1) HS Administrator, (1) MS Administrator, (1) Elementary Administrator

B. Stipend Placement

a. Placement Criterion

Schedule Placement Indicators:	Stipend pay shall be based on indicators, which provide a basis for placement within the Payment Schedule. The indicator system determines compensation based on a specified dollar amount per point according to the Payment Schedule. Other factors may be considered as needed.	
Length of season	The length of the season will be determined by time spent in direct contact with students.	.2 pts / Month (Max 2.4)
Number of teams	All coaches/advisors will be given credit for those teams/groups in their activity which are under their control. All other coaches will receive credit for only those teams for which they have direct responsibilities.	.5 pts / Level (Max 2.0)
Budget responsibilities	The coach/advisor of each team/group is responsible for their individual budget. They will be placed on the graduated scale (below) in this factor according to the dollar amount budgeted for their activity for that school year.	Below $500 = .4 $501-$1,500 = 1.0 $1,501 or more = 2.0
Number of contests	Each coach/advisor shall receive credit for the team/group's total number of competition dates. Competitions must be an organized event with other teams/groups present and be on the approved schedule, as part of the preseason checklist, unless otherwise approved by the Activities Director.	1 to 3 = .4 4 to 9 = .8 More than 10 = 1.6
Number of participants	Each coach/advisor shall receive credit for the number of students over which they have direct responsibility for. The number of participants must be tracked and recorded within a given tracking form throughout the season.	1-10 = .7 11-15 = 1.0 16-25 = 1.4 26-35 = 1.8 36+ = 2.2

b. Appeal Process:

1. An application for change in Payment Schedule placement will be made through the committee. Such an application shall be made by March 1 for action affecting the next contract.
2. The coach/advisor must meet directly with the Activities Director to present the application.
3. The committee shall review the application and take action during the spring review (no later than the 4th week of May).
4. Additional Staff (when applicable): Additional staff needed, due to increased student participation or enrollment, will not be included in the total points for determination of the point value each year. All requests to add positions must be submitted to the Activities Committee by March 1 to review the proposal.

AMOUNTS FOR ATHLETIC EXTRA-CURRICULAR ACTIVITIES*			
JOB TITLE	Grade From	Grade To	Amount
COACH: BASEBALL-HEAD	9	12	$4,560
COACH: BASEBALL-VARSITY ASSISTANT	9	12	$3,229
COACH: BASEBALL-JV	9	12	$2,378
COACH: BASEBALL-JV2	9	9	$2,378
COACH: BASKETBALL-BOYS HEAD	9	12	$6,427
COACH: BASKETBALL-BOYS VARSITY ASSISTANT	9	12	$3,856
COACH: BASKETBALL-BOYS JV	9	12	$3,517
COACH: BASKETBALL-BOYS JV2	9	10	$3,090
COACH: BASKETBALL-BOYS JV3	9	9	$3,090
COACH: BASKETBALL-BOYS MIDDLE SCHOOL 8TH	8	8	$2,225
COACH: BASKETBALL-BOYS MIDDLE SCHOOL 7TH	7	7	$2,225
COACH: BASKETBALL-GIRLS HEAD	9	12	$6,427
COACH: BASKETBALL-GIRLS VARSITY ASSISTANT	9	12	$3,856
COACH: BASKETBALL-GIRLS JV	10	10	$3,517
COACH: BASKETBALL-GIRLS JV2	9	10	$3,090
COACH: BASKETBALL-GIRLS MIDDLE SCHOOL 8TH	8	8	$2,225
COACH: BASKETBALL-GIRLS MIDDLE SCHOOL 7TH	7	7	$2,225
COACH: CHEERLEADING-HEAD (FALL)	9	12	$2,673
COACH: CHEERLEADING-HEAD (WINTER)	9	12	$3,230
COACH: CHEERLEADING-VARSITY ASSISTANT (FALL)	9	12	$2,004
COACH: CHEERLEADING-VARSITY ASSISTANT (WINTER)	9	12	$2,423
COACH: CHEERLEADING-JV (FALL)	9	12	$1,898
COACH: CHEERLEADING-JV (WINTER)	9	12	$2,293
COACH: CROSS COUNTRY-BOYS HEAD	9	12	$3,869
COACH: CROSS COUNTRY-GIRLS HEAD	9	12	$3,869
COACH: CROSS COUNTRY-BOYS ASSISTANT	9	12	$2,836
COACH: CROSS COUNTRY-GIRLS ASSISTANT	9	12	$2,836
COACH: CROSS COUNTRY-MIDDLE SCHOOL	7	8	$2,070

JOB TITLE	Grade From	Grade To	Amount
COACH: FOOTBALL-HEAD	9	12	$6,427
COACH: FOOTBALL-VARSITY ASSISTANT	10	12	$4,230
COACH: FOOTBALL-VARSITY ASSISTANT	10	12	$4,230
COACH: FOOTBALL-VARSITY ASSISTANT	10	12	$4,230
COACH: FOOTBALL-VARSITY ASSISTANT	10	10	$4,230
COACH: FOOTBALL-VARSITY ASSISTANT	10	10	$4,230
COACH: FOOTBALL-VARSITY ASSISTANT	10	10	$4,230
COACH: FOOTBALL-FRESHMEN	9	9	$3,548
COACH: FOOTBALL-MIDDLE SCHOOL 8TH	8	8	$2,225
COACH: FOOTBALL-MIDDLE SCHOOL 7TH	7	7	$2,225
COACH: GOLF-BOYS HEAD	6	12	$3,466
COACH: GOLF-BOYS JV	9	12	$2,266
COACH: GOLF-GIRLS HEAD	9	12	$3,466
COACH: GOLF-GIRLS JV	9	12	$2,266
COACH: GYMNASTICS-HEAD	9	12	$4,876
COACH: GYMNASTICS-VARSITY ASSISTANT	9	12	$3,657
COACH: GYMNASTICS-JV	9	12	$3,554
COACH: HOCKEY-BOYS HEAD	9	12	$6,072
COACH: HOCKEY-BOYS VARSITY ASSISTANT	9	12	$4,230
COACH: HOCKEY-BOYS JV	9	12	$4,059
COACH: HOCKEY-GIRLS HEAD	9	12	$6,072
COACH: HOCKEY-GIRLS VARSITY ASSISTANT	9	12	$4,230
COACH: HOCKEY-GIRLS JV	9	12	$4,059
COACH: LACROSSE-BOYS HEAD	9	12	$4,993
COACH: LACROSSE-BOYS VARSITY ASSISTANT	9	12	$3,493
COACH: LACROSSE-BOYS JV	9	12	$3,444
COACH: LACROSSE-GIRLS HEAD	9	12	$4,993
COACH: LACROSSE-GIRLS VARSITY ASSISTANT	9	12	$3,493
COACH: LACROSSE-GIRLS JV	9	12	$3,444

JOB TITLE	Grade From	Grade To	Amount
COACH: RAIDAIRES-HEAD (FALL)	9	12	$1,782
COACH: RAIDAIRES-HEAD (WINTER)	9	12	$3,466
COACH: RAIDAIRES-VARSITY ASSISTANT (FALL)	9	12	$1,449
COACH: RAIDAIRES-VARSITY ASSISTANT (WINTER)	9	12	$2,899
COACH: RAIDAIRES-JV (FALL)	9	11	$1,230
COACH: RAIDAIRES-JV (WINTER)	9	11	$2,391
COACH: SOCCER-BOYS HEAD	9	12	$4,993
COACH: SOCCER-BOYS VARSITY ASSISTANT	9	12	$3,493
COACH: SOCCER-BOYS JV	9	12	$3,444
COACH: SOCCER-BOYS JV2	9	12	$3,050
COACH: SOCCER-GIRLS HEAD	9	12	$4,993
COACH: SOCCER-GIRLS VARSITY ASSISTANT	9	12	$3,493
COACH: SOCCER-GIRLS JV	9	12	$3,444
COACH: SOCCER-GIRLS JV2	9	12	$3,050
COACH: SOFTBALL-HEAD	9	12	$4,560
COACH: SOFTBALL-VARSITY ASSISTANT	9	12	$3,229
COACH: SOFTBALL-JV	9	12	$2,378
COACH: SOFTBALL-JV2	9	12	$2,378
COACH: SWIMMING-BOYS HEAD	9	12	$4,507
COACH: SWIMMING-BOYS VARSITY ASSISTANT	9	12	$2,882
COACH: DIVING-BOYS HEAD	9	12	$2,234
COACH: SWIMMING-GIRLS HEAD	9	12	$4,507
COACH: SWIMMING-GIRLS VARSITY ASSISTANT	9	12	$2,882
COACH: DIVING-GIRLS HEAD	9	12	$2,234
COACH: TENNIS-BOYS HEAD	9	12	$4,189
COACH: TENNIS-BOYS VARSITY ASSISTANT	9	12	$2,723
COACH: TENNIS-BOYS JV	9	12	$2,269
COACH: TENNIS-GIRLS HEAD	9	12	$4,189
COACH: TENNIS-GIRLS VARISTY ASSISTANT	9	12	$2,723
COACH: TENNIS-GIRLS JV	9	12	$2,269

JOB TITLE	Grade From	Grade To	Amount
COACH: TRACK-BOYS HEAD	9	12	$4,560
COACH: TRACK-GIRLS HEAD	9	12	$4,560
COACH: TRACK-ASSISTANT	9	12	$3,227
COACH: TRACK-MIDDLE SCHOOL	7	8	$2,070
COACH: VOLLEYBALL-HEAD	9	12	$4,993
COACH: VOLLEYBALL-VARSITY ASSISTANT	9	12	$3,245
COACH: VOLLEYBALL-JV	9	12	$3,090
COACH: VOLLEYBALL-JV2	9	12	$3,090
COACH: VOLLEYBALL-FRESHMEN	9	9	$2,378
COACH: VOLLEYBALL-MIDDLE SCHOOL 8TH	8	8	$2,070
COACH: VOLLEYBALL-MIDDLE SCHOOL 7TH	7	7	$2,070
COACH: WRESTLING-BOYS HEAD	9	12	$5,758
COACH: WRESTLING-BOYS VARSITY ASSISTANT	9	12	$4,230
COACH: WRESTLING-BOYS JV	9	12	$3,254
COACH: WRESTLING-MIDDLE SCHOOL	7	8	$2,225
COACH: WRESTLING-GIRLS HEAD	9	12	$5,758
COACH: WRESTLING-GIRLS VARSITY ASSISTANT	9	12	$4,230
*Stipend amounts may vary and may be contingent upon the activity occurring as directed/determined by the District.			
Note 1. The above list is unduplicated. More than one coach may share the job title/responsibilities and proportionate contract amount. Also, there may be more than one coach with the same job title and equal contract amount due to a high number of student participants.			
Note 2. Longevity compensation at 105% (5-9 years) and 110% (10+ years) of the contract amount is provided contingent upon satisfactory performance.			

EXTRA DUTY PAY RATES

TEACHING (provided by certified staff)

ALTERNATIVE (NIGHT) SCHOOL	$30.00	PER HOUR*
HOMEBOUND or ALTERNATIVE SITE	$30.00	PER HOUR*
GEDO	$30.00	PER HOUR*
SUBSTITUTING FOR ABSENT CERTIFIED STAFF	$30.00	PER CLASS PERIOD (Block at the High School counts as 2 periods)
OTHER TEACHING OF STUDENTS	$30.00	PER HOUR*

PROFESSIONAL DEVELOPMENT FOR OTHER STAFF/NON-INSTRUCTIONAL SUPERVISION OF STUDENTS	$25.00	PER HOUR
*INCLUDING 20% OF FACE-TO-FACE TEACHING TIME FOR PREPARATION		

REQUIRED MEETINGS (non-contract time)

CURRICULUM WRITING	$20.00	PER HOUR
IEP	$20.00	PER HOUR
SMART GOALS	$20.00	PER HOUR
OTHER REQUIRED MEETINGS	$20.00	PER HOUR

MISC.

BUS DUTY	$10.00	PER EVENT (AM $10 and PM $10)
BUS CHAPERONE:		
0-25 MILES	$15.00	PER EVENT
26-75 MILES	$20.00	PER EVENT
76+ MILES	$30.00	PER EVENT
CLASS ADVISOR (ONE EACH FOR GRADES 9, 10, 11,12)	$365.00	PER CLASS
CONCERT SUPERVISION OF STUDENTS BY CLASSROOM TEACHER	$20.00	PER EVENT
DANCE CHAPERONE	$15.00	PER HOUR
DEPARTMENT HEAD AND TEAM LEADERS (1-6 MEMBERS) ELEMENTARY DEPARTMENT HEAD	$979.00	PER YEAR
DEPARTMENT HEAD AND TEAM LEADERS (7+ MEMBERS)	$1,079.00	PER YEAR
EXTRA PERIOD ASSIGNMENT	$3,500	PER SEMESTER
WORLD LANGUAGE TEACHER PROVIDING COMMUNICATION ASSISTANCE DURING SCHOOL-RELATED MEETINGS WITH BI-LINGUAL PARENT/GUARDIAN	$25.00	PER EVENT
MEET THE TEACHER OPEN HOUSE	$36.00	PER EVENT
MENTORS	$1,500.00	YEAR 1: $1,000 (PER MENTEE) YEAR 2: $500
PLAYGROUND AND NOON SUPERVISION	$13.77	PER HOUR
PROFESSIONAL DEVELOPMENT (DISTRICT REQUIRED NON-CONTRACT TIME)	AS DETERMINED BY LEARNING SERVICES DIRECTOR OR STUDENT SERVICES DIRECTOR	

ATHLETICS

ANNOUNCER	$20.00	PER HOUR W/$30 MIN.
CROWD CONTROL	$15.00	PER HOUR W/$30 MIN.
GAME MANAGER	$23.00	PER HOUR
SCOREKEEPER	$20.00	PER HOUR
STARTER	$20.00	PER HOUR
TICKET SALES	$18.00	PER HOUR
TICKET TAKER	$18.00	PER HOUR
TIMEKEEPER	$20.00	PER HOUR
BUS CHAPERONE:		
0-25 MILES	$15.00	PER EVENT
26-75 MILES	$20.00	PER EVENT
76 AND OVER MILES	$30.00	PER EVENT

SUBSTITUTE TEACHERS

2026-27 Certified Staff Daily Substitute Rates	
K-12 Teaching/Substitute License (Full Day)	$200.00
K-12 Teaching/Substitute License (Half Day)	$100.00
Long Term Sub (20+ Consecutive Days)*	$270.00
Long Term Sub (Special Education) (20+ Consecutive Days)*	$286.00
HSD Certified Staff Retiree (Full Day)	$225.00
HSD Certified Staff Retiree (Half Day)	$112.50
HSD Certified Staff Retiree (Long Term Sub)	$295.00
HSD Certified Staff Retiree (Long Term Sub-Special Education)	$311.00
* 1/192 of BA beginning salary per Board Policy	
NOTE: Substitute teachers will not be paid additional dollars beyond the daily rate for substitute teaching during any preparation time typically received by the regular teacher.	

Substitute Reward System*	
Fab Friday (Five Friday Vacancies)	$100.00 Incentive
Rise and Shine (Five Monday Vacancies)	$100.00 Incentive
Special Education Superstar (Five Special Education Vacancies)	$100.00 Incentive
*Maximum $1,000 per school year	

SUMMER PROGRAM/SERVICE TEACHERS

SUMMER SCHOOL TEACHING (provided by CERTIFIED STAFF)	$35.00	PER HOUR of class
SUMMER SCHOOL SUPPORT STAFF		DEFINED HOURLY RATE
SUMMER SCHOOL SUPPORT STAFF (WORKING IN THE SAME POSITION THE EMPLOYEE IS ASSIGNED TO DURING THE SCHOOL YEAR)	REGULAR SCHOOL YEAR RATE OF PAY	PER HOUR

OCCASIONAL SHORT TERM PROJECTS

UNSKILLED/NON-CONFIDENTIAL WORK (E.G. STUFFING ENVELOPES, MOVING BOXES, SUMMER SCHOOL GUIDES, ETC.)

(14-20 YEARS) *(2) NOTE	$	PER HOUR; STATUTORY MINIMUM WAGE
(20 YEARS AND OLDER)	$	PER HOUR; STATUTORY MINIMUM WAGE

SKILLED/CONFIDENTIAL WORK (E.G. HANDLING PERSONNEL OR STUDENT RECORDS, ETC.)

	$	ADMINISTRATION DEFINED HOURLY RATE
INDIVIDUALS FOR STUDENT REGISTRATION *(1) NOTE	$	ADMINISTRATION DEFINED HOURLY RATE

(1) NOTE: THE EMPLOYMENT OF RELATIVES OF CURRENT STAFF REQUIRES THE APPROVAL OF A DISTRICT LEVEL ADMINISTRATOR. IF AT ALL POSSIBLE, STAFF SHOULD NOT DIRECTLY OVERSEE THE WORK OF IMMEDIATE FAMILY MEMBERS.
(2) NOTE: WORK PERMITS ARE REQUIRED BY STATUTE FOR THOSE UNDER THE AGE OF 16.

Section 9. INSURANCE AND MISCELLANEOUS BENEFITS

9.1 Group Health Insurance. Certified staff who regularly work twenty (20) or more hours per week may elect to participate in the family or single health plan selected by the District. To be eligible for District health insurance coverage during your initial month of employment, your official start date must be the first (1st) calendar day of that month. For any start date after the first day of the month, benefit coverage will begin on the first (1st) of the following calendar month. From July 1, 2026 through June 30, 2027, for full-time staff who regularly work 37.5 hours per week during a school calendar year, The District will contribute up to 85% (equates to $2,257.60) toward the monthly premium for family health insurance, and up to 85% (equates to $994.50) toward the monthly premium for individual health insurance for the 2026-2027 year. The staff member must pay the remainder of the premium by payroll deduction if the staff member elects to receive insurance through the plan selected by the District. The District's contribution will be prorated for staff who work twenty (20) or more hours per week but less than full-time. Any additional cost of the premium must be borne by the staff member and paid by

payroll deduction. However, if either the husband or wife is employed full-time as a certified staff member or the spouse is employed at least half-time as a staff member by the District, the District will pay for the full cost of one family policy. Neither spouse will be eligible for the Benefit in Lieu of Insurance.

9.2 **Benefit in Lieu of Insurance.** Full-time certified staff who regularly work 37.5 hours per week during a school calendar year and can demonstrate that they have group health insurance through a source other than the Hudson School District will have $3,500 placed in a tax advantaged manner approved by the IRS in lieu of receiving health insurance from the Hudson School district for a full school year and shall be pro-rated based on partial year employment. Payment will be made at the end of the school year if the staff member has not separated from employment with the District for any reason before that time.

9.3 **Dental Insurance.** Certified staff who regularly work twenty (20) or more hours per week during a school calendar year may elect to participate in the family or single dental plan selected by the District. From July 1, 2026 through June 30, 2027, for full-time certified staff who regularly work 37.5 hours per week during a school calendar year, the District will contribute up to $105.68 toward the monthly premium for family dental insurance and up to $37.80 toward the monthly premium for single dental insurance. The District's contribution will be prorated for certified staff who work twenty (20) hours or more per week but less than full-time. Certified staff who work fewer than twenty (20) hours will not be eligible for dental benefits.

9.4 **Vision Insurance.** Effective July 1, 2025, vision coverage is available to all certified staff and their dependents on a voluntary basis. Employees electing to participate are responsible for the full cost of the vision plan premiums.

9.5 **Long Term Disability (LTD) Insurance.** All certified staff working 20 hours per week during a school calendar year participate in a group long term disability ("LTD") insurance plan selected by the District. The District will contribute towards the cost of the premium for each staff member who participates in the group long term disability insurance plan based on the staff member's annual eligible salary.

9.6 **Life Insurance.** Certified staff hired prior to July 1, 2011 working 440 hours or more during a school calendar year and those hired after June 30, 2011 working 880 hours or more during a school calendar year are eligible to participate in a group life insurance plan selected by the District. The District will determine the benefit amount. The District will contribute up to twenty percent of the employee basic rate. Certified staff employed as substitutes, long-term substitutes or with one-year-only status are not eligible to participate.

9.7 **Flex Benefits.** Certified staff who are regularly scheduled to work at least thirty (30) hours per week may participate in the Section 125 Flexible Benefit Plan established by the District.

9.8 **Employee Assistance Program (EAP).** The District provides confidential services of an employee assistance program to all employees and their dependents. Assistance is available to help cope with personal or family problems such as alcoholism, depression, drug abuse, divorce

or marriage counseling, finances, stress, parent/child or elder issues, etc. Through the EAP, employees are able to access confidential counseling services at their convenience. The District has contracted with FamilyMeans and National Insurance Services to provide these services. You can contact FamilyMeans at 651-439-4840 or 800-327-3203 or National Insurance Services at 866-451-5465. Additional information regarding EAP can be obtained through your supervisor and/or the Human Resources Department. See Appendix G for further information.

9.9 Insurance Disclaimer. The Board's only obligation in regard to any insurance benefit described in the Handbook provision is to pay the portion of the premium stated in this provision. The staff member agrees that no claim or cause of action may be brought against the Board or the School District for any claim or cause of action may be brought against the Board or the School District for any claim that is not covered or paid by insurance. The Board is not insuring or guaranteeing that any particular claim will be paid or covered by any insurance policy, plan, or program, or that any specific amount will be paid out under any policy, plan, or program. The eligibility, benefits, and coverage of the staff member and any dependents will be strictly governed by the terms of the applicable insurance policy, or program selected by the District. The District reserves the right to change benefits and carriers at its discretion.

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

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

9.11 Elective Retirement Savings Plan Options

Resources to sign up for the District's Retirement Savings Plan options are available in Classlink in the Hudson 4 U - Employee Benefit Information folder. Contact our payroll department for additional information or questions.

403(b) (Employee Sponsored) Account. The School District of Hudson 403(b) Retirement Savings Plan offers a convenient way for you to save for your future through payroll deductions. The District currently partners with TSA Consulting Group, Inc as our Third Party Administrator. TSA Consulting Group, Inc is responsible for monitoring compliance and fiduciary

responsibilities on behalf of the District's 403(b) Program. Within our 403(b) Program, there are a multitude of vendor partners with which employees can choose to establish their 403(b). All regularly scheduled employees are eligible to participate in the 403(b) Program if they choose. To learn more or to view the available 403(b) vendors, visit the TSACG webpage at: tsacg.com/individual/plan-sponsor/Wisconsin/school-district-of-hudson.

IRA/457 Retirement Account. The District also offers an optional supplemental retirement savings program through Wisconsin Deferred Compensation (WDC). WDC is a 457 plan with a Traditional (pre-tax) option and a Roth (post-tax) option. It is administered by the WI Department of Employee Trust Funds (ETF) and is only offered to public employees throughout Wisconsin. It is important to note that the 457 contribution limit is independent of the 403(b) contribution limit. An employee could potentially contribute the max amount for both plans. If you are interested in participating in the 457 plan, call customer service at 877-457-9327 or visit their website at http://www.wdc457.org/ to learn more about the plan or to sign up.

9.12 Short Term Disability ("STD") Insurance. Certified staff working 20 hours or more per week may elect to participate in this benefit at their expense upon proper application and approval by the District carrier. For more information, please contact the Human Resources Department.

Section 10. WISCONSIN RETIREMENT SYSTEM (WRS) CONTRIBUTIONS

The District shall provide retirement contributions to eligible employees in accordance with Wisconsin law. Once eligible for coverage under WRS, coverage is mandatory and an employee may not "opt out" of WRS. Employers and employees are required to pay a percentage of each payment of earnings equal to "one-half of the total actuarially required contribution rate." Employee contributions are pre-tax. For additional information, please contact WRS at 1-877-533-5020 or visit their website at www.etf.wi.gov.

Section 11. RETIREMENT BENEFITS FOR CERTIFIED STAFF

11.1 Disclaimer. Nothing in this Handbook creates an express or implied contract between the District and any certified staff member. The Board of Education may modify, delete, suspend, or discontinue any part or provision of this Handbook at any time. Only the Board of Education may alter or amend this Handbook. No certified staff member, agent, or representative of the District has the authority to modify any provision of this Handbook or to make a binding statement, promise, representation or agreement that is inconsistent with this Handbook.

11.2 Application. This Handbook section applies only to regular full-time certified staff members and regular part-time certified staff members who are employed by the District and who meet the definition of an "eligible certified staff member," as defined below. Benefits are pro-rated for part-time staff members. The benefits are effective as of the 2015-16 school year.

11.3 Definition of Eligible Certified Staff Member for purposes of eligibility for Retirement Benefits. For purposes of this Handbook section, an "eligible staff member" for the purpose of retirement benefits is a certified staff member who is at least fifty-seven (57) years of age; has at least fifteen (15) years of service in the District at the time of retirement; *and* submits a timely application for retirement benefits. To be timely, an application must be submitted to the Superintendent or the Superintendent's designee no later than December 15th. All requests are effective at the start of the subsequent school year. "Age" means the staff member's age as of August 14 of the calendar year in which they wish to retire.

11.4 Group Classification. Each staff member shall be placed in a group classification, as detailed below, based on eligibility to retire, years of service in the District as of July 1, 2016, and contract start date. Group placement shall not change during the course of the staff member's employment unless there is a break in service. A staff member can only be placed in one group and is not eligible for the benefits provided for in the other groups.

11.5 Access to District Health and Dental Insurance. Upon retirement, an eligible staff member may elect to continue to participate in the District's health and dental insurance plan for a period of up to eight (8) years or until Medicare eligible, whichever occurs first provided the retiree timely remits the requisite remaining premium amounts (as defined by the District). However, once the retiree ceases participation in the insurance plan, the retiree will not be allowed to re-enroll in any District plan. In addition, a spouse of a retiree is ineligible to participate in the District's insurance once that spouse is Medicare eligible or upon the expiration of the retiree's eligibility as provided above. The District reserves the right to modify insurance benefits and corresponding access as well as change insurance carriers at its discretion. Retirees cannot challenge any such changes and corresponding impact on their benefits.

11.6 Sick Leave Buy-Out. The District will pay the following amount into an eligible certified staff member's tax advantaged account ("account") during his or her first year of retirement: fifty dollars ($50.00) for each day of accumulated, unused sick leave up to a maximum of one hundred ten (110) days. The District will pay the same amount into the eligible staff member's account during his or her second year of retirement.

11.7 GROUP CLASSIFICATIONS

Group 2:

Definition of Group 2: A certified staff member whose contract start date was before July 1, 2015 and is eligible to retire before July 1, 2021 or a certified staff member who has 20 years of certified staff service in the Hudson School District by July 1, 2016.

Retirement Benefit. Upon the retirement of an eligible certified staff member, the District will make an annual contribution to the certified staff member's account of $12,600 for a period of eight (8) years or until Medicare eligible, whichever occurs first. Contributions into the account shall be made quarterly by the District. The District's obligation to make any payment to an eligible certified staff member's account will cease immediately after eight

years or as soon as the certified staff member becomes eligible for Medicare, whichever occurs first. Once payment is made to an eligible certified staff member's account, the certified staff member may use the money to pay any medical expenses permitted under the laws, rules, and regulations governing the account.

Group 3:

Definition of Group 3: A certified staff member whose contract start date was before July 1, 2015 and is eligible to retire before July 1, 2026 or a certified staff member who has 15 years of certified staff service in the Hudson School District by July 1, 2016.

Retirement Benefit. Upon the retirement of an eligible certified staff member, the District will make an annual contribution to the certified staff member's account of $10,200 for a period of eight (8) years or until Medicare eligible, whichever occurs first. Contributions into the account shall be made quarterly by the District. The District's obligation to make any payment to an eligible certified staff member's account will cease immediately after eight years or as soon as the certified staff member becomes eligible for Medicare, whichever occurs first. Once payment is made to an eligible certified staff member's account, the certified staff member may use the money to pay any medical expenses permitted under the laws, rules, and regulations governing the account.

Group 4:

Definition of Group 4: A certified staff member whose contract start date was before July 1, 2015 and is eligible to retire before July 1, 2036 or a certified staff member who has 10 years of certified staff service in the Hudson School District by July 1, 2016.

Retirement Benefit. Upon the retirement of an eligible certified staff member, the District will make an annual contribution to the certified staff member's account of $8,400 for a period of eight (8) years or until Medicare eligible, whichever occurs first. Contributions into the account shall be made quarterly by the District. The District's obligation to make any payment to an eligible certified staff member's account will cease immediately after eight years or as soon as the certified staff member becomes eligible for Medicare, whichever occurs first. Once payment is made to an eligible certified staff member's account, the certified staff member may use the money to pay any medical expenses permitted under the laws, rules, and regulations governing the account.

C. Group 5:

Definition of Group 5: A certified staff member whose contract start date was before July 1, 2015 and is not otherwise eligible for retirement benefits.

Retirement Benefit. Upon the successful completion of each school year, the District will contribute a defined amount into each eligible Group 5 staff member's 403(b) account. For years 1-10, the District will contribute $1,500 per year and for years 11+, the District will contribute $2,000 per year. The contributions into the 403(b) account vest only upon the

completion of fifteen (15) years of certified staff District experience. If the staff member does not complete at least fifteen (15) years of certified staff District experience, the funds (including any applicable investment earnings) contributed into said account revert back to the District.

D. Group 6:

Definition of Group 6: A certified staff member whose contract start date was on or after July 1, 2015.

Retirement Benefit. Upon the successful completion of each school year, the District will contribute a defined amount into each eligible Group 6 staff member's 403(b) account. For years 1-10, the District will contribute $1,000 per year, for years 11-20, the District will contribute $1,400 per year, and for years 21+, the District will contribute $1,900 per year. The contributions into the 403(b) account vest only upon the completion of fifteen (15) years of certified staff District experience. If the staff member does not complete at least fifteen (15) years of certified staff District experience, the funds (including any applicable investment earnings) contributed into said account revert back to the District.

11.8 Summary of "Constants" Regardless of Group Classification.

Retirement Age	57	
Required Years of Service	15	Benefits pro-rated for part-time employees
Access to District Health and Dental Insurance	8 years or until Medicare eligible, whichever occurs first	Spouse is ineligible once Medicare eligible or retiree is Medicare eligible
Application Deadline	December 15th	
Part-time Employees	Pro-rated based on FTE status	
Funding Vehicle	Tax advantaged account	unvested contributions revert back to the District
Sick Leave Payout	110 day cap, $50/day into funding vehicle	Paid twice (1st and 2nd yrs. of retirement)

11.9 Summary of GROUP Classifications and Benefits.

	Group 2	Group 3	Group 4	Group 5	Group 6
Classification	Contract start date before 7/1/15, Eligible to retire before July 1, 2021 OR 20 years of service in HSD by 7/1/2016	Contract start date before 7/1/15, Eligible to retire before July 1, 2026 OR 15 years of service in HSD by 7/1/2016	Contract start date before 7/1/15 and eligible to retire before July 1, 2036 OR 10 years of service in HSD by 7/1/2016	Contract start date before 7/1/15, not eligible for other retirement benefits	Contract start date on or after 7/1/15
Contribution - AT Retirement	$1,050 per month for up to 8 years or Medicare eligibility	$850 per month up to 8 years or Medicare eligibility	$700 per month up to 8 years or Medicare eligibility		
	Annual Cost = $12,600	Annual Cost = $10,200	Annual Cost = $8,400		
	Retire at 57: $100,800	Retire at 57: $81,600	Retire at 57: $67,200		
	Retire at 59: $75,600	Retire at 59: $61,200	Retire at 59: $50,400		
	Retire at 61: $50,400	Retire at 61: $40,800	Retire at 61: $33,600		
	Retire at 63: $25,200	Retire at 63: $20,400	Retire at 63: $16,800		
Contribution - DURING Employment	N/A	N/A	N/A	$1,500/yr (years 1-10); $2,000/yr (years 11+)	$1,000/yr (years 1-10); $1,400/yr (years 11-20); $1,900/yr (21+)
				15 years: $25,000	15 years: $17,000
				20 years: $35,000	20 years: $24,000
				30 years: $55,000	30 years: $43,000
				Contributions vest upon completion of 15 years of HSD service	Contributions vest upon completion of 15 years of HSD service
Sick Leave Payout	$11,000	$11,000	$11,000	$11,000	$11,000
	($5,500 each of 2 years, at max accrual of 110 days)	($5,500 each of 2 years, at max accrual of 110 days)	($5,500 each of 2 years, at max accrual of 110 days)	($5,500 each of 2 years, at max accrual at 110 days)	($5,500 each of 2 years, at max accrual at 110 days)
TOTAL MAXIMUM COST to District per teacher	**$111,800**	**$92,600**	**$78,200**	**$66,000**	**$54,000**

11.10 403 (b) Account. WEA Member Benefits will serve as the investment provider and record keeper for the Employer Sponsored 403(b) plan defined in this section. Basic information will be provided to WEA Member Benefits for them to establish your account.

Section 12. NON-FMLA LEAVES OF ABSENCE FOR CERTIFIED STAFF

12.1 Sick Leave.

A. Full-time staff members who are employed by the District for the entire school year will receive ten (10) days of sick leave per school year. Part-time certified staff members and certified staff members who are employed for less than the entire school year will receive sick leave on a prorated basis. Certified staff members will not receive sick leave during a leave of absence. Certified staff members may accumulate sick leave from one year to the next up to a maximum of one hundred ten (110) days. After certified staff members reach the maximum accumulation of 110 days, certified staff members will be paid $20.00 per day for each day of accumulated, unused sick leave in excess of 110 days (825 hours).

B. Sick leave and applicable absence benefits shall apply to new staff members only if the staff member has been on the job the first day of their contract. In the event a new staff member reports for work later than the first day of their contract, the sick leave and absence benefits shall begin that day and shall be prorated for the remainder of the year.

C. A staff member may only use accumulated sick leave for absences found to have been due to an illness or injury that prevents the staff member from performing duties on that day and for medical appointments that **cannot be scheduled outside the regular duty day**. An employee may also use sick leave to care for an immediate family member who is ill or injured provided that the employee, in a reasonable and practicable manner, gives the District prompt notice of the need to take such leave. For the purpose of this section only, "immediate family" is defined as the employee's spouse, dependent child (step), and parent (step). Sick leave cannot be used for personal or family events unrelated to the original use of leave.

D. Notification of Absence. When a staff member is unable to report for duty because of illness or injury as defined above, the staff member shall enter such absence into the District's electronic attendance programs and notify their immediate supervisor, as applicable and appropriate. Said notice shall be provided as soon as possible and at a reasonable hour. However, notice shall be provided at least one and a half hours before school is scheduled to begin on the morning of the day on which the teacher shall be absent. In the event of a sick-related emergency or sudden illness, the staff member's immediate supervisor shall be notified as soon as possible in addition to the entry into the programs.

E. Should any staff member voluntarily terminate their employment with the Board having used more sick leave days than earned on a prorated basis, the Superintendent or designee is authorized to withhold from the staff member' last check, such sum may be due to the Board for the use of sick leave in excess of the sick leave said teacher has earned.

F. If there is reason to suspect abuse of sick leave, the District may require at its discretion that a staff member provide a letter from a medical provider explaining each absence. The staff member will have one week to provide the letter confirming that an illness or injury

prevented the staff member from performing their duties for the approximate time sick leave was used by the staff member. The final determination as to the eligibility of a staff member for sick leave is reserved to the District. In the event that a letter from a medical provider is required, the staff member will be so advised. If the staff member fails to provide the required letter, the District will not be obligated to pay the staff member for that day of sick leave.

G. If a staff member is absent from work for more than three (3) consecutive duty days, the District shall require that the staff member provide a fitness-for-duty certification, at the staff member's expense, from a qualified medical provider unless deemed unnecessary by the Human Resources Department in its discretion.

12.2 Bereavement Leave. The intention of bereavement leave is to provide staff paid time off for making funeral arrangements, attending the funeral and burial, and paying respects to the family at a wake/visitation/related service. Staff Members absent for the following reasons shall be compensated for lost time, subject to conditions as indicated below:

Spouse	(a)
Children (Step)	(a)
Parents (Step)	(a)
Brother/Sister (Step)	(a)
Grandparents	(a)
Parent-in-Law	(a)
Grandparent-in-Law	(a)
Uncle	(a)
Aunt	(a)
Sister/Brother-in-Law	(a)
Nephew/Niece	(b)
Cousin	(b)
Association Member (4 members)	(b)
Friend (not to exceed 2/school year)	(b)
Relative who resides in Household	(b)

(a) Not to exceed three (3) days. However, two (2) additional days may be granted at the discretion of the staff member's supervisor when deemed necessary and an oral request is made, and confirmed in writing within three (3) days after return. No deduction from accumulated sick leave in those rare circumstances.

(b) Not to exceed two (2) days. Deduction from accumulated sick leave.

12.3 Personal Leave. Staff Members with less than 15 years of Hudson School District experience will receive two personal days each school year. After completing their 15th year of service in the Hudson School District staff members will receive three (3) personal days each school year. After completing their 20th year of service in the Hudson School District staff members will

receive four (4) personal days each school year. After completing their 25th year of service in the Hudson School District staff members will receive five (5) personal days each school year. After completing their 30th year of service in the Hudson School District staff members will receive six (6) personal days each school year. Staff members may elect to save one personal day from the current school year and roll it over to the subsequent school year or elect to roll unused personal days into their sick leave bank. Typically, staff cannot take more than four (4) consecutive days off per occurrence. However, staff may take five (5) consecutive personal days off once every three (3) years with prior approval from their supervising administrator. The staff member should use professional judgment and discretion in the use of these days. The District may identify days on which personal leave may and may not be used.

No more than six (6) certified staff members from the High School; five (5) certified staff members from the Middle School; and four (4) certified staff members from EP Rock, Hudson Prairie, North Hudson and River Crest may use this leave on the same day. Because Personal Leave is granted on a first come first served basis, it is important to notify the building principal as soon as possible as to the dates when this leave is needed. All personal leave days must be approved by the building principal and a qualified substitute obtained.

The District agrees to pay $125.00 to each certified staff member at the end of the school year for each personal leave day not used by the certified staff member or, upon certified staff members request, the certified staff member may elect to carry over up to one day of personal leave to the next school year.

12.4 Court Appearance or Jury Duty. Should a staff member be required to appear before a court of record pursuant to a subpoena on penalty of contempt, in a proceeding before said court (not initiated by the staff member) or for jury duty, the staff member will not lose any accrued leave for the day(s) of attendance required.

12.5 Emergency Leave. On extremely rare occasions, situations arise which require a staff member be absent from contractual responsibility. Requests for this unpaid emergency excused absence, when such special circumstances require, shall be made to their supervisor. Proof of need will be required by the staff member upon request of their supervisor. Granting of such leave shall be discretionary with the supervisor, in consultation with Human Resources. Up to one (1) sick day per year may be used for an emergency leave in lieu of an unpaid day, upon request to and approval by your supervisor. In all cases, requests for emergency leave will be handled in the same fashion as is appropriate for notification of other staff member's absences. Final approval of emergency leave shall be at the sole discretion of the District. Special circumstances include, but are not specifically limited to, one-time lack of childcare, household catastrophes, vehicle emergencies, etc.

12.6 Short-Term Unpaid Leave (Non-FMLA). It is the expectation of the District that staff members avoid absenteeism and schedule vacations, trips and other personal activities at times that do not interrupt the school year. However, the District recognizes that circumstances may make it necessary for staff members to request unpaid leave in rare situations. A staff member who needs

a short-term unpaid leave (defined as 10 days or less in any year) must submit a written request for the leave to their supervisor and the Human Resources Department. Such requests shall be made and approved prior to the leave being taken and shall specify, at a minimum, the beginning and ending dates of the short-term leave (less than 10 work days) and the reason(s) for the leave. As much advance notice as possible is requested in order to adequately review the request.

Human Resources will review the request and approve/deny it based on an analysis of the totality of the circumstances, including any extenuating circumstances giving rise to said request. Examples of extenuating circumstances may include, but are not limited to, one-time special occasions for which the teacher has no scheduling control, a once-in-a-lifetime event, or a funeral not covered under the bereavement leave section. If no extenuating circumstances exist, such requests for unpaid leave will typically not be approved. The approval/denial of such leaves are made at the discretion of the Human Resources Director or designee and will be considered final.

Staff shall be required to use all personal leave before being eligible for any unpaid leave under this section.

12.7 Extended Unpaid Leave (Non-FMLA and Non-Military). Extended non-FMLA leaves of absence may be granted to a staff member upon written request to the Superintendent or designee at their discretion. Such leave requests shall typically not exceed one (1) year and shall be unpaid unless required otherwise by law. Examples of such leave include, but are not limited to, extended childbearing leave, sabbatical leave, and disability-related leave. Any staff member whose leave extends to the end of the school year shall typically notify the Superintendent in writing by December 15th of the intent to return or not return to the District for the following school year.

No benefits of any kind shall typically accrue to said staff member while on this leave of absence. In case of a request for an unpaid leave of absence due to a prolonged illness or disability, such request must typically be accompanied by a physician's certificate identifying the illness or injury, explaining why the leave is needed, and estimating how long the illness or disability due to injury will continue. In the sole discretion of the Board, an extended leave of absence may be continued for one (1) full year beyond the initial request. Pursuant to state and federal law, if the Board so desires, the staff member on leave may be examined by a physician selected by the Board. A staff member on an extended non-FMLA unpaid leave of absence may exercise their rights under COBRA to continue benefit coverage as allowed under federal law.

When a staff member's return to work occurs near the end of a semester or if the District determines that it would be in the best interest of the students to delay a change in staff members, a staff member returning from an extended leave may have their return to normal teaching duties delayed until a time deemed appropriate by the District. Such staff members may be required to perform duties other than those normally assigned to the returning teacher, including such things as curriculum development work, until such time as the District determines that a staff member transition is advisable.

12.8 Military Leave. The District complies with all state and federal law regarding military leave. Contact the Human Resources Department for more information.

12.9 Short-Term Childrearing Leave. All certified staff are eligible for unpaid leave following the birth or adoption or foster placement of a child for bonding and childrearing in accordance with the rules set forth in this section.

A. Staff may take up to twelve (12) weeks of unpaid leave in a twelve-month period following the birth or adoption or foster placement of a child. Leave must begin within sixteen (16) weeks of the birth or adoption or foster placement of the child. Employees who have accrued paid time off may use it concurrently with childrearing leave.

B. The District will maintain group health insurance coverage for an employee on childrearing leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The employee must make arrangements with the District to cover the employee's share of premiums while on leave. Failure to do so will result in termination of the employee's group health insurance coverage while on leave. Employees shall pay the full cost of continuing life insurance, disability insurance, etc., while on leave. If an employee does not return to work, except for a reason beyond the employee's control, s/he may be required to reimburse the District for the cost of providing health insurance while on leave.

C. Employees requesting childrearing leave must provide the District thirty (30) calendar days advance notice prior to taking leave when practicable. Employees have a duty to cooperate with the District in arranging and processing leave requests to avoid undue disruption to District operations.

D. Upon return from childrearing leave, the District will restore an employee to his or her original position, or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. When an employee returns to work near the end of a semester, or if the District determines that it would be in the best interest of the students to delay a change in employees, an employee returning to work may have his or her return to normal teaching duties delayed until a time deemed appropriate by the District.

E. FMLA leave taken by the employee will run concurrently with short-term childrearing leave if the employee is also eligible for leave under the District's FMLA policy. When an FMLA eligible employee requests leave, the District will notify him or her of FMLA eligibility. If the employee is eligible for FMLA leave, the District will process the request pursuant to the District's FMLA policy (Section 13). Employees may not use childrearing leave to extend their FMLA leave.

12.10 Proration of Benefits

Unless provided otherwise in this section, any staff member who uses unpaid days during a fiscal year, shall not receive or accrue any fringe benefits for those days. This section does not apply to FMLA leaves. The employee shall, however, be permitted to remain in the District's group health insurance plan, at their own expense, for the time required by state and federal law. Employees will be responsible for all fringe benefit costs associated with these leave requests. The employee authorizes the District to make appropriate payroll deductions to cover such expenses as applicable. For more information, please contact Human Resources.

Section 13. FAMILY AND MEDICAL LEAVE ("FMLA") FOR CERTIFIED STAFF

13.1 Eligible staff members may qualify for unpaid leave under Wisconsin's Family and Medical Law (§103.10, Wis. Stats.) and/or the federal Family and Medical Leave Act. When applicable, the leaves shall run concurrently. A staff member's rights poster for both laws are in the workplace for reference by all employees. See also Appendix D.

13.2 Wisconsin FMLA. Any staff member who has worked for more than 52 weeks (for a minimum of 1,000 paid hours) is eligible for unpaid leave under Wisconsin's Family and Medical Leave Act (§103.10, Wis. Stats.). However, the staff member may, but is not required to, substitute definite and quantifiable paid leave benefits for unpaid leaves under the state law (e.g., paid sick leave). The amount of unpaid leave available in a calendar year pursuant to Wisconsin's law is presently as follows:

A. Family Leave: (A) Up to a maximum of six (6) weeks per twelve (12) month period for the birth or adoption of a child. The leave must begin no earlier than 16 weeks before estimated birth or placement and no later than 16 weeks after birth date or placement of the child. (B) Up to a maximum of two (2) weeks leave per twelve (12) month period to care for a child, spouse, parent, parent-in-law, domestic partner [as defined in Wis. Stat. § 40.02(1) and § 770.01(1)], or domestic partner's parent who has a serious health condition. The total maximum leave time for (A) and (B) is eight (8) weeks per twelve (12) month period.

B. Medical Leave: A maximum of two (2) weeks per twelve (12) month period for the teacher's serious health condition.

C. Under state law, a "serious health condition" means a disabling physical or mental illness, injury, impairment, or condition which requires inpatient care in a hospital, nursing home or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.

13.3 Federal FMLA. Any staff member who has worked for more than 12 months (for a minimum of 1,250 hours) is eligible for unpaid leave under the Federal Family and Medical Leave Act of 1993. A staff member will be required to substitute definite and certain paid leave benefits for unpaid leave.

A. The federal law provides 12 weeks of unpaid leave during a 12-month period calendar for any covered purpose, which are: (A) The birth and first year care of a child or a child who has been placed with the teacher for adoption or foster care. (B) To care for a child, spouse or parent who is suffering from a serious health condition. (C) For a serious health condition of the teacher that makes the teacher unable to perform his or her job duties. (D) Because of a qualifying exigency arising out of the fact that the teacher's spouse, child, or parent is on covered active duty or call to covered active duty as a member of the Armed Forces, National Guard, or Reserves.

B. The federal law also provides for 26 weeks of unpaid leave during a single 12-month period in the case of covered service member caregiver leave because the staff member is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness. This 12-month period begins on the first day the eligible teacher takes leave for this purpose.

C. Under federal law, a "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the staff member from performing the functions of the staff member's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

13.4 Intermittent Leave. Under some circumstances, staff members may take FMLA leave on an intermittent basis. Intermittent leave may be taken in the smallest increment allowed by the District for any other type of leave.

A. Federal leave based on a birth or child placement may only be taken intermittently on a reduced leave schedule if the District agrees.
B. State family leave for birth/placement or care of a child, spouse, parent or parent-in-law with a serious health condition may be taken as partial absences from employment if scheduled so as not to unduly disrupt the District's operations.
C. Federal leave based on a serious health condition of a staff member, staff member's child, spouse or parent may only be taken intermittently or on a reduced-leave schedule when medically necessary, unless the District agrees otherwise.
D. Federal leave due to a qualifying exigency may be taken on an intermittent basis as needed.
E. State medical leave for self may be taken in non-continuous increments as medically necessary.
F. Leaves will be granted in hourly increments or less as may be specified in policies or labor agreements. If it is physically impossible for a staff member using intermittent leave to commence or end work midway through a shift, the entire time the staff member is forced to be absent shall be designated as FMLA leave.

G. Staff members shall make a reasonable effort to schedule medical treatments to not unduly disrupt current operations and the employee shall provide the District with reasonable advance notice.

13.5 Benefits. The District is required to maintain group health insurance coverage for a staff member on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the staff member had continued to work. If applicable, arrangements will need to be made for staff members to pay their share of health insurance premiums while on leave. If applicable, in addition to paying their portion of health insurance premiums, staff members shall be required to pay the full cost of continuing their life insurance, disability insurance, etc. during leave. If a staff member fails to return to work for a reason other than the serious health condition of the staff member or the staff members immediate family member, or other reason beyond the staff members control, the staff member may be required to reimburse the District for the cost of these benefits while the staff member was on unpaid leave.

13.6 Notice. Both state and federal law provide that the staff member requesting family and medical leave has an obligation to provide reasonable advance notice to management, when practicable, of the nature and extent of any leave requested. In any event, staff members will always have a duty to cooperate with management in arranging and processing leave requests under the state and federal laws to avoid undue disruption of the District's operations. The District requests that 30 days advance notice be provided whenever possible.

To receive FMLA leave, a staff member must complete an FMLA leave request form. If a staff member is unable to do so because the need for leave was not foreseeable, a request may be made verbally. Principals/Supervisors are not to discuss medical conditions or leave requests with staff members, but are to forward them to Human Resources. Human Resources shall evaluate the request and provide a response to the staff member approving or denying the request and providing the staff member with a "Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)" and a "Designation Notice (Family and Medical Leave Act)" within five (5) business days, absent extenuating circumstances, of the staff member's request. If Human Resources needs additional information to determine whether a leave is being taken for an FMLA-qualifying reason, Human Resources may wait until it has received the requested information from the staff member and then notify the staff member whether the leave will be designated as FMLA leave with the "Designation Notice" within five (5) business days, absent extenuating circumstances, after obtaining the information.

The District may require staff members to provide medical certification supporting the need for leave due to a serious health condition, second or third medical opinions (at the District's expense) and periodic recertification, and periodic reports during FMLA leave regarding the staff member's status and intent to return to work. A medical certification form must be presented by the staff member within fifteen (15) days of being asked to do so by the District. A return to work form from a physician will, in most cases, be required in the case of a staff member's serious illness, injury, work-related injury (worker's compensation) or illness which has caused a prolonged absence from work, or if the staff member's Principal/Supervisor reasonably determines for the sake of safety that a medical authorization is advisable.

The District may require a staff member seeking FMLA leave due to a qualifying exigency to submit a certification. The District may require a staff member seeking FMLA leave due to a serious injury or illness of a covered service member to submit a certification providing sufficient facts to support the request for leave.

13.7 Upon Return to Work. Upon return from FMLA leave, a staff member must be restored to the staff member's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. FMLA leaves shall not be counted as absences for disciplinary purposes. Pursuant to federal regulations, when a staff member return to work occurs near the end of a semester or if the District determines that it would be in the best interest of the students to delay a change in staff members, a staff member returning from FMLA may have their return to normal teaching duties delayed until a time deemed appropriate by the District.

13.8 Conform with Existing Laws. This policy does not provide any greater benefits than those provided by the family and medical leave laws. Any change in the law will impact upon the operation of this policy by modifying its provisions to conform with the law.

Section 14. TECHNOLOGY AND COMMUNICATION

14.1 Electronic Media and Social Media Policy. See Appendix C for Policies #522.7 and #522.71.

14.2 Political Activities (Per Board Policies and state/federal law).

A. Employees are free to engage in political activity outside of work hours and to the extent that it does not adversely affect the performance of job duties, working relationships or District operations. When engaging in political activity or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the Employer. Employer resources may not be used for promoting a particular candidate or political party or for advocating a particular position on an issue that has become identified as the viewpoint of a particular candidate or party.

B. Definition of "Employer Resources": Employees may not use employer resources for political activities. Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. Use of bulletin boards requires authorization of and is off-limits to public use.

C. <u>Definition of "Political" Activities:</u> Political activities include partisan and non-partisan elections and referendums. Any political activity must be conducted independent of your role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the "political" activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

- Using working hours or employer resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
- Using the employer's mailing address as the return address for political solicitations;
- Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

D. These guidelines are not intended to discourage discussion of controversial issues in the classroom, where such discussions are consistent with District curriculum guidelines and teaching methods.

E. This procedure is not intended to limit the off-duty activities of employees where District buildings and property are made available to community groups for meetings and gatherings.

F. Nothing in this procedure limits the rights of the District to sponsor non-partisan political forums or forums to provide information on District initiatives, such as building referendums. Nothing in this policy places restrictions on the District's freedom to invite speakers with political associations to forums that are not open to the general public.

14.3 Solicitation. Pursuant to Board Policies and state/federal law, in order to help maintain a work environment that protects employees from undue interference while performing their jobs, employees may not orally solicit or distribute written materials for any organization, fund, activity or cause to other employees in work areas while either employee is on working time.

A. Employees may solicit other employees or distribute written materials before or after the normal work day, during normal break or lunch times or any other time when the employee is not working. These solicitations and literature distribution efforts are not permitted in working areas.

B. Non-employees: May not solicit or distribute written materials on behalf of any organization, fund, activity or cause. Solicitations for charitable organizations are exempt as long as the organization is sponsored by an employee and prior permission has been secured

from management. The same restrictions regarding working time and working areas apply to non-employees.

14.4 Artificial Intelligence (AI) Acceptable Use Framework. The Hudson School District provides access to district-approved Generative Artificial Intelligence tools (such as Gemini) to support intentional teaching, elevate instructional design, and streamline administrative workflows. All utilization must comply with Board Policy #526 (Staff Use of Information Technology/Electronic Media). AI technologies are intended to supplement professional expertise and pedagogical design; they do not supplant District curriculum, human instruction, or professional relationships with students.

A. Professional Integrity and Academic Rigor: Certified staff must maintain high cognitive expectations for all students. AI tools shall not be used to arbitrarily diminish the cognitive rigor of assignments or dilute core curricular expectations and materials. The Employee shall not utilize Generative Artificial Intelligence (AI) tools to adapt, scaffold, or alter any instructional materials unless such modifications are intentional, pedagogically appropriate, and directly substantiated by verifiable student performance data, including but not limited to formalized classroom assessments, diagnostic data, and progress monitoring metrics. Teachers retain full professional accountability for their instructional choices and final work products.

B. Human Accountability in Evaluation: The evaluation of student learning demands professional empathy, pedagogical classroom context, and direct educator oversight. AI tools shall never be solely responsible for grading student work, modifying student accommodation plans, or determining academic advancement metrics.

C. Accuracy and Bias Verification: Generative AI models are subject to data hallucinations and may reflect inherent dataset biases. Certified staff are required to critically review, fact-check, and edit all AI-generated content before sharing it with students, families, or colleagues.

D. Student Data Privacy and FERPA Compliance: Pursuant to Board Policy #347 (Student Records) and federal data privacy laws, under no circumstances shall an employee input Personally Identifiable Information (PII), confidential student records, grades, disciplinary logs, IEP/504 documentation, or protected health histories into any external or public generative AI prompt field. Staff shall exclusively utilize AI platforms that have been officially vetted and approved by the District Information Technology Department.

E. Intellectual Property: In accordance with Board Policy #335 (Ownership and Sale of Curriculum Materials), any customized educational programs, system prompts, or specialized AI outputs engineered by employees on District time or utilizing District infrastructure remain the sole intellectual property of the Hudson School District. Certified staff must set and communicate explicit boundaries with students regarding if, when, and how AI may be utilized as a learning partner on assignments.

Section 15. GENERAL WORKPLACE POLICIES

15.1 Code of Ethics. Pursuant to Board policies and state law, staff may not use their position for improper personal gain, or for the private gain of a member of the employee's immediate family/ close personal associate or for an organization with which the staff member is associated if such gain is different from what is available to the general public. Staff have a duty to ensure that conflicts, or perceived conflicts, between their own private interests and public responsibilities, are avoided.

A. Disclosure of Personal Relationships. Employees are required to disclose personal relationships with applicants/employees/vendors/service contractors, and may not participate in discussions concerning purchasing services, hiring, promoting, retaining or salary/benefits of persons with whom the employee has a relationship that may pose a conflict of interest.

B. Gifts and Gratuities. Employees may not solicit or accept from any person directly, or indirectly, any gift, gratuity or anything of value that might reasonably be perceived as impairing their independence of action or judgment. For purposes of this policy, "anything of value" is defined as an object with a likely value in excess of $25.00 and does not include coffee mugs, pens, paper supplies, calendars and other such items that are often provided at seminars and training sessions. When in doubt about the value of an item, the employee should discuss the matter with their supervisor. If an unsolicited item of value is received by an employee, the gift should be reported to their supervisor for proper disposition and documentation.

C. Outside Employment. Employees are required to disclose to their supervisor outside employment and may not use work time (except for breaks and lunch period) for tasks associated with outside employment. Employer resources, including supplies and electronic equipment, may *not* be used for purposes of outside employment. The employer retains the right to determine whether outside employment is interfering with job performance and creates a conflict of interest, or creates a potential conflict of interest.

D. Resolution of Conflict of Interest. When a conflict of interest is identified by the employer, the matter being reviewed may be reassigned to a different employee. The employer retains the right to take other or additional steps as may be deemed appropriate in order to resolve the matter. Violations of the Code of Ethics policy will be evaluated on a case-by-case basis and may result in disciplinary action up to and including discharge from employment. Nothing in this policy is intended to prohibit an employee from working with, or accepting employment with, a labor organization representing employees.

For information regarding tutoring and use of District owned equipment and facilities, contact Human Resources.

15.2 Discipline.

A. The Hudson School District expects all certified staff members to perform at a high level and to comply with all of its policies, procedures, rules and directives. In the event of certified staff misconduct, it may be necessary for Administration to take action. Disciplinary action against certified staff may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance. Disciplinary action will typically be taken after an investigation and after giving the staff member an opportunity to respond to any and all allegations. Such action may be up to and including termination and/or nonrenewal of their employment contract.

B. The following is a list of examples of behavior which would normally justify disciplinary action.

- Fraud in securing employment.
- Incompetency.
- Unauthorized absences.
- Repeated absence or tardiness or improper use of leave.
- Neglect of duty.
- Insubordination or willful misconduct.
- Dishonesty including failure to provide accurate and complete information when requested by an authorized person.
- Assuming duties while under the influence of controlled substances or intoxicants; or possession of use of intoxicants or controlled substances during working hours.
- Conviction of a felony or misdemeanor, the circumstances of which are substantially related to the duties performed.
- Negligence or willful damage to property.
- Discourteous treatment of the public or fellow employees.
- Failure to obtain and maintain a current license or certification as required by law or employer.
- Failure to maintain effective working relationships with other employees or the public.
- Sexual or other unlawful harassment, discrimination or retaliation.
- Workplace violence including using threatening or abusive language towards others.
- Unlawful possession of weapons.
- Failure to comply with health and safety rules and regulations.
- Unauthorized entry or use of facilities and property.
- Violation of any lawful order, directive, policy, or work rule.

The offenses listed above are not intended to be all-inclusive, and discipline, including termination, may occur for any other reason depending upon the seriousness of the offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior disciplinary actions.

C. The Board and Administration believe that disciplinary action that is imposed for misconduct should be commensurate with the severity of the offense. The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the District's discretion, various types of employee discipline or corrective action may be imposed which include, but are not limited to, the following: verbal warning, written warning, suspension or termination. None of these disciplinary measures are required to be used before termination from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The District may repeat disciplinary action.

D. Certified staff may only be disciplined for cause. In accordance with the Grievance Procedure, the Board is the final arbiter of whether cause exists. The staff member may consult the Handbook's Complaint Procedure for actions not defined as "discipline" in the Handbook's Grievance Procedure.

E. All discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file.

15.3 Grievance Procedure.

A. Purpose. The purpose of this procedure is to provide an orderly method for resolving grievances under the terms of the Certified Staff Handbook. A determined effort will be made to settle any grievances at the lowest possible level in the grievance procedure.

B. Grievance. A "grievance" is defined as a disagreement over (1) an issue involving workplace safety; or (2) the imposition of discipline, including discharge. Only one subject may be covered in any one grievance.

Subd. 1: For purposes of this procedure, "workplace safety" includes any practice or condition affecting the safety of the grievant, another person, or school property in violation of School Board policies or procedures governing the safety of the workplace or any federal, state, or local laws governing the safety of the workplace.

Subd. 2: For purposes of this procedure, "discipline" requires adverse employment action and does *not* include action such as verbal notices or reminders; performance evaluations or reviews; verbal warnings; verbal reprimands; documentation of staff member acts and/or omissions placed in a personnel file; non-disciplinary wage, salary, or benefit adjustments; written reprimands; oral or written notices of deficiency; improvement plans; paid administrative leave or suspensions from work with pay; voluntary quit; job abandonment through failure to report to work; termination due to lack of qualification or license; layoffs, decreases in work assignment, or any other workforce reduction; job transfer or reassignment; or termination upon conclusion of a temporary position. The purpose of action, such as verbal notices/reminders and written reprimands, is to alert the teacher that failure to correct the behavior may or will result in disciplinary action in the future.

C. Representation. At its own expense, a party may be represented during any step of the grievance procedure by a representative of their own choosing.

D. **Time Limitations and Waiver.** Grievances must be submitted and appealed in compliance with all timelines specified in this procedure. The failure of an employee to comply with any of the timelines specified in this procedure will constitute a waiver of the grievance. Consequently, the failure of an employee to timely submit or advance a grievance will result in the dismissal of the grievance. Failure of the District to timely respond to the grievance will constitute a denial and automatically advance the grievance to the next step.

Subd. 1: Extensions. The District may unilaterally waive or extend the timelines specified in this procedure**.**

Subd. 2: Counting of Days. In computing any period of time prescribed or allowed by this procedure, the date of the act or event from which the designated period of time begins to run is not included. The last day of the period will be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which case the period runs until the end of the next day that is not a Saturday, a Sunday, or a legal holiday.

Subd. 3: Filing and Postmark. The filing or service of any notice or document will be timely if it is personally served or if it bears a postmark of the United States Postal Service within the time period. The filing or service of any notice or document will also be timely if it is filed or served by electronic mail that is properly addressed and fully transmitted within the time period.

E. Grievance Process. An aggrieved certified staff member must process a grievance in the following manner and sequence:

Step-1: The aggrieved certified staff member must discuss the grievance at a meeting with the certified staff member's immediate supervisor or designee. Such discussions must take place within twenty (20) calendar days after the event giving rise to the grievance or the date the certified staff member first became aware or should have become aware of the factual situation creating the grievance.

Step-2: If the grievance is not resolved within twenty (20) calendar days after the meeting at Step-1 above, the grievant may advance the grievance by reducing it to writing and presenting it to the District's Human Resources Director or designee within ten (10) calendar days after the meeting held at Step-1. The written grievance must contain the name and job title of the grievant and a clear and concise statement of the grievance, including the issue involved, the relief sought, the time and date the alleged incident or violation took place, the signature of the grievant, and the date the grievance was filed. The Human Resources Director or a designee may provide a written answer to the certified staff member within ten (10) calendar days after the grievance was presented in writing at Step-2. If the Human Resources Director or a designee does not provide a written answer within ten (10) calendar days, the grievance is automatically deemed to have been denied.

Step-3: If the grievance is denied at Step-2, the grievant may appeal the Step-2 decision to an impartial hearing officer ("IHO") by submitting the written grievance to the District's Superintendent or designee within ten (10) calendar days after receipt of the decision at Step-2 or the expiration of the ten-day period for the Human Resources Director or designee to issue a decision, whichever is earlier. An IHO is defined as a person who is not employed by the School District, does not have a direct interest in the grievance, and is qualified by knowledge, training, or experience to hear the grievance. The Human Resources Director and a committee of certified staff members with some Union representation will develop a list of potential IHOs. The Superintendent or a designee will appoint the IHO and has complete discretion in determining whether an individual is qualified by knowledge, training, or experience to hear the grievance. The Superintendent may appoint an IHO not on the list if those on the list are not available within the prescribed timeline or do not have the expertise specific to a unique issue of grievance. The District will pay for the services of the IHO. The Superintendent will also schedule a hearing on the grievance. After hearing the grievance, the IHO will make written findings, conclusions, and a recommendation to the Board. Within ten (10) calendar days after receiving the IHO's findings, conclusions, and recommendation, the aggrieved certified staff member must give the District written notice of acceptance or rejection of the IHO's findings, conclusions, and recommendation. If the certified staff member accepts the findings, conclusions, and recommendation, or if the certified staff member does not provide timely notice of rejection, the certified staff member will be deemed to have acquiesced to the findings, conclusions, and recommendation of the IHO, in which case the certified staff member may not pursue the grievance further in any forum.

Step-4: Either the District or the certified staff member may appeal the IHO's findings, conclusions, and recommendation by giving the other party written notice of appeal within ten (10) calendar days after receiving the IHO's findings, conclusions, and recommendation. Such notice may be provided by personal delivery, U.S. Mail, facsimile, or electronic mail. If timely notice of appeal is provided, the District will schedule a meeting with the Board. If timely notice of appeal has been provided, or if the District waives the ten-day timeline, the Board will consider the appropriateness of the IHO's findings, conclusions, and recommendation at a duly noticed meeting. In its discretion, the Board may review any record from the hearing before the IHO, including but not limited to the exhibits received by the IHO. In addition, as it sees fit, the Board may conduct its review based entirely on the paper record created before the IHO and without receiving any new testimony or other evidence. Alternatively, in its discretion, the Board may conduct a limited or full evidentiary hearing in order to receive additional evidence and arguments from the parties. Upon completing its review, the Board will issue a written decision accepting, rejecting, or modifying the IHO's findings, conclusions, and recommendation. The Board is the final arbiter on all grievances**.** Accordingly, the Board's decision on any grievance is final and is not subject to appeal.

15.4 Personnel Complaint Procedure. The purpose of this complaint procedure is to provide staff members with an opportunity to be heard by someone other than their supervisor regarding non-disciplinary actions that the employee may regard as unfair or unwarranted or other conditions of employment.

Prior to accessing this complaint procedure, the staff member is encouraged to follow-up with their supervisor to seek clarification of the action taken or condition of employment and possible resolution. Thereafter upon written request to the Superintendent, the Superintendent will designate the Chief Human Resources Officer or other appropriate district-level administrator to schedule a meeting with the concerned staff member and otherwise investigate the complaint. Upon completion of the investigation, the district-level administrator will provide a written report of findings. The decision of the district-level administrator will be final.

This complaint procedure does not replace the complaint procedures adopted by the Board in policy or in Handbook, including the Handbook Grievance Procedure and Policies #511, Rule #511, #512, #512.1, and #527

15.5 Job Vacancies and Postings. When the District determines that a vacancy or new position shall be filled, the District shall typically post a notice of such vacancy or new position for a minimum of ten (10) working days if reasonable and appropriate to do so. The posting shall typically include the date the position is to be filled, title of position, requirements, and rate of pay and benefits. The District retains the right to determine whether and when to recruit outside applicants. If a vacancy occurs in August or during the current school year, the District will expedite the process in an effort to hire the best candidate as soon as possible. Thus, internal candidates may or may not be considered for August/current school year vacancies based on the circumstances of the particular vacancy at the discretion of administration.

Interview: In most cases, all current staff who meet the minimum qualifications for the position and who sign said posting will be given the opportunity to interview for the opening unless circumstances warrant otherwise. All staff who interview for a position will be notified of the selection outcome.

15.6 Certified Staff Member Reductions/Layoffs. If it becomes necessary to reduce the number of certified staff members employed by the District at a building or level or to reduce/revise/eliminate programming that affects certified staff positions, in whole or in part, the Board may lay off the number of certified staff members necessary, with preliminary notice provided on or before the last day of April, pursuant to Wis. Stats. 118.22.

Normal attrition resulting from certified staff members retiring or resigning from the District shall be taken into consideration by the Board to the extent administratively feasible for the continuation of the District's program, and provided that the Board has written notice of such retirements and/or resignations in sufficient time to meet any time limitations imposed upon it by budget or by law.

The District shall first layoff probationary staff members in any affected classifications, departments, or assignments who are not yet effective in all six standards of our evaluation system per the determination of their/their evaluator. Such determination can be preliminary in nature based on the evaluator's analysis and documented in My Learning Plan (or comparable evaluation tool). It does not need to be a summative evaluation.

The positions identified for layoff will then be determined based on an analysis of the position affected based on level (elementary, middle school, high school or 4K-12) or assignment/department due to licensure requirements. For purposes of this identification process, the District shall typically consider the following positions to be 4K-12: special education teachers, speech language pathologists, OT/PT, school nurses, school psychologists, school counselors, social workers, non-instrumental music, art, and physical education. The certified staff member must be working under the license at the time of layoff for that license to be considered under this section.

Thereafter, within those levels and/or assignments/departments the following factors shall be considered by administration when identifying those individuals ultimately affected by the layoff:

- Significant discipline within the past 3 rolling years
- Performance based on the District's evaluation system only to the extent that there are individuals who are not effective in one or more standards.
- Specialized expertise/training
- Years of Hudson experience
- Miscellaneous: Additional criteria including but not limited to specific teaching assignments in Hudson, other teaching or related experiences outside of Hudson, level of performance and multiple certification/licensure may be considered if two certified staff members are equal in performance, specialized expertise/training and years of Hudson experience.

The District shall consider the totality of the circumstances based on the preceding factors before arriving at the individual affected and such decision is final.

All requirements for certification/licensure will apply.

Final notice of lay-off will be provided by the Board on or before May 15, pursuant to Wis. Stats. 118.22.

In the event a position becomes available during the next school year, certified staff members laid off will be considered first for re-hire upon application and in reference to the above criteria.

15.7 Work Stoppage. Certified staff members of the District shall not engage in, condone, assist or support any strike or work disruption of any kind including but not limited to a sympathy strike or slowdown. In the event of a violation of this Handbook provision, the District may take whatever disciplinary action it deems appropriate up to and including discharge.

15.8 Personnel Files. Reasonable access to personnel records will be authorized in accordance with public records laws and regulations, Wis. Stat. 103.13, and other applicable state and federal laws. Any/all personal medical information will be secured in an area separate from the personnel record, with strictly controlled and limited access, in order to protect confidentiality. Certified staff members, and other authorized viewers of records, shall have the authority to review and copy, but not remove or alter, their personnel records. If an employee disagrees with any information in their personnel file, the employee may submit a written statement explaining their position which shall be included in the file.

15.9 Certified Staff Members Resignations and Liquidated Damages.

Resignations. The certified staff member's individual contract shall be considered binding on both parties. If, for any reason, a certified staff member asks for release from the contract, it is understood that the following conditions for release shall apply:

A. Request to be Released.
A certified staff member who desires to be released from their contract during its term shall submit a written resignation and request for release to the Superintendent, or designee. Such request shall state the date on which the release is to be effective and shall, except in an emergency, be submitted at least 30 calendar days prior to the date on which the release is to be effective. Any release of a certified staff member from this contract shall normally be contingent upon the ability of the District to secure an acceptable replacement certified staff member. The certified staff member contract year is equivalent to the District's fiscal year, which is defined as July 1 – June 30.

B. Liquidated Damages.
If a Certified staff member submits a resignation that takes effect before the end of that year's contract term, or otherwise terminates the contract before June 30 of that fiscal year, the certified staff member will be liable to the District for liquidated damages as follows: (1) Resignation on or between June 16th and June 30th: $500; (2) Resignation on or between July 1st and July 31st: $750; or (3) Resignation on or after August 1st of the contract year: $1,500. In addition, the certified staff member may be liable to the District for any costs, expenses, and attorney fees the District incurs to recover or collect such liquidated damages.

a. Liquidated damages and the 30 calendar day notice requirement does not apply to certified staff members who do not return their contracts by June 15th, or whose resignation is tendered and effective after the end of the school year but before June 16th.

b. The certified staff member may choose to have liquidated damages deducted from their last paycheck(s), or the certified staff member shall submit a check for the liquidated damages amount at the time of resignation.

c. Waiver of Liquidated Damages. The District, in its discretion, may waive the liquidated damages for extenuating circumstances. In addition, any certified staff member involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages under this Section.

Please see individual employment contracts and Board Policy #536.1 for more information.

Section 16. SAFETY & DISCRIMINATION, HARASSMENT & RETALIATION-FREE WORKPLACE

16.1 It is the practice of the District to maintain a safe workplace environment that is free from discrimination, harassment and retaliation. Every employee has a personal responsibility to help maintain a safe and healthful workplace environment. Under federal and state fair employment laws, members of protected classes are shielded from unlawful discrimination in employment. Workplace harassment and discrimination, whether engaged in by employees, supervisors or members of the public, will not be tolerated and will subject offenders to disciplinary action or discharge from employment. Retaliatory acts taken against employees for reporting workplace safety issues, harassment or discrimination will also not be tolerated and will subject the offender to disciplinary action or discharge from employment.

16.2 **Responsibility to Report.** It is the responsibility of each and every employee to immediately report to management any and all health and safety issues, discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job. Such conduct includes conduct by employees toward other employees, by employees toward students and by members of the public toward employees which relates to their work.

16.3 **Definition of Protected Class.** State and Federal law prohibits discrimination and harassment based on any protected class including, but not limited to, age, race, color, creed, disability, religion, sex (including sex-based stereotypes, gender identity, or transgender status), national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, for use or non-use of lawful products off the employer's premises during non-working hours.

16.4 **Definition of Harassment and Acts of Discrimination.** Harassment and acts of discrimination to be reported by employees can include:

A. Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of their protected status.
B. Any attempt to penalize or punish a person because of their protected status.
C. Creating an offensive and hostile working environment for a person because of their protected status, including sexual harassment.

16.5 Reports and allegations of workplace harassment and/or discrimination will be subject to investigation by management as soon as reasonably possible. If an employee is found to be responsible for harassment or other discriminatory conduct, then appropriate disciplinary action

may be taken, up to and including a termination from employment. However, such action cannot be taken if management is not first made aware of the complaint.

An employee who has a harassment, discrimination or retaliation complaint should immediately report it to their immediate supervisor or the Human Resources Department if the immediate supervisor is the subject of the complaint pursuant to Board policy. The report may be made verbally or in writing. The allegations should provide sufficient information and detail so that the District can thoroughly investigate the complaint.

Upon receiving an employee report of harassment, discrimination or retaliation, the District will take appropriate steps to investigate the complainant's allegations. Such reports shall be kept confidential to the maximum extent possible. An investigation may include interviewing other employees, speaking with the complainant, interviewing members of the public and reviewing documents such as e-mails, letters or memos. Based upon the investigation's outcome, management will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken by the employer.

16.6 See Board Policy #511 (Equal Opportunity Employment), Rule #511 (Complaint Procedure), #512 (Employee Anti-Harassment) and #512.1 (Workplace Bullying) for specific procedures and more information.

16.7 **Definition of Workplace Safety.** *Any* unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to their immediate supervisor. Should a hazardous situation exist, safety concerns always take precedence over continuing operations. Any employee who identifies new ways to increase workplace safety, should make these recommendations known to your immediate supervisor.

Section 17. DRUG & ALCOHOL-FREE WORKPLACE

17.1 No employee shall report to work or be under the influence of alcohol, illegal drugs or other drugs which affect the employee's judgment, coordination, decision-making or safety during working hours. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conferences. The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment is also prohibited.

17.2 The purpose of this policy is to: a) establish and maintain a safe and healthy work environment, b) reduce absenteeism and tardiness, and c) improve job performance.

17.3 **Sale/Purchase/Distribution.** No employee shall sell, purchase or distribute alcohol or other drugs during work hours or while attending employer-sponsored events, conferences and training sessions. The employer may expressly authorize exceptions to this policy, including authorizing permission to use alcohol at a designated social event or distribution of student medications.

17.4 **Drug & Alcohol Testing.** The Employer may conduct drug & alcohol testing based on reasonable suspicion that the employee is under the influence of alcohol or illegal drugs and may conduct testing for employees in testing-designated positions (such as CDL). Any such testing will be done in accordance with established procedures.

17.5 **Duty to Report.** Every employee has a duty to notify their supervisor immediately of any drug use that might impair job performance including the ability to safely operate machinery or equipment. "Drug use" includes use of prescription drugs that may have a negative impact, even a temporary impact, on the employee's job performance.

17.6 **Violations of Policy.** Violations or allegations of violations of this policy will be evaluated on a case-by-case basis and may result in disciplinary action, up to and including discharge from employment

APPENDIX A. SCHOOL CALENDAR

Hudson School District
School Calendar
2026-2027

July 2026

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 3	School and District Offices Closed
August 11-13	Summer Academy and District Training
August 14 & 17	First Year Certified Staff Orientation
August 17-18	Probationary Teacher Professional Development (2 days)
August 19-21 & 24-25	Teacher Professional Development (5 days)
August 26	First Day of School (Grades 1-12)
August 27	First Day of 4K
August 28	First Day of Kindergarten
September 7	Labor Day (no school)
October 8	Evening Parent-Teacher Conferences (Elementary, Middle School and High School)
October 12	Evening Parent-Teacher Conferences (Middle School and High School)
October 13	Evening Parent-Teacher Conferences (Elementary)
October 16	NO SCHOOL- Teacher Professional Development
October 30	End of 1st Quarter (46 days) K-12 EARLY RELEASE
November 24	End of 1st Trimester (63 days) K-12 EARLY RELEASE
November 25-27	NO SCHOOL - Thanksgiving Break - School and District Offices Closed Nov. 26 & 27
December 23	NO SCHOOL - Teacher Professional Development
Dec 24-Jan 1	NO SCHOOL - Winter Break - District & School Offices Closed Dec 24-28 & 31 and Jan 1
January 4	Classes Resume
January 18	MLK Jr Day: NO SCHOOL - Teacher Professional Development (Semester)
January 18	End of 2nd Quarter (45 days) / 1st Semester (91 days)
February 11	Evening Parent-Teacher Conferences (Elementary, Middle School and High School)
February 15	Evening Parent-Teacher Conferences (Middle School and High School)
February 16	Evening Parent-Teacher Conferences (Elementary)
February 26	End of 2nd Trimester (57 days) K-12 EARLY RELEASE
March 15-19	NO SCHOOL - SPRING BREAK
March 26	End of 3rd Quarter (44 days) K-12 EARLY RELEASE
May 27	End of 3rd Trimester (59 days)
May 27	End of 4th Quarter (44 days) / 2nd Semester (88 Days)
May 27	LAST DAY OF SCHOOL
May 28	GRADUATION and NO SCHOOL - Teacher Check Out Day

January 2027

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- FIRST AND LAST DAY OF SCHOOL- Classes Resume After Winter Break
- NO SCHOOL
- EARLY RELEASE OR LATE START
- Parent/Teacher Conference Days
- No School / School and District Offices Closed
- Professional Development Days (9)
- Probationary Teacher Professional Development
- Energy Holiday-All Facilities Closed
- Graduation

INCLEMENT WEATHER CANCELLATION OPTIONS

1.) Two days not to be made up
2.) Cancel available early dismissals
3.) Convert teacher checkout day to 1/2 day of instruction / 1/2 day checkout
4.) Add up to 10 minutes of instructional time
5.) Asynchronous E-learning up to 3
6.) Add days to end of year

* This preferred order is subject to reconsideration based on timing

APPENDIX B. FAMILY AND MEDICAL LEAVE ACT INFORMATION

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)

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

APPENDIX C. ELECTRONIC MEDIA AND SOCIAL MEDIA POLICY

POLICY #522.7 - RESPONSIBLE, ACCEPTABLE, AND SAFE USE OF TECHNOLOGY RESOURCES

Appropriate technology access and use by all authorized users are elements of the overall educational experience. This policy addresses appropriate use of technology resources by all staff who use the District's technology resources. Examples of resources included within the scope of this policy and its implementing rules include but are not limited to the following: internet, telephones (including cell phones and the voicemail system), computers (whether used on or off campus), fax machines, digital communications (including email), wireless access points, printers, cameras, removable storage devices, and any other device or equipment that the District reasonably deems to fall within the scope of this policy.

The District and building level administrators are responsible for the maintenance and enforcement of rules and procedures concerning the acceptable, safe, and responsible use of the District's Internet access structure and other technology-related District resources by any person who is authorized to use the District's systems and equipment, including any student, District employee, District official, or other authorized user. These rules and procedures shall complement structural and general supports that further encourage and facilitate the acceptable, safe, and responsible use of the District's technology-related resources.

There is no expectation of privacy with regard to the use of any technology resource, including but not limited to, any activity on a district-owned network, equipment or on a personal device if performing work on behalf of the Hudson School District or representing oneself as a staff member of the Hudson School District. The District has the authority to review any and all such activity at its discretion.

The District's expectations for authorized users of District technology is that such use is a privilege that requires each user to take an appropriate degree of personal responsibility for following District rules and procedures. Sound judgment in communications and other technology-related personal conduct and activities is expected. The following further clarifies the District's expectations:

1. **Ownership**. The District owns, controls, and oversees all of the schools' technology resources, including but not limited to the District's technology-related equipment, software, applications, networks, network connections, and Internet access.

2. **Oversight**. Unless otherwise prohibited by law, at all times and without further notice:

    a. Each user of District technology resources is subject to direct and regular District oversight of, and access to, any and all data, files, communications, or other material that the user creates, stores, sends, deletes, receives or displays on or over the District's Internet connection, network resources, file servers, computers, other equipment or while working for and/or representing the District as a staff member.

    b. All aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided Internet access, (including use on personal devices that access the District's provided Internet) are subject to monitoring and tracking by District officials.

3. **Use of an Unsanctioned Resource**. An unsanctioned resource includes, but is not limited to, any resource that is not sanctioned through the curriculum improvement process and/or the District-approved digital resource process. The District is not responsible for the accuracy or quality of non-District content obtained through the District's technology resources. There are inherent risks associated with the use of unsanctioned resources and the District encourages staff to use caution when doing so.

4. **Access via a Personal Device or Performing a Non-Work Related Activity**. Any person who uses the District's technology resources using a personal device does so solely at their own risk. The potential risks include damage, loss of data, content, software, or equipment or the receipt of inappropriate content. The District makes no promises or warranties to users regarding potential damage or other loss. Policy #522.72 further defines expectations regarding the use of a personal device during the work day.

5. **Unauthorized Users of District Technology Resources**. No person shall use the District's technology-related resources unless that person is an authorized user as determined by the District.

6. **Appropriate Use**. No authorized user shall use District resources to access and/or transmit inappropriate material via the Internet, email, or other forms of electronic communications. All authorized technology use must strictly adhere to the professional staff-student boundaries established under Section 118.07(7) of the Wisconsin Statutes. Technology resources, whether district-owned or personal devices used on behalf of the District, must never be utilized to bypass official communication networks or to establish unmonitored, private digital relationships with pupils.

In addition to the above, the following expectations and responsibilities shall apply to all users of District technology and information resources:

1. Authorized users of District technology are expected to abide by and comply with all existing District policies, handbooks, rules and regulations as they apply to information and technology resources. Authorized users should use all technology resources with the understanding that the District's policies and expectations that apply to in-person interactions and to the user's general conduct also apply to their use of District technology, online conduct, and electronic communications.

    a. Students Records and Privacy:

        i. The District prohibits the unauthorized collection, disclosure, use and dissemination of personal and personally-identifiable information regarding students and minors, as particularly applicable to technology-based resources;

        ii. For illustrative purposes only, the District offers the following example of a potential violation: Entering student data, such as names and birthdates, into a third-party application without specific District and parental consent.

b. District employees are obligated to follow the proper retention of District records, maintaining the confidentiality of student records, and avoiding inappropriate disclosures of District records as further defined in District policy and state/federal laws and regulations.

2. All staff that have access to District technology resources must comply with the following rules for maintaining and securing District property and resources:

a. Maintain a password for accounts and change passwords periodically as directed by the District. Upon request, staff must share their account credentials with the District. Additionally, users are not authorized to share their username or passwords with any other person/entity;

b. All District technology should be physically secured according to standards set by building administrators or their designees when not in use. Furthermore, a device must be secured whenever it is not in use by the authorized user by invoking the password on the device and/or logging off the device. Leaving a device open or logged in when you are not in physical proximity may allow others to access your email and other sensitive files in violation of the preceding expectations.

3. Suspected violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources must be reported to the building administrator and/or supervisor. Furthermore, any suspected violations of state or federal laws and/or regulations must also be reported to the building administrator and/or supervisor.

4. If a staff member uses District technology resources in a manner that may violate any state or federal laws and/or regulations, District policies, rules or procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources, then the user will be subject to a strict **range of consequences**. Based on the severity of the infraction, the District may impose restrictions on technology access, formal suspension, or immediate **termination of employment/service**, which represents the most serious consequence for boundary violations. Furthermore, documented violations will result in immediate referral to law enforcement and the Department of Public Instruction (DPI) where required by statute.

Implementation of the Policy.

The Board directs the Superintendent and/or designee to take reasonable steps to ensure that instruction and/or training activities and reasonable structural and systemic supports are in place to facilitate and enforce individual user's compliance with the District's policies, rules, and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources. Appropriately limiting a user's access rights to be consistent with the individual's role and authority, and running up-to-date anti-virus and other protective software are illustrative examples of structural and general supports that can facilitate the acceptable, safe, and responsible use of the District's technology-related resources.

It shall be the responsibility of the Superintendent in consultation with such designees as they deem appropriate, to maintain the District's systems and equipment that provide access to the Internet in a

manner that uses technology protection measures designed to block or filter Internet access to visual depictions that are:

1. obscene;
2. pornographic; or
3. as to computers and other devices that may be accessed by students or other minors, otherwise harmful to minors. Filtering, blocking or other protective technologies will also be used to decrease the likelihood that student users of the District systems and equipment might access materials or communications, other than visual depictions, that are inappropriate for students.

Recognizing that prevention methods and filtering are not always foolproof, staff shall report to building administrators any complaints or concerns regarding student access or exposure to any content, activities or communications that may be harmful, deceptive, or otherwise inappropriate or objectionable. The District will review the issue and report back to the person making the report to the extent they are able to do so.

Building administrators shall have responsibility, within their respective schools, for overseeing the day-to-day implementation of the District's policies, rules and guidelines regarding the acceptable, safe, and responsible use of technology resources.

POLICY #522.71 - EMPLOYEE USE OF SOCIAL MEDIA AND ELECTRONIC COMMUNICATION[1]

The District has positive views about the appropriate use of social media and electronic communication (which includes, but is not limited to social networking sites, personal blogs or websites, wikis, video or picture share sites, synchronous and asynchronous communication and other internet-based social forums) by District employees. Technology is dynamic and policies and/or administrative rules are intended to be flexible to include new and changing forms of electronic communication. The District understands that technology is constantly changing and encourages employees to use technology to assist with student learning.

Policies and/or administrative rules governing social media and all electronic communication are intended to support employees by ensuring that all District employees clearly understand the many factors and possible ramifications to consider and use communication tools in a district-approved manner within district-approved platforms or spaces.

At all times when using social media and/or electronic communications, employees are required to follow applicable Board Policy. Such policies include, but are not limited to, policies pertaining to student records, acceptable use, mandatory reporting requirements, copyright, discrimination/harassment, distribution of materials, anti-bullying, etc.

Every District employee has a First Amendment right to express himself/herself on matters of public concern, including, but not limited to, political, social, and other issues facing the community, the State, and/or the Nation. The District respects the rights of employees to use social media and electronic communication as a medium of self-expression during non-work time for non-work purposes. The

District allows for the use of social media and electronic communication during work time for work purposes.

Expectations for Employee Use of Social Networking Sites:

In general, what an employee does on their own time outside of work responsibilities will not be regulated by the District. However, the District may monitor and regulate employee use of electronic media during work and non-work times under the following circumstances:

1. The employee chooses to identify himself/herself as an employee of the District in the activity;
2. The activity occurs through use of any District technology or during work hours;
3. The activity affects the employee's job performance or the performance of other District employees; and/or
4. The activity involves and/or relates to District students.

If an employee chooses to publish or share content on social media or through electronic media, as defined above, including, but not limited to, Facebook, Twitter, Tumblr, Snapchat, Instagram, the District requires employees to observe the following guidelines:

1. Employees are personally responsible for the content they publish. Remember that what is published online will be public for a long time. Be mindful to protect individual privacy and use common sense when determining what to publish. Online behavior must reflect the same standards of honesty, respect, and considerations that are used in direct contact communication. Indeed, District employees, students, families, and other individuals or entities may seek legal action against a District employee if the employee's online commentary, content, or images, are defamatory, pornographic, proprietary, harassing, libelous, create a hostile work environment, violate the individual's/entity's expectation of privacy, or otherwise harm the individual or entity.
2. Employees shall not produce content that directly states or indirectly implies that the employee's opinions reflect that of the District, are endorsed by the District, or that the employee is speaking on behalf of the District.
3. Employees shall not disclose confidential information to which the employee has access because of their position with the District.
4. Employees must follow all Board of Education policies regarding student privacy.

The District may impose disciplinary action, up to and including discharge and/or nonrenewal, upon an employee for the employee's online posts that violate any of the above guidelines or that otherwise violate applicable Board Policies, Employee Handbook provisions, or the expectations of the District.

Guidelines for Electronic Communication with Students:

Employees and volunteers - when acting in official capacity on behalf of the school district, are prohibited from electronically communicating with current students (regardless of the student's age) and

former students (who are under the age of 18 years) subject to the following situations that shall constitute "permission" for electronic communication.

First, such prohibition does not apply to any student who is an immediate family member of the employee. Immediate family is defined to include spouse, child, parent, brother, sister, domestic partner, and any current resident of the same household.

Second, such prohibition does not apply to a current or former student if written parental permission is obtained and any subsequent communication between employee and student includes a parent or guardian.

Third, employees may communicate electronically with students within the following guidelines:

1. **Standards for Appropriate Methods:** Employees must utilize official, transparent, and school-controlled digital channels when acting in an official capacity, **regardless of whether the communication occurs during or outside of school hours**.

    - *Permitted Channels:* Electronic communication is strictly limited to District-issued email (@hudsonraiders.org) and District-supported educational platforms (such as Google Classroom, Canvas, or official District-managed Remind accounts).

    - *Prohibited Channels:* Employees are strictly prohibited from communicating with pupils via personal cell phone numbers (voice or text), personal email addresses, or personal social media accounts (including, but not limited to, Facebook, Instagram, Snapchat, TikTok, and private messaging applications) without expressed parental or guardian approval and inclusion..

    - *Extracurricular/Coaching Exception:* For athletic or activity settings, group communication tools must be utilized in a setting where text logs are transparent and visible to supervisors or parents. One-on-one private messaging outside an official application is prohibited.

2. **Standards for Appropriate Content:** All electronic interactions with pupils must remain professional, transparent, and direct. Content must pertain exclusively to academic matters, school-sponsored extracurricular logistics, or immediate student health and safety. Employees shall not exchange messages that are personal, flirtatious, romantic, or sexually suggestive. Communications must not share details about an employee's adult personal life, request that a student keep secrets, or encourage an exclusive, emotionally dependent relationship (grooming behaviors).

3. **Unsolicited Pupil Contact and Duty to Disclose:** If an employee receives an unsolicited, non-school-related communication from any pupil (including District students, out-of-district pupils, or home-schooled pupils) via a personal account or personal device, the employee **shall not respond**, except to address an immediate, bona fide health or safety emergency. If an emergency response is sent, the employee must immediately capture screenshots and report the interaction directly to their supervisor or building principal. Employees maintain an affirmative duty to report any observed or suspected boundary-crossing or grooming behaviors by colleagues, volunteers, or contractors to District administration.

4. **Mandatory Annual Training:** Beginning in the 2026-27 school year, all employees must annually participate in District-provided or District-approved training focused on identifying,

preventing, and mandatory reporting of grooming behaviors and professional staff-student boundary violations.

5. **Scope of Covered Pupils:** These communication and boundary regulations apply universally to interactions with pupils enrolled in the Hudson School District, pupils attending any public or private school outside District control, and pupils participating in a home-based private educational program (home-schooling).

6. **Range of Consequences:** The District takes professional boundaries with students with the utmost seriousness. Violations of these guidelines or underlying Board Policies will be investigated thoroughly. The District enforces a strict range of disciplinary actions based on the severity of the infraction, up to and including immediate **termination of employment**, as well as mandatory reporting to law enforcement and the Department of Public Instruction (DPI).

APPENDIX D. REPORTING A WORK-RELATED INJURY

Medcor®

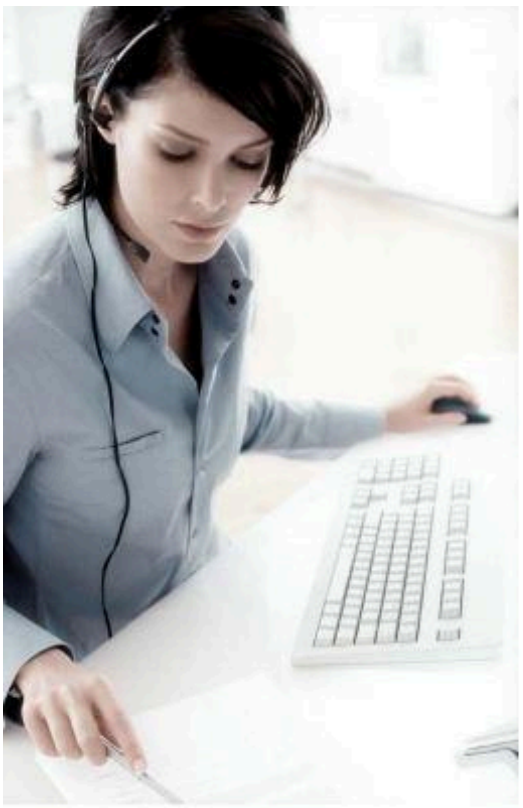
In Case of a Worksite Injury

Call Immediately!



1-855-736-9482

For potentially life-threatening injuries CALL 911
Para lesiones potencialmente mortales LLAME AL 911



What is a Triage Call Line?

- Nurse call line provided by Medcor 1-855-736-9482
- Immediate access to a Health Professional for workplace injuries, while the employee is still at work
- Available 24/7/365
- 3rd party providing care for injured employees
- Safe & effective recommendations
- Clear documentation and notification to all requested parties

The triage call line does not have the capacity or capabilities to contact, direct or administer Emergency Medical Services.

If the incident is severe or life-threatening
Call 911 immediately.

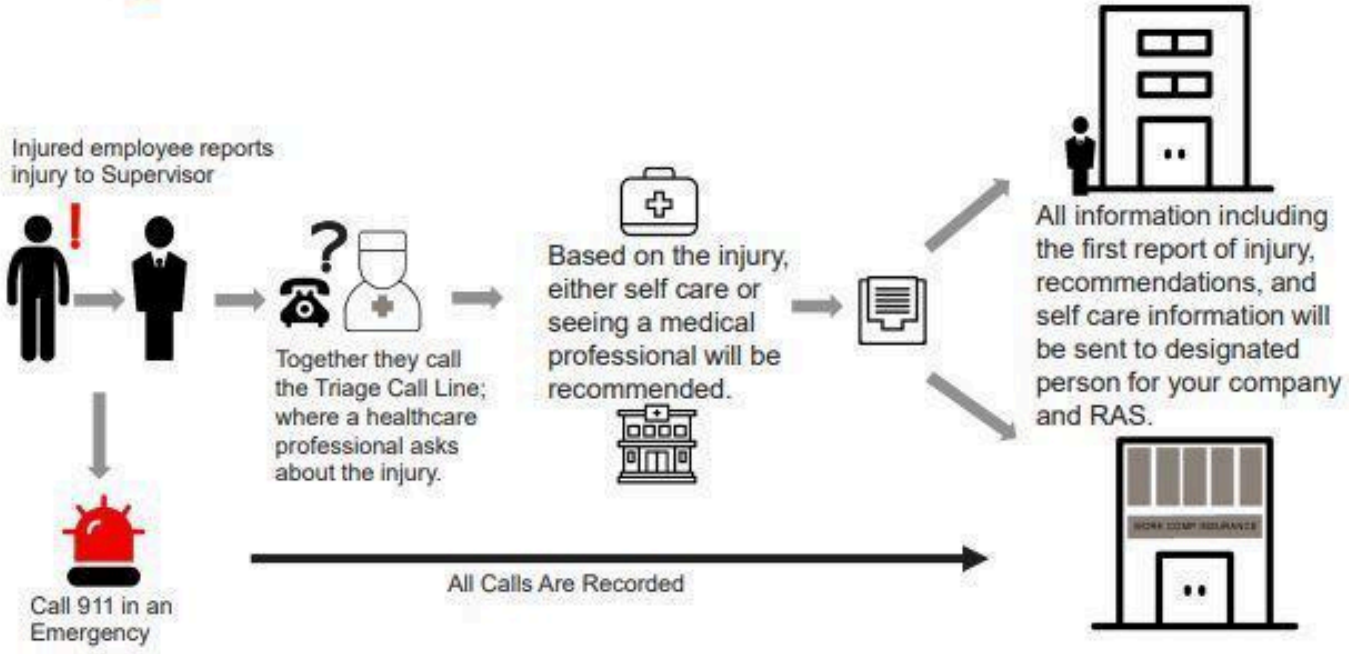


Don't call the hotline if...

- The injured worker already received medical care — call 1-800-732-1486 ext. 1 instead
- The injured worker isn't available to participate in a call — call 1-800-732-1486 ext. 1 instead



Calling Process

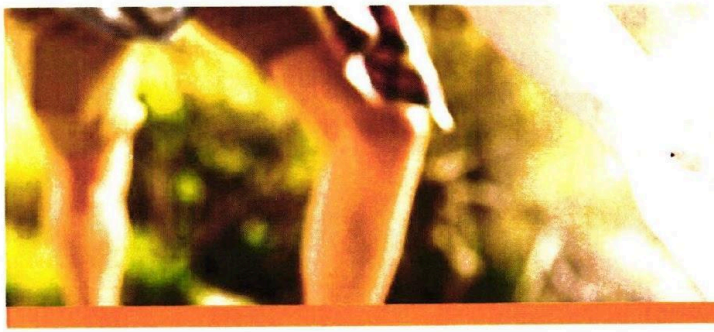


APPENDIX E. 2026-2027 RAIDER COMPENSATION SYSTEM SALARY GRID

2026-27 Salary Schedule - Regular Education (192 Days)								
Step	BA	BA+12	BA+24	MA	MA+15	MA+30	MA+45	Step
1	$51,793	$53,452	$55,111	$57,592	$59,261	$60,928	$62,039	1
2	$53,534	$54,995	$56,704	$59,537	$61,264	$62,990	$64,140	2
3	$55,081	$56,849	$58,619	$61,264	$63,040	$64,819	$66,004	3
4	$56,141	$58,495	$60,316	$62,597	$64,415	$66,232	$67,604	4
5	$57,224	$59,624	$61,483	$63,960	$65,819	$67,678	$69,243	5
6	$58,329	$60,777	$62,672	$65,354	$67,254	$69,154	$70,924	6
7	$59,315	$61,951	$63,886	$66,620	$68,560	$70,498	$72,475	7
8	$60,317	$63,001	$64,969	$67,913	$69,890	$71,868	$74,061	8
9	$61,192	$64,069	$66,071	$69,231	$71,248	$73,264	$75,682	9
10	$62,080	$64,999	$67,030	$70,576	$72,632	$74,690	$77,339	10
11	$62,981	$65,944	$68,007	$71,946	$74,046	$76,143	$78,846	11
12	$63,895	$66,903	$68,996	$73,171	$75,305	$77,440	$80,383	12
13	$64,823	$67,877	$70,001	$74,416	$76,589	$78,761	$81,949	13
14	$65,609	$68,865	$71,021	$75,684	$77,894	$80,104	$83,549	14
15	$66,403	$69,701	$71,884	$76,973	$79,221	$81,471	$84,976	15
16	$67,208	$70,546	$72,758	$78,284	$80,572	$82,861	$86,427	16
17	$68,023	$71,404	$73,641	$79,428	$81,750	$84,074	$87,905	17
18	$68,848	$72,271	$74,536	$80,590	$82,947	$85,305	$89,194	18
19	$69,683	$73,148	$75,442	$81,768	$84,162	$86,553	$90,502	19
20	$70,530	$74,038	$76,362	$82,965	$85,394	$87,822	$91,810	20
21	$71,386	$74,938	$77,291	$84,180	$86,644	$89,109	$93,176	21
22	$72,254	$75,849	$78,231	$85,412	$87,913	$90,396	$94,543	22
23	$73,132	$76,773	$79,185	$86,454	$88,988	$91,521	$95,931	23
24	$74,020	$77,708	$80,148	$87,510	$90,076	$92,640	$97,340	24
25				$88,579	$91,177	$93,773	$98,532	25
26				$89,661	$92,291	$94,920	$99,738	26
27					$93,419	$96,082	$100,961	27
28					$94,562	$97,257	$102,197	28
29						$98,448	$103,449	29
30						$99,653	$104,717	30
31							$106,001	31
32							$107,301	32

2026-27 Salary Schedule - Special Education (192 Days)								
Step	BA	BA+12	BA+24	MA	MA+15	MA+30	MA+45	Step
1	$54,823	$56,483	$58,141	$60,622	$62,291	$63,959	$65,070	1
2	$56,565	$58,025	$59,734	$62,568	$64,294	$66,020	$67,171	2
3	$58,111	$59,880	$61,649	$64,294	$66,071	$67,849	$69,034	3
4	$59,172	$61,525	$63,346	$65,627	$67,445	$69,263	$70,634	4
5	$60,254	$62,654	$64,513	$66,990	$68,849	$70,708	$72,274	5
6	$61,360	$63,807	$65,702	$68,385	$70,285	$72,185	$73,954	6
7	$62,345	$64,982	$66,916	$69,650	$71,590	$73,528	$75,505	7
8	$63,347	$66,031	$67,999	$70,943	$72,920	$74,898	$77,091	8
9	$64,222	$67,099	$69,101	$72,262	$74,279	$76,294	$78,712	9
10	$65,110	$68,029	$70,061	$73,606	$75,663	$77,720	$80,370	10
11	$66,011	$68,975	$71,037	$74,977	$77,077	$79,174	$81,877	11
12	$66,925	$69,933	$72,026	$76,201	$78,335	$80,471	$83,413	12
13	$67,853	$70,907	$73,031	$77,446	$79,619	$81,791	$84,980	13
14	$68,639	$71,895	$74,051	$78,714	$80,924	$83,134	$86,580	14
15	$69,433	$72,731	$74,914	$80,003	$82,251	$84,501	$88,006	15
16	$70,238	$73,577	$75,788	$81,314	$83,602	$85,891	$89,457	16
17	$71,053	$74,434	$76,672	$82,459	$84,781	$87,104	$90,935	17
18	$71,879	$75,301	$77,567	$83,620	$85,978	$88,335	$92,224	18
19	$72,713	$76,179	$78,473	$84,798	$87,192	$89,584	$93,532	19
20	$73,561	$77,069	$79,392	$85,995	$88,424	$90,852	$94,840	20
21	$74,416	$77,969	$80,321	$87,210	$89,675	$92,139	$96,206	21
22	$75,285	$78,880	$81,262	$88,442	$90,943	$93,426	$97,574	22
23	$76,163	$79,803	$82,215	$89,485	$92,018	$94,551	$98,962	23
24	$77,050	$80,738	$83,179	$90,540	$93,106	$95,671	$100,371	24
25				$91,609	$94,207	$96,803	$101,563	25
26				$92,691	$95,321	$97,950	$102,769	26
27					$96,449	$99,112	$103,991	27
28					$97,592	$100,288	$105,227	28
29						$101,479	$106,480	29
30						$102,684	$107,747	30
31							$109,031	31
32							$110,331	32

APPENDIX F. EMPLOYEE ASSISTANCE PROGRAM



FamilyMeans
EMPLOYEE ASSISTANCE PROGRAM

Sometimes success requires assistance.
That is why the Hudson School District has a contract with FamilyMeans Employee Assistance Program.
FamilyMeans is available to support you and your family through life's challenges.

CAREGIVING & AGING

Caregivers assist loved ones with daily living needs, meals, finances, transportation, and more.

This can be challenging and take a toll on your own well-being.

FamilyMeans offers coaching, consultation, respite, resources, and support groups to caregivers.

COUNSELING & THERAPY

Have you grieving a loss?

Having marital concerns?

Feeling symptoms of anxiety or depression?

FamilyMeans provides face-to-face therapy for you and your family members for these and many other issues.

2 EAP sessions per problem episode.

FINANCIAL SOLUTIONS

Do you struggle to manage debt or stick to a budget?

FamilyMeans can help you to create a personal action plan for financial success.

FamilyMeans provides
- Debt Management
- Budget Planning
- Credit Report Review
- Student Loan Counseling

Are you in need of legal consultation around a real estate transaction, family matter, or injury? Do you need to update your will? A phone consultation with counsel from an established, reputable law firm in your state of residence will point you in the right direction. *Employment-related matters not included.*

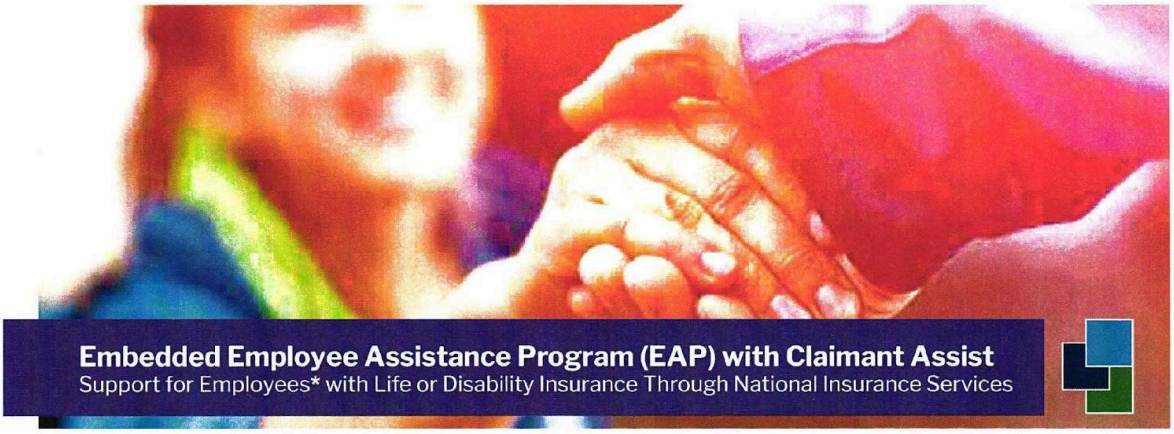
Get started with any of these services today.
All services are strictly confidential.
Contact FamilyMeans EAP at 651-439-4840 or learn more at FamilyMeans.org.

FamilyMeans
BETTER IS POSSIBLE

FamilyMeans.org | 651-439-4840 | 800-327-3203

NIS
National Insurance Services

Client Focused. Solution Driven.



Embedded Employee Assistance Program (EAP) with Claimant Assist

Support for Employees* with Life or Disability Insurance Through National Insurance Services

The EAP Program

Everyday life can be stressful and can affect your health, well-being, and performance. Fortunately, our Employee Assistance Program can aid in finding solutions. When facing personal problems, you might struggle with where to turn for help. The first step is usually the hardest, and guidance is often the key. That's why National Insurance Services (NIS) offers an Employee Assistance Program (EAP). An EAP offers a confidential place to find the answers that work for you.

Your EAP Service Provider

TELUS Health is a leader in the field of Employee Assistance and has been providing employee assistance services for over 40 years. TELUS Health has the experience to provide the broad range of services and guidance that is paramount to an EAP – whether it's help with day-to-day concerns or guidance through a challenging crisis. The information you discuss through the EAP is kept confidential in accordance with federal and state laws.

The EAP Process

When you access the EAP, TELUS Health counselors listen and take action toward finding solutions. The next step may include meeting with a mental health counselor for up to three face-to-face visits, negotiating health insurance benefits, or referrals to community resources for legal and financial services.

Referrals and Resources

You can receive information and a listing of childcare and eldercare resources with confirmed vacancies meeting your specifications. If face-to-face mental health counseling sessions are required, TELUS Health counselors will refer you for counseling at a location that is convenient to your home or work. TELUS Health counselors can also refer you to self-help groups such as Alcoholics Anonymous or Gamblers Anonymous and community financial and legal resources for debt management.

Claimant Assist

NIS's Claimant Assist program offers special services to Long Term Disability claimants or Life Insurance beneficiaries at no charge. If you have Disability insurance coverage through NIS, our Long Term Disability Claimant Services are available to guide and counsel claimants and their immediate family

(over)

Under our EAP you can receive no-cost, confidential help for a wide variety of needs and concerns:

- Alcohol or Drug Addictions
- Anxiety
- Childcare
- Depression
- Eating Disorders
- Eldercare
- Family Conflict
- Financial or Legal Concerns
- Marital Difficulties
- Parenting Concerns
- Problem Gambling
- Relationship Problems
- Stress Management

EAP Services Are Available to You Two Ways:

Phone: 866.451.5465

Online: www.niseap.com
Login: NISEAP | **Password:** EAP
(Note: Password Is Case-Sensitive)

Claimant Assist Services Are Available:
866.472.2734

© National Insurance Services

#137.ee.rev.9.23

NIS
National Insurance Services

Client Focused. Solution Driven.

members. If you have Life insurance coverage through NIS, our Beneficiary Services Program provides counseling and assistance to beneficiaries when faced with the challenge of coping with loss.

Virtual Fitness

You have access to a virtual fitness platform through the EAP. LIFT session, one of the leading fitness providers, provides you with an easily accessible, effective and affordable way to reach your fitness goals anytime, anywhere for better health and well-being.

You can work out on your own with personalized programs and access coaches if you have questions, or choose to work under the live supervision of a coach online, in 1-1 personal or group sessions.

Access to Masters-Degreed Counselors 24-Hours a Day Through a Toll-Free Number

Up to three in-person assessment and counseling sessions.

- **Legal Assistance:** Counselors may refer you to a telephone and/or one in-person consultation with an attorney.
- **Financial Assistance:** Telephone consultation with a financial consultant to address questions on budgeting, taxes, and debt consolidation.
- **Eldercare Assistance:** Our specialists can help you locate eldercare options, such as residential care or in home care, provide support in dealing with the emotions of retirement, or legal aspects like estate planning. Use our website to find resources on retirement, from financial planning and calculators, to articles on coping with retirement stress, and filing your retirement days with meaningful activities.
- **Childcare Assistance:** Telephone consultation with a work-life professional to provide information, referrals, and resources related to childcare concerns.
- **Memorial Planning Assistance:** Telephone consultation with a work-life specialist to assist with memorial and funeral planning. Services include identifying potential locations, associated costs for services, and providing information to help coordinate logistics (Available to Life insurance beneficiaries only).

Your EAP and Claimant Assist Administrator:

TELUS Health

134 North LaSalle Street, Suite 2200
Chicago, IL 60602

Telephone Assistance:

EAP: 866.451.5465

Claimant Assist: 866.472.2734

Online:

www.niseap.com | Login: NISEAP | Password: EAP

(Note: Password Is Case-Sensitive)

***The EAP is for use by the covered employee only. While issues may concern family members, all contacts to the EAP must be made by the employee.**

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Offices Nationwide: 800.627.3660 **www.NISBenefits.com**

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