

School District of Greenfield

Professional Educator Employee Handbook

2011-2012

TABLE OF CONTENTS

<u>Article</u>	<u>page</u>
WHAT DOES IT MEAN TO BE A MEMBER OF THE GREENFIELD LEARNING COMMUNITY?.....	3
PURPOSE OF ESTABLISHING WORKING PARAMTERS IN THIS HANDBOOK	4
EQUAL EMPLOYMENT OPPORTUNITY.....	4
UNION BUSINESS	5
HARASSMENT AND OTHER INAPPROPRIATE BEHAVIOR	6
INSURANCE	8
ATTENDANCE EXPECTATIONS.....	10
COMPENSATION.....	13
ASSIGNMENT, TRANSFERS & JOB SHARING	13
EMPLOYEE EVALUATION	13
EMPLOYEE FILES.....	13
PROFESSIONAL RESPONSIBILITIES	14
DISMISSAL & NON-RENEWAL	17
RESIGNATIONS.....	17
RETIREMENT	17
GRIEVANCE PROCEDURE	18
EXTRA & CO-CURRICULAR DUTIES	21
EMPLOYEE REQUESTED CO-CURRICULAR CLUB & ACTIVITY PAY TABLE.....	22
RECOGNIZED EXTRA- & CO-CURRICULAR ACTIVITIES PAY TABLE	23
WORKDAY TIME SCHEDULES.....	24
*EARLY DISMISSAL SCHEDULES	24
GRIEVANCE FORM	25
GRIEVANCE ANSWER FORM	26
GRIEVANCE APPEAL FORM.....	27
VALIDITY	28

WHAT DOES IT MEAN TO BE A MEMBER OF THE GREENFIELD LEARNING COMMUNITY?

For a learning community to thrive, especially in these trying times, the adults responsible for providing services to students must hold themselves to the highest expectations. The following behaviors and choices are regularly observed and expected of all adults who work in the School District of Greenfield:

- choose a positive attitude & contagious enthusiasm, even when things are not going as expected,
- model an outstanding work ethic; demonstrate diligence, persistence, commitment & dedication,
- be on time to work and only miss work for appropriate reasons,
- display intelligence and crave knowledge; seek continual growth,
- exhibit a passion for meeting the needs of students through kindness, compassion & empathy,
- maintain a sense of humor,
- treat others with dignity and respect, and function well as part of a team,
- challenge the status quo and be open to new ideas and ways of doing things,
- provide all students, including those who are at-risk and uncooperative, with positive regard,
- hold yourself accountable to students, parents & colleagues.

The following communication skills are expected of Greenfield team members:

- listen attentively,
- communicate proactively,
- think before speaking,
- remain calm,
- be discreet and maintain confidentiality.

The following problem-solving skills are expected of Greenfield team members:

- consider multiple perspectives,
- provide leadership in the pursuit of effective and efficient solutions,
- collaborate effectively with others,
- take responsibility for behavior/decisions,
- think creatively, be willing to consider non-traditional ideas,
- contribute in a positive manner, make constructive suggestions based on fact, research and experience.

In the face of adversity, a Greenfield team member stays calm and engages his or her mind, calling upon experiences, knowledge and skills to assess the situation and determine the most reasonable course of action. Greenfield adults always seek positive resolutions that make sense for those involved. They collaborate and problem-solve by focusing on issues and appropriate action...always learning from mistakes and seeking solutions that prevent the same issues from recurring.

Greenfield team members are proactive versus reactive. They choose happiness when others choose discontent; they choose optimism when others choose despair; they choose to help when others look the other way. Greenfield adults remain positive and hopeful as opposed to dragging others down into a state of self-inflicted misery.

Please consider where your thoughts, beliefs and actions place you with regard to the expectations that exist in Greenfield. Negative attitudes, disparaging comments, excuses and blame are simply not acceptable as those actions do nothing to improve individuals or the organization. Greenfield is typified by highly committed, collegial individuals who desire to be part of a special learning community where the focus is on meeting students' needs. The choice is up to each of us.

"In times of change, learners inherit the earth, while the learned find themselves beautifully equipped to deal with a world that no longer exists." ~ Eric Hoffer

PURPOSE OF ESTABLISHING WORKING PARAMETERS IN THIS HANDBOOK

This Employee Handbook has been prepared to acquaint professional educators with School District of Greenfield expectations, policies, procedures, rules and regulations. Employees are expected to read, understand and abide by its contents and any policies, guidelines and procedures referenced herein. Employees with questions that are not answered by this Handbook should present their question(s) to their immediate supervisor who will provide answers/clarification and/or refer the employee to the appropriate source. Complete District policies and guidelines that apply to staff and students are available on the District's website.

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

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the School District with or without notice. This Handbook supersedes any and all previous Handbooks, statements, contracts, policies, memorandums, procedures, rules, or regulations given to employees, whether verbal or written.

EQUAL EMPLOYMENT OPPORTUNITY

The School District of Greenfield is an equal opportunity employer. Employees shall not be discriminated against for any reason prohibited by state or federal law. This applies to hiring, placement, assignment, seniority, transfer, promotion, lay-off, recall or termination, salaries/wage determination, benefit programs and personnel policies.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the District.

Employees shall use the District's grievance procedures (3340) for resolving disputes regarding employee termination, employee discipline or workplace safety issues. Any employee who believes he/she has been discriminated against may file a complaint. Responsibility for overseeing the District's equal employment opportunity and affirmative action programs and investigating discrimination complaints is assigned to the Superintendent of Schools.

MANAGEMENT RIGHTS

1. The Board possesses the sole right to operate the school system and all management rights repose in it. This includes, but is not limited to, the right to:
 - A. direct all operations and programs of the school system;
 - B. establish work rules;
 - C. hire, promote, transfer, schedule and assign employees in positions with the school system;
 - D. discipline, demote, suspend, discharge and terminate employees;
 - E. maintain efficiency of school system operations;
 - F. take whatever action is necessary to comply with State or Federal law;
 - G. introduce new or improved methods or facilities, or to change existing methods or facilities;
 - H. determine the kinds and amounts of services to be performed as pertains to school system operations and programs, and the number, type and full-time equivalency of positions and job classifications to perform such services;
 - I. determine the methods, means and personnel by which school system operations are to be conducted;
 - J. take whatever action is necessary to carry out the functions of the school system in situations of emergency;
 - K. control School District properties and facilities, including assignment of employees to places of work.
2. Nothing in this Handbook shall limit in any way the District's contracting or subcontracting of work or shall require the District to continue in existence any of its present programs in its present form and/or location or on any other basis.

UNION BUSINESS

1. Bulletin Boards and Mailboxes: The Board may provide bulletin board space for employee unions, the location of said space to be determined by the Administration, for posting notices regarding pending legislation, Union affairs such as notices of meetings, elections, appointments, results of elections, recreational and social events, bona fide Union activities and other notices concerning Union affairs which are not political in nature. The Board or its agents may remove from such bulletin board space any material which is libelous, scurrilous, or in any way detrimental to the Labor-Management relationship. The Board will retain ownership of any such bulletin board space. The School Board reserves the right to deny the Union access to the bulletin board space.
2. Business During Work Hours, Notification, Building Usage: Union business shall be transacted outside of normal working hours. When necessary, the Union officers may be allowed a reasonable amount of time to conduct Union business providing such business does not interfere with or disrupt classroom proceedings, assessment administration or the learning process. The Union may be allowed reasonable use of school buildings on regularly scheduled school days for purposes of holding meetings. Such usage shall be subject to Board policy and shall not interfere with normal building usage, school classes, learning or student activities. No other Union function shall be allowed on school property.

HARASSMENT AND OTHER INAPPROPRIATE BEHAVIOR

1. The District intends to provide a workplace free from tensions involving matters that do not relate to District business and where employees behave courteously and professionally at all times. In particular, an atmosphere of tension created by conduct not related to work, including animosity caused by ethnic, racial, sexual, or religious remarks, unwelcome sexual advances, requests for sexual favors, or similar conduct, does not belong in our workplace. Similarly, inappropriate displays of affection or sexually related conduct, even if welcome, are inappropriate at work and will not be tolerated. An employee cannot be forced to submit to sexual harassment as a basis for any employment decision. In addition, the District will attempt to prevent and promptly eliminate any conduct that creates an intimidating, hostile, or offensive work environment for our employees.
2. Harassment of employees, applicants for employment, or students is prohibited. "Harassment" is defined as persistently bothering, disturbing, or tormenting another person. Harassment may be based on a variety of factors, such as race, color, religion, sex, national origin, disability, marital status, or sexual orientation. The basis for the harassment does not matter. The District prohibits all forms of harassment, including, but not limited to:
 - A. verbal harassment, such as making derogatory statements, epithets, or slurs to or about another person or group;
 - B. visual harassment, such as displaying offensive posters, cartoons, or drawings; and
 - C. physical harassment, such as threatening, assaulting, or physically interfering with another person or making other inappropriate or unwelcome physical contact.
3. Definition - "Sexual harassment" is defined as unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual, or physical conduct of a sexual nature when:
 - A. submission to such conduct is explicitly or implicitly made a term or condition of employment;
 - B. submission or refusal to submit to such conduct is used as the basis for a tangible employment action; or
 - C. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or work environment.
4. Examples of Prohibited Conduct: The following conduct will be considered to be sexual harassment or another form of harassment or inappropriate behavior in our workplace or in connection with work-related activities:
 - A. sexually suggestive or off-color comments or jokes;
 - B. sexual flirtation, innuendo, advances, propositions, or other sexual activities;
 - C. unprofessional touching, such as massages, embracing, or inappropriately putting an arm around another employee;
 - D. repeated and unwelcome invitations for social interactions outside of the workplace;
 - E. sexual or racial slurs, derogatory remarks, or offensive gestures;
 - F. displaying or distributing sexually explicit or otherwise off-color materials, including books, magazines, articles, pictures, greeting cards, photographs, drawings, cartoons, and e-mail messages; and

- G. including or excluding any individual from workplace activities, assignments, or responsibilities based on their refusal to participate in or tolerate sexual or other forms of harassment or based on other factors not related to job performance or legitimate work-related reasons.

This list is not intended to be exhaustive. For example, any particular conduct described above may also be inappropriate outside the workplace if the conduct may adversely affect the work environment. Similarly, a consensual relationship does not justify inappropriate displays of affection or other sexual statements or activities during working hours or at work-related functions. Any questions about whether particular conduct is prohibited under this policy should be discussed with a supervisor, the appropriate Central Office Administrator or the Superintendent.

- 5. Reporting Harassment or other Inappropriate Conduct: If an employee believes that harassment is interfering with his or her work or creating an intimidating, hostile, or offensive work environment for that employee or for others, the District requires the employee to contact his or her supervisor or the appropriate Central Office Administrator.

If an employee feels uncomfortable bringing the matter to a supervisor or if the employee believes his or her supervisor is participating in conduct that violates this policy, the employee shall contact the appropriate Central Office Administrator or any other supervisor. An employee may be asked to sign a written complaint or other summary of the information reported.

- 6. Investigation and Follow-up: Complaints of harassment will be promptly and thoroughly investigated and the employee will be advised of the results of the investigation. The District understands that these matters are sensitive and will therefore attempt to keep all employee complaints and communications, such as interviews and witness statements, in confidence.

The District will take appropriate disciplinary action, up to and including discharge, against any employee who engages in sexual or other harassment or who otherwise violates this policy. Further, the District will correct any adverse employment action any employee or another employee experienced due to conduct forbidden by this policy.

If an individual involved in harassing or inappropriate conduct is not employed by the District, the individual will be informed of our policy and appropriate action will be taken. In all cases, the District will make follow-up inquiries to make sure the harassment has stopped. If an employee is not satisfied with the results of the investigation or follow-up action, or if further harassment or other unacceptable conduct occurs, the employee shall contact the appropriate Central Office Administrator or Superintendent promptly.

- 7. Retaliation Forbidden: The District will not tolerate retaliation against any employee who complains of sexual or other harassment or who provides information in connection with any such complaint. If an employee believes that he or she has been retaliated against for bringing a complaint or providing information related to a complaint, the District urges the employee to use the reporting procedure described in this policy.

INSURANCE

1. Medical Insurance:

- A. Eligibility: The District provides health insurance benefits to full-time employees. Part-time employees may receive health insurance benefits at a pro-rated level commensurate with their FTE.
- B. Premium Contribution: From July 1, 2011 through December 31, 2011, the Board shall pay 90% of the premium expense for both individual and family coverage; the balance of the premium (10%) shall be paid by the employees through payroll deduction. As of January 1, 2012, two options will be available to employees, a low deductible plan and a high deductible plan. To participate in the low deductible plan, employees must pay the difference between the Board contribution for the high deductible plan and the full premium of the low deductible plan. The co-pays and deductibles are described below. The premium contribution for the high deductible plan remains at 10%. There is no compensation in lieu of participation in either program.

- C. Prescription Drug Program: A 3-tiered prescription drug benefit is provided at the co-payment levels below.

	Low Deductible Plan	
	2011	2012
Tier 1	\$5	\$5
Tier 2	\$15	\$20
Tier 3	\$30	\$35

High Deductible Plan	
2012	
Tier 1	\$5
Tier 2	\$25
Tier 3	\$50

- D. Deductible Payments:

	2011		2012 – Low Deductible		2012 – High Deductible	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Individual	\$100	\$400	\$250	\$500	\$2,000	\$4,000
Family	\$200	\$800	\$500	\$1,000	\$4,000	\$8,000

- E. Out-Of-Pocket-Maximum (Includes Deductibles but Excludes Co-pays):

	2011		2012 – Low Deductible		2012 – High Deductible	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Individual	\$100	\$800	\$250	\$900	\$2,000	\$6,000
Family	\$200	\$1600	\$500	\$1,800	\$4,000	\$12,000

- F. Coinsurance: 100% for In-Network Services; 80% for Out-of-Network Services.

- G. Emergency Room and Urgent Care Co-payments:

	2011		2012 – Low Deductible		2012 – High Deductible	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
ER	\$100	\$100	\$100	\$100	100% after deductible	80% after Deductible
Urgent Care	\$40	\$40	\$40	80% after Deductible	100% after deductible	80% after Deductible

- H. Medicare Coverage: The District shall pay for Medicare extended coverage for any active employee who qualifies for Medicare so that the level of benefits is no less than the level of benefits available to all other employees. In no case will coverage available under Medicare be duplicated by the District's insurance carrier. Retired employees eligible for Medicare must elect parts A and B Medicare coverage to be eligible for the District's continuing contribution towards the premiums of the supplemental insurance.
 - I. Duplicate Coverage & Enrollment Period: Employees may be asked to provide in writing, on a form provided by the District, a statement certifying there is no duplication of like coverage. If an employee voluntarily elects alternate coverage at the time of employment or voluntarily elects to take coverage after employment, the District shall provide an open enrollment period for these employees in odd numbered calendar years. In the event an employee loses alternate coverage for reasons other than a voluntary election, there shall be continuous open enrollment as required by law. It is expressly understood that either single or family coverage will be available to the employee during the open enrollment period and that no proof of insurability shall be required of employees or their families during the open enrollment period.
 - J. Part-time Employee Benefits: Employees contracted at less than 90% but greater than or equal to 50% of a full-time position may be eligible for an equivalent pro-rated share of their insurance premiums. Employees employed for less than 50% of a full-time equivalent position will be ineligible for paid health insurance benefits.
2. Dental Insurance: The Board will provide a group dental insurance program and will pay the full premium for either single or family coverage for full-time employees and a pro-rated premium consistent with other provisions of this Handbook for part-time employees.
 3. Group Life Insurance: All employees shall be enrolled in a group life insurance program when eligible, unless the employee waives his/her right to participate in said program. This group life insurance program will be provided and paid for by the District.
 4. Long-Term Disability: The Board will provide long-term disability income insurance. The benefits will be equal to 90% of the employee's salary, integrated with other income (state retirement system benefits and social security) coverage to begin after the sixtieth (60th) consecutive day of disability and continue to age sixty-five (65). Utilization of sick leave will discontinue upon qualifying for long-term disability.

The Board agrees to maintain health and life insurance benefits for up to eighteen (18) months or for the duration of the disability, whichever is earlier. The eighteen (18) months of benefits would commence with the first day the employee is disabled. If for any reason after the employee returns to work he/she has to leave again due to the same disability (as ruled by the long-term disability carrier) the eighteen (18) months of benefits would be counted consecutively from the first day of the original disability (exclusive of any return to work time).

5. Change of Insurance/Carriers: The Board may, from time to time, change insurance coverage and/or carriers and decide whether to self-fund or fully-insure insurance benefits.

ATTENDANCE EXPECTATIONS

1. Professional Educators are expected to be on time and in attendance for all student contact days, workdays, professional development days, open houses, parent-teacher conferences, faculty meetings and any other professional activity related to their duties. Educators may be absent for legitimate reasons provided reasonable notification is given and the absences do not become excessive or otherwise detract from District operations and the goal of improving student learning. The District will abide by applicable state and federal laws related to medical leaves of absence.
2. Leave: Ten (10) days of leave shall be granted to each employee per year. Unused leave days may be accumulated up to seventy (70) days. Employees hired after the beginning of a school year shall receive a prorated amount of sick leave.
 - A. Leave days are granted to an employee on the completion of the first working day of the individual contract.
 - B. Except as otherwise contained in this Handbook, all leave benefits shall terminate and be forfeited upon termination of employment for any reason.
3. Purpose of Leave Days: Leave days may be used for personal illness, injury, medical condition or an illness/injury/medical condition in the immediate family which renders the employee incapable of reporting for duty and effectively performing the responsibilities of his/her position. Leave days may also be used to attend funerals, conduct personal business, court appearances, serve jury duty and child-rearing. Employees may also use leave days to attend an approved employee-requested professional development opportunity. Educators will not have to use leave days to attend professional development opportunities required by the District. **Leave days shall not be used to extend holidays, breaks or to vacation on contracted workdays.**
4. Notice of Absence: When an employee needs to be absent from work, the employee shall give notice to the Principal or the person designated by the Superintendent to receive such notice, as far in advance as possible, preferably not later than 90 minutes before the start of the day of absence in the event of an unanticipated illness or emergency. If the absence is for consecutive days, the Principal shall be notified of the probable date of return. Educators must record the absence in Skyward and those employees requiring a substitute must enter the details of the absence in Aesop to ensure a substitute is committed to cover the absence. Notification canceling a previously approved leave day shall be submitted at least three (3) working days prior to the commencement of the leave. Requirements for notice may be waived in unusual or emergency situations.
5. Substantiation of Reason for Absence: No reason for the need for a leave day is required unless the request appears unusual, is part of a pattern, is for a day after April 30, or the requested days are adjacent to a holiday, recess or break (see paragraph 8 below). The Superintendent may require medical substantiation of any absence due to illness. Other forms of substantiation may be required for funeral leave, jury duty, personal business, emergencies, child-rearing or other absences. In the event of a concern about an employee's attendance, the District reserves the right to require any employee utilizing leave benefits to be examined by a physician of the District's choosing and at District expense or to require a statement signed by the employee's own physician indicating the employee is medically unable to perform his/her regular duties.
6. Certification of Good Health: Employees may be required to furnish a medical doctor's certificate of good health prior to returning to work.
7. Substitute Directions/Lesson Plans: Teachers are expected to provide substitute teachers with clear and adequate directions and lesson plans when the teacher is absent from school. The information must be left in an easily accessible location and/or can be uploaded to the Aesop substitute-finder program. Directions/lesson plans must include information on student seating and other information

to assure safe and productive instruction occurs while the teacher is absent. Directions/lesson plans must include learning activities that are aligned to the topic being studied.

8. Leave Days Adjacent to Breaks & Holidays or After April 30: While employees may use leave days for legitimate reasons, the School Board maintains the expectation that personal business should rarely be necessary and leave days may not be used to extend holidays, breaks or otherwise take vacation on contracted workdays. Such use of leave days will result in a loss of pay equivalent to the employee's daily rate of pay for each absence that extended the holiday or break and may also result in disciplinary action, up to and including termination.
 - A. To qualify for paid leave on days that are adjacent to a break or holiday or after April 30, sufficient substantiation of the need for the absence is required. Travel delays due to poor weather or mechanical failures are not considered sufficient substantiation to qualify for paid leave. The following reasons for absences on such days qualify for paid leave days:
 - i. on extended medical leave;
 - ii. having prior approval from the immediate supervisor, acting upon a written request from the employee;
 - iii. having a pre-approved paid medical leave request filed with a doctor's excuse;
 - iv. having a legitimate, unplanned medical issue substantiated with an administrator; a doctor's excuse may be required; or
 - v. the absence was due to an unavoidable emergency that is adequately substantiated.
 - B. Notification for leave days requested after April 30, or when the requested days are adjacent to a holiday, recess or break, shall be submitted at least ten (10) working days prior to the requested date of leave unless the absence is due to unanticipated illness or emergency or other reason beyond the employee's control. Failure to provide adequate notice may also result in the loss of a day's pay for such absences. Requirements for notice may be waived in unusual or emergency situations.
9. Tardiness: Tardiness is not permitted. Excessive tardiness will result in disciplinary action, including dismissal.
10. Pattern of Absences: A pattern of absences may be the basis for the District to require a medical certification of illness from a health care professional or other form of substantiation. A pattern of absences generating suspicion of possible abuse of leave days may include, but is not limited to, such practices as frequent absences on Mondays or Fridays, absences in conjunction with holidays or other paid leaves, multiple absences on professional development days or other non-student contact days, reporting or requesting absences well in advance of the anticipated date or other repeated absences of a similar nature.
11. Misrepresentation: Any employee using leave benefits by fraud, deceit, or falsified statement shall be subject to disciplinary action including possible immediate termination.
12. Extended Medical Leave:
 - A. Anticipated Need for Medical Leave: Upon becoming aware that a paid and/or unpaid medical leave will be desired due to an anticipated inability to perform his/her regular duties for a medical reason, an employee may submit a written request for an extended leave accompanied by a doctor's statement, to the Business Office. The Superintendent may grant the leave, based on the needs of the District and in compliance with applicable state and federal laws. The duration of such leave shall be at the discretion of the District, but in compliance with applicable state and federal laws.
 - B. Notification: Requests for extended leaves shall be submitted on forms provided by the District. Requests will include the nature of the medical issue, the approximate time when the medical

leave is expected to begin, the approximate duration of the leave and the expected date of return to work.

- C. Extension/Renewal of Leave: The Superintendent may extend or renew unpaid leaves of absence at his/her sole discretion if an employee requests such an extension in writing.
 - D. Return from Leave: When an employee's return to work occurs within ten (10) school days of the end of the semester, the Superintendent shall have the option to require the returning employee to perform related duties until the beginning of the next semester.
 - i. Employees who have been out the entire year or entire second half of the year on an extended leave shall notify the District of their intent to return to work the following school year by February 15 of the current year.
 - ii. Employees may not report back to work before the end of the school year for the purpose of establishing eligibility for paid health insurance benefits for the summer.
 - E. Failure to Return to Work: Except as provided above, if an employee on a leave fails to return to work as soon as he/she is physically able to perform his/her regular duties, he/she shall be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District and to have waived all benefits associated with his/her position.
 - F. Reinstatement and Insurance Programs: While on an unpaid leave an employee shall be eligible to participate in the District's insurance program except that all expenses of such participation shall be paid entirely by the employee.
 - G. Compliance with State and Federal Guidelines: The District will comply with state and federal requirements, i.e., the Family & Medical Leave Act, related to medical leaves. Details regarding FMLA forms and procedures are available on the District website.
 - H. Child Rearing Leave: After exhaustion of federal and state FMLA leave, if any, an employee may be granted a child rearing leave in conjunction with the birth or adoption of a child for the balance of the then current school year and may be extended for one additional school year at the option of the Superintendent. Employees on child-rearing leave shall also be covered under the applicable provisions stated above. Child-rearing leaves are intended to be for the balance and/or duration of the entire year.
13. Injury: Any employee who, in the course of employment, sustains a compensable injury or contracts a compensable disease under the Wisconsin Worker's Compensation Law, may be given the option to use leave days as provided herein. In no case shall leave days and disability be allowed for the same period. The Board shall provide legal counsel related to any injury due to assault upon the employee while acting in the discharge of his/her duties.
14. Court Appearance: Leave days may be used for court appearances unrelated to litigation involving the District. If the District requests an employee to appear at a court proceeding on behalf of the District, the employee will be compensated at his/her regular salary with no loss in leave days; however, if an employee appears in a court proceeding against the District, the employee's salary will not be paid and leave days will not be utilized.
15. Jury Duty: Leave days may be used for jury duty if a request to defer is not made, a deferment request was denied, or a deferment request was approved but the jury duty still occurred on a contracted workday. In the event an employee is called for jury service, the employee may contact the summoning body to request a postponement of duty to non-school days (i.e., summer, winter recess, spring break). The employee will document said request by filing a "Request for Jury Duty Deferment Form" and a copy of the summons with the Business Office. When jury service occurs on a workday, the employee may use leave days to be paid during the period of absence provided that he/she remits to the Business Office an amount equal to the compensation paid to him/her for such

jury service and attaches the summons and a copy of the "Request for Jury Duty Deferment Form" to the Business Office.

16. Attendance Recognition: If an employee is absent for two or less days during a school year (excluding days missed due to jury duty when a deferment was requested and canceled school days), the District shall pay the employee the following amounts: \$150 for no more than two absences; \$300 for no more than one absence; \$500 for zero absences. Substantiation of jury duty is required to be eligible for the attendance recognition.
17. Sabbatical: Requests for a sabbatical will be handled in accordance with Board policies.

COMPENSATION

1. Salary – Initial Placement: Initial salaries for individual professional educators shall be at the discretion of the District.
2. Salary – Increases: Salary increases shall be at the discretion of the District. Adjustments to salaries for 2011-12, if any, will be made at some point during the school year. Attainment of Master's Degrees and/or National Board for Professional Teaching Standards (NBPTS) certification may warrant an increase in salary. Upon request, it shall be the responsibility of each employee to provide to the Administration with official evidence of degrees and credits attained from higher education institutions.
2. Annuities: The Board provides the opportunity for employees to participate in a "tax sheltered annuity" plan under the rules as set forth by the Board. All plans must conform to the rules and regulations of the United States Internal Revenue Department and the Wisconsin Department of Taxation. Registrations, cancellations and other changes to a tax-sheltered annuity may be made by an employee in accordance with District Policies and Guidelines.
3. Section 125: Employees can utilize Section 125 of the IRS tax codes to pay for allowable expenses up to the maximum allowed by the IRS.

ASSIGNMENT, TRANSFERS & JOB SHARING

1. Assignments: Assignments shall be determined by the Administration based upon teaching licenses, the needs of students and program requirements.
2. Transfers (Voluntary or Involuntary): Employees may be transferred at the discretion of the Superintendent to meet the educational needs of the District. Requests for voluntary transfers should be submitted by March 15. Employees shall be notified of assignment changes or transfers for the following school year.
3. Job Sharing: Requests will be handled in accordance with Board policies and guidelines.

EMPLOYEE EVALUATION

The District will establish a system for evaluating employee effectiveness.

EMPLOYEE FILES

Access to employee files will be consistent with the provisions of state statute 103.13.

PROFESSIONAL RESPONSIBILITIES

1. Full-time Employee Workday: Employees shall work an 8-hour workday including a 30-minute lunch.
 - A. Start Times: The Board determines the start and end times of all schools.
 - B. Non-Student Contact Days: On non-student contact days scheduled for professional development or collaboration time, as well as employee workdays, all employees will report at 8:00 AM and will be dismissed at 3:00 PM with one hour for lunch. This provision does not apply to the New Teacher Orientation, which will be an eight-hour day with one hour for lunch.
2. Part-time and Traveling Employee's Workday: A part-time employee's percentage or FTE equivalent is generally the average of the percent of the employee day (clock hours) and the percent of the teaching load (assignment). The District may make adjustments to the calculation to best balance the needs of the students and the financial limitations of the District.
3. Responsibilities at No Additional Compensation: As professionals, for no additional compensation, employees are expected to attend mandatory meetings relating to the District's educational program. Employees will be given adequate notice of meetings that extend beyond the regular workday. Examples of additional responsibilities at no additional compensation include, but are not limited to:
 - A. state standardized test administration/proctoring, including preparation time lost to such activities during the workday;
 - B. one school open house per year, outside the normal workday, for no more than two hours;
 - C. meetings set up by employees or parents to address students' needs and progress;
 - D. faculty meetings, department meetings, grade level meetings, professional development extending early dismissal days;
 - E. IEP meetings, 504 meetings, SIT meetings;
 - F. parent-teacher conferences; and
 - G. make-up days due to excessive school cancelations. The District will schedule the student school day and calendar with the necessary amount of instructional time to allow for sufficient hours of instruction to meet Department of Public Instruction requirements for hours and days of instruction. This includes scheduling the necessary time and number of days to allow for five canceled school days due to inclement weather, mechanical problems or other unanticipated reasons. Loss of teaching days that drop below the minimum number of student contact days required by the state will be made up at the end of the school year without additional pay.
4. Lesson Plans: Every teacher is responsible for planning on a weekly and daily basis. Lesson plans are to be developed within the context of the applicable course(s) of study and learning units and should be designed being cognizant of individual student strengths and weaknesses.
 - A. Each lesson plan should contain, in addition to whatever else a teacher may wish to include, the following elements:
 - i. purpose of the lesson
 - ii. expected student behavior when purpose has been achieved
 - iii. needed resources
 - iv. how students will be organized throughout the lesson
 - v. how students will be oriented to the lesson
 - vi. how the lesson will begin
 - vii. how lesson will conclude

- B. Lesson plans should reflect a general overview and purpose of the instructional program. Individual student needs may serve as an integral part of the lesson plan.
- C. Lesson plans as well as adequate directions, the names of students with special health needs, emergency procedures, colleague contact information for assistance and seating charts are to be provided for substitutes so they can continue the ongoing program as closely as possible.

- 5. Certification Validation: Each employee in the Professional Educator group that is required to possess a Department of Public Instruction certification must continuously maintain his/her licensure. Employees must provide evidence of a current Wisconsin license, or a copy of application for same accompanied by evidence of satisfaction of license renewal requirements, prior to June 1 of the upcoming school year. Any employee who fails to provide sufficient documentation of DPI certification/licensure may have his/her salary reduced and/or could be terminated immediately for failure to maintain and/or provide evidence of the requisite teaching license.
- 6. Classroom Management: Each professional educator is responsible for maintaining a positive, safe learning environment in the classroom and other locations where learning occurs under the employee's supervision. Employees recognize that all behavior management strategies and actions invoked by them shall be in accordance with established School Board policy and Wisconsin law.

The Board recognizes its responsibility in supporting employees in the maintenance of safe learning environments and appropriate behavior interventions. While recognizing that students' behaviors may require intervention in various forms, the School Board cannot condone the use of unreasonable force and fear as appropriate procedures or measures in managing student behavior.

Professional educators should not find it necessary to resort to physical force or violence when interacting with students. Board Policy 5630 expressly prohibits the use of corporal punishment. Employees are responsible for knowing and complying with the District's policies.

Each employee is responsible for reporting to his/her principal the name of any student who is in apparent need of specialized attention by other trained personnel. Principals are expected to advise employees of the disposition of such reports.

- 7. Safety Regulations: For the protection of students, it shall be the responsibility of employees to require the wearing of eye goggles, use of safety shields, etc., whenever the conditions are such that safety apparatus are warranted or required. The District will provide information on safety regulations and will provide any and all supplies and/or equipment required to conform with these regulations, but employees should use their best efforts to protect student safety at all times.
- 8. Substituting For Other District Teachers: When a substitute teacher is not available to take the place of an absent educator, appropriately certified employees may be asked to substitute or could be assigned to substitute.
 - A. Elementary Teachers: When an elementary teacher, particularly an Art, Music or Physical Education teacher, is absent and a substitute cannot be obtained, teachers may be compensated for substituting for a colleague, in accordance with the EXTRA & CO-CURRICULAR DUTIES section of this Handbook, by submitting a timesheet per District procedures.
 - B. Secondary Teachers: In the event a secondary teacher is needed to substitute for another teacher, teachers who cover another class may be compensated in accordance with the EXTRA & CO-CURRICULAR DUTIES section of this Handbook by submitting a timesheet per District procedures. If a teacher is assigned to substitute for another teacher and the assignment does not cause the teacher's load to exceed the teacher's normal assigned load, there is no additional compensation.

- C. IEP Meetings: The District may provide substitutes to release Special Education instructors as needed when IEP meetings are held. Release time is to be used to complete necessary tasks of the diagnostic process, including but not limited to student testing, student observation, parent interviews, and required written reports. The administrator responsible for the Student Services department will determine when release time is needed.
9. Curriculum & Assessment Development & Textbook Selection: Professional educators are expected to assist in the development of curriculum and assessments and textbook selection.
- A. Curriculum & Assessment: The development, evaluation and revision of the curriculum and assessments is a continuous process. Monitoring the implementation and effectiveness of curriculums and assessments is a professional responsibility of employees, under the supervision and direction of the District's Administration. Professional Educators are required to deliver the District curriculum and assessments and can be required to report to the District the content and skills they teach and how much time they spend teaching and assessing the various components of the curriculum for which they are responsible.
- When employees are assigned to review, assess, revise or develop curriculum and/or assessments, they shall either be provided with time during the workday to perform such work or they may be expected to perform such work during non-instructional time during the normal workday. Employees may be paid under the EXTRA & CO-CURRICULAR DUTIES section of this Handbook if they agree to do such work after the normal workday or during the summer. If the District offers the opportunity to revise, align, modify and/or otherwise develop curriculum and assessments through a for-credit graduate-level course, employees may elect to participate in such courses in lieu of any other compensation.
- B. Textbook Selection: Employees can be required, within the workday, to participate in the process of reviewing textbook options. Participation by employees in such work beyond the normal workday will usually be voluntary. When employees do such work outside the normal workday, they may be paid under the EXTRA & CO-CURRICULAR DUTIES section of the Handbook.
10. Conflicts of Interest: No District employee may use his/her office or position for personal financial gain or the financial gain of his/her family. No employee may engage in his/her own business activity, accept private employment or render services for private interests when such employment, business or activity or service is in conflict with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. No employee may use or disclose "privileged information" gained in the course of or by reason of his/her official position or activities. (Board Policy 1130)
11. Staff Dress & Grooming: An employee's appearance reflects the District's image. All employees are expected to be clean and to be concerned with good personal hygiene. All employees are expected to exercise moderation and good taste in dress and grooming. (Board Policy 3216)
12. New Employee Mentoring and Support Program: Employees new to the District with less than five years of prior teaching experience may be required to participate in the New Employee Mentoring and Support program. This program may include up to three 3-credit courses. Employees participate at their expense and credits attained may qualify for them for an increased salary. The District may waive all or part of this requirement for employees determined to have sufficient experience with, or knowledge of, the expectations of the District.
13. New Teacher and Mentor Days: New Teachers are required to work the equivalent of a total of three (3) days the week prior to the beginning of the year for the rest of the staff. One of the three days will be the New Teacher Orientation Day, which is identified on the District Calendar. Mentors for New Teachers must work the equivalent of two (2) full days with the new employee that same week. Combinations of half and full days are allowed for the Mentors.

DISMISSAL & NON-RENEWAL

1. **Non-Renewal:** Employees may be recommended for contract non-renewal in accordance with applicable Wisconsin Statutes. Employees may be recommended for non-renewal for a variety of lawful reasons, including failure to perform the duties of the position in an effective, efficient, collegial and professional manner. Teachers hired after July 1 for the upcoming school year may be offered a limited term contract that is explicitly entered into with the understanding that the position is for one year, or less, and not subject to the state statutes governing the non-renewal process.
2. **Dismissal:** Employees may be immediately dismissed for insubordination, causing bodily harm to students, staff, parents or visitors, or other egregious acts that are contrary to the mission and policies of the District and/or are harmful to the well-being of those who are part of the District's learning community. Employees will not be dismissed for reasons that are arbitrary and capricious.
3. **Representation:** Employees may be allowed to have a union representative at the employee's request present at meetings related to dismissal and non-renewal procedures.

RESIGNATIONS

1. **Liquidated Damages:** The District may assess liquidated damages against an employee who has signed an individual contract to continue employment in the School District of Greenfield for the following school year and who gives notice to the District that he/she does not intend to return the following school year. Damages may be assessed according to the table below.

Date resignation submitted	Damages Assessed
after June 1	\$1,000
after July 1	\$1,500
after August 1	\$2,000
after September 1	\$2,500

Liquidated damages shall not be assessed against an employee who makes late application to retire and whose retirement application is accepted by the Superintendent and granted by the School Board. Damages may be waived for employees who provide sufficient evidence that the reason for the late resignation was due to circumstances beyond their control.

RETIREMENT

1. **Contribution to Wisconsin Retirement System:** The School Board shall pay the required employer contribution to the Wisconsin Retirement System for eligible employees.
2. **District Retirement Program:** At the time this Handbook was approved by the School Board, the details pertaining to retirement benefits, if any, had yet to be determined. It is the intent of the School Board and the Administration to have details regarding any retirement benefits available to employees by January 1, 2012.

GRIEVANCE PROCEDURE

The District has established Board Policy 3340 to govern grievance procedures.

1. Timelines

- A. **Grievance Submission:** The employee must file a written grievance within fifteen (15) working days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. "Working day" is defined as any day that the District Business Office is open. The grievance must be in writing. The grievant must discuss the issue with his/her immediate supervisor at least five (5) working days prior to filing the written grievance.
- B. **Administrative Response:** The Director of Educational Services or Director of Business Services or Superintendent will meet with the grievant within fifteen (15) working days of receipt of the written grievance. The Administration will provide a written response within five (5) working days of the meeting.

2. Impartial Hearing

- A. The grievant may file an appeal to an Impartial Hearing Officer by giving written notice to the central office Administrator who initially met with the grievant within ten (10) working days of the Administrative Response. A mutually agreeable hearing date will be coordinated between the Administration, the Impartial Hearing Officer and grievant. If a mutually agreeable date and time cannot be established, the Impartial Hearing Officer will select the date and time for the hearing.
- B. **Impartial Hearing Officer Response:** The Impartial Hearing Officer shall file a written response within thirty (30) working days of the hearing date.
- C. **School Board Review:** The non-prevailing party may file a request for School Board to review the Impartial Hearing Officer's decision within ten (10) working days of receipt of the Impartial Hearing Officer Response. The School Board shall make a decision regarding whether or not a hearing will be held within twenty-five (25) working days of the appeal. A decision will be made within sixty (60) working days of the filing of the appeal.
- D. All timelines may be extended by mutual agreement.

3. General Requirements

- A. An employee may only initiate a grievance in writing regarding employee termination, employee discipline or alleged workplace safety issues.
- B. The term "employee termination" as used in this section, shall not include the following:
 - i. layoffs;
 - ii. workforce reduction activities;
 - iii. voluntary termination including, without limitation, quitting or resignation;
 - iv. job abandonment;
 - v. end of employment due to disability;
 - vi. retirement;
 - vii. non-renewal under state statutes, sec. 118.22; or
 - viii. end of employment and/or completion of assignment of a temporary, seasonal, contract, daily assignment, substitute, or replacement employment relationship.
- C. The term "employee discipline" shall include any employment action that results in suspension with loss of pay, reduction in pay, reduction in other benefits, or other forms of discipline that result in a demotion and/or adverse financial impact to the employee.

D. The term "employee discipline" shall not include the following:

- i. plans of correction or performance improvement;
- ii. performance evaluations or reviews;
- iii. documentary letters or other documentation of employee acts and/or omissions in an employment file;
- iv. oral or written reprimands or warnings;
- v. administrative suspension with pay;
- vi. administrative suspension without pay pending investigation of alleged misconduct or nonperformance;
- vii. non-disciplinary wage, benefit or salary adjustments; or,
- viii. other non-material employment actions.

E. The term "workplace safety" as used in this section means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

4. The written grievance must contain:

- A. a statement of the pertinent facts surrounding the nature of grievance;
- B. the date the incident occurred;
- C. the steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion;
- D. the specific requested remedy; and,
- E. must include the workplace safety rule alleged to have been violated, if applicable.

5. The Administration's written response to the grievance must contain:

- A. a statement of the date the meeting between the administration and grievant was held;
- B. a decision as to whether the grievance is sustained or denied;
- C. in the event the grievance is denied, a statement outlining the timeline to appeal the denial.

6. Impartial Hearing Officer Selection: The Administration shall select the Impartial Hearing Officer (IHO). The IHO shall not be an employee of the district. The IHO may be an employee of another district, a retired school administrator, a lawyer, a professional mediator/arbitrator, or other qualified individual. The cost of the IHO will be the responsibility of the District.

7. Impartial Hearing Officer Standard of Review: The decision of the Administration must not be arbitrary or capricious. A decision will not have been arbitrary or capricious if it was made in the best interest of the District. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence.

A. The Impartial Hearing Officer's written recommendation to the grievance must contain:

- i. a statement of the pertinent facts surrounding the nature of the grievance;
- ii. a recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.;
- iii. a statement outlining the timeline to appeal the recommendation;
- iv. the IHO must sustain or deny the decision of the Administration. Authority is not given to modify the decision as made by the Administration. Authority is not given to grant in whole or in part the specific request of the grievant.

8. Appeal to the School Board: The School Board may decide, in each situation, whether it will review the record and make a decision, assign an independent hearing officer to create a recommendation

for the School Board's review, or hold a new hearing and make an independent decision. The manner of review is the sole choice of the School Board.

- A. The School Board's written decision regarding the grievance must contain a decision as to whether the grievance is sustained, denied or modified.

9. Process

- A. Grievances will be processed per the provided timelines.
 - i. An employee may advance a grievance to the next step if a response is not provided within the designated timeframes.
 - ii. An employee may not file or advance a grievance outside of the designated timeframes.
 - iii. The Central Office Administrator assigned to the grievance may advance a grievance to the next step at the written request of either the employee or the supervisor.
- B. Grievance meetings/hearings held during the employee's off-duty hours will not be compensated.
- C. Granting the requested or agreed upon remedy resolves the grievance.
- D. The decision of the School Board is final and not subject to further review.

EXTRA & CO-CURRICULAR DUTIES

1. The Administration reserves the right to assign employees to perform duties identified in this Handbook. In the vast majority of cases, volunteers will be solicited before an employee would be assigned a particular mini-contract, duty or responsibility.
2. Assignments are year-by-year appointments with no expectation of continuing in the role beyond the current school year.
3. All assignments to extra and co-curricular positions will be certified in writing by an administrator with the approval of the Superintendent or designee.
4. Individuals assigned to the positions may be compensated according to the mini-contracts outlined in the pay tables below.
5. EXTRA SUPERVISION DUTY - \$15.00
Chaperones, ticket-takers or supervisors of students outside the regular school day at athletic events & concerts may be paid at the rate of \$15/hr. The same rate applies to high school teachers who supervise a lunch room or study hall above and beyond the 2.5 hours per week of supervision duty which High School teachers are assigned as part of their regular workload.
6. EXTRA PROFESSIONAL DUTY - \$20.00
Employees may be paid for additional professional duties such as curriculum development, homebound instruction, substitute teaching, event management, at the rate of \$20.00 per hour. When a class period is greater than 45 minutes but less than 74 minutes, it is considered equivalent to one hour for the purposes of this extra pay. Correspondingly, additional duties under this paragraph that are between 15 minutes and 45 minutes in duration may be compensated at a pro-rated rate of half (.5) the \$20.00 hourly rate.
7. SUMMER SCHOOL - \$25.00
The Summer School rate of pay is \$25.00 per hour.
8. EXTRA TEACHING ASSIGNMENT (OVERLOAD)
Teachers who are assigned to teach a sixth class (out of a 7 period day) on a daily basis or a seventh class (out of an 8 period day) or otherwise assigned a teaching load that is well beyond the normal assignment for employees in comparable positions, shall be compensated at a rate that is consistent (proportionate) with the additional assigned time.
9. MILEAGE PAYMENTS
Mileage shall be paid at the maximum rate allowed by the Internal Revenue Service. The rate shall be adjusted beginning in the month following notification of the change to the District by the IRS. Payment for this travel expense shall be made at the end of the school year.
10. TEACHER MENTORING
Teacher Mentors are required to attend District-sponsored mentor training (12 hours), typically held the second or third week of August. Mentors are only required to attend the training prior to their first year as a Mentor. Teacher Mentors must work the equivalent of two days with the New or Newly-Hired Teacher the week before the start of the school year. Both New and Experienced Teacher Mentors are expected to provide ongoing support to the new employee over the course of the school year.

11. **ESTABLISHING CLUBS AND ACTIVITIES**

Educators who wish to establish and direct a club or activity shall use the appropriate forms available on Staffnet and submit requests in the following manner (for more details, see District Administrative Guideline 2430):

- A. Requests shall be submitted annually to the principal and contain the following:
 - i. purpose and rationale of the club/activity;
 - ii. intended outcomes for students;
 - iii. list of at least 15 students who have indicated a willingness to participate;
 - iv. plan of operation including when and where meetings/activities will occur, the anticipated numbers of hours students will be engaged in the club/activity and the corresponding mini-contract level;
 - v. plan for paying for any additional costs (beyond the mini-contract for the advisor) such as materials, travel, equipment, etc., students and staff interested in clubs/activities that require additional funding must generate the necessary funds via fund-raising, donations or fees, per District policies and guidelines;
 - vi. person(s) in charge.
- B. The principal will review each request and either reject or submit each based on the anticipated participation level, plans to cover additional costs, and available funding for mini-contracts.
- C. Clubs or activities can be established at any Level, per District Policies. The minimum number of hours will be established when submitting a request for approval of a club/activity. Once established, exceeding the hours does not result in an increased mini-contract. Extra-curricular activities will not be required of employees outside of extraordinary circumstances. If performed with the approval of the District, the following activities shall be compensated at the levels and amounts identified below.

EMPLOYEE REQUESTED CO-CURRICULAR CLUB & ACTIVITY PAY TABLE

Level	Amount	Minimum Hours
Level 1	\$200	14
Level 2	\$400	28
Level 3	\$600	41
Level 4	\$800	55
Level 5	\$1,000	69
Level 6	\$1,200	83
Level 7	\$1,400	97
Level 8	\$1,600	110
Level 9	\$1,800	124
Level 10	\$2,000	138
Level 11	\$2,200	152
Level 12	\$2,400	166

RECOGNIZED EXTRA- & CO-CURRICULAR ACTIVITIES PAY TABLE

When offered, at the discretion of the District, the following activities may be compensated at these amounts.

Level	Amount	Recognized Extra- and Co-curricular Activities
Level 1	\$200	
Level 2	\$400	
Level 3	\$600	HS Homecoming Advisor
Level 4	\$800	Class Advisor (Freshman/Sophomore/Junior) HS Concert Band (Evening Concerts) Middle School Faculty Rep. (Fine Arts, Guidance) Experienced Teacher Mentor (4+ yrs. exp.) Elementary School Teacher-in-Charge
Level 5	\$1,000	HS Assistant Drama Director - 1 Act Play
Level 6	\$1,200	Auditorium/AV Technician HS Small Dept. Chair with no duty (Art/Music; Business/Tech Ed/FACE; At-Risk); Junior Prom Advisor; Summer Weight Room Supervisor HS Musical Choral Director; HS Musical Instrumental Pit MS Cheerleader Advisor; MS Track; MS Girls' Volleyball; MS Assistant Wrestling Coach; New Teacher Mentor (1-3 yrs. exp.)
Level 7	\$1,400	Class Advisor (Senior)
Level 8	\$1,600	HS Assistant Cheerleader Advisor; HS Chorus Advisor (Evening Concerts) HS Assistant Drama Director - 3 Act Play or Musical Weight Room Supervisor MS Band Advisor; MS Chorus Advisor MS House Leader; MS Special Ed. Dept. Chair Web page/Technical Support; MS Yearbook Advisor; K-12 Assistive Technology Coordinator
Level 9	\$1,800	Building Wellness Coordinator HS Large Dept. Chair with no duty (Science, LA, Math, SS, Guidance, For. Lang., Spec. Ed., PE/Health) MS Basketball (Boys & Girls); MS Wrestling Curriculum & Assessment Facilitator; K-12 Coordinator
Level 10	\$2,000	
Level 11	\$2,200	HS Small Dept. Chair (if duty is assigned)
Level 12	\$2,400	HS Cheerleader Advisor; HS Pom-Pon Advisor; HS Yearbook Advisor HS Marching Band; HS Student Senate Advisor
Level 13	\$2,600	Assistant HS Coaches of: Cross Country; Golf; Soccer; Softball; Swimming; Tennis; Track; Volleyball Middle School Athletic Director
Level 14	\$2,800	Assistant HS Coaches of: Baseball; Basketball; Football; Wrestling; Freshman Coaches; Equipment Manager; Web-page Support – District; HS Large Dept Chair (if duty is assigned)
Level 15	\$3,600	Head HS Coaches of: Cross Country; Golf; Soccer; Softball; Swimming; Tennis; Track; Volleyball
Level 16	\$4,000	Head HS Coaches of: Baseball; Basketball; Football; Wrestling

WORKDAY TIME SCHEDULES

REGULAR DAILY SCHEDULES

School	Office Hours	Educator Workday	Student Day
GHS	6:30 AM - 3:30 PM	7:05 AM - 3:05 PM	7:10 AM - 2:21 PM
GMS	6:30 AM - 3:45 PM	7:05 AM - 3:05 PM	7:42 AM - 2:53 PM
Edgewood & Glenwood	7:30 AM - 4:00 PM	7:35 AM - 3:35 PM	8:45 AM - 3:26 PM
AM Jr. K	7:30 AM - 4:00 PM	7:35 AM - 3:35 PM	8:45 AM - 11:21 AM
PM Jr. K	7:30 AM - 4:00 PM	7:35 AM - 3:35 PM	12:50 PM - 3:26 PM
Elm Dale & Maple Grove	8:00 AM - 4:30 PM	8:05 AM - 4:05 PM	9:15 AM - 3:56 PM
AM Jr. K	8:00 AM - 4:30 PM	8:05 AM - 4:05 PM	9:15 AM - 11:51 AM
PM Jr. K	8:00 AM - 4:30 PM	8:05 AM - 4:05 PM	1:20 PM - 3:56 PM

*EARLY DISMISSAL SCHEDULES	
School	Student Day
HS	7:10 AM - 12:21 PM
MS	7:42 AM - 12:53 PM
Elementary - Early	8:45 AM - 1:26 PM
Elementary - Late	9:15 AM - 1:56 PM
AM Jr. K - Early	8:45 AM - 10:15 AM
PM Jr. K - Early	11:56 AM - 1:26 PM
AM Jr. K - Late	9:15 AM - 10:45 AM
PM Jr. K - Late	12:26 PM - 1:56 PM

*Employees are expected to work an additional hour at the end of the normal workday on early dismissal Wednesdays. Occasionally, the early elementary workday will start at the same time as the late elementary workday to facilitate maximum common professional development time.

SCHOOL DISTRICT OF GREENFIELD
4850 South 60th Street
Greenfield, Wisconsin 53220

GRIEVANCE FORM

Employees shall use this form to initiate the grievance process for resolving disputes regarding employee termination, employee discipline or workplace safety issues.

Name of Employee: _____ Date: _____

Position: _____ School/Department: _____

Summary of Concern _____

State in detail the facts of the alleged violation including the times and places and description of the particular incidents and the names of persons involved:

Has this grievance been discussed with your immediate supervisor? _____

Name of your immediate supervisor: _____

Title: _____

Request for corrective action desired:

Employee's Signature

Date

SCHOOL DISTRICT OF GREENFIELD
4850 South 60th Street
Greenfield, Wisconsin 53220

GRIEVANCE ANSWER FORM
(Supplemental Material May be Attached)

Regarding Grievance Dated _____

Name of Employee: _____

Position: _____ School/Department: _____

1. **Facts and issues involved:**

2. **Decision:**

3. **Reasons for decision (Use separate sheet if necessary):**

Signature: _____

Name: _____

Position: _____

Department: _____

Date: _____

Distribution:

- _____ Employee
- _____ District Office
- _____ Immediate Supervisor or Principal
- _____ Employee Representative

SCHOOL DISTRICT OF GREENFIELD
4850 South 60th Street
Greenfield, Wisconsin 53220

GRIEVANCE APPEAL FORM

Regarding Grievance Dated: _____

Name of Employee: _____

Position: _____ School/Department: _____

1. I wish to appeal the grievance answer signed by (see answer form)

Name: _____ Title: _____

Date: _____

This grievance is therefore appealed to an Impartial Hearing Officer.

2. Alleged violation of employee termination, employee discipline or workplace safety:

2. Reason for appeal:

Employee's Signature

Date

Distribution:

- _____ Employee
- _____ District Office
- _____ Immediate Supervisor or Principal
- _____ Employee Representative

VALIDITY

This Handbook supersedes and cancels all previous agreements, verbal or written or based on alleged past practices, between the School District and any union and constitutes the working parameters and expectations of the District

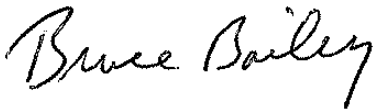
If legal rulings declare a portion of this Handbook unlawful, the remainder of this Handbook and addenda shall not be affected thereby.

Nothing contained in this Handbook shall be construed in any way to be interfering with the obligation of the parties hereto to comply with any and all State and Federal laws, or any rules, regulations and orders pertaining to matters covered herein.


IN WITNESS WHEREOF, the Board has caused this instrument to be executed by its officers as of the day and year specified below.

Dated this 22 day of August, 2011.

SCHOOL DISTRICT OF GREENFIELD



School Board President
Bruce Bailey



School Board Clerk
Julie Rome



Superintendent
Conrad D. Farner