



Professional Educator Employee Handbook 2025-2026

“The School District of Greenfield believes all learning begins with meaningful relationships. Our mission is to develop learners who can apply knowledge and think innovatively as a result of engaging in rigorous and relevant opportunities.”

APPROVED BY THE GREENFIELD SCHOOL BOARD ON: AUGUST 25, 2025

| | |
|---|----------|
| PURPOSE OF THE HANDBOOK..... | 6 |
| DEFINITIONS & GENERAL EXPECTATIONS..... | 7 |
| ABSENCE REPORTING | 7 |
| ACCIDENT/INCIDENT REPORTS | 7 |
| ADHERENCE TO TERMS, RULES & POLICIES | 7 |
| ANTI-HARASSMENT | 7 |
| ANTI-RETALIATION | 10 |
| ATTENDANCE | 10 |
| CANCELLATION OF SCHOOL/WORK | 10 |
| CHILD ABUSE REPORTING | 10 |
| COMPLAINT PROCEDURE | 11 |
| CONFIDENTIALITY | 11 |
| CONFLICT OF INTEREST | 11 |
| COPYRIGHT INFRINGEMENT | 11 |
| CRIMINAL RECORD – OBLIGATION TO REPORT | 11 |
| DISASTER PREPAREDNESS | 12 |
| DISTRICT PROPERTY – USE OF | 12 |
| NON-DISCRIMINATION AND ANTI-HARASSMENT | 12 |
| DRUG-FREE WORKPLACE | 13 |
| ELECTRONIC MAIL AND INTERNET USE | 13 |
| GIFTS, GRANTS, AND BEQUESTS | 14 |
| GRIEVANCE PROCEDURE | 15 |
| IDENTIFICATION BADGES | 15 |
| INVESTIGATION INTERPLAY WITH POTENTIAL CRIMINAL CONDUCT | 15 |
| LEAVE – ADMINISTRATIVE | 15 |
| LICENSURE/CERTIFICATION | 15 |
| LOSS, THEFT OF OR DAMAGES TO PERSONAL PROPERTY | 15 |
| NO EXPECTATION OF PRIVACY – WORK SPACES, DESKS, ETC | 15 |
| PERSONAL APPEARANCE/STAFF DRESS | 15 |
| PERSONAL COMMUNICATION DEVICES (PCD) | 16 |
| PERSONNEL RECORDS | 16 |
| PROFESSIONAL DEMEANOR | 16 |
| RESIGNATIONS & LIQUIDATED DAMAGES | 16 |
| SALE OF GOODS AND SERVICES | 17 |
| STUDENT SUPERVISION AND WELFARE | 17 |
| TERMINATION | 18 |
| USE OF BUILDINGS AND EQUIPMENT | 19 |
| VIDEO SURVEILLANCE | 19 |
| VIOLENCE/BULLYING IN THE WORKPLACE | 19 |

| | |
|---|-----------|
| ASSIGNMENTS..... | 20 |
| DETERMINATION OF ASSIGNMENT | 20 |
| ASSIGNMENT PREFERENCE CONSIDERATION | 20 |
| JOB POSTING | 20 |
| JOB SHARING | 20 |
| REDUCTION IN POSITIONS & HOURS | 20 |
| TRANSFERS | 20 |
| BENEFITS – INSURANCE, RETIREMENT, & OTHER..... | 21 |
| BENEFITS STATEMENT | 21 |
| COMMENCEMENT AND TERMINATION OF COVERAGE | 21 |
| ELIGIBILITY FOR INSURANCE BENEFITS & ANY BOARD CONTRIBUTION | 21 |
| BOTH SPOUSES EMPLOYED BY THE DISTRICT | 21 |
| CHANGE OF INSURANCE CARRIER | 21 |
| DISPUTE RESOLUTION | 21 |
| DENTAL INSURANCE PREMIUM CONTRIBUTIONS | 21 |
| HEALTH INSURANCE PREMIUM CONTRIBUTIONS | 22 |
| SHORT-TERM UNPAID LEAVE COVERAGE | 22 |
| LIABILITY INSURANCE | 22 |
| LIFE INSURANCE | 22 |
| LONG-TERM DISABILITY | 22 |
| SHORT-TERM DISABILITY LEAVE | 22 |
| PROFESSIONAL EDUCATOR POST-EMPLOYMENT BENEFITS | 22 |
| BENEFIT CONTINUATION | 24 |
| DEATH BENEFIT | 24 |
| WISCONSIN RETIREMENT SYSTEM (WRS) CONTRIBUTIONS | 25 |
| FLEXIBLE SPENDING ACCOUNT | 25 |
| COBRA – CONTINUATION OF DISTRICT HEALTH PLAN | 25 |
| TAX SHELTERED ANNUITIES (TSA) | 25 |
| COMPENSATION..... | 26 |
| PROFESSIONAL EDUCATOR COMPENSATION MODEL BACKGROUND | 26 |
| SALARY | 26 |
| STANDARD PROGRESSION AMOUNT | 26 |
| PAY PERIODS | 27 |
| PAYROLL CALENDAR | 27 |
| ANNUITIES | 27 |
| SECTION 125 | 27 |
| EMPLOYEE WELLNESS STIPEND | 27 |

| | |
|--------------------------------------|----|
| ADDITIONAL DUTIES | 27 |
| ADDITIONAL DUTY ASSIGNMENTS | 27 |
| ATTENDANCE RECOGNITION | 27 |
| EXTRA- AND CO-CURRICULAR ASSIGNMENTS | 27 |
| PAY RATE CHANGES | 27 |
| EXTRA SUPERVISION DUTY | 27 |
| EXTRA PROFESSIONAL DUTY | 27 |
| SUMMER SCHOOL | 28 |
| EXTRA TEACHING ASSIGNMENT | 28 |
| MILEAGE PAYMENTS | 28 |
| TEACHER MENTORING | 28 |
| CLUBS AND ACTIVITIES | 28 |
| NATIONAL BOARD CERTIFICATION STIPEND | 28 |

LEAVES, SICK DAYS & OTHER ABSENCES FROM DUTY.....29

| | |
|--------------------------------------|----|
| LEAVE ALLOCATION | 29 |
| SHORT-TERM LEAVES OF ABSENCE | 29 |
| LEAVE REQUESTS | 29 |
| APPROVAL | 29 |
| REINSTATEMENT | 29 |
| COMPENSATION | 29 |
| LONG-TERM LEAVES OF ABSENCE | 29 |
| PURPOSE OF LEAVE DAYS | 30 |
| PERSONAL DAYS | 30 |
| ONCE-IN-A-LIFETIME REQUESTS | 30 |
| BEREAVEMENT LEAVE | 30 |
| CARE FOR IMMEDIATE FAMILY | 30 |
| NOTICE OF ABSENCE | 31 |
| JURY DUTY | 31 |
| MILITARY LEAVE | 31 |
| OTHER LEAVES | 31 |
| SUBSTANTIATION OF REASON FOR ABSENCE | 31 |
| DISTRICT DEFINITION OF BREAKS | 31 |
| PATTERN OF ABSENCES | 31 |
| CERTIFICATION OF GOOD HEALTH | 32 |
| SUBSTITUTE DIRECTIONS/LESSON PLANS | 32 |
| INJURY | 32 |

| | |
|--|-----------|
| PROFESSIONAL RESPONSIBILITIES..... | 33 |
| FULL-TIME EMPLOYEE WORKDAY | 33 |
| PART-TIME AND TRAVELING EMPLOYEE’S WORKDAY | 33 |
| ADDITIONAL RESPONSIBILITIES | 33 |
| SUBSTITUTING FOR OTHER DISTRICT TEACHERS | 33 |
| CURRICULUM & ASSESSMENT DEVELOPMENT AND PRIMARY RESOURCE SELECTION | 34 |
| PROFESSIONAL LEARNING | 34 |
| NEW TEACHER MENTOR PROGRAM | 34 |
| EMERGENCY SCHOOL CANCELLATION | 34 |
| STAFF MEETINGS | 34 |
| NON-INSTRUCTIONAL ASSIGNMENTS/DUTIES | 34 |
| OPEN HOUSE & FAMILY CONFERENCES | 35 |
| OTHER MEETINGS | 35 |
| SCHOOL CANCELLATIONS | 35 |
| SUPERVISION AT SCHOOL EVENTS | 35 |
| SUPERVISION, EVALUATION, AND EDUCATOR EFFECTIVENESS..... | 36 |
| EDUCATOR EFFECTIVENESS MODEL & COMPENSATION | 36 |
| KEY EDUCATOR EFFECTIVENESS DATES | 36 |
| PPG+ AND SALARY ADVANCEMENT | 36 |
| PROFESSIONAL GROWTH PROCESS | 36 |
| GROWTH/IMPROVEMENT PLANS | 36 |
| MENTOR PROGRAM | 37 |
| SCHOOL DISTRICT OF GREENFIELD NON-DISCRIMINATION STATEMENT..... | 37 |

PURPOSE OF THE HANDBOOK

This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, this *Handbook* is not all-inclusive. 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. Copies of Board Policies and Administrative Regulations are available in each administrative office and are on the District website at: www.greenfield.k12.wi.us. To ensure employee awareness employees are expected to read the handbook and be aware of the policies and procedures related to their position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the School District of Greenfield Board of Education.

The District reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies or procedures, in whole or in part, at any time with or without notice. Employees will be notified of any substantive changes to the *Handbook*, typically as an overview at the start of the school year. If substantive changes are made during the year, employees will be notified as soon as practicable thereafter.

The District also retains the right to exercise all managerial and administrative functions, responsibilities and prerogatives including, but not limited to, the right to exercise its judgment to establish and administer the policies and benefits outlined in this *Employee Handbook*, to direct and discipline its employees, and to take whatever act it deems appropriate and in the best interests of the District.

This *Employee Handbook* shall become effective immediately upon adoption by the Board and shall remain in full force and effect at all times. This *Handbook* is subservient to, and does not supersede the provisions set forth in District policies.

Eligible Employees: This *Handbook* is provided as a reference document for the School District of Greenfield's (hereinafter referred to as "District") "Professional Educators" (hereinafter referred to as "Educators" or "Employees") which includes regular education teachers, special education teachers, guidance counselors, library-media specialists, speech & language pathologists, and professional, educational positions required to have a Department of Public Instruction license to teach, counsel, supervise, direct and otherwise assist students in optimizing their educational experience. The District may, at its discretion, contract out for such services when deemed necessary and appropriate.

- A. Full-time Educator: Full-time educators are defined as employees with an assignment of 1.0 full-time equivalent (FTE) in a position that is expected to continue from year to year. Full-time educators are hired under a regular, renewing contract. The contract renewal/nonrenewal timelines and procedures described in Section 118.22 of the state of Wisconsin Statutes apply to these employees.
- B. Part-time Educator: Part-time educators are defined as employees with less than a 1.0 full-time equivalent (FTE) or 1.0 FTE temporary positions that are only anticipated to exist for one year or less, i.e., full-year replacements for maternity/medical leaves and one-year limited term contracts issued to "late hires". Part-time employees are *not* hired under a regular, renewing contract and the contract renewal/nonrenewal provisions of Statute 118.22 do not apply to these employees. For the purposes of benefits outlined in this *Handbook*, employees must have a minimum assignment of fifty percent (50%) of a 1.0 FTE to qualify. Part-time educators attend and participate fully in all professional development days as that time is built into their salary. Record-keeping days are worked at the part-time employee's FTE.

DEFINITIONS & GENERAL EXPECTATIONS

Absence Reporting: Employees who are unable to report to work shall report absences using the current electronic substitute notification system and follow their individual building protocol for absence reporting prior to the start of the school day. Any time spent not working during an employee's scheduled day in the usual capacity must be accounted for in the current absence reporting system using the appropriate reasons. The District closely monitors attendance and absence patterns. Theft of time and/or improper modification of time-worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

Accident/Incident Reports: All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal or supervisor immediately. Reports should cover property damage as well as personal injury. A work-related injury must be reported within twenty-four (24) hours or the next scheduled District workday. If injured at work, call *EMC OnCall Nurse* at 1-844-322-4668. For life-threatening injuries, call 911.

Adherence to Terms, Rules & Policies: Employees are expected to comply with the standards of conduct set out in Board policies, this *Handbook*, administrative regulations, work rules, job descriptions, state law, federal law and any and all guidelines that impose duties, requirements or standards attendant to their status as District employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

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

The Board will vigorously enforce its prohibition against harassment based on race, color, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters (collectively, Protected Classes), or any other characteristic protected by law in its employment practices (hereinafter referred to as harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, take immediate steps to end the harassment, prevent its reoccurrence, remedy its effects.

Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

- A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;
- B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;
- E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
- F. inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work environment the reasonably may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;

- G. asking or telling about sexual fantasies, sexual preferences, or sexual activities;
- H. speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
- I. giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- J. leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;
- K. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;
- L. inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life; and
- M. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches or other school authorities) and a student is expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s)" (hereinafter the "Compliance Officer(s)" or CO or COs

Monica Garcia
Director of Student Services
414-855-2044
4850 S. 60th St.
Greenfield, WI 53220
mgarcia@greenfield.k12.wi.us

Dave Williams
Director of Human Resources
414-855-2041
4850 S. 60th St.
Greenfield, WI 53227
dwilliams@greenfield.k12.wi.us

The names, titles, and contact information of these individuals will be published annually on the School District's website and on each individual school's website.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The remainder of the Anti-Harassment Policy may be viewed on the District website. ([Board Policy 3362](#), [3362.01](#), [3362.02](#))

Anti-Retaliation: An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the District and provides the District with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the District's chain of command or complaint policies. The protection described is only available to employees who comply with this requirement. Protection against retaliation does not limit the District from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy. The District will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the District, or of another individual or entity with whom the District has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy. The District will not retaliate against an employee who discloses or threatens to disclose to a principal or supervisor or a public body any policy, practice, or activity of the District that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. Nothing herein shall limit or diminish an employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if such actions are protected by state and/or federal law.

Attendance: Educators are expected to take their employment contract, and their commitment to their students, extremely seriously by fulfilling their professional and contractual obligations every hour of every day. For schools to operate successfully and efficiently, employees are expected to effectively perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's principal or supervisor and as further specified in other parts of this *Handbook*. Any deviation from regularly assigned hours must have prior approval from the employee's principal or supervisor. Poor attendance may result in ineligibility for the District attendance recognition program and could result in disciplinary action up to and including termination of employment.

Cancellation of School/Work: Should inclement weather or other emergency situations require the cancellation of school or a Professional Learning day, a phone call, email, text or other form of electronic communication will be made to a phone number or email account provided by employees as soon as practicable. Staff may also monitor the District's web page or local television and radio stations. Unless previously approved to be absent on a canceled day, employees are expected to do as much work on a canceled day as is reasonable given the individual circumstances of each employee. Previously submitted and approved absences (sick days and personal days) on canceled days will be deducted from the employee's available sick day balance unless the employee provides verifiable evidence that the reason for the absence was also canceled due to the inclement weather or emergency. Canceled school/workdays do not impact the status of any approved leaves of absence, paid or unpaid, as the employee was unavailable to work on the day, and while employees are typically not required to report to work on a canceled day, the time is still considered part of the professional educator work year.

Child Abuse Reporting: Employees under the provisions of this Handbook are considered Professional Educators and are mandatory reporters of suspected child abuse. Employees who have reasonable cause to suspect that a child, seen by the employee in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report the suspected abuse or neglect. School nurses, social workers, regular education teachers, special education teachers, school counselors, physical therapists, physical therapist assistants, occupational therapists, dietitians, speech-language pathologists, audiologists and police liaison officers are all considered mandatory reporters. A person required to report shall immediately inform, by telephone or personally, the appropriate District administrative personnel and the county department or, of the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur.

Complaint Procedure: If any employee of the District reasonably believes that some policy, practice, or activity of the District is in violation of law, a written complaint must be filed by that employee with the Superintendent. If the complaint is about a practice or activity of the Superintendent, the complaint must be filed with the Board President.

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

Conflict of Interest: No District employee may use their office or position for personal financial gain or the financial gain of their family. No employee may engage in their 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 their official duties or would impair their independence of judgment or action in the performance of their official duties. No employee may use or disclose “privileged information” gained in the course of or by reason of their official position or activities. ([Board Policy 3230](#))

Copyright Infringement: A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media. Questions regarding copyright shall be directed to your principal or supervisor.

Criminal Record - Obligation to Report: District employees shall notify their principal or supervisor as soon as possible, but no more than three (3) calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- A. crimes involving school property or funds;
- B. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. crimes that occur wholly or in part on school property or at a school-sponsored activity;
- D. a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- E. a misdemeanor which violates the public trust.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such a report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment or conviction of a crime shall not be an automatic basis

for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- A. the nature of the offense;
- B. the date of the offense;
- C. the relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction.

Disaster Preparedness: All employees must become familiar with building procedures in the event of an emergency such as fire, tornado, intruders, extruders, etc. When drills are staged, every staff member and student must follow proper procedures.

District Property - Use of: The District may supply employees with equipment or supplies to assist in performing their job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited to: laptops, employee identification badges and the key card for building entry.

Non-Discrimination and Equal Employment Opportunity:

The Board does not discriminate in the employment of professional staff on the basis of race, color, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

Notice of the Board's policy on nondiscrimination and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Military status refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis, in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, and performance of duty or training by a member of Indiana organized militia. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

Respondent is the individual who has been alleged to have engaged in discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as Civil Rights Coordinators; hereinafter referred to as the "COs").

Monica Garcia
Director of Student Services
4850 S. 60th St.
Greenfield, WI 53220
414-855-2044
mgarcia@greenfield.k12.wi.us

Dave Williams
Director of Human Resources
414-855-2041
4850 S. 60th St.
Greenfield, WI 53220
dwilliams@greenfield.k12.wi.us

The names, titles, and contact information of these individuals will be published annually on the School District's website and on each individual school's website.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public. Any sections of the District's agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such materials. A copy of each of the Acts and regulations on which this notice is available upon request from the CO.

Drug-Free Workplace: The School Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia, by any member of the District's staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and any applicable law. Employees are directed to review and comply with all parts of [Board Policy 3122.01](#).

Electronic Mail and Internet Use: The District maintains an e-mail system, which employees are to use for internal messages. The system is used to notify employees of daily business-related information that applies to employees and is an efficient way to respond to business-related inquiries.

The e-mail system is generally to be used for work-related business only. Occasional personal use of the e-mail is permitted. Solicitations that are prohibited under our solicitation policy are not permitted on our e-mail system. The District reserves the right to review, audit, intercept, access and disclose any messages created and transmitted

on the system. Deleting an e-mail message does not guarantee that it has been erased from the system; backup copies are retained.

No employee is authorized to retrieve or read any e-mail not sent to him or her without prior approval. Employees who improperly access or monitor e-mail are subject to discipline or discharge.

The District maintains Internet access, which employees are encouraged to use for District business when necessary. The Internet is to be used for work-related business only during actual working time, but occasional personal use of the Internet is permitted, provided it is not abused. The use of the Internet during times other than actual working time is not barred, but an employee may not access sites during these times where payment for access is required, or where pornography is displayed, or if such use interferes with the work of any other District employee. The District reserves the right to review, audit, intercept, access and disclose any history created on the system. Leaving a site does not guarantee that it has been erased from history. (Board Policies 7540, 7540.01, 7540.02, 7540.04, 7540.06, and 7542)

Gifts, Grants, and Bequests: The Board is appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

The Board shall not discriminate in the approval and administration of gifts, grants, and bequests on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"). Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in AG 2260B.

All gifts or bequests having a value of more than \$500.00 that are approved by the Board will be formally acknowledged at a Board meeting. The Superintendent may accept for the Board gifts or bequests of lesser value on the Board's behalf.

Board authorization for grants is required only when it is a part of the grant application. All other grants may be approved by the Superintendent on the Board's behalf.

The Board shall provide written acknowledgement to the donor of any accepted cash donation of \$250 or more and any non-cash donation the value of which is \$250 or more. Such acknowledgement shall include the amount of cash or a description of any non-cash donation along with a good faith estimate of the value of such non-cash donation.

The Board shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board, subject to the Board's effort to comply with any specific wishes of the donor.

The Board reserves the right to refuse to accept and thus prohibit the use of the equipment by students or District employees during any District-sponsored activity or on any property owned, leased, or used by the District.

Grievance Procedure: Employees may use the grievance procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues. ([Board Policy 3340](#))

Identification Badges: The District provides employees with an identification badge. Employee identification badges are an important part of employee work attire and are critical to providing a secure environment for students. Employee identification badges must be worn in a visible spot while working for the District during contracted work time.

Investigation interplay with potential criminal conduct: If the alleged misconduct may constitute criminal conduct by the employee, the employee may be provided a Garrity warning. *Garrity v. New Jersey*, 385 U.S. 493 (1967). (See also [Board Policy 3139](#))

Leave - Administrative: The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

Licensure/Certification: Each employee who is required to be licensed or certified by law must maintain that licensure at all times and be able to provide the District with evidence of the appropriate licensure for all assignments. A teaching contract with any person not legally certified to teach the assigned subject(s)/grade level(s) shall be void. The District may initiate the contract nonrenewal procedures per State Statute 118.22, or terminate immediately, whichever is most appropriate, whenever a currently employed educator fails to provide sufficient evidence of maintaining/securing appropriate licensure. These terms and expectations for licensure/certification apply to all professional educators employed by the District, including, but not limited to: teachers, library-media specialists, and counselors.

Loss, Theft of or Damages to Personal Property: Employees may bring personal property, including personal communication devices, to school either for reasons associated with employment responsibilities or for use during off-duty time (see Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices). The owner of the personal property bears all responsibility and assumes all risk for loss, damage, or misuse of said personal property while it is on District property. Administrators are authorized to direct employees to remove inappropriate personal property from District premises.

No Expectation of Privacy - Work Spaces, Desks, etc.: Employees shall have no expectation of privacy with respect to any item or document stored in or on any District-owned property, which includes, but is not limited to: desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked within any parameters required by state and/or federal law.

Personal Appearance/Staff Dress: The Board believes that professional staff members set an example in dress and appearance for their students to follow. The Board authorizes the development of standards for staff dress and appearance that promote a professional educational atmosphere that considers the impact on the educational process and the diversity of the District's staff.

When assigned to District duty, all professional staff members shall:

- A. be physically clean and neat;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to District property;

- E. present themselves in such a way that does not disrupt the educational process nor cause a health or safety hazard.

Personal Communication Devices: Use of personal communication devices ("PCDs") (as defined in Bylaw 0100) has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee or school official or personally-owned by the employee or school official (regardless of whether the Board pays the employee or school official an allowance for his/her use of the device, the Board reimburses the employee or school official on a per use basis for their business-related use of his/her PCD, or the employee or school official receives no remuneration for his/her use of a personally-owned PCD, the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guideline, as well as other pertinent Board policies and guidelines. ([Board Policy 7530.02](#))

Personnel Records: Maintaining accurate personnel records is critical to effective human resource management and to the Board satisfying its legal obligations. In addition, such records frequently contain confidential information that must be managed appropriately. Accordingly, the Board has developed the following policy relating to personnel records. ([Board Policy 8320](#))

Professional Demeanor: Employees are expected to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents and students. Being a positive, cooperative and honest team member is a key value of the District.

Reduction in Staff: In the event that there is a need to reduce the number of Professional Educators for an upcoming year (Reduction in Force, or RIF) for economic reasons, the District must non-renew the professional educator's contract. Per Wisconsin state statute §118.22 and Board policy, the District must give preliminary written notice of nonrenewal to the teacher by the end of April. Final notice of nonrenewal must be given by May 15th.

In the event that a RIF is necessary (due to a decrease in demand for a teacher's services, an enrollment decrease, program change, etc.), in accordance with Board Policy 3131, the following factors may be considered when selecting which teacher(s) will have their contracts non-renewed and/or offered a part-time contract:

- The need for the services that the teacher performs
- The certification of teacher
- The experience of teacher
- The teacher's contributions to the school community
- The potential disruption to the building and/or other buildings' staffing
- The teacher's evaluations and performance relative to other teachers
- The likelihood of success of new staffing plans

Resignations and Liquidated Damages: A full-time teacher may resign from their position only upon approval of a majority of the full membership of the Board. The Superintendent may discuss terms of resignation with such a teacher as appropriate and present those terms to the Board in an appropriately noticed, regular or special Board meeting, as necessary. A resignation is only in effect once approved by the Board. A resignation, once accepted by the Board, may not be rescinded without approval by the Board.

Should an employee breach their executed individual contract or any provision thereof, a liquidated damage in the respective amount set forth below will be either paid or forfeited by the employee at the option of the District. The acceptance of the employee's resignation by the Board does not relieve the individual from the liquidated damages set forth herein.

If the employee executes an individual contract and thereafter, after June 15 and prior to July 1, breaches the agreement, the employee will incur liquidated damages in the sum of \$500. If an employee executes an individual

contract and thereafter, after July 1 and prior to July 16, breaches the agreement, the employee will incur liquidated damages in the sum of \$1000. If an employee executes an individual contract and thereafter, after July 15 and during the school year, breaches the agreement, the employee will incur liquidated damages in the sum of \$3000. The appropriate amount of liquidated damages, pursuant to the above, will be deducted from the employee's last paycheck or paid directly by the employee. The Board will not accept the resignation of the employee until such time as liquidated damages have been collected from the employee in question.

Sale of Goods and Services: The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, and the District's employees, officers, and agents is essential to the Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the Board adopts the following guidelines designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all professional employees, officers, and agents. Professional employees are expected to perform their duties in a manner free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District, or that was intended to be beneficial to the District, may still be a violation of this policy. ([Board Policy 3230](#))

Student Supervision and Welfare: Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the professional staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.

Each District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to the following standards:

- A. A professional staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A professional staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the principal and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. A professional staff member should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.

- D. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- E. A professional staff member shall not send students on any personal errands.
- F. A professional staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- G. A professional staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- H. A professional staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is the professional staff member's family member.
- I. A student shall not be required to perform work or services that may be detrimental to their health.
- J. Staff members shall not engage students in social media and online networking media, except for appropriate academic, extra-curricular, and/or professional uses consistent with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, Policy 7540.04 - Staff Technology Acceptable Use and Safety.
- K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a professional staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462 - Child Abuse and Neglect, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Termination: A full-time teacher's contract may be terminated only by a majority vote of the full membership of the Board. The Superintendent shall, if deemed appropriate, recommend a teacher's termination to the Board. The Superintendent is responsible for providing the teacher with appropriate notice regarding the hearing and for taking the necessary steps to present any such recommendation to the Board. The Superintendent may engage in

discussions with the teacher for purposes of resignation short of a hearing, subject to final Board approval. ([Board Policy 3140](#))

Use of Buildings and Equipment: With the exception of occasional personal use of school e-mail, computers, printers, personal digital assistants, cell phones and the Internet, the use of school property (buildings, equipment or supplies) by employees for personal use is discouraged. ([Board Policy 7510](#), [7530](#), [7530.01](#), [7530.02](#))

Video Surveillance: The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District and on school buses. Wherever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed.

Violence/Bullying in the Workplace: The Board believes that a staff member should be able to work in an environment free of threatening speech or actions. Threatening behavior consisting of any words or deeds that intimidate, or are intended to intimidate, a staff member or are reasonably likely to cause concern for his/her physical and/or psychological well-being is strictly forbidden. Such actions by any student, parent, visitor, staff member, Board member, contractor, or agent of the Board is prohibited, and the Board authorizes appropriate corrective and remedial action including disciplinary action where appropriate, referral to law enforcement, or pursuit of other remedies, including injunctive relief if appropriate. This policy should be read consistent with, and in conjunction with, school safety and the mandatory reporting of threats of violence in Policy 8462.01 - Threats of Violence.

*******END OF DEFINITIONS & GENERAL EXPECTATIONS SECTION OF *HANDBOOK********

ASSIGNMENTS

Determination of Assignment: Assignments shall be determined by the Administration based upon licenses, the needs of students and program requirements. Employees will be assigned at the discretion of the Superintendent (or designee), according to the best interests of the students of the District. Schedules for the upcoming school year shall be established and communicated as soon as practical each year. When an employee is assigned to a different position, the employee will be notified as far in advance as is practical and the rationale for the re-assignment will be provided.

Assignment Preference Consideration: Employees may request in writing their preference for a certain assignment. Such requests may be granted at the discretion of the Superintendent. Employees always have the option to apply for a posted position via the Wisconsin Education Career Access Network (WECAN).

Job Postings: Vacant positions will be posted on the Wisconsin Educator Career Access Network (WECAN) website. Vacant positions may be filled temporarily at the Superintendent's discretion during the posting and selection period. Qualified employees are welcome to apply to any vacancy that interests them. Candidates are selected for interviews based on the merits of the application, experience, certification, education, similar training, demonstrated excellence and references.

Job Sharing: Requests will be handled in accordance with Board policies and guidelines.

Reduction in Positions & Hours: In the event the Board determines to reduce the number of positions or the number of hours in any position, individual employees may, at the discretion of the District, be selected for full or partial reduction. Staffing reductions and assignments are always made according to the best interests of the students of the District and will not be arbitrary or capricious. Employees will be provided with an explanation for the reduction and as much advance notice as is practical. Statutory timeframes for nonrenewal will be followed.

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 may apply for vacancies posted on the Wisconsin Education Career Access Network (WECAN). Every effort will be made to notify employees of assignment changes or transfers for the following school year no later than June 1 of the preceding year. Extenuating circumstances may require later notification, but as much notice as is practicable will be provided.

*****END OF ASSIGNMENTS SECTION OF *HANDBOOK******

BENEFITS – INSURANCE

(All benefits are subject to change.)

Benefits Statement: Details about medical insurance and other benefits are set forth on the Department of Human Resources website.

Commencement and Termination of Benefits: Coverage will commence on the Professional Educator's first day of employment and continue for a full twelve (12) month period. If a Professional Educator resigns or is terminated during the term of their individual contract, the District coverage shall cease at the end of the month the resignation or termination becomes effective. If an employee resigns in good standing, or is terminated, and has completed the school year, their benefits shall terminate at the end of August. Administration reserves the right to terminate insurance coverage when an employee resigns without proper notice. The School Board may provide insurance coverage to eligible employees. When doing so, the following may be included:

- Medical Plan
- Prescription Drug Plan
- Dental Plan
- Vision Plan
- Employee Assistance Program
- Health Flexible Spending Accounts (FSA)
- Dependent Care Flexible Spending Accounts (FSA)

The Board acknowledges its obligation to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA).

The Board also acknowledges that group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic protected health information in accordance with the HIPAA Security Rule.

[3122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE](#)

Eligibility for Insurance Benefits & Any Board Contribution: The District provides various insurance benefits to full-time employees. Part-time employees at 50% Full-Time Equivalency (FTE) or higher may receive health insurance benefits at a prorated level commensurate with their FTE. Part-time positions less than 50% FTE are not eligible for medical insurance benefits.

Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan, based on cost to the District.

Change of Insurance Carrier: The District may, from time to time, change the insurance carrier, subject to board approval.

Dispute Resolution: It is understood that any disputes regarding coverage must be resolved with the insurance carrier and the District is not liable if coverage is not afforded by the carrier.

Dental Insurance Premium Contributions: For employees who are eligible for and select coverage, the District shall pay no more than 90% of the single or family premium of the lowest cost dental insurance plan. Employees shall be responsible for the remaining portion of the premium.

Health Insurance Premium Contributions: For employees who are eligible for and select coverage, the District shall pay no more than 90% of the single or family premium of the lowest cost health insurance plan. Employees shall be responsible for the remaining portion of the premium.

Short-term Unpaid Leave Coverage: For instances of unpaid leave that are less than a full month, the equivalent premium contribution will be deducted from the employee's pay on a per diem basis for the duration of the unpaid leave.

Liability Insurance: The School Board carries liability insurance, which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees are covered for liability in accordance with the terms of the District's liability insurance policy.

Life Insurance: The School Board shall provide a group life insurance policy for each member of the professional staff who works a minimum of 880 hours per year. Individual coverage and the premium the School Board will pay shall be based on the individual employee's salary.

Long-term Disability: The School Board shall pay the dollar amount equal to the full premium for employees who work a minimum of 880 hours per year. The coverage will include the following:

- A. Qualifying period – 60 calendar days of continuous total disability are required before benefit payments may begin.
- B. Monthly benefit – 66.67% of monthly salary will be payable up to the maximum monthly benefit as indicated in the current policy.

Short-term Disability Leave: Voluntary short-term disability coverage is available to employees who work a minimum of 880 hours per year at the employee's expense, provided at least ten (10) employees enroll in the short-term disability program.

BENEFITS - RETIREMENT

Professional Educator Post-Employment Benefit Plan: The District makes available a Post-Employment Benefit Plan for Professional Educators.

Eligibility

To be eligible for the Professional Educator Post-Employment Benefit Plan ("Plan"), the Professional Educator must:

- (1) retire from the District;
- (2) be age 57; and
- (3) have 20 years of service in the District.

Definitions

For purposes of the Plan:

"Years of service" means the number of consecutive, full-time equivalent school years that the employee has served as a licensed, contracted Professional Educator in the School District of Greenfield.

"Age" means the age of the Professional Educator as of June 30 of the year they intend to retire.

"Retire" means that the employee has informed the District that they will not be accepting a contract from the School District of Greenfield to serve as a Professional Educator in the forthcoming school year. Professional Educators who relinquish their duties prior to the conclusion of their current contract are not considered a "retiree" and are ineligible for any retiree benefits. Applicants for retirement must submit the *School District of Greenfield Professional Educator Application for Retirement and Post-Employment Benefits* by March 1st.

Benefit Calculation

Each Professional Educator is assigned to the grid based on their years of service as of June 30, 2015. Placement on the grid establishes the benefit level for that Professional Educator upon meeting eligibility criteria. Professional Educators who were hired after June 30, 2010 will not be assigned a specific benefit value. Rather, \$1250 will be credited to the employee, annually, for the purposes of providing a retirement benefit upon meeting the same eligibility criteria (i.e., age 57, 20 years of service, and retirement from the District).

Payout of Benefit

The benefit will be in the form of a Tax-Sheltered Annuity (TSA). The TSA will be paid out over the course of 5 years. However, the TSA payout may be accelerated upon request, and per IRS guidelines and the District's ability to pay.

Benefit Calculation

| Position | Years of Service as of June 30, 2015 | Benefit Value-TSA |
|----------|--------------------------------------|-----------------------------|
| A | 20+ | 82,500 |
| B | 19.9-17.0 | 74,725 |
| C | 16.9-15.0 | 66,950 |
| D | 14.9-13.0 | 59,175 |
| E | 12.9-11.0 | 51,400 |
| F | 10.9-9.0 | 43,625 |
| G | 8.9-7.0 | 35,850 |
| H | 6.9-5.0 | 28,075 |
| I | 4.9 or less | \$1,250 per year of service |

Early Retirement Reduction Option: A Professional Educator who does not meet the standard eligibility criteria may be granted a reduced benefit under the following conditions:

Age Reduction: If the professional educator has 20 years of service, and is over age 55 as of June 30 of the year in which retirement is requested, **but less than 57**, then the benefit is reduced 5% for every year prior to their standard eligibility.

Example:

Employee age 56 (as of June 30th of the year they are retiring) with 24 years of service as of June 30, 2015, would be eligible for the following benefit:

Benefit Value (\$82,500) x .95 (5% penalty) = \$78,375

Years of Service Reduction: If the professional educator has less than 20 years of service, but at **least 15 Years of Service**, is age 57 or older, then the professional educator may retire subject to a reduction factor of 5% per year of service of the benefit value as set forth in the grid.

Example:

Employee age 55 with 11 years of service as of June 30, 2015 (Position E); Employee elects to retire at the end of their 15th year (prior to accumulating 20 Years of Service) at age 59:

Benefit Value (\$51,400) is based on 11 years of service as of June 30, 2015. Benefit value is reduced by 25% to \$38,550 (20 years-15 years=5-year gap; 5 years @ 5% per year=25%).

Years of Service Reduction Exemption: The Years of Service Reduction Exemption would be applied to Professional Educators who are age 60 with 15 Years of Service. At Age 60, the Professional Educator's benefit value would not be reduced.

Supplemental Paid Leave Benefit: In addition to the standard post-employment benefit plan, Professional Educators may utilize accumulated sick leave days to add to the overall benefit value subject to the following terms:

- Paid leave is capped at 70 accumulated days for this benefit
- The value per day is \$100.00
- Must meet all other eligibility requirements for the District's Post-Employment benefit (years of service, age, and retirement from the District).

| Position | Years of Service as of June 30, 2015 | Paid Leave Multiplier (Max Value) |
|----------|--------------------------------------|-----------------------------------|
| A | 20+ | 0.5 (3,500) |
| B | 19.9-17.0 | 1.0 (7,000) |
| C | 16.9-15.0 | 1.25 (8,750) |
| D | 14.9-13.0 | 1.50 (10,500) |
| E | 12.9-11.0 | 1.75 (12,250) |
| F | 10.9-9.0 | 2.00 (14,000) |
| G | 8.9-7.0 | 2.25 (15,750) |
| H | 6.9-5.0 | 3.00 (21,000) |
| I | 4.9 or less | 3.00 (21,000) |

Benefit Continuation: Professional Educators who have an approved retirement may continue on the District's group health insurance plan through the end of August. All other benefits will cease at the end of June.

Death Benefit: If a Professional Educator should die after having reached the required age and years of service, but not having retired, the District will make the TSA payments to a surviving spouse or trust on behalf of the Professional Educator.

WRS: The School Board shall pay the required employer contribution to the Wisconsin Retirement System (WRS) for eligible employees. The employee is required to pay the required WRS employee contribution. The rates are determined by the Wisconsin Department of Employee Trust Funds. Any rate changes are effective on January 1st of the year.

BENEFITS – OTHER

Flexible Spending Account: The District will provide an Internal Revenue Service authorized flexible spending account [FSA] under applicable sections of the Internal Revenue Code (§105, §106, §125 and §129) to permit employees to reduce their salary and contribute to an FSA to cover the following expenses:

- Permitted medical expenses not covered by the insurance plan (IRC §105) subject to the limitations set forth in the Internal Revenue Service Code.

- Dependent care costs (IRC §129) subject to the limitations set forth in the Internal Revenue Service Code.
- Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administering agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§105, §106, §125 and §129).

COBRA Continuation of District Health Plan Participation: The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers employees the opportunity to remain on the District's health and dental insurance plan at the group rate in certain instances where coverage under the plan would otherwise end. Employees will be required to pay the full premium cost. Said opportunity is only made available in those certain circumstances at the time of separation of employment, and is not available at a later time, i.e., after the expiration of retirement insurance benefits (for those who were hired prior to October 1, 2011 and met eligibility requirements).

Tax Sheltered Annuities (TSA): Employees shall have the opportunity to participate in the District's Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money through salary deferral in annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an "Investment Vehicle").

*******END OF BENEFITS SECTION OF *HANDBOOK********

COMPENSATION

Background: The School District of Greenfield is governed by an elected Board of Education. The Board of Education sets policy in a number of areas, including personnel management. The following policies have been identified as being of significant importance to professional educators. Please note that all Board policies are applicable to professional educators regardless of their inclusion into this handbook. Board Policies may be viewed on the District's website.

Salary: Initial salaries for individual employees shall be at the discretion of the District. Depending on experience and growth, professional educators will be placed in one of five classifications: (I) Introductory; (P) Professional; (A) Advanced, (S) Senior, and (V) Veteran Educator. Each classification has a minimum salary amount. Progression within the model, from year to year, is based on meeting one's Professional Practice Goal in the previous year and meaningful participation in all building and district professional learning activities. Typically, educators spend five years in each classification with the exception of Introductory, which is three (3) years. Annual increases, within classifications, will vary. Professional educators may also earn an annual stipend by participation in the E3 Plan ("Educators Exceeding Expectations"). See Professional Educator Compensation Model below.

| Introductory | | Professional | | Advanced | | Senior | | Veteran Educator | |
|--------------|---------------------------------------|--------------|---------------------------------------|----------|---------------------------------------|--------|---------------------------------------|------------------|---------------------------------------|
| I-1 | \$48,500 | P-1 | \$55,500 | A-1 | \$65,500 | S-1 | \$75,500 | V-1 | \$85,500 |
| | | P-2 | Current Salary + Standard Progression | A-2 | Current Salary + Standard Progression | S-2 | Current Salary + Standard Progression | V-2 | Current Salary + Standard Progression |
| | | P-3 | Current Salary + Standard Progression | A-3 | Current Salary + Standard Progression | S-3 | Current Salary + Standard Progression | | |
| I-2 | Current Salary + Standard Progression | P-4 | Current Salary + Standard Progression | A-4 | Current Salary + Standard Progression | S-4 | Current Salary + Standard Progression | | |
| I-3 | Current Salary + Standard Progression | P-5 | Current Salary + Standard Progression | A-5 | Current Salary + Standard Progression | S-5 | Current Salary + Standard Progression | | |

Standard Progression Amount: The standard progression amount is not the same amount from year to year. This amount is determined (typically in May or June) based upon the state legislature's financial commitment to K-12 education each biennium, and the financial resources available to the District within each annual budget. For the 2025-2026 school year, the amounts are as follows: Introductory-\$1,600; Professional-\$1,700; Advanced-\$1,800; Senior-\$1,950; Veteran-\$2,150.

Pay Periods: School District of Greenfield Professional Educators have the choice to be paid over the course of twenty-two (22) or twenty-six (26) pay periods. Elections are done annually in May during benefits open enrollment or upon hire.

Payroll Calendar: The Professional Educator payroll calendar can be found on the District website by going to the Human Resources home page.

Annuities: The Board provides the opportunity for employees to participate in a tax-sheltered annuity (TSA) 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.

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, provided they are not participating in a Health Savings Account that limits concurrent participation in a Section 125 program.

Employee Wellness Stipend: In an effort to reward and incentivize employees to maintain good health, the School District of Greenfield offers an annual reimbursement of up to \$100 for costs associated with programs related to employee health and wellness. Examples of reimbursable costs would be health club memberships, registration for a marathon, and enrollment in health-related classes. Only employees eligible for the District's group health insurance plan may participate.

Additional Duties: 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.

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: \$125 for no more than two absences; \$250 for no more than one absence; \$425 for zero absences. Substantiation of jury duty is required to be eligible for the attendance recognition.

Assignments: Assignments are year-by-year appointments with no expectation of continuing in the role beyond the current school year.

Extra- and Co-Curricular Assignments: All assignments to extra and co-curricular positions will be certified in writing by an administrator with the approval of the Superintendent or designee.

Pay Rates: To the extent any changes are made to pay rates during the academic year but prior to the start of the second semester, then the changes will be effective at the beginning of the second semester of the academic year.

Extra Supervision Duty: Chaperones, ticket-takers or supervisors of students outside the regular school day at athletic events, school events (i.e. dances) and concerts will be paid at the rate of \$20.00.

Extra Professional Duty: Employees may be paid for additional professional duties such as curriculum development, homebound instruction, substitute teaching, event management, at the rate of \$30.00 per hour. See PROFESSIONAL RESPONSIBILITIES regarding substitutions.

- If a class period is between 40-60 minutes, pay will be \$30.00.
- Additional duties under this paragraph that are between 15 minutes and less than 40 minutes in duration may be compensated at a prorated rate of the \$30.00 hourly rate.

Summer School: The Summer School rate of pay is \$35.00 per hour for contracted Professional Educators. The rate is \$30.00 per hour for non-contracted Professional Educators.

Extra Teaching Assignment: 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.

Mileage Payments: Mileage shall be paid at the maximum rate allowed by the Internal Revenue Service as approved by the board.

Teacher Mentoring: Teacher Mentors are required to attend District-sponsored mentor training, typically held the second or third week of August and monthly throughout the school year. New and Experienced Teacher Mentors are expected to provide ongoing support to the new employee over the course of the school year.

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

Requests shall be submitted annually to the principal and contain the following:

- a. purpose and rationale of the club/activity;
- b. intended outcomes for students;
- c. list of at least 15 students who have indicated a willingness to participate;
- d. 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;
- e. 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;
- f. person(s) in charge.

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.

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.

National Board-Certified Teacher (NBCT): Should a Professional Educator become a NBCT, they will be eligible for a grant from the Department of Public Instruction (DPI). In addition to the grant from DPI, any Professional Educator that becomes a NBCT, will be provided a recurring annual stipend in the amount of \$1250 as long as they remain national board certified. Should the Professional Educator need to renew their certification, the District will reimburse for the cost of the application.

*******END OF COMPENSATION SECTION OF *HANDBOOK********

LEAVES, SICK DAYS, AND OTHER ABSENCES FROM DUTY

LEAVE DAYS

Leave Allocation: Ten (10) days of leave shall be granted to each employee per year. Unused leave days may accumulate up to one hundred (100) 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.
- c. In the event of the death of a Professional Educator while under contract and actively employed, the balance of any accumulated leave days, to include any days accrued during the current school year (up to 70 leave days) will be paid to the Professional Educator's beneficiary. Payment will be made at the Professional Educator's daily rate on the regular payroll dates. Should the Professional Educator have family group health insurance at the time of death, the family may remain on the District's family group health insurance through the end of the contract year (August) subject to payment of employee's share of the premium.
- d. A maximum of seventy (70) days may be used for the Supplemental Paid Leave Benefit for eligible employees.

LEAVES OF ABSENCE

Any employee taking an approved unpaid leave may elect to remain in the group for medical coverage, provided he/she pays the complete premium in the method set forth by the school District's Business Office.

Short Term Leaves of Absence: Employees may submit a written request for short-term leaves of absence of 30 calendar days or less for medical or family reasons. Short-term leaves of absence will be approved on a case-by-case basis at the discretion of the Building Administrator and/or Human Resources.

Requests: A written request for short-term leave must be submitted to the employee's Building Administrator. The request must indicate the reason(s) for such leave, the beginning date of the leave, and the duration of such leave. The Building Administrator will forward the request to Human Resources for review.

Approval: If the request for short-term leave is approved, Human Resources will inform the applicant in writing of the terms and duration of such leave.

Reinstatement: Employees granted a short-term leave are generally guaranteed a return to their current position, assuming they are capable of performing all of the job functions, with or without reasonable accommodations.

Compensation: Employees may be allowed to use accrued but unused sick leave days, depending upon the reason for the leave. Otherwise, short-term leaves of absence will be without pay. Upon return from leave, the employee may return to their current salary status, including any applicable increment change.

Long Term Leaves of Absence: Any professional staff member, with at least 3 years of full-time service in the District, may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave. A leave of absence will be limited to 2 years throughout the employee's career with the School District.

of Greenfield. If the leave is approved, the Board action will also provide the conditions applicable for the employee to return to work. The employee on leave shall notify the Superintendent by February 15 that he/she wishes to have employment for the following year.

[Leaves will be granted in accordance with Policy 3430 - Leaves of Absence](#)

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 (child, spouse, parent) which renders the employee incapable of reporting for duty and effectively performing the responsibilities of their position. Leave days may also be used to attend funerals and for court appearances. Employees may also use leave days to attend an approved employee-requested professional learning opportunity. Employees will not have to use leave days to attend professional learning opportunities required by the District. **Leave days shall not be used to extend holidays or breaks.** There may be rare occasions that warrant approval of unpaid leave days; the educator will discuss these unique occasions with their immediate supervisor who will confer with HR prior to approval. Professional educators may request leave for several qualifying circumstances.

Personal Days: Employees may designate up to 2 leave days per school year to use for personal business. Such requests must be made at least 2 weeks in advance and approval will be at the discretion of the employee's direct supervisor. The respective supervisor (i.e. Director, Manager, Principal) shall establish building/departments guidelines for such requests, including limiting the total number of "personal days" employees in a building can be approved for on a given workday. Approval of all such requests will be subject to the ability of the District to carry out operations and the availability of substitute coverage, when needed. **Personal days may not be used and shall not be granted on District or school-based professional learning days.**

Once-in-a-Lifetime Request: Staff may request an absence of three (3) days up to a maximum of five (5) days in length for a unique, once-in-a-lifetime event. This absence shall be allowed only one time per career and cannot be requested during the first or last student attendance week in a school year. Only one qualifying event will be approved across the District at any time in an employee's career, and in most circumstances is contingent on securing a substitute for the full absence. A request for such an absence must be made in writing to the building principal who will share the request with the Superintendent/designee, with as much advance notice as possible and must be made at least 1 month (30 days) prior to the first day of the requested absence. If approved, half of the days shall be paid (subject to available leave days) and half shall be unpaid in whole and/or half-day increments. The professional educator shall be responsible for making up missed learning or shall demonstrate meaningful participation in required professional learning activities related to any absence falling on a District professional learning day under this provision.

Bereavement Leave: In the event of the death of a relative, leave will be determined based on personal need for a death in the immediate family of an employee. The employee and employee's supervisor should collaborate on the reasonableness of the number of days requested. This leave shall be deducted from the employee's accrued sick leave bank. If no sick leave is available, it shall be without pay. In order for an employee to receive pay for attending a funeral of an individual outside of their immediate family, the time shall be coded as personal business.

Care for Immediate Family: Family needs to care for the serious illness of an immediate family member. Annually, employees may use up to five (5) days of their annual sick leave allocation for reasons other than their own illness or disability and for serious illness in the immediate family. In the case of use for serious illness in the immediate family, the employee shall complete an Employee Request for Leave Form as furnished by the District, explaining the illness. If the District believes the absence may qualify under FMLA, the appropriate paperwork will be sent out to the employee and will be required to be completed. All forms are to be returned to the FMLA administrator in the Human Resources Department. Please see the [Family and Medical Leave Policy 3430.01](#) for information on

FMLA qualified events. If Family Needs and Medical Leave qualify for FMLA, use of these days shall be concurrent with FMLA.

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. A link to Aesop is in Skyward when entering 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. Failure to notify the District of an absence and failure to report to work on such day may result in disciplinary action up to and including termination.

Jury Duty: In the event an employee is called for jury service, the employee should consider contacting the summoning body to request a postponement of duty to non-school days (i.e., summer, winter recess, spring break) when service falls on a workday. When jury service occurs on a workday, the employee will not be charged leave days provided they remit their jury duty summons and any compensation paid to them for such jury service to the Business Office.

Military Leave: It is the District's policy that employees will be granted all military leave rights available under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Other/School Business Leave: The Superintendent or appropriate administrator may approve an absence with pay for site-, department-, or grade-level professional learning activities, committee work, attending conferences, or serving as an AP Reader, which the administration deems are beneficial to the educational process. Employees afforded these opportunities may be asked to plan/present a professional development session for their colleagues.

LEAVES – ADDITIONAL INFORMATION

Substantiation of Reason for Absence: The reason for a leave day must be entered in Skyward. No further substantiation is required unless the request appears unusual, is part of a pattern, or the requested days are adjacent to a holiday, recess or break (see next section). When the administration identifies an unusual absence request or a pattern of absences, substantiation of any absence may be required. 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 their regular duties.

District Definition of Break: For the purposes of this Handbook, a break is defined as a non-workday, non-holiday, or holiday that falls on a calendar day, Monday through Friday, that would otherwise be considered a workday. Breaks include Fall Break, Thanksgiving Break, Winter Break, Martin Luther King Jr. Day, Mid-Winter Break, Spring Break and Memorial Day Break.

Pattern of Absence: 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, absences on professional learning 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.

Certification of Good Health: Employees may be required to furnish a medical doctor's certificate of good health prior to returning to work.

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 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 with the current topic being studied.

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 their duties.

*******END OF LEAVE, SICK DAY, AND ABSENCES FROM DUTY SECTION OF *HANDBOOK* *******

PROFESSIONAL RESPONSIBILITIES

Full-time Employee Workday: Employees shall work an 8-hour workday including a 30-minute lunch. The Board determines the start and end times of all schools. Meetings may be held before or after school.

Part-time and Traveling Employee's Workday: A part-time employee's percentage or Full-Time Equivalent is approximately the average of the percent of the employee day (clock hours) and the percent of the teaching load (assignment). The District may adjust the calculation to best balance the needs of the students and the financial limitations of the District. It is the expectation that part-time and traveling employees attend all scheduled professional learning opportunities and meetings falling within the employee's work schedule.

Additional Responsibilities: As professionals, 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 include:

- A. state standardized test administration/proctoring, including unassigned time lost to such activities during the workday;
- B. open house;
- C. meetings set up by employees or parents to address students' needs and progress;
- D. faculty meetings, department meetings, grade level meetings, professional development sessions, and collaborative planning
- E. IEP meetings, 504 meetings, student-focused meetings (SIT, CST) meetings;
- F. parent-teacher conferences; and
- G. make-up days due to excessive school cancellations. The District will schedule the student school day and calendar with the necessary amount of 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.

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.

- 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.
- 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.
- 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.

Curriculum & Assessment Development & Primary Resource Selection: Professional educators are expected to assist in the development of curriculum and assessments and primary resource selection.

- Curriculum & Assessment: The development, evaluation and revision of the curriculum and workday 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. 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-work 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.
- Primary Resource Selection: Employees can be required, within the work day, to participate in the process of reviewing primary resource 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.
- Professional Learning: All requests for professional learning opportunities must be submitted through Skyward upon prior approval by the building principal and/or district administrator.
- New Employee Instructional Mentoring Program: Employees new to the District may be required to participate in the New Employee Instructional Mentoring program. 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.
- 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 Educators must work the equivalent of two (2) full days with the new employee. Combinations of half and full days are allowed for the Mentors.

Emergency School Cancellation: On days that school is canceled due to inclement weather or other emergency situations, and is not a Virtual Learning Day, employees do not report to work and do not have to document or deduct leave days. In the event a canceled school day must be "made up" due to requirements of the Department of Public Instruction, employees are expected to work on those days at no additional compensation.

Staff Meetings: Employees are required to attend all staff, faculty, department, team, grade level and other similar school/district meetings as part of their regular salary. The administration will provide a schedule of regular meetings at the start of the school year and shall attempt to provide reasonable notice of any other meetings.

Non-Instructional Assignments/Duties: Non-instructional assignments and duties, including but not limited to bus duty, general supervision and study hall supervision, will be made by building Administrators. Efforts to fairly and equitably assign these assignments will be made.

Open House & Family Conferences/Consultations: Attendance at Open Houses and Family Conferences is required at no additional compensation. Educators shall consult regularly and consistently with parents so that parents can optimize their role in the education of their children. Such consultation may be in the form of phone

contacts, electronic mail, websites, other digital media, home visitations, progress reports, in-person appointments, etc., in addition to family conferences.

Other Meetings: Employees are required to attend, for no additional compensation, meetings of individual educational plan teams, meetings to prepare individual education plans, parent-requested meetings, administrator-requested meetings and/or activities/meetings of a similar nature as a professional responsibility.

Supervision at School Events: At times, professional educators may be required to attend and help supervise school or district events during or beyond the normal workday. These events include, but are not limited to, athletic contests, concerts, music/drama programs, art shows, special school events, parent/community education opportunities or other activities that are extra-curricular or co-curricular in nature. Notice of such events will be provided at the beginning of the school year or as soon as is practical. Efforts will be made to accommodate individual employee's schedules so this professional expectation can be met with sensitivity to personal obligations.

*******END PROFESSIONAL RESPONSIBILITIES SECTION OF *HANDBOOK********

SUPERVISION, EVALUATION AND EDUCATOR EFFECTIVENESS

Professional Educator Compensation and Educator Effectiveness Model Overview: The School District of Greenfield Professional Educator Compensation Model ("Model") is designed to:

- Attract teachers to Greenfield;
- Retain teachers in Greenfield;
- Be sustainable based on revenue projections;
- Be fair, transparent and easily understood; and,
- Reward professional growth aligned with Educator Effectiveness and the District's culture & mission.

The Model is driven by the professional growth of the Professional Educator as set forth in an annual Professional Practice Goal (PPG+). The development of PPG+s is a key element of the Educator Effectiveness System. The primary focus is on the "teacher practice" portion of Educator Effectiveness. Therefore, the focus is entirely on the Professional Educator's PPG+. Professional Educators are supported in setting their PPG+ aligned with Educator Effectiveness and the District's culture & mission. Accordingly, the goals will:

- be of value to the District;
- meet specific needs of the District;
- help individuals improve their performance to increase student achievement; and,
- not be the same for all professional educators.

Key Educator Effectiveness Dates: The key Educator Effectiveness dates for the 2025-2026 school year can be found by clicking the [Key Educator Effectiveness Dates 2025-26](#) link.

PPG+ and Compensation: Upon hire, all Professional Educators are placed into one of five (5) classifications: Introductory (I), Professional (P), Advanced (A), Senior (S) and Veteran (V). There are three (3) steps in the Introductory classification and five (5) steps within each of the other four classifications. Each classification has a minimum salary amount. Professional Educators progress through their classification upon meeting their annual PPG+ ("meeting expectations"). As the Professional Educator progresses through their classification, after either three (3) or five (5) years, they will move to the next classification. When a Professional Educator has progressed to the Veteran classification, the professional educator will continue to see an increase upon meeting their annual PPG+.

Professional Growth Process: As a part of the Educator Effectiveness requirements, all Professional Educators will complete a PPG+. All Professional Educators are designated as either in a Formative (Supporting) Year or in a Summative (Evaluation) Year. Professional Educators who are in their 1st year, or those who have a significantly different teaching assignment from the previous year, may request an exemption. Professional Educators seeking an Exemption will receive an annual evaluation.

Growth/Improvement Plans: A Growth Plan or Improvement Plan may be necessary to provide direction for employees whose performance is not meeting expectations. A Growth Plan may be developed, in partnership with the employee, and is based on a concern or deficiency in one or more aspects of an employee's practice. The desired outcome of a Growth Plan is to meet District expectations through collaboration, communication and additional support. An employee who does not demonstrate adequate growth at the duration of a Growth Plan may be placed on an Improvement Plan. An Improvement Plan may include a description of concerns and/or the employee's deficiencies, a description of appropriate performance, goals/targets and frequent supervisory and supportive activities, and may also include at least one evaluation. An Improvement Plan may also include various means of

professional development/learning, formal and informal observations, unannounced classroom visits, support by experts in the field and/or peer coaching and/or mentoring. In all cases, the nature and duration of an Improvement Plan is at the discretion of the Administration. If an Improvement Plan does not enable the educator to reach or exceed the District's expectations relative to the educator's professional practice, non-renewal of the employment contract pursuant to Statute 118.22 may be necessary.

Mentor Program: Educators new to the District are required to actively participate in the Greenfield Mentor Program as determined and defined annually by the District. New to the District Educators may be required to spend up to the hourly equivalent of five additional work days without additional compensation, two (2) days of which will likely take place in August prior to the beginning of school, to become oriented to the District and to provide time and support in order to prepare professional and curriculum materials/lesson plans as well as to understand general expectations for their assignments. Administrators may plan the activities for this additional time.

*******END EVALUATION, SUPERVISION AND EDUCATOR EFFECTIVENESS SECTION*******

The Board of the School District of Greenfield does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.