



# **Professional Educator Employee Handbook**

**Effective July 1, 2018**

**Approved by the School Board on August 27, 2018**

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## **I. INTRODUCTION**

Welcome to the School District of Greenfield. This Professional Educator Employee Handbook (“Handbook”) has been prepared to acquaint professional educators with information about compensation, wages, expectations, policies, procedures, rules and regulations.

Employees are expected to read, understand and abide by its contents and any policies, guidelines and procedures referenced herein. Employees with questions that are not answered by this Handbook should present their question(s) to their immediate supervisor who will provide answers/clarification and/or refer the employee to the appropriate source. Complete District policies and guidelines that apply to staff and students are available on the District’s website.

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

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

The School District of Greenfield 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.

## **II. EQUAL EMPLOYMENT OPPORTUNITY**

The District provides equal employment opportunity for everyone regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, sexual orientation or disability that does not prohibit performance of essential job functions (Policy [3122](#)). In addition, laws regarding military leave and veterans’ status are observed. This is reflected in all the District practices and policies regarding hiring, training, promotions, transfers, rates of pay, layoff and other forms of compensation. All matters relating to employment are based upon ability to perform the job, as well as dependability and reliability once hired. Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the District.

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

## **III. BOARD POLICIES**

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 professional educators regardless of their inclusion into this handbook. Board Policies may be view on the District’s website.

## 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 classified 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](#).

## 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](#))

## CONFLICTS OF INTEREST

No District employee may use his/her office or position for personal financial gain or the financial gain of his/her family. No employee may engage in his/her own business activity, accept private employment or render services for private interests when such employment, business or activity or service is in conflict with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. No employee may use or disclose "privileged information" gained in the course of or by reason of his/her official position or activities. Management Team members may use their leave days for consulting work provided there is no conflict of interest as described herein, subject to approval by the Superintendent. (Board Policy [1130](#))

## STAFF DRESS & GROOMING

An employee's appearance reflects the District's image. All employees are expected to be clean and to be concerned with good personal hygiene. All employees are expected to exercise moderation and good taste in dress and grooming. (Board Policy [3216](#))

## ELECTRONIC MAIL AND INTERNET USE

1. 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. E-mail is an efficient way to respond to business-related inquiries among the office staff.
2. 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.
3. No employee is authorized to retrieve or read any e-mail not sent to him or her without prior approval. Employees improperly accessing or monitoring e-mail are subject to discipline or discharge.
4. 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 Policy [7540](#), [7540.01](#), [7540.02](#))

#### EMPLOYEE GRIEVANCE PROCEDURE

Employees may use the grievance procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues. The forms may be found on the District's website, see Board Policy 3340.

#### HARASSMENT POLICY

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

The remainder of the Harassment Policy may be viewed by clicking on the link below:

[HARASSMENT AND OTHER INAPPROPRIATE BEHAVIOR - Board Policy 3362](#)

#### **IV. COMPENSATION**

1. **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 four classifications: (I) Introductory; (P) Professional; (A) Advanced, and (S) Senior. Each classification has a minimum salary amount. Progression into one classification, from another, is based on meeting one's Professional Practice Goals in the previous year. In general, each classification requires five (5) years of experience. Annual increases, within classifications, will vary. Professional educators may also earn an annual stipend by participation in the E3 Plan ("Educators Exceeding Expectations").
2. **Pay Periods:** The District pays Professional Educators over the course of twenty-two (22) pay periods unless a Professional Educator elects 26 pay periods. Elections are done annually.
3. **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.
4. **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.

#### **V. LEAVE**

1. **Leave Days:** Ten (10) days of leave shall be granted to each employee per year. Unused leave days may be accumulated up to seventy (70) days. Employees hired after the beginning of a school year shall receive a prorated amount of sick leave.

- A. Leave days are granted to an employee on the completion of the first working day of the individual contract.
  - B. Except as otherwise contained in this Handbook, all leave benefits shall terminate and be forfeited upon termination of employment for any reason.
  - C. In the event of the death of a Professional Educator while under contract and actively employed, the balance of any remaining Leave Days will be paid to the Professional Educator's spouse or beneficiary for the remainder of the contract year. 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.
2. Purpose of Leave Days: Leave days may be used for personal illness, injury, medical condition or an illness/injury/medical condition in the immediate family which renders the employee incapable of reporting for duty and effectively performing the responsibilities of his/her position. Leave days may also be used to attend funerals, conduct personal business, court appearances, and child-rearing. Employees may also use leave days to attend an approved employee-requested professional development opportunity. Employees will not have to use leave days to attend professional development opportunities required by the District. **Leave days shall not be used to extend holidays, breaks or to vacation on contracted workdays.**
3. Notice of Absence: When an employee needs to be absent from work, the employee shall give notice to the Principal or the person designated by the Superintendent to receive such notice, as far in advance as possible, preferably not later than 90 minutes before the start of the day of absence in the event of an unanticipated illness or emergency. If the absence is for consecutive days, the Principal shall be notified of the probable date of return. Educators must record the absence in Skyward and those employees requiring a substitute must enter the details of the absence in Aesop to ensure a substitute is committed to cover the absence. Notification canceling a previously approved leave day shall be submitted at least three (3) working days prior to the commencement of the leave. Requirements for notice may be waived in unusual or emergency situations.
4. 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, is for a day after April 30, or the requested days are adjacent to a holiday, recess or break (see paragraph 6 below). 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 his/her regular duties.
5. Leave Days Adjacent to Breaks & Holidays or After April 30: While employees may use leave days for legitimate reasons, the School Board maintains the expectation that personal business should rarely be necessary and leave days may not be used to extend holidays, breaks or otherwise take vacation on contracted workdays. Such use of leave days will result in a loss of pay equivalent to the employee's daily rate of pay for each absence that extended the holiday or break and may also result in disciplinary action, up to and including termination.
- A. To qualify for paid leave on days that are adjacent to a break or holiday or after April 30, sufficient substantiation of the need for the absence is required. The following reasons for absences on such days qualify for paid leave days:
    - i. on extended medical leave;
    - ii. having prior approval from the immediate supervisor, acting upon a written request from the employee;

- iii. having a pre-approved paid medical leave request filed with a doctor's excuse;
  - iv. having a legitimate, unplanned medical issue substantiated with an administrator; a doctor's excuse may be required; or
  - v. the absence was due to an unavoidable emergency that is adequately substantiated.
- B. Notification for leave days requested after April 30, or when the requested days are adjacent to a holiday, recess or break, shall be submitted at least ten (10) working days prior to the requested date of leave unless the absence is due to unanticipated illness or emergency or other reason beyond the employee's control. Failure to provide adequate notice may also result in the loss of a day's pay for such absences. Requirements for notice may be waived in unusual or emergency situations.
6. Pattern of Absences: A pattern of absences may be the basis for the District to require a medical certification of illness from a health care professional or other form of substantiation. A pattern of absences generating suspicion of possible abuse of leave days may include, but is not limited to, such practices as frequent absences on Mondays or Fridays, absences in conjunction with holidays or other paid leaves, multiple absences on professional development days or other non-student contact days, reporting or requesting absences well in advance of the anticipated date or other repeated absences of a similar nature.
  7. Certification of Good Health: Employees may be required to furnish a medical doctor's certificate of good health prior to returning to work.
  8. Substitute Directions/Lesson Plans: Teachers are expected to provide substitute teachers with clear and adequate directions and lesson plans when the teacher is absent from school. The information must be left in an easily accessible location and/or can be uploaded to the Aesop substitute-finder program. Directions/lesson plans must include information on student seating and other information to assure safe and productive instruction occurs while the teacher is absent. Directions/lesson plans must include learning activities that are aligned to the topic being studied.
  9. Family & Medical Leave: The District will comply with state and federal requirements, i.e., the Family & Medical Leave Act, related to medical leaves. Details regarding FMLA forms and procedures are available on the District website.
  10. Injury: Any employee who, in the course of employment, sustains a compensable injury or contracts a compensable disease under the Wisconsin Worker's Compensation Law, may be given the option to use leave days as provided herein. In no case shall leave days and disability be allowed for the same period. The Board shall provide legal counsel related to any injury due to assault upon the employee while acting in the discharge of his/her duties.
  11. Jury Duty: In the event an employee is called for jury service, the employee must contact the summoning body to request a postponement of duty to non-school days (i.e., summer, winter recess, spring break). The employee will document said request by filing a "Request for Jury Duty Deferment Form" and a copy of the summons with the Business Office. When jury service occurs on a workday, the employee will not be charged leave days provided that he/she remits to the Business Office an amount equal to the compensation paid to him/her for such jury service and attaches the summons and a copy of the "Request for Jury Duty Deferment Form" to the Business Office.
  12. 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.
  13. Employee Wellness Stipend: In an effort to reward and incentivize employees to maintain good health, the School District of Greenfield is offering, on an experimental basis, 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 marathons, and enrollment in health-related classes. Only employees eligible for the District's group health insurance plan may participate.

14. Sabbatical: Requests for a sabbatical will be handled in accordance with Administrative Guideline [3435](#).
15. 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).

## **VI. EMERGENCY SCHOOL CANCELLATION**

On days that school is canceled due to inclement weather or other emergency situations, 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.

## **VII. INSURANCE - HEALTH, DENTAL, LIFE, DISABILITY**

1. Eligibility: 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 pro-rated level commensurate with their FTE. Part-time positions less than 50% FTE are not eligible for medical insurance benefits.
2. Benefits: Details about medical insurance and other benefits are set forth on the Department of Human Resources website.
3. 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 her/his 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, her/his benefits shall terminate at the end of August. Administration reserves the right to terminate insurance coverage when an employee resigns without proper notice.

## **VIII. ASSIGNMENT, TRANSFERS & JOB SHARING**

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

## **IX. RETIREMENT**

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 1<sup>st</sup> of the year.



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” mean 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 1<sup>st</sup>.

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 |

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.

## **X. 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 make adjustments to the calculation to best balance the needs of the students and the financial limitations of the District.

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, SIT meetings;
- F. parent-teacher conferences; and
- G. make-up days due to excessive school cancelations. The District will schedule the student school day and calendar with the necessary amount of 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 & Textbook Selection: Professional educators are expected to assist in the development of curriculum and assessments and textbook selection.

- Curriculum & Assessment: The development, evaluation and revision of the curriculum and assessments is a continuous process. Monitoring the implementation and effectiveness of curriculums and assessments is a professional responsibility of employees, under the supervision and direction of the District's Administration.

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- 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.

- Textbook Selection: Employees can be required, within the workday, to participate in the process of reviewing textbook options. Participation by employees in such work beyond the normal workday will usually be voluntary. When employees do such work outside the normal workday, they may be paid under the EXTRA & CO-CURRICULAR DUTIES section of the Handbook.
- Professional Learning: All requests for professional learning opportunities must be submitted through Skyward. Requests should be made via the hard copies available in the school offices.
- New Employee Instructional Mentoring Program: Employees new to the District with less than five years of prior teaching experience 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 Teachers must work the equivalent of two (2) full days with the new employee. Combinations of half and full days are allowed for the Mentors.

## **XI. SEPARATION OF EMPLOYMENT**

### **Nonrenewal of Contract for Economic Reasons**

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 nonrenew the teacher'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 15<sup>th</sup>.

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 nonrenewed 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

### Liquidated Damages

Should an employee breach his/her 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 \$100. If an employee executes an individual contract and thereafter after July 1 and prior to August 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 August 1 and during the school year, breaches the agreement, the employee will incur liquidated damages in the sum of \$1500. 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.

## **XII. EXTRA & CO-CURRICULAR DUTIES**

1. The Administration reserves the right to assign employees to perform duties identified in this Handbook. In the vast majority of cases, volunteers will be solicited before an employee would be assigned a particular mini-contract, duty or responsibility.
2. Assignments are year-by-year appointments with no expectation of continuing in the role beyond the current school year.
3. All assignments to extra and co-curricular positions will be certified in writing by an administrator with the approval of the Superintendent or designee.
4. Individuals assigned to the positions may be compensated according to the mini-contracts outlined in the pay tables below.
5. **EXTRA SUPERVISION DUTY - \$15.00**  
Chaperones, ticket-takers or supervisors of students outside the regular school day at athletic events & concerts may be paid at the rate of \$15/hr. The same rate applies to high school teachers who supervise a lunch room or study hall above and beyond the 2.5 hours per week of supervision duty which High School teachers are assigned as part of their regular workload.
6. **EXTRA PROFESSIONAL DUTY - \$20.00**  
Employees may be paid for additional professional duties such as curriculum development, homebound instruction, substitute teaching, event management, at the rate of \$20.00 per hour. When a class period is greater than 45 minutes but less than 74 minutes, it is considered equivalent to one hour for the purposes of this extra pay. Correspondingly, additional duties under this paragraph that are between 15 minutes and 45 minutes in duration may be compensated at a pro-rated rate of half (.5) the \$20.00 hourly rate.
7. **SUMMER SCHOOL - \$28.00-\$30.00**  
The Summer School rate of pay is \$30.00 per hour for contracted Professional Educators. The rate is \$28.00 per hour for non-contracted Professional Educators.
8. **EXTRA TEACHING ASSIGNMENT (OVERLOAD)**  
Teachers who are assigned to teach a sixth class (out of a 7 period day) on a daily basis or a seventh class (out of an 8 period day) or otherwise assigned a teaching load that is well beyond the normal assignment for employees in comparable positions, shall be compensated at a rate that is consistent (proportionate) with the additional assigned time.

9. MILEAGE PAYMENTS

Mileage shall be paid at the maximum rate allowed by the Internal Revenue Service. The rate shall be adjusted beginning in the month following notification of the change to the District by the IRS.

10. TEACHER MENTORING

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

11. ESTABLISHING CLUBS AND ACTIVITIES

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

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